



Reimagining the Legacy: Learn. Liberate. Lead

# STUDENT HANDBOOK

A Comprehensive Guide to Students Rights, Responsibilities, and Privileges

2023-2024



# Message from the President

## *Welcome, Lincoln Lions:*

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

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

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

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

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

*Sincerely,*

***Brenda A. Allen '81***  
***President***



# Message from the Dean of Students

## *Lincoln Legacy Greetings:*

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

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

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

*In Orange & Blue Spirit,*

*Brian Dubenion  
Dean of Students*



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## PREFACE

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The Student Handbook is a comprehensive collection of information about University governance, services, facilities, organizations, and policies that directly affect students. Along with formal policies and other information contained on the University’s website, this handbook should serve as a source of necessary and useful information to help you navigate campus life. We hope that this information fosters a cooperative and constructive relationship between you — the student — and the University. University policies can be found on the University’s Human Resources policies page.

### Notice

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

Lincoln University complies with all local, state, and federal non-discrimination laws and regulations in the provision of educational services.

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

**If you have any questions regarding the handbook, please contact the Dean of Students Office.**

**Phone #: 484-365-7527**

**Email: [deanofstudents@lincoln.edu](mailto:deanofstudents@lincoln.edu)**

**Office Address: LLC 204**

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

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

Anthony Cox Jr

Associate Vice President of Diversity, Equity, Inclusion & Compliance/ Title IX Coordinator Office of Institutional Equity

Wright Hall, Room 102

484-365-7755

Lorna Chambers

ADA Coordinator – Student Support Services

Office of Institutional Equity

Wright Hall, Room 109

484-365-7245

## LINCOLN UNIVERSITY SATISFACTORY ACADEMIC PROGRESS POLICY

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

Students who enroll at the midpoint (January) of an academic year or attend one semester only will also be evaluated at the end of the spring semester. Thereafter, these students will be evaluated at the end of the academic year (unless they are on financial aid probation).

To ensure SAP, students must meet all of the following standards:  
Minimum cumulative grade point average (GPA)  
Must earn 67% of hours completed  
Must not exceed 150% of the hours required for degree completion.

### Undergraduate SAP Requirements

All undergraduate students must maintain the following minimum requirements to comply with SAP:

| Total Number of Completed Hours | Minimum Cumulative GPA |
|---------------------------------|------------------------|
| 0-29                            | —                      |
| 30-59                           | 1.60                   |
| 60-89                           | 1.80                   |
| 90+                             | 1.95                   |

### Graduate SAP Requirements

All graduate students must maintain the following minimum to be in SAP compliance:

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

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

All students who receive financial aid **must successfully pass a minimum of 67% of all completed hours** (for example if a student completes 12 credit hours, they must pass nine). If the number of completed hours drops below 67%, the student will no longer be eligible for financial aid. Completed hours include all hours completed at the University and transfer hours, whether or not the student earns a grade or receives credit. Successful completion of a course means the student received a grade of A, B, C, or D (excluding a grade of D for a graduate student or courses required for the major—undergraduate or graduate).

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

### Maximum Time Frame

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

### Second Undergraduate Degree

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

### Dual Degree/Double Major

Students must maintain progress as stated above. Students seeking a dual degree must be maintaining SAP before declaring their dual/double degree.

**Withdrawal**

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

**Incomplete (I) Grade**

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

**Repeated Courses**

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

**Change of Major**

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

**Audited Courses**

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

**Hours Enrolled**

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

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

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

**Financial Aid Termination**

Students who do not meet the SAP standards are not eligible for further financial aid, including summer school. Students will be notified by the Office of Student Financial Aid of their financial aid termination at the end of the spring semester through a letter to their permanent home mailing address and their University email account.

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



### **Conditions for Reinstatement**

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

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

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

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

### **Appeal Procedure**

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

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

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

## **UNIVERSITY ID AND LION CARD**

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### **Lion Card**

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

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

### **Obtaining a Lion Card**

Lion Cards are issued by the Lion Card Office located in John Miller Dickey Hall 1<sup>st</sup> floor. There is no charge for an initial Lion Card. After students register for classes for the current academic year, they can visit the Lion Card Office to have their photo taken and receive their first Lion Card. A valid photo identification card (driver's license, state ID, school ID,

passport, etc.) must be presented at the time of issuance. The Photo ID may not be taken with scarves, sunglasses, hats, caps, etc.

### **Reporting Lost or Stolen Cards**

Lost or stolen Lion Cards must be reported immediately to the Lincoln University Police and Public Safety Department. Reports of lost or stolen cards must be made to the Lion Card Office during normal business hours or to the Lincoln University Police and Public Safety Department at all other times. Either of these offices have the ability to immediately deactivate an ID card.

Lion Card Office  
484-365-4357  
Monday–Friday (9 a.m.–5 p.m.)

Lincoln University Police and Public Safety Department  
484-365-7211  
484-365-8139

### **Replacing Lost, Stolen, or Damaged Cards**

Lost, stolen or damaged cards may be replaced at the Lion Card Office during normal business hours. The fee to replace a lost, stolen, or damaged ID card is \$10 and \$15 with validation sticker. The replacement fee must be paid in cash at the Lion Card office. The **(non- refundable)** replacement fee may be charged to a credit or debit card in the Cashier’s Office. Once a replacement card has been printed and issued, the initial card will be invalid even if it is found.

### **Deactivating Lion Card Accounts**

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

### **Improper Use of the Lion Card**

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

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

### **Safety and Security of the Lion Card**

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

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

## UNIVERSITY MAILROOM

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

Mail should be addressed as follows:

Student's name

SMR #

1570 Baltimore Pike

Lincoln University, PA 19352

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

## VALIDATION STICKERS

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

### **Additional Identifying Stickers**

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

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

## UNIVERSITY POLICIES

### ABSENCES FROM CLASS

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

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

1. Four absences may result in an automatic failure in the course.
2. Three tardy arrivals may be counted as one absence.
3. Absences will be counted starting with whatever day is specified by the instructor but not later than the deadline for adding or dropping courses. Students are responsible for all missed work.
4. In case of illness, death in the family, or other extenuating circumstances, the student must present documented evidence of inability to attend classes to the dean of the college and vice president for student success. However, in such cases, the student is responsible for all work missed during those absences.
5. Departments offering courses with less than full-course credit will develop and submit to the dean of the college and the vice president for student success a class attendance policy in keeping with the above.
6. Students representing the University in athletic events or other University-sanctioned activities will be excused from class(es) with the responsibility of making up all work and examinations. Instructors will receive written notification from the University office sponsoring said activity before the event.

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

## ACADEMIC STANDING

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

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

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

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

Upper-class students (who have earned 30 or more credits) would receive an academic warning after the fall term if their CGPA falls below 2.0, but no extracurricular activity limitations are imposed for the spring semester. Upper-class students are placed on academic probation in August when their CGPA falls below 2.0 and they have earned a minimum of 30 credits; these students would be barred from participating in or representing the student body or University in the aforementioned extracurricular activities.

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

## ADVERTISING

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

General Regulations:

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

## ALCOHOL

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The laws of the Commonwealth of Pennsylvania prohibit possession, consumption, and distribution of alcoholic beverages by, and to, those under the legal drinking age of 21 years of age. Lincoln University permits the lawful consumption, in moderation, of alcoholic beverages on its property and by persons of the legal drinking age.

### Guidelines

To comply with state law and institutional policies, the following guidelines are established:

1. Displaying consumption of alcohol 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. Students who are publicly intoxicated will be subject to disciplinary action, as well as penalties under the law.
2. The intentional and knowing selling, or intentional and knowing furnishing (as defined by Pennsylvania Law) of alcoholic beverages to persons under the age of 21 or to persons obviously inebriated is prohibited.
3. Hosts of private social gatherings are responsible for ensuring adherence to state law and University regulations. All guests are subject to University rules and regulations.

4. In cases of alcohol intoxication and/or alcohol poisoning, the primary concern is the health and safety of the individuals involved. Please see MEDICAL AMNESTY POLICY.
5. No oversized or common source containers of any sort (including or not limited to kegs, punch bowls, beer balls, beer pong, party balls, or coolers) are permitted. Irresponsible use of alcohol, including purposeful binge drinking, playing drinking games, or drinking contests or games of any sort are prohibited.
6. Alcohol is not permitted in the First Year Residence Halls at any time. A first-year residence hall is defined by over 80 percent of participants being first year students.
7. No student, regardless of age, may possess or consume alcohol while representing the University or on a University-sponsored trip.

LU's policy encourages students to make responsible decisions about the use of alcohol and to promote safe, legal, and healthy patterns of interaction.

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## 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.

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## 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.

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## DISTRIBUTION OF LITERATURE

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

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

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## 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

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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

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The Drug-Free Schools and Communities Act of 1989 requires Lincoln University, as an institution of higher education receiving federal funds, to certify to the U.S. secretary of education that it has adopted and implemented an anti-drug and alcohol abuse program for its students and employees. Accordingly, the University adopts the following policy: Lincoln University does not permit or condone the illicit or unauthorized possession, use, consumption, sale, or distribution of illegal drugs by its students and employees on its property or as part of its activities. This policy applies to all full-time and part-time students; and all full-time and part-time permanent and temporary employees, including faculty, administration, all exempt and non-exempt staff, and any student employees and interns.

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

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

## DUE PROCESS

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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 a controlled substance may be forfeited to the authorities. Federal law also provides that a person age 18 or older who distributes a controlled substance to a person under 21 years of age may be sentenced to a term of imprisonment and/ or a fine of up to twice the amount authorized for distribution to a person over the age of 21.

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

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

## FERPA AND DIRECTORY INFORMATION

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

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

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

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

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

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

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

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

## FRIENDS AND ACQUAINTANCES

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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. The Lincoln University Police and Public Safety Department (484-365-7211)
2. Police Off-Campus: 911
3. Crime Victims Center Sexual Assault Hotline: 610-692-7273

## MOTOR VEHICLES

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Motor vehicle registration information is available at the Lincoln University Police and Public Safety Department located in International Cultural Center Room 106. First-year students are not allowed to have a vehicle on campus. All vehicles must be registered each year in August, and vehicles must be registered within three days of the beginning of the semester, or by Labor Day at the latest. You must provide a valid driver's license, current proof of insurance, valid registration, and a letter of permission from the owner of the vehicle granting students control of the vehicle. Vehicles will be registered between 9 a.m. and 4 p.m., Monday–Friday only. Under no circumstances will any vehicle receive registration stickers without appropriate documents. No exceptions.

## PEACEFUL ASSEMBLY

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

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

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

Persons planning or initiating assemblies to be conducted on the University campus are requested to identify their groups and to state their purpose in advance to the appropriate University personnel through the dean of students. Areas may be reserved, if available, for the accommodation of such assemblies. Arrangements for any assembly which involve the use of University buildings not available for general use must be made with the appropriate person. The organization sponsoring a speaker or conducting an assembly assumes the responsibility for maintaining 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 Lincoln University Police and Public Safety Department may be required to assure that the rights of all concerned are protected.

Demonstrations are prohibited in classrooms during hours that they are scheduled for use, or at any locality when conducted in a manner that interferes with the educational function of the University. Demonstrations are further prohibited in any special use facility. Demonstrators refusing to vacate such premises when directed by the instructor in

charge or by authorized staff are subject to immediate disciplinary action and arrest under the applicable city and state laws.

## PROPERTY LOSS/DAMAGE INSURANCE

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

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

## SMOKING

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

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

## SOLICITATION ON CAMPUS

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

## TRAFFIC AND PARKING REGULATIONS

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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 Lincoln University Police and Public Safety Department may Students should familiarize themselves with these regulations.

## VISITOR'S PASSES

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All visitors to the university must check in with the Lincoln University Police and Public Safety Department. 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 immediate removal.

## REPORTING SEXUAL MISCONDUCT

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If you experience or witness harassment, discrimination, or sexual misconduct, including sexual harassment, sexual assault, domestic violence, dating violence, stalking, or any form of retaliation, report it immediately to the Title IX Coordinator, Anthony Cox Jr, located in the Wright Hall Room 102, 484-746-0000, [titleix@lincoln.edu](mailto:titleix@lincoln.edu). If the Title IX Coordinator is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact the Lincoln Police and Public Safety Department or any other member of management (vice presidents, deans, directors, associate/assistant directors, or supervisors).

Other offices that can take the report are:

1. Lincoln University Police and Public Safety Department (484-365-7211; [lupublicsafetydepartment@lincoln.edu](mailto:lupublicsafetydepartment@lincoln.edu))
2. Office of the Dean of Students 484-365-7527
3. Division of Human Resources 484-365-8096 [hr@lincoln.edu](mailto:hr@lincoln.edu)

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

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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: Sex Discrimination in Education.

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

The University's Associate Vice President of Diversity, Equity, Inclusion & Compliance/ Title IX Coordinator is responsible for overseeing complaints of harassment (sexual & non-sexual), discrimination (sex/gender-based), and retaliation. 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.

**Retaliation: is ANY adverse action, including intimidation, reprisal, threats, coercion, or harassment, taken against a person participating in a protected activity. Retaliation against an individual that has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing.**

## USE OF AMPLIFYING EQUIPMENT

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

## USE OF INSTITUTIONAL NAME

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

## USE OF UNIVERSITY FACILITIES

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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 Lincoln University Police and Public Safety Department.

## CODE OF STUDENT CONDUCT

### INTRODUCTION

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

### AUTHORITY FOR STUDENT CONDUCT MATTERS

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The University reserves the right to take necessary and appropriate action to protect the safety and well-being of persons, property, and the campus community. Students may be accountable to both criminal and civil authorities as well

as to the University for acts that constitute violations of law and this code. Disciplinary action at the University normally will proceed during the pending of criminal proceedings.

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

## GENERAL MATTERS

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Lincoln University, a community comprised of students, faculty, administrators, and staff, recognizes the need to establish a code of conduct that contains rules and regulations to guide student actions and to define sanctions that will be imposed when rules and regulations are violated. For the benefit of the community at large, these regulations limit certain behaviors and activities. They also protect the health and welfare, safety, rights, and property of the University and all members of the University community. Specifically, the University strives to redirect student behavior that does not meet University standards. To meet this goal, the University employs a student conduct process that allows students to receive feedback by their peers, staff, and faculty, and employs educational and other sanctions such as warnings, fines, suspension, or expulsion. Any student accused of violating these rules is entitled to due process, a notice of the charges, and an opportunity to be heard.

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

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

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

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

Students at Lincoln University are expected to conform to regulations, federal and state laws, and city ordinances.

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

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

## STANDARDS OF CLASSROOM BEHAVIOR

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

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

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

## STUDENT CONDUCT PROCESS

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### Formation of the Student Conduct Board

The Student Conduct Board shall be comprised of the following:

- Five (5) students and one alternate appointed by the Student Government Association;
- Two (2) faculty members and one alternate appointed by the Division of Academic Affairs; and
- Two (2) administrators and one alternate appointed by the Vice President for Student Success.

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

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

### Rights & Responsibilities

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

The Dean of Students or his or her designee will serve as the presiding officer of the Student Conduct Board. All disciplinary action becomes effective upon the date of board action unless otherwise specified. Students dismissed by recommendation of the Student Conduct Board follow the same withdrawal procedure as other students. Any student

who leaves or withdraws from the University and seeks readmission while disciplinary action is pending must secure a written clearance from the vice president for student success or his or her designee.

### **Notification of Disciplinary Actions and Decisions**

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

## **DISCIPLINE HEARING PROCEDURES**

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The basic procedures include the following:

1. The presiding officer calls the session to order and asks each person on the zoom hearing to introduce himself or herself and state his or her reason for being at the hearing (e.g., board member, respondent, witness).
2. The presiding officer asks the respondent and the complainant if they challenge the objectivity of any member of the Student Conduct Board. If so, the party must state the reason(s). The board will meet in a non-public session to consider the challenge and determine whether or not the member should hear the case.
3. The presiding officer reads the charges and specifications to the charge(s) from the incident report. The presiding officer asks the respondent to respond to each charge (responsible or not responsible).
4. The respondent and the complainant are given an opportunity to give an opening statement.
5. The respondent and the complainant may give his or her explanation of the events surrounding the charges. The members of the board then may question the students. Each student should be given the opportunity to provide the presiding officer with questions to ask the others involved in the case.
6. The presiding officer in his or her discretion may limit the number of eyewitnesses that may be heard, and to require all other witnesses to submit their statements in writing. Both sides have, at this time, the right to cross-examine, by providing the presiding officer with questions, the witnesses, and to examine any documents before being received into evidence. No member of the staff, faculty, or administration of Lincoln University may be called as an expert witness. However, staff, faculty, and administrators may serve as character witnesses or references.
7. The respondent and the complainant present the facts and evidence that support his or 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, except the respondent or complainant may be accompanied by their parents, spouse, or an advisor for support. If the student's advisor is an attorney, special permission from the vice president for student success or his or her designee must be obtained. The role of parents, spouses, advisors, and attorneys is limited. Since conduct hearings are not a courtroom proceeding, but rather part of the University's

efforts to provide a healthy living/learning environment, attorneys and other support persons are not permitted to question witnesses, make statements or otherwise participate in the hearing process. If they fail to act by these procedures, they will be barred from the proceedings. When the student has been granted permission to have an attorney present, the University attorney will also be present.

### **Discipline Appeals Procedure**

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

Any recommended decisions and sanction(s) can be changed, accepted, or by the Student Conduct Administrator present during the initial hearing. There is no right of appeal of decisions and sanctions that result from administrative hearings before the Student Conduct Administrator.

A student's discipline file is part of the student's education record under the Family Educational Rights and Privacy Act of 1974 (FERPA). Under the amendments to the Higher Education Act of 2000, the University may notify parents of pending disciplinary action for drug or alcohol violations.

### **Prohibited Conduct**

The following acts and behaviors are prohibited:

#### **Aiding and Abetting**

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

#### **Alcohol (Underage Drinking)**

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

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

#### **Animals (pets)**

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



## Arson/Fire Setting

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

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

### Infliction of Harm

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

### Threat of Harm

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

**Self Defense: Violence in any form is inconsistent with the values of Lincoln University. As such, we believe that students have an obligation to de-escalate conflict and/or remove themselves from dangerous situations if at all possible. When possible, the student conduct board will attempt to determine “active aggressors” in any conflict. Actions consistent with appropriate self-defense will be considered a mitigating factor in considerations of potential conduct action and/or sanctioning.**

Social media can be used in negative ways (i.e. cyber-bullying, sexual harassment). Physical contact is not required.

### Abuse of the Student Conduct Process

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

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

- g) verbal or physical harassment and/or intimidation of a member of the Student Conduct Board
- h) failure to comply with the sanction(s) imposed under the Code of Student Conduct or with court orders relating to a Student Conduct matter
- i) Influencing or attempting to influence another person to commit an abuse of the Student Conduct Process.

### **Drugs**

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

### **Hosts**

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

### **Failure to Comply**

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

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

### **Forgery, Misrepresentation and Other Acts of Dishonesty**

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

### **Gambling**

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

### **Hazing**

1.16 : Hazing is defined as when a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a minor or student into or with an organization, or for the purpose of continuing or enhancing a minor or

student's membership or status in an organization, causes, coerces or forces a minor or student to do any of the following:

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

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

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

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

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

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

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

## **POLICY STATEMENT**

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

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

## **REPORTING VIOLATIONS OF THIS POLICY**

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

## **Sexual Misconduct**

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

### **Smoking**

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

### **False Fire Alarms**

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

### **Solicitations**

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

### **Theft**

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

### **Unauthorized Party/Gathering**

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

**Unsanctioned gatherings are any events that have not obtained appropriate campus approval. Any unsanctioned gatherings (not in accordance with Residence Life Policy,) that may cause harm to the student body ("Thirsty Thursdays") may result in more significant sanctions to protect the health and welfare of our community.**

### **1.26 Vandalism**

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

### **Disruptive Classroom Behavior**

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

### **Guest Responsibility**

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

## **Disorderly Conduct**

1.29 Conduct that is disorderly, lewd, or indecent.

## **University Policies**

1.30: Any violation of a published University policy.

## **Violation of federal, state or local law**

1:30 Violation of any federal, state, or local law.

## **Residence Hall Violations:**

1.31: Any violation of the University's residence hall policies, including:

1.31a: Visitation after posted hours.

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

1.31c: Tampering with, breaking, or removing computer equipment, signs, posters, or other property that belong to the University.

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

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

1.31f: Tampering with, stealing, or removing safety equipment (e.g., fire extinguishers, exit signs, smoke alarms and detectors, fire hoses, sprinkler systems).

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

1.31h: Making a false fire or bomb report.

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

1.31j: Students are responsible for the behavior of their guests whom they invite to the campus or permit to visit the residence hall. If a guest(s) is found to be in violation of the Code of Student Conduct while in the company of the student host or with the student host's knowledge, applicable charges will be brought against the guest, as well as against the student host or the host student organization.

## **Children**

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

## Medical Amnesty

### Lincoln University Call for Action: Medical Amnesty

Lincoln University's community is devoted to maintaining the health and safety of everyone. In regards to severe intoxication, serious injuries, or drug consumption a student should not be hesitant or be fearful to report these life-threatening emergencies. When, a student acts responsibly by notifying the appropriate authorities (e.g., calling 911, alerting a Resident advisor, contacting the police) AND meets one or more of the following criteria, he or she may not face University conduct action for his or her use or possession of alcohol or drug consumption

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

However, the student will be required to attend an approved alcohol education program, and partake in community service hours. When the student's behavior involves other Code of Conduct violations, (e.g., vandalism, assault, furnishing to minors) the additional behavior may be subject to disciplinary action. If a student exhibits a pattern of problematic behavior with alcohol, that student may be subject to formal disciplinary action.

## Disciplinary Sanctions and Actions

The Office of Dean of Students adjudicates most cases involving violations or alleged violations of the Student Code of Conduct and are empowered to assign sanctions and corrective actions to Respondents found to have violated provisions of the code. If a student is found responsible for a violation of the Student Code of Conduct and is assigned a sanction, the sanction takes effect immediately and remains in place until it is completed, expires, or is vacated through an appeals process. Foster personal learning, growth, and development and aid in the development of mature and ethical decision-making.

This section lists some of the sanctions and corrective actions that may be imposed upon students or student groups. The College reserves the discretion to impose more stringent or different sanctions or corrective actions depending on the facts and circumstances of a particular case. Sanctions for student misconduct under the Student Code of Conduct are generally cumulative in nature.

### No Contact Order

This is an official correspondence from the Office of the Dean of Students at Lincoln University. As a result of this conflict, the alleged student is restricted from making any first, second, or third person contact with the victim. No contact includes, but is not limited to, telephone calls, e-mail, social media messages, letters, and messages delivered by others. The alleged is not permitted to have any contact with the victim's personal property. Any sort of threat towards the victim or alleged, they should contact the Lincoln Police Department at 484-365-7211. Threats that are made will be understood as real and taken very seriously. Failure to comply with the instructions provided will result in a violation of the Student Handbook and may lead to immediate interim suspension from Lincoln University.

### Written Warning

A written warning is an official notification to the student that their behavior has been unacceptable. Any additional violations of the student handbook may result in further disciplinary action and/ or removal from housing.

### **Educational Sanction**

A student may be required to complete a project, research/reflection paper, or assignments appointed by the Dean of Students Office to educate them about the consequences of their actions and impart skills that may help students or organizations avoid future violations.

### **Community Restitution and Other Alternatives**

The adjudicator of a case can assign particular forms of community work, on or off campus, and a number of hours to be worked. The adjudicator will be responsible for supervising the student's implementation of the community restitution. The adjudicator may also require attendance, when appropriate, at educational workshops or similar opportunities suitable to the nature of the infraction.

### **Residential Probation**

Students who are found in violation of residence hall rules and regulations may have their agreement deemed non-renewed. Any student who is continually disruptive to the residence hall community will be considered for non-renewal of the residence hall agreement. Future violations will result in more severe disciplinary sanctions, including non-renewal of housing contract, loss of campus residence, suspension or expulsion.

### **Disciplinary Probation**

This sanction consists of a warning in writing which specifies that further infractions of the Student Code of Conduct during a student's time at Amherst will, in most instances, lead to suspension, dismissal or, in very serious cases, expulsion from the College. A student on disciplinary probation may be barred from some or all extracurricular activities for a defined period.

### **Financial Restitution**

Monetary reimbursement to a person or to the College for damage or loss of property or the abridgment of a person's use or access to the use of property or a service.

### **Interim Suspension**

During the interim suspension, students shall be denied access to the residence halls and to the campus and all other University activities or privileges. Students should reach out to their class dean to notify them of this interim suspension and any professor who they have a face-to-face class with.

### **Suspension**

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

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

### **Expulsion**

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

or she must immediately leave the University and may not return to the University campuses without the express permission of the vice president for student success, the dean of students, or their designee.

### **Student Non-Academic Grievance Procedure**

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

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

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

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

## **DEFINITIONS**

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When used in this code:

1. The terms "administrators, faculty, staff" refer to any persons employed by the University to execute the required day-to-day functions per the University's rules and regulations, as well as the laws of the Commonwealth of Pennsylvania.
2. The term "business day" means Monday to Friday, excluding recognized University holidays.
3. The term "distribution" means any sale, exchange, or transfer.
4. The term "group" means several persons who are associated with each other, but who have not complied with University requirements for registration as an organization.
5. The term "hearing" refers to a meeting between a student charged with an infraction of University rules and regulations and the Conduct Board that will hear the charges and decide upon or make recommendations.
6. The terms "institution" and "University" mean Lincoln University – Of the Commonwealth System of Higher Education.
7. The term "Student Conduct Board" refers to any person or persons authorized by the vice president for student success to determine whether a student has violated the student code and to recommend sanctions that may be imposed when a rules violation has been committed involving students.
8. The term "student conduct administrator" means a University official authorized on a case-by-case basis by the vice president for student success to impose sanctions upon any student(s) found to have violated the Code of Student Conduct. The vice president for student success may authorize a student conduct administrator to serve simultaneously as a student conduct administrator and the sole member or one of the members of the Student Conduct Board. The Vice President for Student Success may authorize the same Student Conduct Administrator to impose sanctions in all cases.



9. The term “organization” means several persons who have complied with University requirements for recognition and/or registration.
10. The term “cheating” includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff; or (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
11. The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency whether for sale or otherwise.
12. The term “preponderance of the evidence” means more likely than not. The evidence, when fairly considered, produces a stronger impression, and has the greater weight, and is more convincing than evidence to the contrary.
13. The term “reckless” means conduct which one should reasonably be expected to know would create a substantial risk of harm to persons or property or which would otherwise likely result in interference with normal University or University-sponsored activities.
14. The term “sanction” means a fine or another course of action imposed for violation of the Code of Student Conduct.
15. The term “student” includes all persons taking courses at the University, either full-time or part-time. Persons who withdraw after allegedly violating the Code of Student Conduct, who are not officially enrolled for a particular term but who have a continuing relationship with the University or who have been notified of their acceptance for admission are considered “students,” as are persons who are living in University residence halls, although not enrolled in this institution. The Code of Student Conduct applies at all locations of the University, including the campus in Philadelphia.
16. The “University community” means the community consisting of all individuals working, attending classes, or residing on any Lincoln University campus.
17. The term “University premises” means buildings or grounds owned, leased, operated, controlled, or supervised by the University.
18. The term “University-sponsored activity” means any activity on or off University premises that is specifically initiated or supervised by the University.
19. The term “weapon” means any object or substance designed to inflict a wound, cause injury, or incapacitate, including, but not limited to, all firearms, explosives, pellet guns, slingshots, martial arts devices, brass knuckles, knives, tasers, and chemicals such as “mace” or tear gas. A harmless instrument designed to look like a firearm, explosive, or weapon that is used by a person to cause reasonable apprehension of harm or to assault another person is expressly included within the meaning of “weapon.”
20. The terms “will” or “shall” are used in the imperative sense.
21. The term “may” is used in the permissive sense.
22. The term “policy” means the written regulations of the University as found in, but not limited to, the Student Handbook, the Code of Student Conduct, the University webpage, and graduate/undergraduate bulletins.
23. The term “complainant” means any person who submits a charge alleging that a student violated the University’s Code of Student Conduct.
24. The term “respondent” means any student accused of violating this Code of Student Conduct.

## STUDENT HEALTH

### ACCIDENT AND EMERGENCY ILLNESS POLICY AND PROCEDURE

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

### STUDENT HEALTH INSURANCE

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

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

### GUIDELINES

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All students should report to the Office of Health Services for treatment of any illness or injury, no matter how minor it may seem. A student injury report form should be completed by the student to document any injuries. If the health services office is closed, students should contact their residence hall coordinator or resident advisor; or in an extreme emergency, the Lincoln Police and Public Safety Office will direct the student and arrange transportation (which may involve calling an ambulance) to the nearest Hospital. Health services hours of operation: Monday thru Friday 9:00am-4:00pm. Transportation to doctors' appointments in the local area may be provided only during designated times, by appointment, given 24 hours' notice to health services by calling 484-365-7338 to schedule (including pharmacy and other diagnostic testing appointments, etc.).

In instances where students are rendered medical treatment without informing the appropriate University personnel or health services at the time of the incident, the student should report to health services immediately following medical treatment. If a student is admitted to the hospital, a member of the family, friend, or roommate should notify health services in person or by calling 484-365-7338. As well, a discharge summary of treatment and instructions should be brought to health services.

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

An emergency is an unexpected, serious occurrence or situation which requires prompt action. In the event of an emergency, University personnel will either transport the student or immediately call for an ambulance. The following is a list of criteria that require the University to call an ambulance:

1. Chest pain/cardiac arrest
2. Respiratory distress
3. Altered mental status

4. Seizure
5. Drug ingestion, overdose
6. Suicide attempt
7. Hallucinations/psychosis
8. Head Injury/loss of consciousness
9. Neck injury
10. Amputation
11. Uncontrolled bleeding
12. Penetrating trauma
13. Pregnancy complications, pain, or bleeding
14. Uncontrolled vaginal bleeding
15. Ambulatory dysfunction
16. Hyperglycemic or hypoglycemic episodes with life-threatening symptoms (blood glucose levels).

The following is a list of emergencies for which the University may be able to provide transportation

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

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

## IMMUNIZATION AND PHYSICAL EXAMINATION

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

### Requirements

All incoming first-year students and readmitted, international, and transfer students are required to provide proof of immunization for tuberculosis (Mantoux or PPD), tetanus/diphtheria/pertussis (Tdap/DTaP), two dates of measles, mumps, rubella (MMR), meningitis (Menactra), and two dates of varicella (chickenpox). If you do not have two dates for MMR & varicella you must have a positive blood titer report on file. Due to the COVID-19 pandemic, the university is also asking that all students inform Health Services of their Vaccine Status upon admission (or contact [accessibilityservices@lincoln.edu](mailto:accessibilityservices@lincoln.edu) for directives if they are in need of a religious/medical waiver).

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

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

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

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

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

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

## EXEMPTIONS

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An individual who objects to immunization upon the grounds that they conflict with his or her bona fide religious beliefs and practices may not be required to present a physician's certificate of immunization to register for classes. A religious exemption may be obtained by submitting the request to the director of health services. This exemption will not apply in case of an emergency or a disease epidemic that is declared by the Pennsylvania Department of Health or the department's designee.

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

## HIV/AIDS

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

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

HIV-infected individuals may have understandable concerns regarding confidentiality and privacy in connection with medical documentation and other information about their condition. Officials who have access to such information are required to maintain the confidentiality of that information. Those given responsibility for making and implementing personnel management decisions involving individuals with AIDS or HIV should strictly observe applicable privacy and confidentiality requirements. No information regarding an individual's health record may be released without their written consent, and such records should be made available only to officials who need to know for appropriate management purposes.

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

## COUNSELING SERVICES

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The Office of Counseling Services promotes a holistic approach to wellness and personal growth for student success. Individual, couples, or group counseling is offered to provide students with the skills to manage and overcome emotional and psychological concerns that interfere with their ability to create and maintain healthy relationships and achieve academic and personal success. Other services provided include crisis intervention, assessment, consultation, psycho-education, and referrals. Services are confidential and are provided at no cost to enrolled students. Lincoln University maintains the confidentiality of identifiable health information per the provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) Act.

## RESIDENCE LIFE

### OFFICE OF RESIDENCE LIFE

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

### COMMANDMENTS OF COMMUNITY LIVING

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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

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### Before a Fire

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

### Upon Discovering a Fire

1. Sound the internal fire alarm immediately to alert all residents.
2. Notify the Lincoln University Police and Public Safety Department at 484-365-7211.
3. Shut all doors and windows near the fire.
4. If the fire is small, use fire extinguishers.
5. Exit by the stairway from your area. DO NOT use elevators.
6. Do not run.
7. Have someone meet fire authorities and direct them to the proper floor and room.

## Upon Hearing the Fire Alarm

When you have been alerted by the alarm, verbal warnings, or sense smoke or fire:

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

## AREA COORDINATORS

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

## COMMUNITY ADVISOR (CA)

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A Community Advisor (CA) is a student staff member who serves as a resource to help you adjust to your home away from home. He/she will be a resource to the services, programs, and policies of the university. CAs are on duty at the front desk Sunday –Saturday from 7 p.m. to midnight.

## RESIDENCE HALL COUNCIL

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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.

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

## HEALTH AND SAFETY INSPECTIONS

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The Area Coordinators (ACs) and Community Advisors (CAs) reserve the right to inspect a room for health and safety reasons. These reasons include, but are not limited to, a complaint by a roommate or residents that the room is unsanitary, that the condition of the room is a fire hazard, or that pests such as roaches or mice are present. The inspection will occur monthly and at the discretion of the Residence Life Staff. During inspections, the resident may or may not be present.

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. The University reserves the right of an authorized personnel to observe and remove any unapproved appliances and/or objects in a room.

## PREVENTATIVE MAINTENANCE/PHYSICAL PLANT

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

### Repairs and Maintenance Request

As a member of a community setting, every student must assume responsibility for the care of common areas. In addition, a resident is responsible for the care of her/his room and its furnishings. Although housekeeping staff clean and care for the common areas in the residence halls, each resident is responsible for assisting with the maintenance and upkeep of each hall which includes, but is not limited to, cleaning up behind oneself as well as encouraging peers to do the same.

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

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

If the response time is longer than three days, please follow up with an RA unless it is an emergency. Ask 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 ACs and CAs, 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

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All University students must carry their Lion Card student ID and residence hall keys at all times. If you misplace or lose your residence hall keys, please notify Community Advisor, Area Coordinator, or the Office of Residence Life immediately.

### Lockouts

Throughout the academic hours of 9 a.m. to 5 p.m., all lockouts will be handled based on the availability of the Community Advisor or Area Coordinator. Charges for lockouts is \$3 per occurrence.

## ROOM CHANGES

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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 Area Coordinator before moving any personal items

from one room to another. Unauthorized room changes will result in disciplinary action. The University reserves the right to make room changes when it is deemed in the best interest of the students involved and the University. Students are allowed one room change without charge. 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 AC and/or CA at a cost of \$200.

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

## DISCIPLINARY MATTERS IN

### STUDENT HOUSING

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

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

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

### PROHIBITED BEHAVIOR

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

### FURNISHINGS AND DAMAGE

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

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

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

| Item per Person                      | Cost           |
|--------------------------------------|----------------|
| Illegally living in a residence hall | Room and Board |



|                                                                                                                 |                                                            |
|-----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|
| Lock changes                                                                                                    | \$200                                                      |
| Lockout                                                                                                         | \$3                                                        |
| Key replacement                                                                                                 | \$200                                                      |
| Failure to clean room at checkout (requiring maid service)                                                      | \$150                                                      |
| Improper checkout                                                                                               | \$150                                                      |
| Non-compliance with the checkout process                                                                        | \$150                                                      |
| Common areas maid service                                                                                       | \$75                                                       |
| Illegal furnishings removal                                                                                     |                                                            |
| Residence halls                                                                                                 | \$150                                                      |
| Computer labs                                                                                                   | \$150                                                      |
| Student restaurant                                                                                              | \$150                                                      |
| Illegal room changes                                                                                            | \$150 per day                                              |
| Fire extinguishers                                                                                              | \$100 community                                            |
| Tampering with life safety equipment (fire extinguishers, sprinklers, fire alarms or exiting an emergency exit) | \$500                                                      |
| Smoking (of any kind in Residence Hall)                                                                         | \$200                                                      |
| Graffiti, vandalism                                                                                             | \$25–\$75 community<br>\$100 individual                    |
| Vertical pole (stripper pole)                                                                                   | \$100                                                      |
| Cyberbullying                                                                                                   | \$100                                                      |
| Illegal appliances, possession of alcohol, unauthorized gatherings, propped doors                               | \$150                                                      |
| Broken windows                                                                                                  | \$100                                                      |
| Broken glass (large windows)                                                                                    | \$150-\$200                                                |
| Broken doors                                                                                                    | \$100                                                      |
| Broken/vandalized furnishings                                                                                   | \$25 community<br>\$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 the size                         |
| Drinking/alcohol use                                                                                            | IMMEDIATE INTERIM SUSPENSION<br>Referral to Judicial Board |
| Underage drinking                                                                                               | IMMEDIATE INTERIM SUSPENSION<br>Referral to Judicial Board |
| Serving alcohol to minors                                                                                       | IMMEDIATE INTERIM SUSPENSION<br>Referral to Judicial Board |
| Use, possession, or sale of drugs                                                                               | IMMEDIATE INTERIM SUSPENSION<br>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                                                                        | \$150                                         |
| Solicitation/advertisement of a business                                                | \$100                                         |
| Unsanitary bathrooms                                                                    | \$25 community<br>\$75 individual             |
| Failure to sign in                                                                      | \$75                                          |
| Inter-visitation violation                                                              | \$150                                         |
| Failure to comply (with CA/AC)                                                          | \$25 community<br>\$75 individual             |
| Failure to sign guests in at the Lincoln University Police and Public Safety Department | \$100                                         |
| Quiet hour's violation (loud music, horseplay, etc.)                                    | \$10 community<br>\$50 individual             |
| Illegal appliance*                                                                      | \$75 per appliance                            |
| Candles &/ or incense**                                                                 | \$15 per incense/candle                       |
| Illegal parties                                                                         | \$75 per person<br>Referral to Judicial Board |

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

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

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

## TERMS AND CONDITIONS OF HOUSING CONTRACT

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

1. To reside on campus, the resident is required to be a full-time student registered for 12 credits.
2. The right of occupancy is restricted to the resident of an assigned space only. Students who are granted a room must occupy it in person. Under no condition may a student transfer his or her right to occupy a residence hall room to anyone else.
3. Room fees for a term cover residence not earlier than the official check-in date for the academic year under the terms and conditions of the Lincoln University insurance policy. Coverage begins on the official check-in date for the academic year and not before.
4. The residence halls will be closed during official University vacations, recess periods, and between semesters (i.e. Thanksgiving, Christmas, summer, etc.).
5. Students are responsible for the cleanliness and proper care of their room and its furnishings. Students must use the premises, personal property, and furnishings carefully and properly. At the expiration of the contract period, the student must leave the room in good repair and condition. Assigned occupants of each room are jointly financially responsible for keeping the room and its contents in good order and free from damage by themselves or others. Damages to public/common areas will be prorated to residents of a hall or a specific area of a hall. Damages to public/common areas of a residence hall, graffiti, and defacing property will result in a community fine when the guilty party is not identified. If the guilty party is identified, an individual fine will be assessed. Cleaning equipment can be provided if necessary or available. At checkout time, residents are responsible for

removing all personal property, waste, and debris and for leaving their rooms in a reasonably clean condition. The University is not liable for any personal property left behind. Should extra cleaning by housekeeping personnel be required because of poor housekeeping by residents, a maid service charge can be assessed.

6. Students must check out properly in person within 24 hours upon official withdrawal from the University. To check out properly, students must remove all personal property, vacate their room, surrender a room clearance and condition form, room key(s), and student ID to the Office of Residence Life or Residence Life 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 after each fall semester. Please take all valuables home during this time.
7. The University is not liable for loss of or damage to personal property or for the failure or interruption of utilities and/or sanitary drainage. However, the University is liable for the negligence of authorized agents, employees, and representatives of Lincoln University. Each student must purchase personal property insurance before entering Lincoln University to cover personal property.
8. The University does not have storage areas for students' personal property. If a student needs storage, he/she must find a storage area on his or her own.
9. The University reserves the right to have agents and representatives specifically authorized by the president of the University to enter the housing space at any time for inspection, health and safety concerns, maintenance, and repair of living quarters and contents. Inspections are conducted to administer the terms of the housing contract or other University regulations, consistent with the student's constitutional right to be free of unreasonable search and seizure. Specific authority is normally relegated to the Lincoln University Police and Public Safety Department and the vice president of student success. Employees of the University also have the right to enter housing space during reasonable hours to perform necessary maintenance and janitorial services, even if a student is not present. If there is a reason to suspect a resident is using controlled substances, the University reserves the right to have officials search the room and confiscate the substances. Persons found to be trafficking in illegal substances will be subject to disciplinary actions 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, switchblades, and other dangerous knives, explosives, or other dangerous weapons or chemicals is prohibited in and on all University property, except by authorized law officers and other persons specifically authorized by the University.
13. Gambling or the possession of gambling devices is prohibited in or around University property.
14. Possession, consumption, or sale of narcotics or dangerous drugs is prohibited. Bicycles and motorcycles are not permitted inside student rooms or elsewhere in the building.
15. State laws prohibit the purchase, use, or possession of alcoholic beverages by individuals under 21 years of age. University regulations restrict the use and possession, use, or sale of all drugs and alcoholic beverages by any students. Students will be subject to disciplinary action if found in violation of the alcohol policy.
16. Cooking is not allowed or permitted in student rooms and is restricted to residence hall kitchens only. The following, and any other appliances the University indicates as prohibited, are not allowed for use in the residence halls, except in a designated area: all cooking appliances, including microwave ovens\*, air conditioners, electrical hair preparation appliances\*, space heaters, oversized refrigerators\*, humidifiers\*, clothes irons\*\*, multiple outlets, strings of lights, toaster ovens, hot plates, electric skillets and grills of any kind.

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

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

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

17. Aerial masts, radio or television antennas, and other shortwave transmitting equipment are not permitted to be installed in or on the residence halls by students (FCC Interference Regulations and Safety Precautions).
18. Students are not permitted to bring furniture from their homes into the residence halls. However, students may add decorations to their room within the limits of good judgment and safety, but they are not permitted to remove University furnishings from assigned areas to another room or facility. Failure to comply with this provision would result in a fine and disciplinary action. Mattresses are to be used on the bed frame provided, not on the floor, and water beds are not permitted. Students are responsible for the articles of furniture assigned to them and they will be charged for missing or damaged furniture.
19. The right of occupancy is restricted to the resident(s) assigned to the space only. The student(s) agree not to sell, sublease, or assign the contract to anyone. He or she also agrees not to allow persons to reside in their assigned space beyond the regulated guest visitation period. If a squatter is found residing in his or her room, a fine will be assessed. Repeated offenders will lose their housing assignment, and squatters will be fined for room and board charges for the semester. **Off-campus guests are permitted to visit during the weekend beginning on Thursday and ending on Sunday at noon only.** All guests must properly check-in at the Lincoln University Police and Public Safety Department office to receive a guest pass. All overnight guests must have written permission from the residence hall coordinator.
20. The use of adhesives or other fixtures on doors, walls, wardrobes, woodwork, or furniture is permitted only if the fixtures do not cause permanent damage to the surfaces of these items. If nails, tacks, tape, or glue are affixed to University property and cannot be removed without causing damage, the occupant(s) of the room will be held responsible for costs incurred to restore the damaged article to its former state.
21. Due to a potential hazard, dogs, cats, birds, fish, laboratory specimens, and pets of any kind are not permitted in the residence halls. The University reserves the right to remove pets, and any party(ies) in violation of this term and condition will be assessed a fine and are subject to disciplinary action.
22. Commercial activities, private solicitation, or advertisement of business enterprises are not permitted in the building or on the grounds of the residence halls, except when permission is specifically granted by the dean of students or 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 fines and disciplinary sanctions.
23. Fire alarms or fire extinguishers are located on every floor in each building. Tampering with fire equipment is a serious matter and violates University policy. Due to the hazards and expenses involved, malicious or intentional false fire alarms will result in severe disciplinary action and a fine.
24. Articles are not to be thrown from or hung in windows and no food or beverages are to be stored between the windows and the screens or the outside ledges. Screens are to be kept in the windows at all times.
25. Candles and incense are prohibited for use in all residence hall rooms. If a student is found in possession of these items, he/she will be assessed a fee per each incident.

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

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

## ROOM VISITATION PROGRAM/SIGN-IN POLICY

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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–Saturday 12 p.m. to 12 a.m.

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

1. All visitors must enter the residence hall through the front doors only. All other doors are emergency exits only. The use of any other means of entry is considered trespassing and illegal. Sign-in hours begin daily at 7 p.m. in all appropriate residence halls and end at the 11:59 p.m. everyday.

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 Lincoln University Police and Public Safety Department 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.**

2. All residents have the right to privacy; therefore, if the presence of a guest is an inconvenience or is objectionable to a roommate, the guest must leave the room. The cohabitation of any kind is prohibited in the residence halls at any time.
3. Visitors are responsible for keeping track of the time and leaving the residence hall by 11:59pm. All students must familiarize themselves with the inter-visitation policy and sign-in procedures. Violation of this policy and procedure will result in a sanction and disciplinary actions, including suspension.

## QUIET HOURS

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To enhance the opportunity for study time, the residence halls have quiet hours posted from 12 a.m. to 12 p.m. During quiet hours, room doors should be closed and residents are urged to refrain from making loud noises, playing excessively loud music, and being generally disruptive. Residents and guests are prohibited from congregating in hallways and stairwells. Violators of the quiet-hour policy are subject to a fine and disciplinary action.

## OCCUPANCY DURING HOLIDAY

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

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

## ABANDONED PROPERTY

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

## STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

### PREAMBLE

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

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

Lincoln University has historically upheld that knowledge and perseverance are essential tools of development, we the members of the student body of Lincoln University seek to maintain and preserve academic freedom, academic responsibility, and student rights. Historically Black Colleges and Universities (HBCUs) have nurtured individuals to assume leadership, it is necessary in these rapidly changing times for this tradition to be reaffirmed throughout the world.

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

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

### LINCOLN UNIVERSITY OF PENNSYLVANIA STUDENT BILL OF RIGHTS

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

#### **FREEDOM OF EXPRESSION**

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

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

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

## **RIGHT OF CONFIDENTIALITY**

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

## **FREEDOM OF ASSOCIATION**

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

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

## **FREEDOM OF THE PRESS**

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

## **RIGHT TO VOTE**

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

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

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

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

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

# **ARTICLE II. EXECUTIVE BRANCH**

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

Shall be composed of five voting members (President, Vice President of Internal Affairs, Vice President of External Affairs, Executive Treasurer, and Executive secretary) and two non-voting members (president pro-temp and chief of staff).

Shall appoint students to all standing University committees.

Must approve and select the president pro-tempore based on the two candidates that were nominated and voted on by the Student Senate.

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

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

Must attend all faculty and Board of Trustees' meetings.

Must approve all expenditures of the Student Government Association.

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

Shall have the power to veto a justice nominated by the General Assembly. Shall select the advisor from the nominations of the Executive Branch.

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

In addition, no member of the Executive Branch of the Student Government Association may represent any organization as a member of the General Assembly.

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

Shall be the chief executive officer and chairperson of the Executive Branch and the President's Council.

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

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

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

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

May request formal reports of all executive officers and Senate Committee chairpersons.

Shall serve as the primary enforcer of the provisions and articles of the constitution as interpreted by the vice president of internal affairs.

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

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

Shall hold monthly student body meetings.

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



Shall act as chairperson of the Student Senate.

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

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

Shall hold bi-weekly senate meetings.

Shall call emergency senate meetings as needed.

Shall communicate emergency meetings, along with the president pro tempore and senate recorder, at least 24 hours in advance via email and posted flyers.

Shall be required to oversee the actions of the president pro tempore and the senate recorder.

Shall be the official overseer of the Student Senate Committees.

Shall serve as the enforcer of the Student Handbook and the Lincoln Police and Public Safety Department Policies among all entities of the Student Government Association.

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

Shall present all approved legislation and other actions to the president for adoption.

Shall vote in the Senate to break a tie vote.

Shall be present at all General Assembly meetings of the Student Senate.

Shall be responsible for calling all votes on the Senate floor.

Shall serve as the interpreter of the Constitution of the Student Government.

Shall serve as a liaison between the Executive Branch and the divisions of student success and academic affairs.

Shall make a report at all Executive Branch meetings.

Shall serve as the overseer of the Class Board election process.

Shall assume all duties and/or responsibilities of the SGA President in the event of a vacancy or absence, whether it is temporary or permanent.

#### **Section IV. The Vice President of External Affairs of the Student Government Association:**

Shall serve as chairperson of the VPEA council.

Shall be responsible for all public relations and outside correspondence. (i.e., press releases, interviews, etc.).

Shall act as a program director for all Student Government Association sponsored events (i.e., Homecoming, Spring Fling, Conferences, Guest Speakers).

Shall serve as the liaison between the Executive Branch and the Division of Institutional Advancement.

Shall make a report at all Executive Branch meetings.

Shall assist and oversee alongside the Chief of Staff for Class Boards large scale events.

Shall oversee the proper functioning of the media team (Instagram, Twitter, Groupme, etc.)

#### **Section V. The Executive Treasurer of the Student Government Association:**

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

Shall present the proposed annual budget of the Student Government Association to the Student Senate.

Shall present a financial report to the Student Senate once a semester.

Shall be responsible for investigating and researching all business transactions of the University at large (i.e., appoint committees).

Shall serve as liaison between the Executive Branch and the Division of Finance and Administration and Administration.

Shall be responsible for recording and collecting all revenue from Student Government Association sponsored events.

Shall make a report at all Executive Branch meetings.

Shall be the director of all business ventures of the Student Government Association, decided upon by the vice president of External Affairs of the Student Government Association. The vice president of external affairs will program these business ventures.

#### **Section VI. The Executive Secretary of the Student Government Association:**

Shall be held responsible for the outgoing and incoming correspondences of the Executive Branch.

Shall be responsible for keeping the minutes of all meetings of the Executive Branch and the student body.

Shall be present at all meetings of the Board of Trustees in a non-speaking and non-voting capacity to record its minutes and submit these minutes in a report to the Executive Branch and Student Senate.

Shall be responsible for distributing a newsletter once a month to the student body.

Shall serve as the immediate supervisor for all work-study/work-aid employees (i.e., responsible for timesheets, work schedules, etc.).

Shall make reports for at all Executive Branch meetings.

Shall serve as recorder of the President's Council.

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

#### **Section VII. The President Pro Tempore of the Student Government Association:**

Shall be a senator and assume all duties and/or responsibilities of the vice president of internal affairs in the event of a vacancy or absence whether temporary or permanent.

Shall serve as a non-voting member of the Executive Branch.

Shall be nominated by the Senate of the General Assembly on the last meeting of April and be approved.

Shall be an ex-officio member of all Senate committees and may call special meetings of the Senate Committees.

Shall act as parliamentarian during all Senate meetings and must establish a formal agenda for every Student Senate meeting.

Shall ensure that all senators maintain required grade point averages, and may refer senators to the Executive and/or Judicial Branch to be reviewed.

Shall act as parliamentarian during all Executive Branch and student body meetings.

Shall act as program coordinator on behalf of the Student Government Association during Transition Week and student leader retreats.

Shall present evidence on behalf of the Student Senate for the active status of any organization that has more than two unexcused absences.

#### **Section VIII. Chief of Staff of the Student Government Association**

Shall be appointed by the newly elected president and affirmed by a two-thirds (2/3) vote from the Student Senate at the last senate meeting in April.

Shall be a non-voting member of the executive board, shall directly assist the president and vice presidents in tasks necessary for the success of the administration.

Shall oversee the operations of the executive branch.

Shall supervise all Executive Board events and programs.

Shall oversee and ensure the proper functioning of all executive assistants.

Shall meet with all groups at least biweekly.

Shall serve as a member of the Judicial Board.

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

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

Shall be responsible for checking and responding to the SGA email.

## ARTICLE III. LEGISLATIVE BRANCH

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### Section I. The Student Senate Membership of the Student Government Association:

Shall be elected by applications and interviews.

Shall be evaluated via survey by the student body

Shall hold office until the end of the school year for which they were elected.

Shall be elected before the start of the new semester.

Shall maintain a current and cumulative grade point average of no less than a 2.8 (on a scale of 4.0). Those not maintaining this average will be reviewed and ruled upon by the Executive Branch.

Shall require a quorum of two-thirds of the senate body in order to vote on all legislation or any other actions.

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

Shall direct the responsibility of handling all attendance policy violations to the vice president of internal affairs, president pro tempore, and senate recorder.

The Senate shall consist of senators elected by the following constituencies:

- There shall be (2) senators for each degree-conferring academic college:
  - College of Arts, Humanities, and Social Sciences
  - College of Professional, Graduate, and Extended Studies
  - College of Science of Technology.
- There shall be (2) senators from the National Pan-Hellenic Council; (1) Male (1) Female.
- There shall be (2) senators from the Council of Independent Organizations; (1) Male (1) Female.
- There shall be (1) senator from each of the SGA Class Boards.
- There shall be (20) senators elected at large by all full-time undergraduate students at Lincoln University.
- There shall be (1) senator from the Student Athletic Advisory Council.

#### Balance of Power

In the event that an elected senator fails to advocate efficiently on behalf of his or her respective constituents, members within the constituency can file a complaint with the president pro-tempore and vice president of internal affairs, and the Evaluation Committee will be notified. Actions will then take place between all involved parties to reach a decision that is best for the representation of this particular group.

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

### **Election Process**

- Elections for senate positions shall be held in the summer before each academic year
- Senators elected in the summer shall serve one-year terms commencing with the call to order of the first Senate meeting in August and respectfully discharged at the call to order of the last Senate meeting the following April.

### **Vacancies**

- Senatorial vacancies shall be filled by appointment by the vice president of internal affairs with the advice and consent of two-thirds (2/3) of the Senate present and voting.
- Students appointed to fill senate vacancies shall complete the terms of the position to which they are appointed.
- If a senate vacancy remains open beyond two consecutive regular meetings of the Senate, and the vice president of internal affairs fails to nominate an eligible candidate for the vacant position, the Senate shall have the power to fill the position through a procedure defined by law.

## **Section II. The Senate Duties of the Student Government Association:**

Shall follow parliamentary procedure at all times using Robert's Rules of Order

Shall undergo comprehensive senatorial training over a two-day period which will cover the following areas:

Day 1: Operation of Meetings, Robert's Rules of Order, Crafting a Resolution/Legislation

- Senators will be introduced to the daily meeting agenda and begin training in the basics of Robert's Rules of Order and crafting a resolution:
  - Through brief presentation, video, breakout sessions, and eventually a practice session in which the senators will be split into two teams to demonstrate their practical working knowledge of Robert's Rules of Order
  - Senators will be given a resolution template and become familiar with crafting a resolution, which issues require a resolution and issues that go beyond a resolution. Senators will go into break sessions to discuss and draft practice resolutions.

Day 2: Functions of Committees, Committee Chair Elections, Committee Assignments

- Senators will be introduced to the daily meeting agenda and become familiar with the role of committees and the part they play in helping the Senate enact change.
  - There will be a brief discussion on how committees are supposed to function, what are the different types of committees as well as what each committee should try to work towards by using SMART GOALS.
  - Brief practice on crafting smart goals through team breakout sessions. o Each senator may run to chair the Senate's various committees.
  - Following brief presentations by chair candidates, the full Senate votes to elect each committee chair. chair position of different committees that will be voted on by the full Senate.
    - Any senator running for a chair position must give a brief explanation of why they are a valid candidate.
- Following committee chair elections, the remaining senators will be allowed the o

With a 2/3 majority vote, the Student Senate has the power to:

- Reject the body of the Executive Branch;

- Override all vetoes of the president;
- Amend the constitution of the Student Government Association;
- Bring evidence before the student body for impeachment or removal of a member of the Executive Branch (Article IV)

For this purpose, emergency Senate meetings may be called with the petition of at least 1/3 of the Senate majority.

Shall vote on all legislation and any other actions presented to the Executive Branch and other senators. All amendments that are passed by the Senate of the General Assembly take effect immediately. Only the Executive Branch and senators may present legislation and any other actions to the Student Senate for a vote. Any other members of the University community must present legislation through one of the aforementioned bodies.

Shall meet once a week. The date shall be at the discretion of the vice president of internal affairs and the president pro tempore. To ensure that senators are aware of these meetings, a notification must be sent at minimum 48 hours prior to the meeting with a petition of 1/3 of the Senate majority.

Shall hold the vice president of internal affairs, president pro tempore, and senate recorder responsible for communicating emergency meetings at least 24 hours in advance via email, social media, and flyers posted in the Student Dining Hall and the Student Union Building. All emergency meetings must be marked as mandatory for all senators; and those failing to attend will be found in violation of the attendance policy.

Shall be responsible for overseeing the election process of the Student Government Association (See Article V, Election Process).

Shall have the power to reject or remove the editor-in-chief of the official school newspaper.

Shall elect a senate recorder to keep all minutes of the General Assembly meeting, collect all documentation of passed legislation, make necessary updates to the constitution, and submit updates to the dean of students.

Shall elect a chairperson for each committee.

Shall nominate a senator to serve as president pro tempore.

Shall vote on all legislation or any other action.  
Must have a quorum of 2/3 of the Senate Body.

Shall be mandated to attend each State of the Student Body Address and all student body meetings.

The Senate reserves the right to waive violations to the student code of conduct listed above to allow Student Government Association candidates to run for their perspective positions.

GPA Criterion: A candidacy requirement shall not be waived if a student's GPA is less than 2.75.

All organizations must elect their officers by April of each academic year and present the list to the director of student life and development and the newly elected Student Government Association president and vice president of internal affairs and operations.

Each senator must serve on and actively participate in at least one Student Senate committee.

### **Section III. The Senate Committees of the Student Government Association**

#### **Academic Concerns Committee:**

- Shall be responsible for investigating any academic concerns or grievances expressed by students.
- Shall be responsible for conducting an assessment of faculty every semester.
- The chairperson must report to the General Assembly on all findings.

**Constitution Committee:**

- The vice president of internal affairs serves as chairperson.
- Shall be responsible for evaluating any revisions, amendments, or other constitutional actions prior to their presentation to the General Assembly.

**Elections Committee:**

- Responsible for overseeing the Student Government Association election and Class Board election process in their entirety.
- Shall be composed of two (2) administrators, four (4) senators, and one (1) member of the Executive Branch.

**Evaluations Committee:**

- The president pro tempore serves as chairperson.
- Shall serve as the body which evaluates progress of each Executive Branch officer as it pertains to the Student Government Association's constitution.

**Ad Hoc Committees:**

- These committees are formed when necessary by the General Assembly.

**Advisor Council:**

- Shall be composed of elected presidents of chartered organizations, with the exception of Mister and Miss Lincoln.
- Members shall hold office until the end of the school year for which they were elected or appointed.
- Members shall maintain a current and cumulative grade point average of no less than a 2.8 (on a 4.0 scale). Those not maintaining a 2.8 CGPA shall be reviewed and ruled upon by the Executive Branch.

**President's Council:**

- The president of the Student Government Association shall serve as the chairperson of the President's Council.
- The secretary of the Student Government Association shall serve as recorder of the President's Council.
- Shall permit no more than two (2) unexcused absences per organization per semester. All excused absences shall be in writing. Should the unexcused absences exceed two (2), the organization involved shall go before the Executive Branch for the revocation of its charter.
- Shall meet at least once a month.
- Duties of the Student Government Association's President's Council:
- Shall make all appointments from the student body to all councils.
- Shall make monthly reports about the progress of each organization.

**Student Life and Development Council:**

- The vice president of external affairs shall be the chairperson. It shall consist of nine (9) members.
- This committee shall work directly with the Office of Student Life and Development in the planning, structuring, creating, and conducting of all campus activities, (i.e., Homecoming, Spring Fling, African Day, etc.).
- Shall be responsible for evaluating and assessing the job performance of the director of student life and development. All recommendations will be forwarded to the dean of students.

**The Food Services Council:**

- The vice president of internal affairs shall serve as chairperson. It shall consist of nine (9) members.
- Shall be responsible for thoroughly assessing, evaluating, and making recommendations regarding food services to the president.
- All food contractors serving Lincoln University are obligated to display their compliance status.

**The Residential Life Committee:**

- Shall be headed by a chairperson.
- Shall poll the student body biannually to inquire about any criticisms of residence hall conditions.
- Shall be responsible for evaluating and assessing the job performance of the director of residence life. All recommendations will be forwarded to the dean of students for consideration.
- Shall present a report at each General Assembly meeting.
- Members must serve on and actively participate in at least one committee run through the President’s Council. Failure to comply with this duty will result in an additional mandatory community service project proposed by the organization and approved by the Student Senate. Failure to complete the community service project may result in the organization involved going before the Executive Branch for the revocation of its charter.

**Office of Information Technology Committee:**

- Shall be responsible for communicating with the Office of Information Technology about the student body’s concerns regarding the information technology needs of campus
- Shall be responsible for investigating any information technology concerns or grievances expressed by students

**The Physical Plant Committee**

- Shall be responsible for communicating with the Physical Plant office about the student body’s concerns regarding campus maintenance and operations, custodial services, grounds management and transportation support.

**Lincoln University Police and Public Safety Department Committee**

- Shall be responsible for communicating with the Lincoln University Police and Public Safety Department about the student body’s concerns regarding campus safety.

**ARTICLE IV. STUDENT CONDUCT BOARD**

The Student Government Association shall appoint five (5) students and one alternate to become justices on this board; the vice president for academic affairs shall appoint two (2) faculty members and one alternate; the vice president of



student success shall appoint two (2) administrators and one alternate. The chair will be appointed by the Student Government Association Executive Branch.

- a. The students who have been appointed by the Senate must be approved by the Executive Branch. If the Executive Branch vetoes a nominated justice, the Senate can affirm the justice with a 2/3 majority vote by the nominating branch. The process of appointing the students must begin at the first meeting of the academic year for each branch.
- b. Each justice serves during the academic year in which they were elected.
- c. Criteria for student members:
  1. Must have a 2.8 GPA or above.
  2. Cannot have any conduct infractions.
  3. No member of the Judicial Branch may be a member or serve in any other capacity with the Student Government Association.
  4. The Executive Branch may nominate a justice when a seat is unfilled. The nomination must be confirmed by a 2/3 vote from both the Senate and the President's Council.

**Duties:**

- a. Must examine evidence (concerning executive members misconduct) presented by the Senate, and make a ruling on the accused (i.e., impeachment, stripping of the constitutional powers for a period of time, community service, apology).
- b. Must examine evidence concerning the rejection of the editor of The Lincolnian presented by the Senate, and must make a ruling on the editor and/or potential editor.
- c. Shall serve on the Judicial Review Committee.

The Executive Branch of the Student Government Association shall appoint or elect the chairperson from the nine appointed justices.

Of the justices nominated by the Senate, the Executive Branch must appoint five. The Senate has the power to reject any approved justices with a 2/3 majority vote.

**Removal of a Justice:**

A justice may be removed with a majority no-confidence vote from the Senate and President's Council. The Executive Branch must approve the decision. When the Executive Branch vetoes the no-confidence vote, the President's Council and the Senate will need a 2/3 majority vote in both legislative bodies.

## ARTICLE V. ELECTION, SUCCESSION, AND IMPEACHMENT PROCESS

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### Section I. The Election Process for the Student Government Association's Executive Branch

Shall consist of two (2) administrators, four (4) senators and a member of the Executive Branch. This committee shall serve as the governing body over the entire election process.

Before the first Senate meeting of the spring semester, all Election Committee members must sign a contract that indicates they will not run for any SGA positions and will fulfill all duties of the Elections Committee.

#### Candidate requirements

Each candidate shall meet the following qualifications and be certified by the dean of students:

- Be a full-time student of Lincoln University.
- Have a cumulative grade point average of 3.0 (on a 4.0 scale).
- Have a classification of sophomore or junior (completion of no less than two (2) and no more than six (6) semesters).
- Have no disciplinary sanctions on his or her student conduct file.
- Be in good financial standing with the University.

### **Procedures**

- Notices of the Student Government Association interest meeting must be posted during the first week of February in obvious places of public interest on campus. The notices must include the date, time, and place of the meeting.
- All perspective candidates must be present at the interest meeting in order to receive a Student Government Association application.
- The meeting must take place the second week of February.
- At least one (1) advisor shall be present at the interest meeting.
- Student Government Association candidate applications and petitions must be collected during the third week of February.
- Applications are to be reviewed by all members of the Elections Committee.
- Applications will be processed according to “Blind Election” rules (i.e. applicants will no longer use certain information that is unique to them such as: Name, SSN, etc.)
- Applicants shall receive an identification number to use on their applications in place of their name as a way to remove any potential bias.
- Only after a student completes the application process and receives official candidacy status will his or her name be revealed in association with their application.
- Prior to this step, only the chief advisor of the Elections Committee shall have access to the key which indicates candidates’ names and their corresponding identification numbers.
- Under any circumstances in which all members of the committee are not present, the application review process may proceed as long as at least two-thirds of the committee is present.
- Each candidate shall present his or her petition of 100 signatures to the Senate Elections Committee. The signatures shall be checked to see that they were signed in ink, and that each petition does not contain any duplicate signatures. All candidates must adhere to the rules and regulations of campaigning set by the Elections Committee.
- Interviews with the candidates shall be held during the fourth week of February, before campaigning begins.
- Campaigning may begin between the first and third weeks of March.
- SGA debates for each position shall be held during the third or fourth week of March.
- Voting shall be conducted during the last full week of March.
- Voting shall conduct by electronic ballot through students’ Lincoln email accounts from 9 a.m. to 5 p.m. on the designated Election Day; the election will be facilitated by the Office of Student Life & Development.
- If running unopposed, a candidate must receive at least 55% of the collective student vote.
- If a candidate fails to meet the required percentage, he/she must come before the Senate with their platform and initiatives. The General Assembly will determine if he/she is fit to serve in the desired position.
- If the General Assembly denies the candidate’s request to serve, the position will remain open. New applicant(s) will have to adhere to the procedure for candidates listed above in Article V Section I.
- Those failing to complete the application process or failing in their efforts being waived by the student Senate shall not be permitted to run for an SGA executive position.

In the event of a delay due to inclement weather or a delay put forth by the vice president of student success or the dean of students, this process shall be extended. Under these circumstances, voting shall not progress past the second week of April.

## **Section II. The Succession Process for the Student Government Association's Executive Branch**

If the Student Government Association president has to leave the position under any circumstances, the vice president of internal affairs and operations will become the successor.

If the SGA vice president of internal affairs and operations has to leave the position under any circumstances, the president pro tempore will become the successor.

In the event that SGA vice president of external affairs has to leave the position under any circumstances, the succession process will be:

- Applications for the vacant position will be available to the student body for a week.
- Members of the executive board will interview the applicants and then choose the top two candidates.
- An emergency General Assembly meeting will be called to allow the President's Council members and Senators to vote on a successor.

If the candidate selected by the Senate and President's Council emergency meeting must leave their position under any circumstances, the second candidate chosen from the Executive Board interviews will succeed the vacant position.

In the event that the SGA executive treasurer has to leave under any circumstances, the succession process will be the same as for succession regarding the position of vice president of external affairs.

In the event that the SGA executive secretary has to leave under any circumstances, the succession process will be the same as for succession regarding the position of vice president of external affairs and executive treasurer.

In the event that the SGA president pro tempore has to leave under any circumstances, the senate recorder will become the successor. The vacant position of senate recorder will then undergo a nomination process amongst the General Assembly.

## **Section III. The Impeachment Process of the Student Government Association**

A motion to impeach an officer of the Executive Branch must be made by a member of the Student Senate.

The motion must pass with a 2/3 majority vote.

The Student Senate must collect evidence for impeachment to submit to the Judicial Branch.

The Student Senate shall have the power to veto a Judicial Branch regarding an impeached officer.

## **CLUBS AND STUDENT ORGANIZATIONS**

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All clubs must complete the application process to be considered a recognized organization by the university. Organizations will be evaluated on a semester basis and must abide by the policies of the Office of Student Life and Development and the institution to maintain their privileges. Programming limits based on active, probationary or inactive status will be outlined in an approval letter by Student Life and Development. Organizations and clubs must reapply every spring semester in preparation for the upcoming school year. Students may choose from over 50 student organizations and clubs, including but not limited to those whose focuses are academic, cultural, and advocacy. Additionally, any student may create a new student organization to serve a particular niche, provided there is an identified interest and a like-organization does not exist.

A Club is a group that is closely tied to a department on campus and has the oversight of that department rather than oversight by Student Life and Development. It is often a department member's responsibility to advise the group. Often, funding comes from the department to support the group's initiatives. Clubs must register with the Office of Student Life and Development for record-keeping. They do not have to go through the organization application process, nor are they required to have a constitution, unless decided by their department. Any programming limits will be outlined in an approval letter from Student Life and Development.

A Registered Student Organization (RSO) is a group of Lincoln University Students who unite to promote a purpose that is not specifically regulated by a department and is recognized by the Office of Student Life and Development. RSO's at Lincoln University must comply with all university policies in order to gain and maintain active status. Because the management of the organization is intended to be a student learning experience, the day-to-day functions of the organization are carried out by student members, although organizations must contract with an advisor. The advisor may or may not have an affiliation with the group, is chosen by organization members, and has agreed to participate. Lincoln University is committed to equality of educational opportunity in compliance with applicable federal, state, and local laws. Registered Student Organizations are required to register annually through the Office of Student Life & Development to maintain their privileges of utilizing space and other resources offered by the university. No club or organization may not discriminate on the basis of age, gender, gender expression, sexual orientation, religion, race, color, national or ethnic origin, disability, veteran, or marital status.

A student initiating a club and/or organization or holding an officer position with a recognized club or organization must have a cumulative grade point average of at least 2.5 to be considered for recognition or to keep the club on the active organization list. The co-curricular departmental clubs, social organizations, religious organizations, and recreational activities currently active at the university are as follows;

**CLASS ORGANIZATIONS:** Organizations designed to advocate and host programming for and on behalf of their academic class

**DEPARTMENTAL CLUBS:** Clubs and organizations rooted academia with attention to particular career fields and academic backgrounds.

**GREEK ORGANIZATION & SOCIAL FELLOWSHIPS:** These organizations that have chapters at Lincoln University were founded on various principles including but not limited to: Brotherhood/Sisterhood, Manhood/Womanhood, Scholarship, Cultural Consciousness, Community Service, Community Awareness, Academic Excellence, Achievement and Leadership. These organizations continue to serve Lincoln University, the surrounding community, and the world at large through service projects, academic and social activities, scholarships, etc.

**HONOR SOCIETIES:** Honor Societies are organizations for like-minded students that connect students within particular majors, offer scholarships, and help build student resumes and leadership opportunities.

**RELIGIOUS ORGANIZATIONS:** Religious Organizations are groups of students that have common ideologies and beliefs. They fellowship and provide a space for students to express themselves.

**SPECIAL INTEREST GROUPS:** Groups of students with shared interest in a particular niche or area are considered "special interest". Those interests include but are not limited to: performance/dance, modeling, advocacy and community service, etc.

**SOCIAL & MENTORING CLUBS/ORGANIZATIONS:** Clubs and organizations dedicated to helping students acclimate to college life and enhancing the student experience.

## Insurance Requirements

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

### **Membership Intake Requirements**

Membership into Greek organizations and Social Fellowships is both an honor and a privilege. Members of these organizations represent high university standards and community ethics. Therefore, students are expected to meet and maintain the following university standards to be considered eligible for membership intake:

1. Each Greek and Social Fellowship organization members and prospective members must attend the mandatory Anti-Hazing workshop, otherwise known as the "Campus Wide" that is sponsored by Office of Student Life and Development prior to the organization conducting membership intake. Two will be held per academic year, prospective members are only required to attend one.
2. All participants in membership intake are required to complete and sign the Anti Hazing Acknowledgement Agreement before leaving Campus Wide meeting. Individuals that fail to complete this form will not be permitted to participate in membership intake in any capacity.
3. Only full-time students who are registered at Lincoln University during the fall and spring semesters of the academic year may participate in the intake process.
4. Each student must have a cumulative grade point average of 2.5 or higher to be considered for membership into a Greek or Social Fellowship and to become a member of said organization. For transfer students this refers to the combined GPA (Lincoln University plus all transfer credits.)No student will be considered for membership until his/her grade point average has been certified by the Office of the Registrar.
5. Each student must have earned thirty (30) or more community service hours that are listed as "verified" on the Engage Lincoln Lions website between January 30 of the calendar year and January 1 of the following year.
6. Students must have earned thirty (30) or more university credits. Transfer students may be considered for membership if they have completed 15 credit hours the semester prior to the membership intake with Lincoln University and have earned thirty (30) or more semester hours in total.
7. Students must be financially cleared by the Office of the Bursar and/or have no outstanding balances with the University.
8. Students must be cleared of all judicial disciplinary sanctions and maintain a clean record for 1 or more consecutive semesters. Students can be granted clearance for disciplinary sanctions when all fines have been paid in full, probationary or community service requirements have been met as determined by the Office of Student Conduct. The violations that prevent students from participating in Membership Intake Process are: weapons and violent natured offenses pending judicial responsibility.

All potential candidates will be submitted on one list with the original going to the Office of Student Life and Development and a copy to the advisor. No student can be considered for membership before receiving written permission from the Office of Student Life and Development.

**Please note that these requirements are specific to Lincoln University of Pennsylvania. Greek and Social Fellowship organizations reserve the right to impose other specific requirements as they relate to the national organization(s).**

The membership intake process shall only take place in the spring semester. Dates will be provided to the organizations by the Office of Student Life and Development.

### **ORGANIZATIONAL AUXILIARIES**

No auxiliaries are recognized by Lincoln University in any form, including any auxiliary that is recognized by a national organization. Any individuals found to violate this policy are subject to sanctions including, but limited to, exclusion from membership into a nationally chartered organization.

Organizational auxiliaries are defined as male or female groups that exist to assist in the provision of programming or membership intake activities by a specific fraternity, sorority, or social fellowship. Initiation into these groups is generally characterized by physical abuse, psychological humiliation, and trauma, and financial, and sometimes sexual, exploitation. Sanctions for the organizations and individuals may include but are not limited to: fines, probation, and suspension, pending the outcome of the investigation.

If you are unable to find a student organization that does not currently exist or fit your interest, the Office of Student Life and Development and our staff members can assist you with the process of finding one and/or starting your own.

## **New Club Policy**

Groups of students with common interest who wish to request recognition as a student organization may draw up a constitution stating the purpose and other matters of organizations for the proposed groups. The proposed constitution must be signed by the interested students, accompanied by a letter from university faculty/staff who is willing to serve as advisement to the group, and submitted to the Office of Student Life and Development. The proposed organization must receive final approval from the Student Life Coordinator. Students seeking to establish a new organization should verify that the proposed organization does not already exist and that it meets the necessary criteria by answering the following questions:

- Does the proposed group support and advance the University Mission Statement?
- Does the proposed organization meet a need or fill a niche not currently met or filled by a college registered organization?
- Is the proposed group and/or its student leaders in good standing with the University and free from judicial sanctions?

All student groups looking to become a recognized organization must complete the following requirements:

1. A petition for registration must be submitted to the Office of Student Life and Development. They will be reviewed within the closest registration window.
2. Petitions must have a minimum of 5 students listed on the petition.
3. Petitioning students must have a cumulative grade point average of 2.5 or higher to be considered in good standing to hold an executive board position.
4. Petitions and registration documents must be submitted within 30 days of the beginning of the fall or spring term.
5. Decisions regarding approval and disapproval are processed by the Office of Student Life and Development within 15 days after the registration window closes.
6. Religious Organizations must be approved through the University Chaplain who will make the recommendation for approval or disapproval of the request.
7. The petitioning organization will be notified by the Office of Student Life and Development of the decision made in respect to their status and subsequent actions in an approval letter.
8. Attend New Organization Orientation and Training as well as development workshops hosted by the Office of Student Life and Development.

New Organization applications are reviewed and processed during the following windows:

- December 1-January 1
- May 1-June 1

Required Documentation includes, but is not limited to:

- Organizations Classification

- Members and officers
- Constitution and bylaws
- Advisor Approval/Agreement Form

Failure to meet predetermined deadlines for training and/or necessary forms for submission automatically forfeits any new organization applications regardless of what stage in the process a group is in.

### **Student Organization Policies, Procedures, and Practices**

There are a variety of spaces on the University City campus for departments, colleges, schools and recognized student organizations to host events such as meetings, lectures, workshops, receptions and concerts. Registered Student Organizations have the right and privilege to reserve event spaces that are available for use.

All persons, programs, and attractions sponsored by student organizations on-campus must be approved and registered with the Office of Student Life and Development. Only approved and registered clubs and organizations will be allowed to submit Event Approval Forms and secure room reservations. **By submitting an Event Approval form, organizations agree to compliance with the regulations of the building the event will be hosted in.**

All events hosted by a student organization are required to be approved by Student Life and Development and have the support of the organization's advisor. To prevent overwhelming scheduling conflict, and promote student leadership, organizations within the Office of Student Life and Development will adhere to the following "Stoplight" policy:

#### **RED LIGHT:**

- Large events that expect a crowd of 65 students or more must have an advisor present.
- Examples include: Events located in the ICC or Wellness Gym/Cafe (i.e. fashion shows, pageants, parties, etc.)

#### **YELLOW LIGHT:**

- Events that may or may not draw a large crowd. Events that expect between 30-60 students are advised to have an advisor present but not required.
- Examples include: SUB Theater, Mock Trial Room, rooms with machinery/equipment (i.e. hot seats, movie nights, poetry slams, etc.)

#### **GREEN LIGHT:**

- Events that are expecting to draw a crowd of 30 people or less do not require advisors' presence at the event.
- Examples include: Events located in classrooms or dance rooms, (i.e. Interest Meetings, General Body Meetings, Studying events, etc.)

All event approvals and necessary protocols will be communicated via email from the Office of Student Life and Development in accordance with our protocols outlined in the Student Organization Manual. Events and approvals may be subject to circumstantial protocol and procedure as deemed necessary by the Office of Student Life and Development and the Office of Public Safety.

Failure to comply with the event and/or advisor policies can result in cancellation of practices and/or events hosted by an organization, meetings with mandatory personnel with the possibility of revocation of privileges and/or the right to request and reserve space or the probation/revocation of active status for an organization.

All student organizations must submit an Event Approval form 14 days (2 weeks) prior to any event in order to ensure timely processing, confirmation of availability, and any costs associated with the production of the event.

Once the Event Approval form is received the organization will receive an email from the Office of Student Life and Development with confirmation or denial of the event within **72 hours**. **Events that are put into Astra prior to being approved will be deleted and/or canceled.**

Cancellation of any event by a student organization must be received by the Office of Student Life and Development **72 hours prior** to the event. Failure to properly cancel a reservation can result in forfeiture of any deposits made, suspension and/termination of the right to request and reserve spaces, and/or full charge or loss of refund of all preparation costs for such an event.

Event must be rescheduled with a minimum of **7 days** (1 week) notice from the proposed event date. Anything less than 7 days' notice will require a new event submission form.

Due to the limited time and space availability, Registered Student Organizations are only permitted to host one party per semester with the protocols outlined in the Student Organization Manual. This includes parties hosted in collaboration with other RSO's, departments, SGA and/or class boards.

**Failure to properly and accurately reschedule, classify and/or submit required information for an event will result in its immediate cancellation.**

The Office of Student Life and Development will communicate reasons, resources and alternative options for the organization in the event a student program is denied. Student events may be denied for reasons including, but not limited to:

- Space Availability
- Community Safety Concerns
- Capacity of the Space Requested
- Promotion of an Unapproved Event
- Advisors Availability and/or Approval
- Due to the limited time and space availability, Registered Student Organizations are only permitted to host one party per semester.

This includes parties hosted in collaboration with other RSO's, departments, SGA and/or class boards.

## **Student Gathering Protocol**

As a result of a collaborative effort between SGA ,the Office of Student Life and Development, and the Office of Public Safety. The University has designated several approved locations for students to gather; PLEASE remember that all of the policies within the student handbook are still in effect.

- ICC Parking Lot
- Top Of The U
- Wellness Patio
- Soccer Fields
- LLC Basketball Courts

The above locations were chosen as a result of their distance from residence halls which will alleviate any issues with disturbing student rest or study time.

Amplified Music utilizing speakers outdoors is allowable until 11:00 p.m, in keeping with the University quiet hours and Chester County noise ordinances

Lincoln University is a smoke-free campus. Per University rules, smoking is prohibited and violations of this rule will be assessed a \$200 fine.

It must be stated that marijuana is NOT legal in the state of Pennsylvania and possession and/ or consumption of any amounts of the substances is in violation of state law and the University Law



Additionally, a point person needs to be designated who will notify the Office of Public Safety and/or the Office of Student Life and Development that the gathering is taking place. At the end of each gathering, the point person is responsible for coordinating clean-up. Understand that large gatherings are governed and subject to approved by the Office of Student Life and Development's rules and regulations and should be sanctioned through that office. We are happy to support our students' desire to create community and develop a sense of belonging. However, abuse of the privilege will result in a review of this policy.

These protocols have been developed to create an established understanding for both students and public safety to ensure the community is on one accord

**The Office of Student Life and Development may, at any time, reassign or cancel student programs or events due to unforeseen or uncontrollable circumstances. The space reserved must be used for other purposes in the best interest of the institution, individuals, or such reservation is deemed outside of the overall university mission and goal.**

## STUDENT GROUPS AND ORGANIZATIONS CODE

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Students and Registered Student Organizations are expected to familiarize themselves with and adhere to the policies and guidelines of their affiliated office. Failure to adhere to the policies and guidelines may result in disciplinary action under the Club and Organization Manual and/or the Lincoln University Student Handbook in addition to any action taken by the affiliated office.

Lincoln University has established the following Student Organization Code of Conduct to ensure that all student organization officers and members understand and accept responsibility for the actions of themselves, their members and guests.

Members of student organizations are expected to be good citizens and to engage in responsible behaviors that reflect well upon their student organization and university; to be civil to one another and to others in the campus community; and to contribute positively to student and university life.

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

The Office of Student Life and Development and the Office of Student Conduct will exercise joint jurisdiction over recognized student organizations and member conduct, including fraternities, sororities and social fellowship organizations. Action by the Office of Student Life and Development does not preclude action by National Councils, or other governing bodies.

Sanctions for the conduct listed below may be imposed on student organizations found responsible for violating the Student Organization Code of Conduct. Sanctions may include actions such as withdrawal of recognition, suspension of recognition for a specified period of time, probation (warning that might lead to a more severe sanction), restriction of privileges, reprimand, and restitution for losses caused.

Conduct that threatens the safety or security of the campus community, or substantially disrupts the functions or operation of the University, is within the jurisdiction of this Code, regardless of whether it occurs on or off campus. Nothing in this code may conflict with any policies or laws that prohibit disciplinary action against students based on behavior protected by the First Amendment.

The Office of Student Life and Development has responsibility for reviewing cases based on allegations of misconduct. Ordinarily the University will proceed with written complaints but reserves the right to proceed without a written complaint. When the Office of Student Life and Development receives a report of a student organization's alleged misconduct, an investigation will occur, and if warranted, the office will escalate the case to the Office of Student Conduct for further review. In either instance, the president of the student organization will be sent a letter to schedule an informal conference as well as to notify the president of the alleged charges.

The pursuant office administrator will meet with the president of the organization to discuss the allegations. If the organization is found responsible for the alleged misconduct, the president will be issued a sanction. It is the president's right to accept or reject the sanction. If the president believes his/her due process rights have been violated or the informal sanction was too excessive, he/she may submit a written request to the Office of Student Life and Development within five days of the notice of sanctions, to have the case reviewed by the Executive Director of Student Success and/or the Dean of Students. The president of the organization will be notified of the University's final decision within 10 working days.

Hazing is strictly prohibited. See Policy 1.16.

All Student Organizations must be made aware of the consequences for hazing in accordance with the Student Organization Code of Conduct and Student Handbook, including but not limited to:

- Organization probation as deemed necessary by the Office of Student Life and Development and the Office of Student Conduct
- Loss of social privileges including but not limited to: hosting events, conducting intake or hosting meetings
- Separation or removal of individuals or a group from an accused organization
- Suspension or expulsion of the organization from the University
- Loss of Charter of national organizations and student groups
- Legal Action as deemed necessary from University Counsel

The University's hazing letter will be made available on an annual basis. Recognized student organizations have an obligation to protect the welfare of their prospective, initiated members, guests, and the University during activities. Every precaution must be taken to protect the university, individual and organizational liability. All clubs and organizations are responsible for understanding the university policy on Hazing.

For any additional information on protocols, procedure and regulation for Registered Student organizations, please consult the Student Organization Manual here: [Student Organization Manual 23-24 Edition](#)

**The ability to be part of a club or organization at Lincoln University is a privilege and should be treated as such. If it is brought to the attention of the University your club or organization may be involved in activities that violate the Student Handbook or Pennsylvania State Law, your club or organization may be suspended in addition to investigation of the alleged violations conducted by University staff.**

