



# LINCOLN UNIVERSITY

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Office of the President

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## BOARD ACTIONS

TO: Faculty, Staff and Students  
FROM: Jerald Jones Woolfolk, President  
DATE: November 7, 2019  
SUBJECT: Action Items - Board of Curators

During its meeting on November 7, 2019, the Lincoln University Board of Curators took the following actions:

1. Appointed a Nominating Committee for the purpose of choosing a slate of officers to be elected at the first meeting of the calendar year 2020.
2. Approved the attached Certificate Program in Public History. (For additional information contact Dr. Alphonso Sanders, Provost and Vice President for Academic Affairs)
3. Approved the attached Satisfactory Academic Progress Policy (SAP). (For additional information contact Dr. Marcus Chanay, Vice President for Student Affairs and Enrollment Management)
4. Approved the attached Student Travel Policy. (For additional information contact Dr. Marcus Chanay, Vice President for Student Affairs and Enrollment management)
5. Received and accepted the audit report presented by Baird, Kurtz, and Dobson (BKD) LLP for the year ending June 30, 2019. (For additional information contact Mrs. Sandy Koetting, Vice President for Administration and Finance)
6. Approved the recommendation to award RFP B20-1161A Web Assessment and Redesign to Beacon for professional services utilizing Hannon Hill Cascade for the CMS solution. (For additional information contact Mrs. Sandy Koetting, Vice President for Administration and Finance)

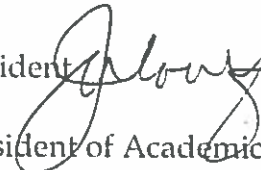
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7. Approved the attached recommendation to revise the Heart of Missouri Scholarship to decrease the current grade point average from 3.0 to 2.5. (For additional information contact Dr. Marcus Chanay, Vice President for Student Affairs and Enrollment Management)
8. Approved the attached Lincoln University Excel Scholarship with the following changes – grade point average of 2.5 and ACT of 17 or better. (For additional information contact Dr. Marcus Chanay, Vice President for Student Affairs and Enrollment Management)
9. Approved the candidates for the various degrees to be awarded at the completion of the 2019 fall semester, pending successful completion of all requirements and finalization of all other obligations to the University. (For additional information contact Dr. Marcus Chanay, Vice President for Student Affairs and Enrollment Management)
10. Approved the awarding of an Honorary Degree. This announcement will be made after the degree is accepted.

The next meeting of the Lincoln University Board of Curators will be held on  
Thursday, February 6, 2020

ACTION ITEM

To: Lincoln University Board of Curators

Through: Dr. Jerald Jones Woolfolk, President 

From: Dr. Alphonso Sanders Vice President of Academic Affairs & Provost 

Date: October 23, 2019

Re: Proposal for a Certificate Program in Public History

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I am seeking approval for a Certificate Program in Public History in conjunction with the Minor in Public History which is currently offered.

PROPOSAL FOR A CERTIFICATE PROGRAM  
IN PUBLIC HISTORY

LINCOLN UNIVERSITY  
Jefferson City, Missouri

## CERTIFICATE PROGRAM IN PUBLIC HISTORY

During meetings conducted over the past year history faculty discussed offering a Public History Certificate in conjunction with the Minor in Public History currently offered in the curriculum. These discussions were prompted by the 2016 History redesign project.

The history program currently offers both Bachelor of Science and Bachelor of Arts degrees in history along with a minor in Public History. The Public History minor was added to the curriculum in 1999, and has been maintained in the Undergraduate Bulletin since that time. The minor in Public History envisioned that students would strengthen their professional and educational background for employment in both the public and private sectors. The minor was to be preparation for government employment at local, state and federal levels to include the areas of museum management, preservation, archival work, and history preservation. With courses from other academic areas not offered on a regular schedule the minor in public history has been underutilized. In redesigning our program a significant point considered was that a number of Lincoln University history graduates have successfully served history-related internships in agencies and departments of the State of Missouri including the Missouri State Archives, Missouri State Library, and Missouri Supreme Court. It is with this information, and the History redesign project that history faculty believe a Public History Certificate program in conjunction with those courses already available in the Minor is one which will meet student needs for history or those seeking to develop interdisciplinary training.

After consideration of courses to be offered and faculty to teach those courses, the history faculty has concluded a Certificate Program in Public History would strengthen the history program and enhance students' career possibilities. The potential for graduates with an undergraduate degree in history and a Certificate in Public History would extend far beyond the traditional "teaching" of history in the K-12 academic environment as there are many career opportunities for historians outside the academy. This approach is described in "Professionalizing History Majors: A New Approach to Broadening the Perspectives of Undergraduates on Their Post-graduation Worlds" by Daniel S. Murphree, published in the *Journal of American History*, March, 2018.

The following excerpt from the web site of the National Council on Public History "How is Public History Used" provides valuable information about careers in public history:

Although public historians can sometimes be teachers, public history is usually defined as history beyond the walls of the traditional classroom. It can include the myriad ways that history is consumed by the general public..... Less familiar are the ways that history can be created for, and utilized by, specialized audiences. These forms of public history are not necessarily intended for public consumption, although they can sometimes affect the general public, as when a state park system undertakes a management plan to reinterpret an historic site or when a local non-profit organizes a community oral history project that provides the research for an historic walking tour. It is also important to remember that while public history can promote popular understanding of history, the goal of many projects may not be explicitly educational at all. Thus, an institutional history written by an historical consultant for a business client might be used to help organize a corporate archive. Another sort of "product" or "deliverable" might be an environmental and land use history used by a court to decide an issue of, for example western water rights. A town that commissions an architectural survey is likely looking to encourage historic preservation and to enhance the quality of life, as well as perhaps to promote heritage tourism and economic development.

Undergraduate history majors with a Certificate in Public History may establish a career as a historian in archive, museum, historic preservation, cultural resources and documentary projects to cite several opportunities. The public history emphasis will give students, as historians, the flexibility of working in museum, preservation agency, archives, Non-Profit, Historic Site Interpretation, Curatorial, Photograph Archivist, and Conservator careers. In the corporate world archives and records are maintained. Also, in the sports world professional teams often maintain archives for their franchise history. These are examples of the many possibilities for students with a public history background of study for careers that value historical research and interpretation. Cultural resources management is also an area which may include preservation, conservation and the research to determine whether to preserve historic locations and sites. This may include the legislative process to affect both public and private holdings of historic buildings and archaeological sites. Thus, historians may use their skills as public policy advocates with their historical and Public history training to advise in the decision making process.

Also from the National Council on Public History "Best Practices in Public History"  
Appendix A

Certificate programs should play to the strengths of the location of the institution....programs should use the resources that are available in the surrounding area to guide their program development. Seeking partnerships with facilities where local public historians work will facilitate the development of internships and provide opportunities for field based projects.

Lincoln University is uniquely positioned with those very strengths and available resources cited by the National Council on Public History. The Public History Certificate program for Lincoln University has a wealth of resources upon which to call in the local area from Missouri State government agencies and city and county organizations. The history program also has the opportunity to engage the many professionals in the Public History area currently in Missouri State government holding advanced degrees to serve as adjunct faculty and special lecturers. These professionals may also serve with a Public History Advisory Board for our program offering their guidance and expertise to build and advance the program to serve demand in this growing professional area. This availability of many professionals across the spectrum of Public History provides valuable support for a successful Public History Certificate program.

The certificate program development is also designed for community stakeholders who might not seek a degree, but wish to obtain a further sense of direction and expertise in the subject matter. The program can be geared to serve various groups as it may be designed for individuals already working in the field and those who may never have had any formal course work in public history, but choose to gain that training through a certificate program. Students pursuing the bachelor's degree in history or an allied field may also seek a certificate to enhance the undergraduate degree.

This program is supportive of, and consistent with, the mission of Lincoln University. As an 1890 land-grant comprehensive institution, Lincoln University, being a part of the Missouri state system of higher education, is designed to meet the educational and social needs of a diverse student body including both traditional and non-traditional students with a broad range of academic preparation and skills. This program offers the training and experience necessary due to changing demands and directions for employment opportunities in the history area. There is a need (local, state, national) for individuals knowledgeable in the areas of public history. This program is designed to provide students with the preparation to enter non-teaching professions for service in areas such as archival work, historic preservation, local/community preservation, historic site administration, cultural/historic resource management, and various governmental and private sector agencies. This proposed program will build upon existing degree programs and strengthen both the institution and the discipline.

Specialized courses will focus on practical application and internship in the field of interest. Course offerings may include the following: Historic Site Interpretation, Community and Local History, Archives, Historical Resource Management, and History and Public Policy. The Public History curriculum will expand opportunities for all students, traditional and non-traditional. An advantage for the history area development of the Certificate program is a wealth of professionals in the area available as guest speakers and working professionals. There may also be the opportunity to "shadow" a public history professional or serve in an internship.

An internship will be a feature of the Public History Certificate as students have the opportunity to gain professional experience and maintain a record of their activities. Internships within the various departments and agencies of the State of Missouri and the City of Jefferson will be further developed. Internships provide valuable experience and training in the chosen area of public history providing the student with a solid background upon graduation and their pursuit of employment. These internship opportunities may also be assignments for students in their home communities and beyond to gain maximum experience. A record of student activity and projects for the internship will be maintained and monitored by both the agency/organization and the assigned history faculty member for the public history focus. This experience will appeal to a broad cross section of students who have not traditionally chosen history or public history as an area of emphasis.

The certificate will also provide those students obtaining degrees in related programs the opportunity to become familiar with public history, historic preservation history, and current issues. A Certificate program based upon historical principles and gaining specific skills will provide added career options and expanded opportunities for both traditional and non-traditional students.

Employment as a public historian may begin with the Certificate program in conjunction with the History major and may not necessarily require an advanced degree. As an individual gains work experience they may wish to advance in the profession through pursuing the Bachelor's, Master of Arts degree or higher. Southeast Missouri State University offers both a Bachelor of Science degree in Historic Preservation and the Master of Arts degree in Public History. This would afford the opportunity to further a career in the field of Public History for Certificate degree students.



The National Council on Public History website of March 25, 2019 listed over 200 positions in the following areas:

- 80 in Museums and Historical Societies
- 36 in Archives and Libraries
- 19 in Historic Preservation
- 19 in Non-profit
- 14 in Historic Site Interpretation
- 12 in Digital Humanities
- 11 in Conservation
- 9 in Academia
- 8 in government
- 12 in Other

Each of these areas of public history are possibilities in the local area with state and local agencies/organizations for students with a public history background of study. There is a wealth of opportunities for student internships within Jefferson City alone for example; the East Capitol Avenue and Missouri State Penitentiary sites which are areas of interest and preservation initiatives. Other opportunities may develop as both the state and city are exploring the location of a Steamboat museum near the penitentiary site. These may provide students with internships and valuable experience in the field which opens employment opportunities. Internship possibilities also include areas beyond the local Jefferson City area as students return home for the summer months and agreements could be established for internships in a student's home area. All of these available sources are strengths for a Public History Certificate program at Lincoln University.

## **Courses recommended for the Certificate program in Public History**

The program would be completed with a total of twenty-one hours

### **Courses currently in the Minor which may be recommended for the Certificate Program Three to six hours may be taken from this group.**

JOU 370 Public Relations: Techniques of communications between institutions and the public.

HIS 476 Oral History: Methodology course for students completing the minor in Public History and those interested in doing historical research.

HIS 385 Historical Methods: Introduction to methods and critical evaluation of historical research.

PAD 310 Principles of Public Administration: Centers on public administration and organizational theory and development.

HIS 402 Ethnic History: Study of various immigrant and racial groups in the U.S. to the present.

### **REQUIRED COURSES: 12 Hours**

**Introduction to Public History:** Introductory survey of the field of public history. Examines major areas of practice, origins of the field and the relationship between public history and the historical profession. Students will gain research skills, explore historiography and discover methodologies for practicing public history.

**Introduction to Historic Preservation:** Survey of historic preservation practice and theory. Research component of course focuses on preparation of a draft nomination to the National Register of Historic Places Districts. Gain knowledge of preservation issues, programs and practices.

**Architectural History:** Become proficient in stylistic terms essential to historic preservation and public support for conserving our architectural heritage

**Internship:** May work in a public or private agency or organization under the guidance of a professional mentor in a public history field. These internships will be based on projects undertaken with outside organizations and institutions. These could be researching historic structures and sites, documenting structures, architectural photography, or some combination as part of a community preservation project.

**CHOOSE remaining 3-6 hours from these courses:**

**Introduction to Archival Methods:** Survey of archival theory and practice. Examines archival principles and their application. Students may gain hands on experience in procession, preserving and creating finding aids.

**Museum Collection Management and Exhibit Design:** Techniques and problems of museum administration, education, collection, exhibition, conservation and, public relations. How to collect, catalog, and care for museum collections (accessioning, exhibits, storage, digitizing). Class may visit various public history institutions to view current exhibits and speak with staff members who created them.

**Introduction to Cultural Resource Management:** Processes and procedures to identify, preserve cultural resources. Study of management of historic structures, bridges, cemeteries, monuments.

**Resource Development, Fundraising and Grant Writing:** Students examine the issues affecting the development of resources through fundraising and grant making activities. How to design and implement public communication campaigns for nonprofit historic preservation, archival and archaeological projects. This course may also address the relationship between public history, historic preservation and the impact on tourism and economic development areas.

**Historical Archaeology.** This course is designed to teach students the questions and techniques as applied to archaeological sites.

## **Scheduling of Courses:**

Courses would be offered in our reinvigorated evening sessions in order to attract the maximum number of traditional as well as commuter and non-traditional students. Non-traditional and commuter students have served in past years as the core student population for our evening offerings as many have employment outside the university. The program is one in which a student could enroll in two courses per semester (Fall and Spring), one in each eight week session and one Summer Session course. With this scheduling a student would be able to complete the Certificate Program in three semesters and one Summer Session. The Summer Session Course may be the Internship (Capstone) course to complete the program with a total of 21 hours. The Internship may however, be in any semester in which placement, with approval of the agency or organization may be scheduled after the student has completed nine credit hours in the program.

Example for eight week sessions: First Year

Fall Semester    1st 8 weeks: 1 course  
                         2nd 8 weeks: 1 course

Spring Semester 1st 8 weeks: 1 course  
                         2nd 8 weeks: 1 course

Summer Session 4 or 8 weeks: 1 course  
(May be the Internship course with approved placement with agency or organization)

Example for eight week sessions: Second Year

Fall Semester    1st 8 weeks: 1 course  
                         2nd 8 weeks: 1 course

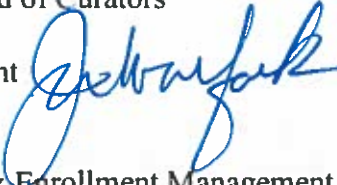
## APPENDICES

- Appendix A            National Council on Public History
- Appendix B            Perspectives on History, American Historical Association



Vice President of Student Affairs, Enrollment  
Management and Campus Operations  
302 Young Hall • 820 Chestnut Street  
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TO: Members, Lincoln University Board of Curators

THROUGH: Dr. Jerald Jones Woolfolk, President 

FROM: Dr. Marcus A. Chanay MAC  
Vice President of Student Affairs & Enrollment Management

DATE: November 7, 2019

SUBJECT: Action Item-Satisfactory Academic Progress Policy (SAP)

**Action Recommended**

Please find attached the Lincoln University SAP Policy. Your approval is requested.

# LINCOLN UNIVERSITY

## MISSOURI

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### Satisfactory Academic Progress Policy (SAP)

#### PURPOSE

Academic success is important and necessary for students to receive federal Title IV financial aid. The purpose of this policy is to ensure that student financial aid recipients are meeting satisfactory academic progress standards. In an effort to comply with federal regulations, Lincoln University has developed the Satisfactory Academic Progress Policy for students to maintain or reestablish eligibility to receive Title IV funds.

#### SCOPE

SAP policy applies to ALL students receiving Federal Financial Aid at Lincoln University.

#### POLICY

According to the United States Department of Education regulations and Missouri Department of Higher Education policy, all students applying for federal and/or state financial assistance (as well as some private, credit-based loans) must meet and maintain satisfactory academic progress in a degree program to receive funding. Students who are not making academic progress when they initially apply for aid will not be eligible for financial aid at Lincoln University until academic progress is met or the student submits an appeal for financial aid and Lincoln University approves the appeal.

Lincoln University Financial Aid Office will review the satisfactory academic progress of enrolled financial aid recipients annually; students currently serving on a probationary status will be reviewed after each semester. Each such review of measurements includes:

- Qualitative (GPA)
- Quantitative (Pace of Completion)
- Maximum Timeframe (150%)

#### QUALITATIVE MEASURE (GPA)

The quality of a student's progress is measured by grade point average (cumulative GPA). The minimum cumulative GPA for financial aid recipients is the same as the academic standard for Lincoln University:

#### Undergraduate Students-

- |                          |               |                       |
|--------------------------|---------------|-----------------------|
| ○ Hours Attempted        | <u>1 – 59</u> | <u>60 – and Above</u> |
| ○ Minimum Cumulative GPA | 1.67          | 2.00                  |

Graduate Students- All Graduate students must maintain a minimum cumulative GPA of 3.00

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### QUANTITATIVE MEASURE

The quantity of a student's progress is measured by the Cumulative Completion Rate (credit hours earned divided by credit hours attempted). Students are required to complete 2/3 (66.67%) of attempted credit hours.

#### Courses and grades considered in determining Satisfactory Academic Progress

All courses attempted and on the academic record (that is, every time a student is enrolled in a course past the add/drop date, the course will count as an attempt) at the time of progress check are considered when determining the Cumulative Completion Rate.

#### Please note the following:

- **Incomplete courses (I)** will count toward total hours attempted for the Cumulative Completion Rate, will not be considered completed courses, and will not be included in the GPA calculation.
- **Withdrawals (W)** including excused withdrawals, will count toward total hours attempted for the Cumulative Completion Rate, will not be considered completed courses, and will be included in the GPA calculation.
- **Failing (F)** grades will count toward total hours attempted for the Cumulative Completion Rate, will not be considered completed courses, and will be included in the GPA calculation.
- **Repeated courses** will count toward total hours attempted for the Cumulative Completion Rate (but only one passing grade will be considered as a completed course). The newest grade will be included in the GPA calculation and the older grade will be excluded. Federal student aid is available for only one retake of a passed course.
- **Pass/Fail courses** will count toward total hours attempted for the Cumulative Completion Rate (calculation of both cumulative attempted credit hours and, if passed, cumulative completed credit hours), but will not count in the GPA calculation.
- **Transfer credits** accepted by Lincoln University (including those received during consortium student) will count toward the Cumulative Completion Rate (calculation of both cumulative attempted credit hours and cumulative completed credit hours), and will not count in the GPA calculation.
- **Change in Majors** only courses counting toward a student's program (major) will count toward maximum timeframe. There is not a limit to the number of times a student can change majors.
- **Undergraduate and Graduate Courses** All undergraduate courses count in the calculation of the Cumulative Completion Rate for undergraduate students. All graduate courses count in the calculation of Cumulative Completion Rate for graduate students.
- **Grade Changes** once a grade change occurs, it is the responsibility of the student to contact Lincoln University Financial Aid Office if they wish to have their eligibility for financial aid recalculated based on the grade change.



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## MISSOURI

### MAXIMUM TIMEFRAME MEASURE

Financial aid recipients must complete an educational program within a timeframe no longer than 150% of the published length of the educational program. Students for whom it is no longer mathematically possible to complete their educational programs within 150% of the published length will no longer be eligible for federal financial aid. In addition, students who do not complete their educational programs within 150% the published length, will no longer be eligible to receive federal financial aid.

**EXAMPLE-** a student pursuing a bachelor's degree requiring 120 credit hours may attempt up to 180 hours before financial aid eligibility is suspended ( $120 \times 150\% = 180$ ). However, if that student fails the first 61 attempted hours, it is no longer mathematically possible for the student to complete the 120-hour program within 180 attempted hours ( $61 + 120 = 181$ ), and the student's financial aid eligibility will be suspended at the 61-hour mark.

All coursework attempted including periods when the student did not receive federal Title IV aid will be considered in determining the maximum time frame students have to complete a degree and in the calculations of the cumulative grade point average and pace.

- **Transfer Hours:** All transfer work transcript by Lincoln University Registrar will be counted in determination of the cumulative grade point average and pace, and in the ratio to determine the successful completion of course work, and in the determination of the maximum time frame.
- **Repeated Coursework:** If the student repeats a course, the highest grade earned will be used to calculate his/her grade point average. All hours attempted including repeated courses will be used to determine the student's pace and maximum time frame. Only one repeat per course with a passing grade will be eligible for financial aid.
- **Academic Clemency:** The Office of Student Financial Services must count all prior work attempted in determining eligibility for federal financial aid, including hours forfeited through the Academic Clemency Policy.
- **Grade Changes:** Once a grade change occurs, it is the responsibility of the student to contact the Office of Student Financial Services if they wish to have their eligibility for financial aid recalculated based on the grade change.

### FINANCIAL AID WARNING

Failure to meet the minimum satisfactory progress requirements will result in a status of federal financial aid warning. If a student is in a satisfactory status and fails to meet the minimum (quantitative, qualitative, or maximum timeframe) requirement, he/she will be automatically placed on financial aid warning status for one semester.

Notification will be sent to the student via Lincoln University email account that he/she is not meeting satisfactory academic progress requirements and he/she are at risk of future suspension of aid. All federal and state aid will remain for future

# LINCOLN UNIVERSITY

## MISSOURI

semesters while in a warning status. These students will be reviewed at the end of the academic year to determine if they meet the minimum requirements (quantitative, qualitative, or maximum timeframe) and will either be placed in a suspended status or reinstated to satisfactory.

### FINANCIAL AID SUSPENSION

Students in a warning status who fail to meet the minimum satisfactory academic progress requirements will be placed on federal financial aid suspension. Satisfactory academic progress requirements are reviewed at the completion of the warning semester to determine if the student meets the minimum (quantitative, qualitative, or maximum timeframe) requirements. Those who do not will be placed on financial aid suspension and will be ineligible to receive federal financial aid.

Students will be notified of financial aid suspension in writing via Lincoln University email account. If a student is placed on financial aid suspension, all federal and state aid will be withdrawn for future semesters at Lincoln University. Students on financial aid suspension have option to reinstate aid as described below.

### REINSTATEMENT

Financial Aid may be reinstated when one of the following conditions has been met:

- The student completes courses without federal aid in one or more terms (semesters) at Lincoln University until the cumulative GPA and Cumulative Completion Rate meet the required standard (while meeting maximum timeframe conditions). It is the student's responsibility to notify the Financial Aid Office when reinstatement conditions have been met. **OR**
- The student files an appeal and Lincoln University's Financial Aid Appeal Review Committee approves the appeal. (See appeal procedures below).

### APPEAL PROCEDURES

Students who are suspended from federal financial aid may make a written appeal for reinstatement of eligibility if extenuating circumstances have contributed to their inability to meet the requirements for satisfactory academic progress, and the students' circumstances have changed such that they are likely to be able to meet those requirements at the next evaluation or through an appropriate academic plan. Extenuating circumstances include, but are not limited to, the following:

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- Death of an immediate family member
- Severe injury or illness of the student or an immediate family member
- Legal separation from spouse or divorce
- Military reassignment or required job transfers or shift changes.

**Students who have extenuating circumstances may appeal using the following procedures:**

- i. Submit a completed Appeal Form online and additional supporting documentation. Submission of additional supporting documentation is optional. The form is available on the Financial Aid "Forms Page" on the institutional website. All supporting documentation that a student wishes to have reviewed by the appeal board should be submitted by the student.
- ii. The appeal packet is presented to the Lincoln University's Financial Aid Appeal Review Committee for review. Deadline submission and result notification dates will be communicated. The Appeal Information deadline is provided in the student's Lincoln University's email notification and also available on the institutional website.
- iii. The student is notified via their Lincoln University email account of the Committee's decision and recommendations. **The Committee's decision is final.**

### **Financial Aid Appealed Probation**

Financial aid appealed probation is a status assigned to students whose written appeal has been reviewed by the Appeal Committee and the decision was made to reinstate aid for one semester. Students will be required to meet minimum satisfactory academic progress requirements for the semester while in appealed probation status.

Minimum satisfactory academic progress requirements for the term (semester) are defined as a term GPA of 1.67 (if under 60 undergrad hours) or 2.0 (if over 60 undergrad hours) **AND** a 66.67% term pace of completion rate for an undergraduate student. Graduate students must meet a 66.67% term pace of completion rate and a term GPA of 3.0.

The individual academic plan will consist of the individual academic requirements that the student needs to obtain in order to graduate from Lincoln University before reaching the federal aid maximum time frame.

At the end of the appealed probation semester, a student's cumulative GPA and Cumulative Completion Rate will be reviewed to determine if the student met minimum satisfactory academic progress for the term (semester).

### **What happens when the appealed probation semester is complete?**

A student may regain or lose federal eligibility following the appealed probation/ probation with academic plan semester. The status for the semester following the appealed probation semester will fall into one of the categories below:

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- **Remain in Probation with Academic Plan status.** In order to remain in this appealed probation status, a student must meet minimum satisfactory academic progress requirements for the term (semester) as well as his or her academic success plan requirements. The student will continue to have an individual academic plan for regaining Satisfactory Academic Progress. Students who move back to a suspension status will not have aid in place the next semester and have the options of Reinstatement. Students who move to a satisfactory status will have aid reinstated and will be reviewed again at the time of the next upcoming satisfactory academic progress evaluation.
- **Move back to a suspension status. If a student does not meet either**
  - The required pace of completion or GPA for the semester *OR*
  - The requirements of his/her academic plan the student's status will return to suspension and will no longer be eligible for federal aid.

**Move to a satisfactory status.** If a student meets the overall GPA and Cumulative Completion Rate (while meeting maximum timeframe conditions) for satisfactory academic progress, aid will be reinstated. Will be cancelled for future semesters.

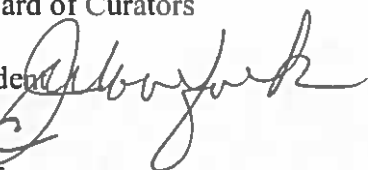
### **Satisfactory Academic Progress Application to Students Not Receiving Federal Student Aid**


Lincoln University does not award federal financial aid to students who are ineligible due to being non-degree seeking or failing to meet other eligibility requirements. Students who apply for aid after enrolling at Lincoln University must meet all general eligibility requirements including Satisfactory Academic Progress before any federal aid is awarded.



Vice President of Student Affairs, Enrollment  
Management and Campus Operations  
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TO: Members, Lincoln University Board of Curators

THROUGH: Dr. Jerald Jones Woolfolk, President 

FROM: Dr. Marcus A. Chanay   
Vice President of Student Affairs & Enrollment Management

DATE: November 7, 2019

SUBJECT: Action Item-Student Travel Policies

**Action Recommended**

Please find attached the Lincoln University Student Travel Policy. Your approval is requested.

## 1. Policy Statement

It is the policy of Lincoln University of Missouri to promote safe travel by students, student groups, and organizations to and from events and activities covered by this policy.

## 2. Scope

This policy applies to the travel of enrolled students to attend activities or events that are:

- organized and/or sponsored by Lincoln University; **and**
- occur more than twenty-five (25 miles).

The types of activities and events covered by this policy include course related field trips, Athletic events, Recreational Sports club trips, the activities of sponsored student organizations, and meetings of academic organizations where a student is officially representing Lincoln University of Missouri.

The policy does not apply to travel undertaken by students to engage in student-teaching, internships, practicums, observations or research, unless such trip is organized and accompanied by an authorized member.

## 3. Definitions

An **organized event** is one that is initiated, planned and arranged by a member of the University's faculty or staff, or by the members of a sponsored student organization, and is approved by an appropriate administrator.

A **sponsored event** or activity is one that the University endorses by supporting it financially, or by sending students to participate in it as official representatives of the University.

An **enrolled student** is one who has been admitted to and is attending classes at the University.

An **appropriate administrator** is a Dean, Department Chair, or Director of an administrative unit, or their delegate.

## 4. Travel Authorization

In order to assure that the events or activities that involve student travel are within the course and scope of the University's mission, and that student safety issues have been addressed, travel undertaken pursuant to this policy must be authorized in advance by the

Vice President for Student Affairs, Enrollment Management & Executive Assistant to the President for Campus Operations .

To request authorization, members of the faculty, staff or sponsored student organizations must submit a detailed request and itinerary along with the purpose and intent of the trip in advance.

- a. Whenever possible, domestic travel plans must be submitted within ten (10) working days in advance of travel to the activity or event.
- b. The following information/documents must be submitted:
  - i. Official Travel Passenger List - A list of participants including names and phone numbers, and the names and numbers of persons to contact in case of an emergency. No shows must be emailed upon day of event.
  - ii. Travel Waiver and Behavioral Notice – Signed by all those traveling to and from the event.
  - iii. Health history for Travel – Filled out by all those traveling to and from the event. Copies of current medical insurance certificates, or both sides of a current group insurance membership card, for each person who wishes to participate in the activity or event.
  - iv. Emergency Medical Release – Filled out by all those traveling to and from the event.
  - v. Itinerary Brief – Filled out by the organizer of the trip.
  - vi. Copies of valid operators' licenses for any faculty/staff/students who will operate vehicles.

## 5. Behavior

When leading group trips, sponsors, faculty, and/or staff should carry emergency contact information, proof of medical insurance coverage, and the authorization for emergency medical treatment for each participant.

1. Compliance with Laws and Policies
  - a. Motor vehicles used for travel covered by this policy shall have a current proof of liability insurance card and a state inspection certification.
  - b. Drivers must be covered by insurance or they cannot operate the vehicle.
  - c. Those requiring rental vehicles must include in the trip expenses insurance coverage for the vehicles.
2. Vehicle Operator Requirements
  - a. All who will operate vehicles while engaged in travel covered by this policy must have a valid operator's license and be trained as required by law to drive the vehicle that will be used.
  - b. Operators shall comply with all laws, regulations and posted signs or directions regarding speed and traffic control.
  - c. Operators shall take a mandatory 30 minute rest break every four hours.
  - d. Operators shall drive no more than ten hours in any 24 hour period
  - e. Trips requiring more than 10 hours driving time to reach a point of destination shall require overnight lodging.

- f. A navigator shall be assigned for all trips scheduled to take more than two hours. The navigator must stay awake while on duty.
3. Safety Requirements for Both Operators and Passengers
    - a. Seat Belts. Occupants of motor vehicles shall use seat belts or other approved safety restraint devices required by law or regulation at all times when the vehicle is in operation.
    - b. Alcohol and Illegal Substances. Occupants of motor vehicles shall not possess, consume, or transport any alcoholic beverages or illegal substances.
    - c. Passenger Capacity. The total number of passengers in any vehicle at any time it is in operation shall not exceed the manufacturer's recommended capacity, or specified by federal or state law or regulations, whichever is lowest.

## 6. Reimbursement

Those seeking reimbursement for trips must comply with all requirements listed upon the Lincoln University portal website <https://bluetigerportal.lincolnu.edu/group/travel-portal/travel-home>.

## 7. Attachments

Please see the following attachments:

Itinerary Brief

Travel Waiver

Emergency Medical Release

Health History

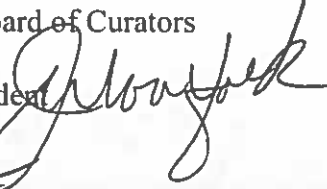

Official Travel Passenger List





1 8 6 6  
**LINCOLN**  
**University**

Vice President of Student Affairs, Enrollment  
Management and Campus Operations  
302 Young Hall • 820 Chestnut Street  
Jefferson City, MO 65101  
Phone: (573) 681-5502  
Fax: (573) 681-5157

TO: Members, Lincoln University Board of Curators  
THROUGH: Dr. Jerald Jones Woolfolk, President   
FROM: Dr. Marcus A. Chanay   
Vice President of Student Affairs & Enrollment Management  
DATE: November 7, 2019  
SUBJECT: Revised Heart of Missouri Scholarship

#### **Action Recommended**

In an effort to increase local recruitment, we propose decreasing the current grade point average (GPA) for the Heart of Missouri Scholarship from 3.0 to 2.5.

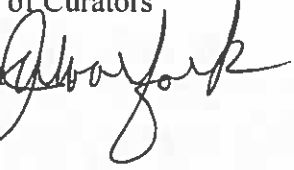
The "Heart of Missouri" Lincoln University Scholarship is recruiting prospective Blue Tigers to be a part of our historic campus. The "Heart of Missouri" scholarship will provide \$1,000 per semester for up to eight consecutive semesters, not including summer.


1. Current resident and high school graduate of: Boone, Callaway, Cole, Cooper, Howard, Maries, Miller, Moniteau, Morgan, or Osage;
2. Must earn a cumulative high school GPA of 2.5 or greater on a 4.0 scale and provide certified transcript and ACT test score of 17 or above;
3. Must be a degree seeking student and enrolled as a full time student with 15 credit hours or greater;
4. Students must successfully complete a minimum of 30 credit hours each academic year and maintain 2.5 GPA;
5. Scholarships are not applied to fees and cannot be combined with Curators, Presidential, Institutional, Dean's or Employee tuition benefits;
6. Scholarship award is contingent upon final transcripts, ACT test score and admissions acceptance.



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TO: Members, Lincoln University Board of Curators

THROUGH: Dr. Jerald Jones Woolfolk, President 

FROM: Dr. Marcus A. Chanay   
Vice President of Student Affairs & Enrollment Management

DATE: November 7, 2019

SUBJECT: Action Item-Lincoln University Excel Scholarship

**Action Recommended**

Please find attached the Lincoln University Excel Scholarship. Your approval is requested.

## **Lincoln University Excel Scholarship (LU Excel)**

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The Lincoln University Excel Scholarship (LU Excel) is recruiting prospective Blue Tigers to be a part of our historic campus. The LU Excel Scholarship will provide \$1,000 per semester for up to eight consecutive semesters, not including summer.

1. Must be a current resident and current graduate of a Missouri High School. Must earn a cumulative high school GPA of 2.5 or greater on a 4.0 scale and provide certified transcript and ACT test score of 17 or above;
2. Must be a degree seeking student and enrolled as a full time student with 15 credit hours or greater;
3. Students must successfully complete a minimum of 30 credit hours each academic year and maintain 2.5 GPA;
4. Scholarships are not applied to fees and cannot be combined with Curators, Presidential, Institutional, Dean's or Employee tuition benefits;
5. Scholarship award is contingent upon final transcripts, ACT test score and admissions acceptance.