

Lincoln University Board of Curators

February 9, 2017

OPEN SESSION

1. Call To Order:

The Lincoln University Board of Curators Open Session was officially called to order by Board President Marvin O. Teer, Jr. at 1:30 p.m., on Thursday, February 9, 2017, in the Board Room, 201 Young Hall on the Lincoln University campus, Jefferson City, Missouri.

1. A. Roll Call: Curators present were: Don Cook, Dana Cutler, Greg Gaffke, Frank Logan, Winston Rutledge and Marvin Teer. Curator Herbert Hardwick was absent. Rose Ann Ortmeyer recorded the minutes.

2. Approval of the Open Session Agenda (Action - Enclosure 1):

Curator Gaffke Moved for approval of the Open Session Agenda as presented. Curator Cook seconded the motion. Motion carried.

3. Approval of the November 10, 2016 Open Session Minutes and the January 18, 2017 Open Session Conference Call Minutes (Action - Enclosure 2):

Curator Logan moved for approval of the November 10, 2016 Open Session Minutes and the January 18, 2017 Open Session Conference Call Minutes. Curator Rutledge seconded the motion. Motion carried.

4. Report from the Board President - Curator Marvin O. Teer, Jr.:

4. A. Report from the Nominating Committee (Action - Enclosure 3):

Curator Winston Rutledge, Chair, gave the report from the Nominating Committee. The Nominating Committee is recommending the following slate of officers for the Board of Curators for calendar year 2017:

President:	Marvin O. Teer, Jr.
Vice President:	Frank J. Logan, Sr.
Secretary:	Greg S. Gaffke
Treasurer:	Dana Tippin Cutler

Curator Gaffke moved for approval of the slate of officers. Curator Cook seconded the motion. Motion carried.

5. Reports from the Office of the President - Dr. Kevin D. Rome, President (Enclosure 4):

President Kevin D. Rome gave a brief report on activities which have occurred since the last meeting of the Board of Curators. The report was for the Board's information only and required no action.

5. A. Progress Report from the Faculty Senate - Dr. Bryan Salmons, Chair:

The report from the Faculty Senate was for the Board's information only and required no action.

5. B. Progress Report from the Staff Council - Mr. Cole Abbott, Chair:

The report from the Staff Council was for the Board's information only and required no action.

6. Action Items:

Academic/Student Affairs Committee

6. A. Proposed Change to Rules and Regulations - Sections 4.03 and 5.35 - Travel Policies (Enclosure 5):

Ms. Sandy Koetting, Chief Financial Officer, reviewed the attached changes to Rules and Regulations - Sections 4.03 and 5.35 - Travel Policies. Curator Cutler moved for approval of changes as presented. Curator Logan seconded the motion. Motion carried.

6. B. Proposal Change to Rules and Regulations - Section 8.33 - Inclement Weather Policy (Enclosure 6):

Mr. Joseph Watkins, Chief of Staff to the President, reviewed the recommendation proposed changes to Rules and Regulations - Section 8.33 - Inclement Weather Policy. Curator Cutler moved for approval of the changes as recommended. Curator Cook seconded the motion. Motion carried.

6. C. 2017-2019 Academic Calendars (Enclosure 7):

Dr. Debra Greene, Interim Provost and Vice President for Academic Affairs, reviewed the attached 2017-2019 Academic Calendars. Curator Cutler moved for approval of the 2017-2019 Academic Calendars as presented. Curator Cook seconded the motion. Motion carried.

6. D. Proposed Change to Rules and Regulations - Section 3.2 - The Academic Faculty:

Dr. Greene reviewed the following definition of "faculty" at Lincoln University (see attached).

Academic faculty are those members of the faculty whose academic appointment is .75 FTE or higher*, who is a member of a department in which a degree program is housed and whose condition of employment is a probationary tenured or tenure-track appointment." (*Taken from Lincoln University Rules and Regulations, 2.10, The Faculty Senate: Composition, Purpose, and Functions. The intent was that only fulltime teaching faculty be allowed to make recommendations on issues they faced daily; rather than research faculty who taught a course or two each academic year.) Curator Cutler moved for approval of the recommendation as presented. Curator Rutledge seconded the motion. Motion carried.

Budget and Finance Committee

6. F. Recommendation to Change Policy and Charge a Fee for Missed GET or Major Field Exit Examination (Enclosure 8):

Dr. Greene reviewed the attached recommendation to change policy and charge a fee for missed GET or Major Field Exit Examination. Curator Rutledge moved for approval of the recommendation as presented. Curator Cutler seconded the motion. Motion carried.

6. G. 2017 Revenue Bonds - Resolution and Financing Agreement of the Athletic Facilities Revenue Bond Series 2017 (Enclosure 9):

Ms. Koetting reviewed the Resolution and Financing Agreement of the Athletic Facilities Revenue Bond Series 2017. Curator Rutledge moved for approval of the Resolution and Financing Agreement. Curator Cutler seconded the motion. Motion carried.

6. H. Tuition and Fee Increase (Enclosure 10):

Ms. Koetting reviewed the proposed tuition and fee of .7%. The increase will be applied to the technology fee, increasing the fee from \$150 per semester to \$173.94. The fee will be implemented beginning summer session 2017. Curator Cutler moved for approval of the recommendation as presented. Curator Logan seconded the motion. Curator Cook voted "no" on the motion. Motion carried.

Buildings and Grounds Committee

6. I. Wellness Center - Change Order for Basement Build-Out (Enclosure 11):

Ms. Sheila Gassner, Executive Director of Facilities and Planning, reviewed the recommendation for a construction contract change order to Sircal Contracting for the build-out of the basement at the Wellness Center for the Athletic Department. The scope of work includes the construction of the football locker room, football offices, training room, men's and women's track locker rooms, track offices, and ancillary spaces. The amount of the change order is \$780,446 with payment to be made from the loan/bond financing paid from the student athletic fee. Curator Rutledge moved for approval of the recommendation as presented. Curator Cook seconded the motion. Motion carried.

6. J. Construction Contract for Tennis Courts (Enclosure 12):

Ms. Gassner reviewed the attached recommendation for a construction contract for the reconstruction of tennis courts at Myrtle Smith Livingston Park. The contract is contingent on approval by the City's Parks and Recreation Department. Curator Rutledge moved for approval of the recommendation. Curator Cutler seconded the motion. Motion carried.

7. INFORMATION ITEMS:

Enclosures 13-18 were for the Board's Information only.

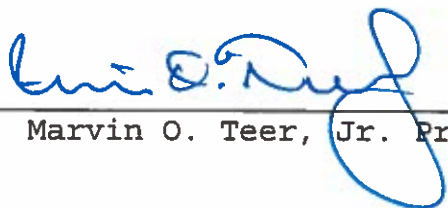
8. Other Business:

There was no Other Business for discussion in Open Session.

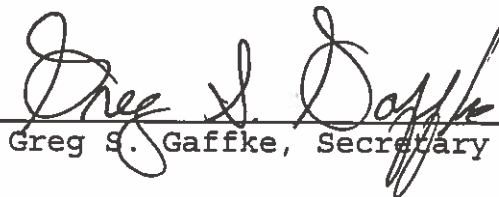
9. Motion for Adjournment:

Curator Logan moved for adjournment of the Open Session. Curator Cutler seconded the motion. Motion carried.

The Open Session of the Lincoln University Board of Curators adjourned at 2:30 p.m.



Marvin O. Teer, Jr. President



Greg S. Gaffke, Secretary



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TO: Members, Lincoln University Board of Curators
THROUGH: Dr. Kevin D. Rome, President 
FROM: Sandy Koetting, CFO 
DATE: January 22, 2017
SUBJECT: Action Item – Rules and Regulations revisions related to travel

Below are recommended changes to policies within Lincoln University Rules and Regulations.

Summary of changes

4.03.1 – Further clarified IRS regulations and summarized allowable travel costs.

4.03.2 – Expanded the requirements for approval of relocation expenses and clarified IRS regulations.

4.03.3 – Change in policy number only. With the addition of a policy on relocation expenses, it seemed important to include in close proximity to the travel policies. Moved from 4.03.2 to 4.03.3.

5.35 – Added language regarding rental vehicles and group travel requirements.

Existing policies

4.03.1 Travel Policies

University-Sponsored Travel

Lincoln University permits and encourages, within the limitation of financial resources, travel that is essential to the transaction of official business of the university, and travel for the professional development of faculty and staff.

University funds allow for adequate and comfortable travel accommodations for employees who travel on university business. Employees must use discretion and good judgment in their utilization of travel funds. First class air fare, resort hotels, luxury restaurants and like items are usually considered to be in excess of normal business needs except where it is to the advantage of the university.

Primary responsibility for authenticating travel reimbursement claims incurred by employees rests with area supervisors.

Prioritization of Allowable Travel

When there are circumstances in which there are competing requests for limited travel funds, the following priorities are in effect:

1. Officially representing the university: administrative officers or their designees;
2. Student recruitment and supervision of students in field experiences (student teachers, nursing students, etc.);
3. Appointment on and/or participation in regional or national committees;
4. Chairing a working session at a professional conference;
5. Presenting a paper at a professional conference;
6. Attending a major informational session immediately applicable to the improvement of the instructional and/or administrative programs at Lincoln University;
7. Representing Lincoln University at a professional conference, other than as cited in #1;
8. Attending a professional conference in a non-participating manner for the purpose of gathering general information.

Allowable Travel Expenses

Reimbursable travel expenses are limited to those expenses authorized as essential for the employee while traveling on university-approved business. These expenses include transportation, lodging, meals, and conference registration costs. Other reimbursable expenses may include such items as copying, Internet usage costs, and postage.

Transportation

Travel should be accomplished by whatever means is more cost effective for the university, to the extent possible.

Air Travel

All air travel must be coordinated through the Office of the Vice President for Administration and Finance and shall be billed directly to the university. For travel in a leased plane (leased from a non-affiliated party), reimbursement shall be limited to a reasonable rate based upon the mileage and size of the aircraft needed. Authentic receipts are required for verification. Prior approval from the Office of the Vice President for Administration and Finance is required before an employee may lease a plane.

Automotive Travel

For in-state travel in a privately-owned vehicle, the following rules shall apply:

1. Mileage allowance may not exceed that as established by the Government Services Administration and approved by the Lincoln University vice president for Administration and Finance;
2. Mileage figures listed on the Travel Expense Voucher should be rounded to the nearest whole mile;
3. Some other expenses associated with auto travel (i.e., toll bridge and turnpike use, parking) are allowable;
4. When more than one employee travels in the same vehicle, only the owner of the vehicle shall be allowed mileage reimbursement.

Mileage allowance represents the full compensation for the operation of a private vehicle. Other costs, such as physical damage to or loss of a private vehicle, must be covered by private auto insurance. (See Unallowable Expenses, below.)

For travel by rented auto, the employee will be reimbursed the actual cost of the rental plus fuel. Direct billing for such is allowed. Weekly car rental rates are allowed if the cost is less than the total cost of daily rental rates.

For travel in a university-owned vehicle, the following rules shall apply:

1. A university-owned vehicle must be reserved through the university motor pool prior to use;
2. Motor pool charges are directly vouchered to the employee's or department's account;
3. Expenses for gasoline, oil, storage, and other vehicle necessities are allowed if the proper receipts for such are attached to the expense account;
4. Charges for garaging the university-owned vehicle at the employee's or department's primary worksite is allowed provided 1) that the university does not have available facilities for garaging; 2) that the garage used is not owned by the employee or her/his immediate family; 3) that the employee or department does

not charge the cost of the garage rental back to the university; and 4) that storage is necessary and reasonable in amount.

University-issued credit cards for use with university-owned vehicles shall be used only with those vendors that have agreed to accept the credit cards. Vendor charges to the credit card are posted directly to the employee's or department's monthly account. All credit card receipts must be submitted to and maintained by the designated coordinator within the respective department. When charges for travel expenses are not billed directly to the university, receipts clearly denoting payment by cash or by personal credit card are required. Such receipts must be attached to the Travel Expense Voucher.

Lodging

Lodging expenses may be billed directly to Lincoln University only through the approved requisition purchase order procedure. Where charges for lodging are not billed directly to the university, the employee must provide an itemized hotel invoice indicating proof of payment.

Meals

Reimbursement for meals is allowed for actual meals paid for out-of-pocket. Per diem rates as established by the Government Services Administration and approved by the Lincoln University vice president for Administration and Finance are in effect. When the per diem rate is used for reimbursement, no meal receipts are required. No reimbursement will be made for meals that are provided as part of a conference registration fee.

To qualify for reimbursement for meals, employees must be in continuous travel status for twelve hours or more. This twelve-hour status must be indicated on the Travel Expense Voucher when no overnight lodging is listed. (In instances when employees incur breakfast or evening meal charges after leaving or before returning to their primary worksite, they must indicate on the Travel Expense Voucher that an early departure (prior to 8:00 a.m.) or late arrival (after 6:00 p.m.) was required to conduct university business.)

In situations where it is clearly economical or advantageous to the university, the vice president for Administration and Finance may authorize reimbursement for meals for employees traveling on university business in the area, regardless of the location of their primary worksites.

Registration Fees

Pre-payment of conference registration fees, when required, may be made directly by the university. If payment is made by the employee, a receipt is required for reimbursement.

Tips

Standard and reasonable tips, for such things as meals, shuttle service, and taxis, may be submitted for reimbursement.

Unallowable Expenses

The following expenses are not allowed:

- Expenses incurred while an employee is at her/his residence.
- Expenses incurred in traveling to and from the employee's residence and the primary worksite.
- Expenses incurred by the employee for her/his sole benefit and not to the benefit of the university. Such expenses include any type of insurance, travel loan finance charges, personal credit card charges, valet services, laundry, media charges, alcoholic beverages, extra meals, room service, newspapers, and magazines. Communication and Internet services shall be allowed only when necessary for the transaction of official business.
- Private insurance. Employees should carry personal and vehicle insurance, including liability. The university is not liable for physical damage incurred to a private vehicle or to personal property while traveling. Likewise, the university is not liable for injury to passengers in a private vehicle.

Incidentals such as Internet services, postage, metered parking, copying, and small emergency supplies shall be allowed only when necessary to the performance of official business. Receipts are required for reimbursement.

Except as provided, no employee shall be allowed lodging or meal expenses while in the city of her/his primary worksite. Reimbursement may be made for a meal charge at the primary worksite if it is incurred as part of a department- or agency-required meeting and has prior approval by the area supervisor as being for the benefit of the university and not the employee. The employee must indicate the nature of the meeting on the Travel Expense Voucher.

Employees will not be allowed lodging or meal expenses when it would be more economical and advantageous to the university for employees to return to their primary worksite or residence, unless extenuating circumstances occur, such as inability to travel due to inclement weather.

Cash advances are not allowed except under the following conditions:

- intercollegiate team travel
- international travel

Adherence to Procedures

Employees who travel on university business or for professional development must adhere to established procedures in order for travel costs to be met by the university. All travel requests and estimated expenses must be pre-approved by the area supervisor through the use of forms available from the Office of the Vice President for Administration and Finance and the Lincoln University Web site. Invoices for travel-related expenses and registration fees billed directly to the university must be submitted to Accounts Payable through the usual requisition method at least fourteen days prior to the departure date. A request for a check must also be submitted in this manner. Upon

return, the employee must submit the Travel Expense Voucher, with all required receipts as outlined in the above sections, no later than thirty days after the travel has ended. All requests for reimbursement of travel expenses must be itemized and attested to by the employee and approved by the area supervisor.

Employees who incur any expenses outside those outlined in the above sections must provide a justification, along with receipts, on the Travel Expense Voucher. Reimbursement for such is not automatic.

Each monthly itemized Travel Expense Voucher shall be limited to expenses incurred during a one-month period.

An employee may not be reimbursed for travel expenses incurred by another university employee. An employee may not be reimbursed for expenses incurred by a spouse or other family members. When it is necessary and clearly to the benefit of the university for an employee to pay for meals other than her/his own, the rationale and the name(s) of the guest(s) must be attached to the Travel Expense Voucher.

Individual Department/Unit Travel Policies

Area supervisors may set additional travel policies for their own areas provided such policies are not more restrictive than those set by the university. Individual area policies may not allow expenses that are not allowed by the university.

Reimbursement for recruiting and relocation expenses for new employees within an area will be made in accordance with the area's travel policies. Areas desiring to fund such expenses shall submit their policies regarding recruitment and relocation of new employees to the vice president for Administration and Finance prior to requesting any recruitment/relocation funding.

For student travel regulations, see Chapter V, section 5.35.

4.03.2 Policy for Expending Residual Funds on Fixed Price Contracts

The University will accept fixed price awards and will encourage negotiation that will ensure costs incurred will not exceed the agreed upon amount. All contracts will be assumed to be cost reimbursable unless specifically stated as fixed cost in the award document or other written documentation. It is the policy of the University that residual balances remaining at the end of a fixed price contract that do not have to be returned to the sponsor will be allocated in the order listed below:

1. Indirect costs, if waived on the grant or not recovered in full, will be calculated and recorded accordingly.
2. Used to cover deficits in another one of the PI/PD's or departments accounts.
3. Used to cover audited disallowances on the PI/PD's project account

4. Remaining funds will be allocated to the university contingency fund.

If the residual funds are greater than or equal to \$10,000 or 25% of the award, written justification from the PI/PD must be submitted to and approved by the VP in the respective unit and Office of Sponsored Research prior to the transfer.

5.35 Student Travel Regulations

The following regulations shall be in place for all undergraduate students, graduate students, and members of student organizations of Lincoln University who plan to travel on university business:

1. When planning to travel and when traveling on university business, students and student organizations must adhere to all established travel policies of the university as set forth in Chapter IV section 4.03.1.
2. Students seeking approval of and funding for travel must meet the following criteria:
 - currently enrolled in Lincoln University
 - minimum 2.00 cumulative GPA
3. Car rental through the university or through a private company is allowed only when an authorized Lincoln University employee will act as the designated driver.
4. Students may be issued a cash advance for meals based upon the university's current per diem rate. The amount of the advance will be determined by the appropriate approving authority.
5. The per diem meal rate applies only when meals are not provided as a part of the conference or activity.
6. Students attending university-funded conferences remain under the university conduct system, must attend all required sessions, and are expected to behave in a polite and respectful manner.
7. Students attending university-funded conferences must dress appropriately for the conference environment or event, or at the advisor's discretion.
8. Students requesting university funding will have chaperone and transportation requirements evaluated according to each event by the appropriate approving authority.
9. The following will apply to student organizations requesting funding for travel:
 - Funding may be requested for conference registration, hotel accommodations, and transportation and/or mileage.
 - A university official must accompany any student organization requesting travel funding.

Revised policies

4.03.1 Travel Policies

----- In accordance with IRS regulations, Lincoln University has an accountable plan that allows it to reimburse employees for authorized business expenses with no effect on taxable compensation. The accountable plan rules apply to all reimbursements or advances to employees for authorized business expenses, both travel and non-travel related.

The requirements for the accountable plan are that an employee must:

- 1) Have paid or incurred business related expenses while performing services for the University.
- 2) Properly account for and/or substantiate the expenses within 60 days after the expenses are paid or incurred
- 3) Return any reimbursement or advance in excess of amounts substantiated within 120 days after the expenses are paid or incurred

To satisfy the first requirement, there must be a business connection or purpose for the expense and the expense must qualify as a deductible expense according to IRS regulations.

The second requirement is met when the employee documents the expense within 30 days after the expense is paid or incurred. Travel related expenses must be accounted for within 30 days, unless otherwise specified by the University, after the end of the trip and are substantiated on a Travel Expense Voucher.

The third requirement is met when the employee returns to the employer any reimbursement or advance that is in excess of the amounts substantiated or properly accounted for within 5 days after the amount was paid. (Note: The Cash Advance Agreement states that employees must return any excess advanced funds within 5 days of returning from travel.)

University Sponsored Travel

Lincoln University permits and encourages, within the limitation of financial resources, travel that is essential to the transaction of official business of the University, and travel for the professional development of faculty and staff.

University funds allow for adequate and comfortable travel accommodations for employees who travel on University business. Employees must use discretion and good judgement in their utilization of travel funds. First class airfare, resort hotels, luxury restaurants and like items are usually considered to be in excess of normal business needs except where it is to the advantage of the University.

Primary responsibility for authenticating travel reimbursement claims incurred by employees rests with area supervisors.

Employees are required to designate how they wish to travel on an annual basis. Employees must choose between utilizing the University's Travel Portal and travelling on a reimbursement only basis. All new employees will default to utilizing the University's Travel Portal until the next available open enrollment period.

Travel should be accomplished by whatever means best serves the University and the traveler and is to be approved by the appropriate University official.

Allowable Expense Types

Transportation

Includes: air travel, train travel, mileage reimbursements, rented auto

Lodging

Includes: room expense only

Meals

Either reimbursement of actual expenses or per diem rates (not to exceed current standard per diem rate)

- Based upon IRS regulations, to qualify for meal reimbursement, an employee must meet the following criteria:
 - Your duties require you to be away from the general area of your tax home substantially longer than an ordinary day's work
 - You need to sleep or rest to meet the demands of your work while away from home
- Therefore, if your travel does not meet both criteria, you will not be reimbursed for any meal expenses.

Registration Fees

Pre-payment of conference registration fees may be made directly by the University

Incidentals

Includes, but is not limited to: internet services, postage, parking, baggage fees, copy charges, etc.

Unallowable Expense Types

Employee shall not be allowed lodging or meal expenses while in the city of his/her primary worksite.

Employees shall not be allowed lodging or meal expenses when it is more economical and advantageous to the University for Employees to return to their primary worksite or residence.

Cash Advances

Cash advances are not allowed except under the following conditions:

- Intercollegiate team travel
- International travel
- Travel including students

Adherence to Procedures

Employees who travel on University business or for professional development must adhere to established procedures in order for travel costs to be met by the University. All travel requests and estimated expenses must be pre-approved by the area supervisor through the use of forms available on the University's travel web page.

Invoices for travel related expenses and registration fees billed directly to the University must be submitted to Accounts Payable through the usual method at least 14 days prior to the departure date. A request for check form must also be submitted for payments made in this manner.

Upon return, the employee must submit the Travel Expense Voucher, with all required documentation no later than 30 days after the travel has ended, unless otherwise specified by the University. Failure to do so may result in the employee's reimbursement being delayed or even denied.

An employee may not be reimbursed for travel expenses incurred by another University employee. An employee may not be reimbursed for expenses incurred by a spouse or other family member. When it is necessary and clearly to the benefit of the University for an Employee to pay for meals other than his/her own, the rationale and the name(s) of the guest(s) must be attached to the Travel Expense Voucher.

Individual Department / Unit Travel Policies

Area supervisors may set additional travel policies for their own areas provided such policies are not more permissive than those set by the University. Individual area policies may not allow expenses that are not allowed by the University.

For student travel regulations, see Chapter V, Section 5.35.

4.03.2 Relocation Expenses for Employees

The University will reimburse employees for relocation or moving expenses, if approved by the Office of the President. The not-to-exceed reimbursement amount will be documented in the employment letter.

- Reimbursable relocation expenses may include:
 - Cost of moving household goods and personal effects
 - Cost of traveling (including lodging but not meals) to the employee's new domicile
- Reimbursements are made under an accountable plan. To be considered an accountable plan, the following criteria must be met:
 - Expenses must be business related
 - Reimbursements must be requested within 60 days, unless otherwise specified by the University, after the expense is incurred
- The University follows IRS regulations to determine taxability of reimbursable relocation expenses.
 - If all reimbursements are under an accountable plan, the IRS distance and time test criteria are met, and the move is closely related to the start of work, reimbursements will appear on the W-2 in box 12 and are not included as taxable income.
 - All other reimbursements will be considered to be made under a non-accountable plan. Reimbursements under this plan type are considered taxable income (Income, Social Security and Medicare). Notification will be submitted to Payroll to be included in the next payroll cycle and included in box 1 (taxable income) on the W-2.

4.03.3 Policy for Expending Residual Funds on Fixed Price Contracts

The University will accept fixed price awards and will encourage negotiation that will ensure costs incurred will not exceed the agreed upon amount. All contracts will be assumed to be cost reimbursable unless specifically stated as fixed cost in the award document or other written documentation.

It is the policy of the University that residual balances remaining at the end of a fixed price contract that do not have to be returned to the sponsor will be allocated in the order listed below:

- 1) Indirect costs, if waived on the grant or not recovered in full, will be calculated and recorded accordingly
- 2) Used to cover deficits in another one of the PI/PD's or departments accounts
- 3) Used to cover audited disallowances on the PI/PD's project account

- 4) Remaining funds will be allocated to the University's contingency fund

If the residual funds are greater than or equal to \$10,000 or 25% of the award, written justification from the PI/PD must be submitted to and approved by the VP in the respective unit and Office of Sponsored Research prior to the transfer.

5.35 Student Travel Regulations

The following regulations shall be in place for all undergraduate students, graduate students, and members of student organizations of Lincoln University who plan to travel on university business:

- 1) When planning to travel and when traveling on university business, students and student organizations must adhere to all established travel policies of the university as set forth in Chapter IV section 4.03.1
- 2) Students seeking approval of and funding for travel must meet the following criteria:
 - Currently enrolled in Lincoln University
 - Minimum 2.00 cumulative GPA
- 3) Car rental through the university or through a private company is allowed only when processed through the travel portal and/or the University's Travel Liaison and when an authorized Lincoln University employee will act as the designated driver.
- 4) Students may be issued a cash advance for meals based upon the university's current per diem rate. The amount of the advance will be determined by the appropriate approving authority
- 5) The per diem meal rate applies only when meals are not provided as a part of the conference or activity
- 6) Students attending university funded conferences remain under the university conduct system, must attend all required sessions, and are expected to behave in a polite and respectful manner.
- 7) Students attending university funded conferences must dress appropriately for the conference environment or event, or at the advisor's discretion
- 8) Students requesting university funding will have chaperone and transportation requirements evaluated according to each event by the appropriate approving authority
- 9) The following will apply to student organizations requesting funding for travel:
 - Funding may be requested for conference registration, hotel accommodations and transportation and/or mileage

- A university official must accompany any student organization requesting travel funding
- 10) All group travel must be booked through the University's Travel Liaison



MEMORANDUM

TO: Lincoln University Board of Curators

THROUGH: Dr. Kevin D. Rome, President 

FROM: Joseph Watkins, Chief of Staff to the President, and Jim Marcantonio, Director of Human Resources 

DATE: January 24, 2017

SUBJECT: Action Item: Policy Revision

Action Items

The Human Resources department is proposing a revision of the policy immediately below, specifically, **recommending deletion of the bold wording**. The policy in its entirety is included below for context.

8.33 Inclement Weather Policy

It is the policy of the university to maintain its teaching, public service, and operational activities in accordance with established schedules. To this end, the suspension or cancellation of classes or the temporary suspension of campus operations will be avoided if at all possible.

When classes are canceled due to inclement weather, offices will also be closed. An official announcement of any change or suspension of university events and/or operations will be issued through University Relations to the public media (television and radio stations; the LU Web site). The decision to cancel day classes due to inclement weather does not necessarily pertain to evening classes or evening shift employees. A normal evening schedule will occur unless a separate decision is released to the media canceling such activities. If no announcement is made through local media regarding evening classes and activities, employees should assume that work is to continue as scheduled.

In the event the university is closed due to inclement weather, employees are not to report to work unless they are notified or have been given prior instructions to report as part of essential services. Full-time employees will be paid their regular pay for the time the university is closed if they are regularly scheduled to work. **Classified employees**



CHIEF OF STAFF TO THE PRESIDENT

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who are required to work during the hours the university is officially closed will be paid one and one-half times their regular hourly rate.

Any absences which result because of inability to report to work due to inclement weather (but when the university is not officially closed) will be deducted from available personal leave. Should this leave be exhausted, any available vacation will be used. If vacation leave is not available, employees not reporting to work during the described times will be on unpaid leave.



OFFICE OF ACADEMIC AFFAIRS AND PROVOST

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ACTION ITEM

TO: Members, Lincoln University Board of Curators

THROUGH: Dr. Kevin D. Rome, President 

FROM: Dr. Debra F. Greene, Interim Provost/Wice President
for Academic Affairs 

DATE: January 2017

RE: 2015-2017 Academic Calendar

Attached is the 2017-2019 Academic Calendar that was reviewed by the Faculty Senate.

I submit this calendar for your review and approval.

Attachment

University Calendar

Fall 2017 – Summer 2019

Fall Semester 2017

The University reserves the right to make changes as necessary.

Jul.	31	Mon.	Last day to submit FAFSA for fall 2017 processing
Aug	7-8	Mon. – Tues.	Fall Faculty and Staff Institute
Aug	10	Thu.	First Freshman Move In (only for students who are attending the 8/11 orientation)
	11	Fri.	Last day to submit ARC appeal for fall 2017 reinstatement
	11	Fri.	Orientation
	12	Sat.	All Freshmen Move-In (9:00 a.m.)
			Freshman Convocation (parent parting)
	12-18	Sat.-Fri.	Freshman Academic Week (FAW)
	16-18	Wed.-Fri.	Advisement and Registration for all students
	18	Fri.	Last day to pay fall semester tuition and fees or make satisfactory payment arrangements
	18	Fri.	Residence halls open to all students
	19-25	Sat.-Fri.	Late Registration (fee assessed)
	21	Mon.	CLASS WORK BEGINS
	21-25	Mon.-Fri.	Drop-Add Week for students who are registered for the current semester
	25	Fri.	Last day to add classes for 1 st 8-week and 16-week sessions
			Last day to drop a class without financial/academic obligations
			Last day to utilize book vouchers
			Registration for 2 nd 8-week classes continues
Sept.	1	Tue.	2017-2018 parking permits required
	4	Mon.	LABOR DAY (Holiday)
	7	Thu.	Opening Convocation for students (11:00 a.m. Mitchell Auditorium)
	17	Sun.	CONSTITUTION DAY
	18	Mon.	"X" and "I" grades due in the Office of the Registrar
	20	Wed.	Last day for candidates to file for degrees for the fall 2017 semester (fee assessed)
	23	Sat.	HOMECOMING
	25	Mon.	Last day to file for comprehensive examinations and/or portfolios for master's degree candidates
Oct.	1	Sun.	First day to apply for 2018-2019 academic year financial aid by completing the 2018-2019 FAFSA
	2	Mon.	Last day to drop 1 st 8-week classes
			Last day to withdraw from the University for the 1 st 8-week session
	13	Fri.	Mid-term grades due
	14	Sat.	First 8-week classes end
	16	Mon.	Second 8-week classes begin
			Final grades due for the 1 st 8-week session
	16-17	Mon.-Tue.	Registration for 2 nd 8-week session continues; all tuition and fees due and payable at the time of registration
	16-21	Mon.-Sat.	Assessment Week: Major Field Exams, General Education Test and student survey
	19	Thu.	General Education Test
	21	Sat.	General Education Test
	26	Thu.	Comprehensive examinations for master's degree candidates (1:00-5:00 p.m.)
Nov.	1	Wed.	Advanced Registration for the spring semester begins
	20	Mon.	Cafeteria closes (6:00 p.m.)
			THANKSGIVING RECESS BEGINS at 11:59 p.m.
	27	Mon.	THANKSGIVING RECESS ENDS (classes resume with the first scheduled class)
			Cafeteria opens (7:15 a.m.)
Nov.	27	Mon.	Last day to drop 2 nd 8-week classes
			Last day to drop 16-week classes
			Last day to withdraw from the University

Nov.	29	Wed.	Advanced Registration for the spring semester ends if registering with an advisor on campus Online registration continues
	30-Dec. 1	Thu.-Fri.	Final examinations for December graduates
Dec.	1	Fri.	Last day to apply for loans for fall 2017 semester
	2	Sat.	CLASS WORK ENDS
	4	Mon.	FINAL EXAMINATIONS BEGIN
			Final grades for graduating students due
	7	Thu.	FINAL EXAMINATIONS END
			SEMESTER ENDS
	8	Fri.	Move-Out for all students (except graduating seniors)
	9	Sat.	Cafeteria closes (12:30 p.m.)
			Residence halls close (2:00 p.m.) (Graduating seniors move out)
	11	Mon.	Final grades due

Spring Semester 2018

The University reserves the right to make changes as necessary.

Jan.	1	Mon.	First day to apply for 2018-2019 academic year financial aid by completing the 2018-2019 FAFSA
	2	Tue.	Last day to submit FAFSA for spring 2018 processing
	5	Fri.	Last day to submit ARC appeal for spring 2018 reinstatement
	9	Tues.	Spring Institute
	10-12	Wed.-Fri.	Advisement and Registration for all students
	11	Thu.	Move-In for students who are attending the 1/12 Orientation
	12	Fri.	Orientation
			Last day to pay spring semester tuition and fees or make satisfactory payment arrangements
	12	Fri.	Move-In (all students)
	13-19	Sat.-Fri.	Late Registration (fee assessed)
	15	Mon.	MARTIN LUTHER KING'S BIRTHDAY OBSERVANCE (Holiday)
	16	Tue.	CLASS WORK BEGINS
	15-19	Tue.-Fri.	Drop-Add Week for students who are registered for the current semester
	19	Fri.	Last day to add classes for 1st 8-week and 16-week sessions
			Last day to drop a class without financial/academic obligations
			Last day to utilize book vouchers
			Registration for 2 nd 8-week classes continues
Feb.	1	Thu.	Academic Scholarship Deadline for the 2018-2019 academic year
			First day to apply for summer 2018 session financial aid
			Priority deadline to submit FAFSA for Missouri residents for the 2018-2019 academic year to be considered for Missouri state grants
	8	Thu.	Founder's Day Convocation (11:00 a.m. Mitchell Auditorium)
	9	Fri.	LINCOLN'S BIRTHDAY OBSERVANCE (Holiday)
	12	Mon.	"X" and "I" grades due in the Office of the Registrar
	14	Wed.	Last day for candidates to file for degrees for the spring 2018 semester (fee assessed)
Feb.	26	Mon.	Last day to drop 1st 8-week classes
			Last day to withdraw from the University for the 1st 8-week session
			Last day to file for comprehensive examinations and/or portfolios for master's degree candidates
Mar.	9	Fri.	Mid-term grades due
			Cafeteria closes (6:00 p.m.)
	10	Sat.	First 8-week classes end
	12-16	Mon.-Fri.	SPRING RECESS
	12	Mon.	Final grades due for the 1 st 8-week session
	19	Mon.	Classes resume with the first scheduled class
			Second 8-week classes begin Cafeteria opens (7:15 a.m.)
	19-20	Mon.-Tues.	Registration for the 2 nd 8-week session continues; all tuition and fees due and payable at the time of registration.
Mar.	19-24	Mon.-Sat.	Assessment Week: Major Field Exams, General Education Test and student surveys
	22	Thu.	General Education Test
	24	Sat.	General Education Test
	29	Thu.	Comprehensive examinations for master's degree candidates (1:00-5:00 pm)
	30	Fri.	FREE DAY
Apr.	1	Sun.	Deadline to submit FAFSA for Missouri residents for 2018-2019 academic year to be considered for Missouri state grants

	4	Wed.	Advanced Registration for summer session and fall semester begins
	12	Thu.	Honors Convocation (11:00 a.m.; Mitchell Auditorium)
Apr.	23	Mon.	Last day to drop 2 nd 8-week classes Last day to drop 16-week classes Last day to withdraw from the University
May	2	Wed.	Advanced Registration for the summer session or fall semester ends if registering with an advisor on campus (online registration continues)
	3-4	Thu.-Fri.	Final examinations for May graduates
	4	Fri.	Last day to apply for loans for the spring 2018 semester
	5	Sat.	CLASS WORK ENDS
	7	Mon.	FINAL EXAMINATIONS BEGIN
			Final grades for graduating students due
	10	Thu.	FINAL EXAMINATIONS END SEMESTER ENDS
	11	Fri.	Move-Out for all students (except graduating seniors)
	12	Sat.	COMMENCEMENT (10:00 a.m.) Cafeteria closes (12:30 p.m.) Residence halls close (2:00 p.m.) (Graduating seniors move out)
	14	Mon.	Final grades due

Summer Session 2018

The University reserves the right to make changes as necessary.

May	18	Fri.	Last day to submit ARC appeal for summer 2018 reinstatement
	21	Mon.	Last day to submit FAFSA for summer 2018 processing
	28	Mon.	MEMORIAL DAY (HOLIDAY)
	29	Tue.	Advisement and Registration for all students Last day to pay summer session tuition and fees or make satisfactory payment arrangements Orientation (for students attending summer school) Move-In
	30	Wed.	Cafeteria opens (12:00 noon) CLASS WORK BEGINS Drop-Add Day for students who are registered for the current session Last day to drop a class without financial/academic obligations Late registration for 1 st 4-week and/or 8-week session (fee assessed) Last day to apply for summer 2018 session financial aid Last day to utilize book vouchers Registration for 2 nd 4-week session continues
June	4	Mon.	Last day to file for comprehensive examinations and/or portfolios for master's degree candidates
	6-7	Wed.-Thu.	Orientation (INCOMING FRESHMEN)
	13	Wed.	Last day to drop 1 st 4-week classes Last day to withdraw from the University for the 1 st 4-week session Last day for candidates to file for degrees for the summer 2018 semester (fee assessed)
	20-21	Wed.-Thu.	Orientation (INCOMING FRESHMEN)
	25	Mon.	First 4-week session class work ends
	26	Tue.	First 4-week session final examinations
	27	Wed.	Registration for the 2 nd 4-week session; all tuition and fees due and payable at the time of registration Second 4-week session begins
	29	Thu.	Comprehensive examinations for master's degree candidates (1:00-5:00 p.m.)
	30	Sat.	Last day to complete 2017-2018 FAFSA
July	2	Mon.	Final grades due for 1 st 4-week session
	4	Wed.	FOURTH OF JULY (Holiday)
	10	Tue.	Orientation (Transfer students only)
	11	Wed.	Last day to drop 2 nd 4-week and/ or 8-week classes Last day to withdraw from the University for the summer session
	11-12	Wed.-Thu.	Orientation (INCOMING FRESHMEN)
	12	Thu.	Assessment Day: Major Field Exams and student surveys
	25	Wed.	CLASS WORK ENDS
	25	Wed.	Last day to apply for loans for summer 2018 session
	26	Thu.	FINAL EXAMINATIONS
	27	Fri.	Cafeteria closes (12:30 p.m.) Residence halls close (2:00 p.m.) Move Out for all students
	30	Mon.	Final grades due

Fall Semester 2018

The University reserves the right to make changes as necessary.

Aug.	1	Wed.	Last day to submit FAFSA for fall 2018 processing
	10	Fri.	Last day to submit ARC appeal for fall 2018 reinstatement
	13-14	Mon. – Tues.	Fall Faculty and Staff Institute
	16	Thu.	First Freshman Move In (only for students who are attending the 8/17 orientation)
	17	Fri.	Orientation
	18	Sat.	All Freshmen Move-In (9:00 a.m.)
	18-24	Sat.-Fri.	Freshman Academic Week (FAW)
	22-24	Wed.-Fri.	Advisement and Registration for all students
	24	Fri.	Last day to pay fall semester tuition and fees or make satisfactory payment arrangements
	24	Fri.	Residence halls open to all students
	25-31	Sat.-Fri	Late Registration (fee assessed)
	27	Mon.	CLASS WORK BEGINS
	27-31	Mon.-Fri.	Drop-Add Week for students who are registered for the current semester
	31	Fri.	Last day to add classes for 1 st 8-week and 16-week sessions Last day to drop a class without financial/academic obligations Last day to utilize book vouchers Registration for 2 nd 8-week classes continues
Sept.	1	Sat.	2018-2019 parking permits required
	3	Mon.	LABOR DAY (Holiday)
	13	Thu.	Opening Convocation for students (11:00 a.m.; Mitchell Auditorium)
	17	Mon.	CONSTITUTION DAY
	24	Mon.	"X" and "I" grades due in the Office of the Registrar
	24	Mon.	Last day to file for comprehensive examinations and/or portfolios for master's degree candidates
	26	Wed.	Last day for candidate to file for degrees for the fall 2018 semester (fee assessed)
Oct.	1	Mon.	First day to apply for 2019-2020 academic year financial aid by completing the 2019-2020 FAFSA
	6	Sat.	HOMECOMING (tentative)
	8	Mon.	Last day to drop 1 st 8-week classes Last day to withdraw from the University for the 1 st 8-week session
	19	Fri.	Mid-term grades due
	20	Sat.	First 8-week classes end
	22	Mon.	Final grades due for the 1 st 8-week session; Second 8-week classes begin
	22-23	Mon.-Tue.	Registration for 2 nd 8-week session continues; all tuition and fees due and payable at the time of registration
	25	Thu.	Comprehensive examinations for master's degree candidates (1:00-5:00 p.m.)
	29-Nov 3	Mon.-Sat.	Assessment Week: Major Field Exams; General Education Test and student surveys
Nov.	1	Thu.	General Education Test
	3	Sat.	General Education Test
	7	Wed.	Advanced Registration for the spring semester begins
Nov.	19	Mon.	Cafeteria closes (6:00 p.m.) THANKSGIVING RECESS BEGINS at 11:59 pm
	26	Mon.	THANKSGIVING RECESS ENDS (classes resume with the first scheduled class) Cafeteria opens (7:15 a.m.)
	26	Mon.	Last day to drop 2 nd 8-week classes Last day to withdraw from the University Last day to drop 16-week classes
Dec.	5	Wed.	Advanced Registration for the spring semester ends if registering with an advisor on campus Online registration continues
	6-7	Thu.-Fri.	Final examinations for December graduates
	7	Fri.	Last day to apply for loans for the fall 2018 semester
	8	Sat.	CLASS WORK ENDS
	10	Mon.	FINAL EXAMINATIONS BEGIN Final grades for graduating students due
	13	Thu.	FINAL EXAMINATIONS END SEMESTER ENDS
	14	Fri.	Move-Out for all students (except graduating seniors)
Dec.	15	Sat.	Cafeteria closes (12:30 p.m.) Residence halls close (2:00 p.m.) (Graduating seniors move out)
	17	Mon.	Final grades due

Spring Semester 2019

The University reserves the right to make changes as necessary.

Jan.	1	Tue.	First day to apply for 2019-2020 academic year financial aid by completing the 2019-2020 FAFSA
	2	Wed.	Last day to submit FAFSA for spring 2019 processing
	4	Fri.	Last day to submit ARC appeal for spring 2019 reinstatement
	8	Tue.	Spring Institute
	9-11	Wed.-Fri.	Advisement and Registration for all students
	10	Thu.	Move In (Only for students who are attending the 1/11 orientation)
	11	Fri.	Orientation
			Last day to pay spring semester tuition and fees or make satisfactory payment arrangements
	12	Sat.	Move-In (all students)
	12-18	Sat.-Fri.	Late Registration (fee assessed)
	14	Mon.	CLASS WORK BEGINS
	14-18	Mon.-Fri.	Drop-Add Week for students who are registered for the current semester
	18	Fri.	Last day to add classes for the 1 st 8-week and 16-week sessions Last day to drop a class without financial/academic obligations Last day to utilize book vouchers Last day to waive student health insurance
21	Mon.	Registration for 2 nd 8-week classes continues MARTIN LUTHER KING'S BIRTHDAY OBSERVANCE (Holiday)	
Feb.	1	Fri.	Academic Scholarship Deadline for the 2019-2020 academic year
	4	Mon.	First day to apply for summer 2019 session financial aid Priority deadline to submit FAFSA for Missouri residents for Missouri residents for 2019-2020 academic year to be considered for Missouri state grants
	7	Thu.	Founder's Day Convocations (11:00 a.m.; Mitchell Auditorium)
	8	Fri.	LINCOLN'S BIRTHDAY OBSERVANCE (Holiday)
	11	Mon.	"X" and "I" grades due in the Office of the Registrar
	13	Wed.	Last day for candidates to file for degrees for the spring 2019 semester (fee assessed)
	25	Mon.	Last day to drop 1 st 8-week classes or withdraw from the University for the 1 st 8-week session Last day to file for comprehensive examinations and/or portfolios for master's degree candidates
Mar.	8	Fri.	Mid-terms grades due Cafeteria closes (6:00 p.m.)
	9	Sat.	First 8-week classes end
	11-15	Mon.-Fri.	SPRING RECESS
	11	Mon.	Final grades due for the 1 st 8-week classes
	18	Mon.	Classes resume with the first scheduled class
	18	Mon.	Second 8-week classes begin Cafeteria opens (7:15 a.m.)
	18-19	Mon.-Tue.	Registration for the 2 nd 8-week session continues; all tuition and fees due and payable at the time of registration
	18-23	Mon.-Sat.	Assessment Week: Major Field Exams, General Education Test and student surveys
	21	Thu.	General Education Test
	23	Sat.	General Education Test
28	Thu.	Comprehensive examinations for master's degree candidates (1:00-5:00 p.m.)	
Apr.	1	Mon.	Deadline to submit FAFSA for Missouri residents for 2017-2018 academic year to be considered for Missouri state grants
	3	Wed.	Advanced Registration for the summer session and fall semester begins
	18	Thu.	Honors Convocation (11:00 a.m.; Mitchell Auditorium)
	19	Fri.	FREE DAY
	22	Mon.	Last day to drop 2 nd 8-week classes; drop 16-week classes or withdraw from the University
May	1	Wed.	Advanced Registration for summer session or fall semester ends if registering with an advisor on campus Online registration continues
	2-3	Thu.-Fri.	Final examinations for May graduates
	3	Fri.	Last day to apply for loans for the spring 2019 semester
	4	Sat.	CLASS WORK ENDS
	6	Mon.	FINAL EXAMINATIONS BEGIN Final grades for graduating students due
	9	Thu.	FINAL EXAMINATIONS END SEMESTER ENDS
May	10	Fri.	Move-Out (except graduating seniors)
	11	Sat.	COMMENCEMENT (10:00 a.m.) Cafeteria closes (12:30 p.m.) Residence halls close (2:00 p.m.) (Graduating seniors move out)
	13	Mon.	Final grades due

Summer Semester 2019

The University reserves the right to make changes as necessary.



May	16	Thu.	Last day to submit FAFSA for summer 2019 processing
	17	Fri.	Last day to submit ARC appeal for summer 2019 reinstatement
	27	Mon.	MEMORIAL DAY (Holiday)
	28	Tue.	Advisement and Registration for all students Last day to pay summer session tuition and fees or make satisfactory payment arrangements Residence halls open
	29	Wed.	Orientation (Summer school students only) CLASS WORK BEGINS Drop-Add Day for students who are registered for the current session Last day to apply for summer 2019 session financial aid Last day to drop a class without financial/academic obligations Late registration for 1 st 4-week and/or 8-week sessions (fee assessed) Last day to utilize book vouchers Registration for 2 nd 4-week session continues
June	3	Mon.	Last day to file for comprehensive examinations and/or portfolios for master's degree candidates
	5-6	Wed.-Thu.	Orientation (INCOMING FRESHMEN)
	12	Wed.	Last day for candidates to file for degrees for summer 2019 semester (fee assessed) Last day to drop 1 st 4-week classes or withdraw from University for the 1 st 4-week session
June	19-20	Wed.-Thu.	Orientation (INCOMING FRESHMEN)
	24	Mon.	First 4-week session class work ends
	25	Tue.	First 4-week session final examinations
June	26	Wed.	Registration for the 2 nd 4-week session; all tuition and fees due and payable at the time of registration Second 4-week session begins
	27	Thu.	Comprehensive examinations for master's degree candidates (1:00-5:00 p.m.)
	30	Sun.	Last day to complete 2018-2019 FAFSA
	July	1	Mon.
July	4	Thu.	FOURTH OF JULY (Holiday)
	9	Tue.	Orientation (Transfer Students only)
	10	Wed.	Last day to drop 2 nd 4-week or 8-week classes or withdraw from the University for the summer session
	10-11	Wed.-Thu.	Orientation (INCOMING FRESHMEN)
	11	Thu.	Assessment Day: Major Field Exams and student surveys
	24	Wed.	CLASS WORK ENDS Last day to apply for loans for the summer 2019 session
	24-25	Wed.-Thu.	Orientation (INCOMING FRESHMEN)
	25	Thu.	FINAL EXAMINATIONS
	26	Fri.	Residence halls close (2:00 p.m.) Cafeteria closes (12:30 p.m.)
	29	Mon.	Final grades due



OFFICE OF ACADEMIC AFFAIRS AND PROVOST

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ACTION ITEM

To: Lincoln University Board of Curators
Through: Dr. Kevin D. Rome, Sr., President 
From: Dr. Debra F. Greene, Interim Provost/Vice President of Academic Affairs 
Date: February 4, 2017
Re: Defining "Faculty" at Lincoln University

According to the Lincoln University Rules and Regulations, 3.2 The Academic Faculty (and the Faculty Employee Handbook, p. 32) faculty is defined as:

The members of the academic faculty of the university shall be designated by the following titles: professor, associate professor, assistant professor and instructor. Title designation and term of service shall be determined at the time of appointment.

In the U.S., the term 'faculty' denotes the academic staff of the university: professors of various rank, generally, adjunct, assistant, associate, and full professor; lecturers, and/or researchers; usually tenured or on tenure track in terms of their employment contract.

Members of the university administration, i.e. department heads/chairs, deans, vice presidents, presidents, and librarians, are often also faculty members. In some universities the distinction between 'academic faculty' and 'administrative faculty' is made explicit by 'academic faculty' being contracted for nine months per year, meaning they can devote their time to research and be absent from the campus during

summer months, while 'administrative faculty' are contracted for twelve months per year.

Most university faculty members hold a Ph.D. or equivalent doctorate degree.

Lincoln University can refine its definition of academic faculty thusly -

Academic faculty are those members of the faculty whose academic appointment is .75 FTE or higher, who is a member of a department in which a degree program is housed and whose condition of employment is a probationary tenured or tenure-track appointment.*



*Taken from Lincoln University Rules and Regulations, 2.10, The Faculty Senate: Composition, Purpose, and Functions. The intent was that only fulltime teaching faculty be allowed to make recommendations on issues they faced daily; rather than research faculty who taught a course or two each academic year.



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ACTION ITEM

To: Lincoln University Board of Curators
Through: Dr. Kevin Rome, President 
From: Dr. Debra F. Greene, Provost/VPAA 
Date: November 2016
Re: Recommendation to Change Policy and Charge a Fee for Missed GET or Major Field Ext Examination

Current Lincoln University Undergraduate Bulletin, Page 79, Policy Reads: A student who fails to take the General Education Test or the Major Field Exit Examination will be denied permission to register for the succeeding semester or, if in the final semester, will be restricted from graduating.

Revised Language: A student who fails to take the General Education Test or the Major Field Exit Examination will be:

- *On 1st Offense,*
 - *denied permission to register for the succeeding semester or, if in the final semester, will be restricted from graduating until:*
 - *a contract is signed with the Office of Institutional Research ; AND*
 - *required to pay an administrative late fee of \$15.00;*
- *On 2nd Offense,*
 - *dropped from classes for the current semester and suspended until*
 - *a contract is signed with the Office of Institutional Research ; AND*
 - *required to pay an administrative late fee of \$30.00;*