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LABORARE ET STUDERE FOREWORD

This handbook is designed to promote student awareness and appreciation of the various aspects of campus life at Lincoln University. It contains necessary and useful information which will help students understand their privileges, rights and responsibilities. Knowledge of its contents will facilitate cooperation and constructive relationships among students, faculty and staff. These relationships enhance student self-esteem, as well as intellectual and moral development.

Established in 1866, Lincoln University has a long tradition of providing a quality education to thousands of students. Over the years, our former students have become successful alumni, leaving their mark on their various career and civic endeavors. In just a matter of time, you will find yourself among the ranks of distinguished Lincoln University alumni, but not before your years here at the university have furthered prepared you for your future.

The university is yours and, as such, it has an obligation to serve you--promoting your worthy interests and purposes in every possible manner. You, on the other hand, have an obligation to respond positively to its academic and social standards. This handbook presents a comprehensive view of the university community. It is your responsibility to further develop your talents and character in the university's stimulating and culturally diverse environment.

LINCOLN UNIVERSITY MISSION AND VISION STATEMENTS

MISSION

Lincoln University is a historically black, 1890 land-grant, public, comprehensive institution that provides excellent educational opportunities including theoretical and applied learning experiences to a diverse population within a nurturing, student-centered environment.

VISION

Grounded in its rich heritage as a historically black, land-grant university, Lincoln University will become a destination of choice for those seeking access to affordable, high quality education. In a supportive and diverse environment, Lincoln University will inspire lifelong dedication to learning, discovery and engagement through excellence in teaching, research and outreach, thereby preparing students for citizenship and leadership in the global community.

WE CHERISH OUR TRADITIONS

LINCOLN, O, LINCOLN (Alma Mater)

Lincoln, O, Lincoln

Thy honors ours shall be,

We thy proud children are;

Thy cause when just shall we

Thou art our guiding star,

Lincoln believe.

With loyalty defend-For thee we'd die.

Ours are hearts that yearn for thee Lincoln, O, Lincoln!

No matter where we be; We thy proud children are;

Morning, noon and always, we Our hearts, both near and far

Are Lincolnites. Love thee with delight.

Thy name, O, Lincoln

No matter where we are;

Shall e'er to us be dear.

Whether present, absent, far

Morning, noon, we always are

Hold us to thee. TRUE LINCOLNITES!

UNIVERSITY OATH

We will never bring disgrace to Lincoln University by any act of cowardice or dishonesty. We will fight for the ideals and sacred things of the university. We will transmit our university to those who come after us, greater, better and more beautiful than it was transmitted to us.

LINCOLN UNIVERSITY FIGHT SONG

(Sung to the tune of the Washington and Lee Swing.)

Verse 1 Verse 3

Oh yes we love the LU Blue and White

The Tiger roar, we all live for and fight!

Oh yes we love the LU Blue and White

The Tiger Roar, we all live for and fight!

We'll wear our colors proud and brave and true, We'll wear our colors proud and brave and true

We're Lincolnites, we'll fight! And fight! We're Lincolnites, we'll fight! And fight!

Verse 2 Verse 4

So proud of Lincoln University Oh yes we love Lincoln University

Proud children are and were and always will be We yearn for what she stands and means

You guide us on to gain the victory

No other school, no university

We love you ole LU.

Is like ole LU! FIGHT! FIGHT!

Word adaptation: Mildred Robertson, Richard A. McCall, Sr., Robert Mitchell, Sr.

UNIVERSITY MOTTO UNIVERSITY MASCOT

"LABORARE ET STUDERE" BLUE TIGER

(To labor and study)

UNIVERSITY COLORS

NAVY BLUE AND WHITE

CAMPUS CHIMES

The first campus chimes rang out from the original Memorial Hall at 8:00 a.m. and again at 5:00 p.m. until 1972. Currently computerized, Westminster chimes housed in Young Hall sound every fifteen minutes between 8:00 a.m. and 8:00 p.m. Musical chimes are programmed for special events and seasons.

FOUNDERS' DAY

Founders' Day is the day set aside to pay tribute to our founders, the soldiers and officers of the 62nd and 65th United States Colored Infantry Regiments. Founders' Day is traditionally observed on the first Thursday in February.

HOMECOMING

Homecoming is the time that alumni and their families and friends return to Lincoln University for a weekend of activities including the Miss and Mr. Lincoln University Coronation, parade and football game. Homecoming

weekend is traditionally scheduled for the second weekend in October.

HONORS CONVOCATION

Honors Convocation recognizes student scholars for excellence during their academic career. Honors Convocation is traditionally held on the second Thursday in April.

SPRINGFEST

SpringFest is a celebration of spring with a week of activities for students, faculty and staff.

CAMPUS BUILDINGS

The rolling hills of Lincoln University support a series of architecturally interesting buildings whose construction dates back to the turn of the century. The dates in parentheses indicate the years the respective buildings were completed.

The university's main campus is comprised of 169 acres. The physical plant includes the Power Plant (1923); Foster Hall (1923); Young Hall (1931); Schweich Hall (1931); Damel Hall (1936); Allen Hall (1936); Home Management House (1941); Mitchell Hall (1942); Stamper Hall (1948); Greenhouse (1952); University Police Building, (1953); Clement Richardson Fine Arts Center (1956-1958); Jason Hall (1959); KJLU-FM Radio Station (1961); Scruggs University Center (1966; renovated in 2002); Elliff Hall (1967); Founders Hall (1967); Soldiers' Hall (1968); Martin Luther King Hall (1969); William J. Thompkins Center (1969); Israel J. Collier Maintenance Building (1969); Dwight Reed Football Stadium and Athletic Complex (1970); South Campus Building (1976); Shipping, Receiving and Supply Building (1977); Small Animal Research Facility (1980); Dickinson Research Center (1982); Memorial Hall (1993); and Inman E. Page Library (1997).

The university currently has eight residence halls. The residence halls include Hoard Hall (2001) for men; Yates Hall (2001) for women; Bennett Hall (1938), Anthony Hall (1940; Phase I renovation in 2003/Phase II renovation in 2007), Perry Hall (1963), Tull Hall (1951; renovated in 2002), and Sherman D. Scruggs Hall (2008) for coeducational students. Dawson Hall (1970) is the Freshman Center.

UNIVERSITY FARMS

The university owns three farms that are used for agricultural research: Busby Research Farm (273 acres), Carver Research Farm (172.7 acres) and James N. Freeman Farm (324.71 acres).

USE OF UNIVERSITY NAME

Recognized student organizations may use the university's name in connection with their various activities. However, all such activities must be approved in advance by authorized officials and must not purport to represent the entire university. Rather, it should be understood that a given activity is sponsored by one or more recognized student organizations of the university. For other uses of the university name or likeness, requests should be forwarded to the Office of University Relations.

LINCOLN UNIVERSITY POLICE DEPARTMENT

UNIVERSITY POLICE DEPARTMENT

The Lincoln University Police Department coordinates a campus-wide program to insure the safety and welfare of the faculty, staff and students of the university, to protect the physical property of the university, and to regulate the orderly movement of vehicles on the streets and the parking of these vehicles in parking lots on campus. In addition, the unit works cooperatively with other law enforcement agencies in the community to investigate violations of campus regulations and policies and state laws. The department provides for security and law enforcement on campus.

REPORTING CRIME AND INCIDENTS

The Lincoln University Police Department is manned by sworn police officers who have arrest powers. The department also utilizes security personnel and student cadets. Any crime occurrence on campus is to be reported to the department immediately. Those that occur off campus should be reported immediately to the Jefferson City Police Department or the Cole County Sherriff's Department if the crime occurred in Cole County, or the appropriate jurisdiction if outside Cole County.

PARKING AND TRAFFIC REGULATIONS

All students using the parking facilities of the university must register their motor vehicles with the Lincoln University Police Department. Registration must be made each academic year at the time of enrollment or within one day of bringing a vehicle on campus. A fee is charged for this registration and parking permit.

Registration of the vehicle gives the student the right to park in designated areas; however, due to the limited parking facilities on campus, a student cannot be guaranteed a parking space. Students residing in campus housing may park in lots designated for residential parking during normal business hours (8 a.m. to 5 p.m.). The designated lots are Dawson/Martin, Sherman D. Scruggs, Thompkins, Bennett, Yates, Hoard, Perry and Tull. Only students residing on campus and having the appropriate parking permit (hangtag) will be allowed to park in lots adjacent to the residence halls (excluding certain employees of the building or as otherwise designated by signs). On-campus students may not park in the Collier Hatcher Parks lot during normal business hours. On-campus students may park in any available, non-reserved space after 5 p.m. Commuter students are not permitted to park in lots designated for residential parking.

Violations of parking and traffic rules will result in a ticket and fine. All traffic fines must be paid in full prior to registration for classes.

LOST AND FOUND

A Lost and Found Service is located in the Lincoln University Police Department and Scruggs University Center. Persons finding lost articles should take them to one of these locations. Persons who have lost articles should report the loss to the Lost and Found Service by contacting the Lincoln University Police Department (681-5555) and the Scruggs University Center Office (681-5259 or 5977). In order to recover a lost article, the owner must furnish adequate description of the article and sign a receipt for it when ownership has been established.

THE CLERY ACT: REPORTED ANNUALLY

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified at 20 USC 1092 (f) as a part of the Higher Education Act of 1965, is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. All public and private institutions of postsecondary education participating in federal student aid programs are subject to it. In compliance with the Campus Security Act, it is the policy of Lincoln University to make readily available information regarding Lincoln University's graduation rates and crime statistics. Graduation rates are available from the Office of the Registrar upon request. Lincoln publishes a report every year by October 1 that contains three years of campus crime statistics, and certain security policy statements. Current campus law enforcement policies and campus security statistics are available upon request from Lincoln University's Chief of Police. The "Lincoln University Campus Security and Crime Statistics Report" is also available for viewing on the Lincoln University Police Department pages on the university website: <a href="http://www.lincolnu.edu/web/police-department/police-depa

STUDENT INFORMATION

STUDENT IDENTIFICATION CARD

Students are issued an identification card during their first registration period. The card provides identification of Lincoln University students and is used for admission to designated university functions. It must be presented upon request by any university official or staff employee. Lost cards may be replaced in the Office of University Relations, Room 303 Young Hall, upon receipt of payment for the duplicate card at the Cashier's Office, located at 105 Young Hall.

Lost or stolen cards should be reported to the Lincoln University Police Department.

PERSONAL INFORMATION AND RECORDS

It shall be the responsibility of each student at the time of initial enrollment at the university to provide his/her

correct name, correct date of birth, correct social security number and accurate permanent and local mailing address information. The university will not change any name, birth date, social security number of any student from that provided at the time of initial enrollment without a court order or legal authority.

A student who alters or defaces university records or knowingly provides false and/or misleading information for inclusion in university documents or records shall be subject to disciplinary action.

NOTICE OF NON-DISCRIMINATION

Applicants for admission and employment, students, employees, sources of referral of applicants for admission and employment, and all professional organizations holding professional agreements with Lincoln University are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. All discrimination complaints will be referred to the Discrimination Complaint Coordinator. The Discrimination Complaint Coordinator will be in charge of referring complaints to the appropriate person for investigation and for response. This includes both employee and student discrimination complaints. The coordinator will monitor deadlines and facilitate communication. Discrimination complaints must be submitted in writing and addressed to the Executive Assistant to the President, Office of the President, 201 Young Hall, Lincoln University.

Title IX Sexual Harassment, Sex Equity and Gender Discrimination Complaint Policy and Procedures

Lincoln University prohibits discrimination on the basis of sex, including sexual harassment, in education programs and activities. Title IX protects individuals from harassment connected to any of the academic, educational, extracurricular, athletic, and other programs, activities or employment of schools, regardless of the location. *Title IX* protects both males and females from sexual harassment by any school employee, student, and a non-employee third party.

Non Discrimination Notice

In accordance with Title IX regulations at 34 C.F.R. § 106.9; Lincoln University does not discriminate on the basis of sex in the education programs or activities it operates. Lincoln University does not discriminate on the basis of sex in admission to or employment in its education programs or activities. Inquiries to recipients concerning the application of Title IX and its implementing regulations may be referred to the Title IX Coordinator (described below) or to the Office for Civil Rights Kansas City, U.S. Department of Education, 8930 Ward Parkway Suite 2037, Kansas City, MO 64114, Tel.: (816) 268-0550, Fax: (816) 823-1404

Title IX Coordinator

In accordance with Title IX implementing regulations at 34 C.F.R. § 106.8(a); Lincoln University has designated one employee to coordinate its efforts to comply with and carry out its responsibilities under Title IX. The coordinator's responsibilities include investigating complaints communicated to the recipient alleging noncompliance with Title IX. Section 106.8(a) also requires Lincoln University to notify all students and employees of the name, address, and telephone number of the designated coordinator. Lincoln University Title IX Coordinator contact information is as follows: Jim Marcantonio, Human Resource Director, 101 Young Hall, 820 Chestnut Street, Jefferson City, Missouri 65102-0029, Phone: 573 681-5019, Fax: 573 681-5787

The Role of Grievance Procedures

Lincoln University has the following grievance procedures that provide for prompt and equitable resolution of sex equity complaints or sex discrimination complaints including sexual harassment.

Sex Equity

Complaints alleging sex equity compliance can be in any of the following areas: discrimination on the basis of sex in admission to, participation or employment in education programs or activities; and equitable opportunities to participate in intercollegiate sports offered to members of each gender such as athletics financial assistance, equivalence in other athletics benefits and opportunities, and effective accommodation of interests and abilities to participate.

Sex Discrimination including Sexual Harassment

These procedures provide the school with a mechanism for discovering sexual harassment as early as possible and for effectively correcting problems, as required by the Title IX regulations. By having a strong policy against sex discrimination and accessible, effective, and fairly applied grievance procedures, Lincoln University is telling its staff and students that it does not tolerate sexual harassment and that any person can report it without fear of adverse consequences.

Lincoln University prohibits sexual harassment and discrimination based on gender of an individual or group in connection with employment or academic, educational, extra-curricular, athletic, and all other programs of the institution. If an allegation of sexual harassment or gender discrimination is made, the institution will take immediate steps to address the issue and to resolve it in a timely manner. To this end, the University has developed the following sex equity, sexual harassment and gender discrimination complaint process guidelines. This document is available in hard copy format at the Human Resources Office, or online at the Lincoln University website.

Defining Sexual Harassment

Sexual harassment is conduct that is sexual in nature, is unwelcome, and denies or limits a person's ability to participate in or benefit from a school's program or employment.

Sexual harassment can take different forms depending on the harasser and the nature of the harassment. The conduct can be carried out by school employees, students, and non-employee third parties, such as a visiting speaker. Both males and females can be victims of sexual harassment, and the harasser and the victim can be of the same sex.

The conduct can occur in any school program or activity and can take place in school facilities, on a school bus, or at other off-campus locations, such as a school-sponsored field trip or a training program at another location. The conduct can be verbal, nonverbal, or physical.

The judgment and common sense of teachers and school administrators are very important elements in determining whether sexual harassment has occurred and in determining an appropriate response.

Examples of sexual conduct include:

- making sexual propositions or pressuring individuals for sexual favors;
- touching of a sexual nature;
- writing graffiti of a sexual nature;
- displaying or distributing sexually explicit drawings, pictures, or written materials;
- performing sexual gestures or touching oneself sexually in front of others;
- telling sexual or dirty jokes;
- spreading sexual rumors or rating other individuals as to sexual activity or performance; or
- circulating or showing e-mails or Web sites of a sexual nature.

Legitimate nonsexual touching or conduct generally will not be considered sexual harassment. However, it may rise to that level if it takes on sexual connotations.

Sexual Conduct That is Criminal in Nature

Sexual harassment includes conduct that is criminal in nature, such as rape, sexual assault, dating violence, and sexually motivated stalking. All sexual harassment that is criminal in nature needs to be reported to the Lincoln University Police Department will conduct a criminal investigation. The University's Title IX Coordinator is available at all stages of the resolution process to provide assistance to Police Department employees regarding how to respond appropriately to reports of sexual harassment, the Title IX Coordinator should be contacted as early in the process as possible.

Sexual Conduct That Is Unwelcome

Conduct is considered unwelcome if the person did not request or invite it and considered the conduct to be undesirable or offensive. The nature of the conduct and other relevant factors affect whether a person was capable of welcoming the sexual conduct. A person's submission to the conduct or failure to complain does not always mean that the conduct was welcome.

Two general types of sexual conduct can deny or limit a person's ability to participate in or benefit from a school's program. As discussed below, teachers and other school employees can engage in either type of conduct, while students and third parties can engage in only one type.

One form of sexual harassment occurs when a teacher or other school employee conditions an employment or educational decision or benefit on the person's submission to unwelcome sexual conduct. If this occurs, it does not matter whether the person resists and suffers the threatened harm or submits to and avoids the threatened harm.

Sexual harassment also occurs when a teacher, school employee, student, or third party creates a hostile environment that is sufficiently serious to deny or limit a person's ability to participate in or benefit from the school's program. Whether such a hostile environment has been created depends on the particular circumstances of the incident(s) and it needs to rise to the level of pervasive and/or severe.

Relevant considerations include, but are not limited to:

- how much of an adverse effect the conduct had on the person's education or employment;
- the type, frequency, or duration of the conduct;
- the identity, age, and sex of the harasser(s) and the victim(s), and the relationship between them;
- the number of individuals who engaged in the harassing conduct and at whom the harassment was directed;
- the size of the school, location of the incidents, and context in which they occurred; and
- whether other incidents occurred at the school involving different students.

The conduct does not necessarily have to be repetitive. If sufficiently severe, single or isolated incidents can create a hostile environment.

Title IX prohibits harassing conduct that is of a sexual nature if it is unwelcome and denies or limits a person's ability to participate in or benefit from a school's program or employment, regardless of whether the harassment is aimed at gay or lesbian persons or is perpetrated by individuals of the same or opposite sex.

Title IX does not address discrimination or other issues related to sexual orientation.

How to Report Sex Equity, Sexual Harassment or Gender Discrimination Complaints

Any person who believes that he/she has suffered sex equity, gender discrimination or sexual harassment under the terms of this policy should contact one of the following; an appropriate administrative official such as: department head, dean or director. At the time of a complaint notification, the appropriate administrative official needs to contact the Complaint Coordinator, Ms. Rose Ann Ortmeyer in the President's Office.

If a school learns of harassment through other means, for example, if information about harassment is received from a third party (such as from a witness to an incident or an anonymous letter or telephone call), different factors will affect the school's response. These factors include the source and nature of the information; the seriousness of the alleged incident; the specificity of the information; the objectivity and credibility of the source of the report; whether any individuals can be identified who were subjected to the alleged harassment; and whether those individuals want to pursue the matter. If based on these factors, it is reasonable for the school to investigate and it can confirm the allegations, the considerations described in the previous sections concerning interim measures and appropriate responsive action will apply.

It is the University's responsibility under Title IX to respond appropriately to reports of sexual harassment, even if a formal complaint is not filed.

The Complaint Coordinator will notify the Title IX Coordinator of the received complaint and request an investigation into the alleged sexual harassment.

Confidentiality and Retaliation

The scope of a reasonable response also may depend upon whether a person reporting harassment asks that the person's name not be disclosed to the harasser or that nothing be done about the alleged harassment. In all cases, Lincoln University will discuss confidentiality standards and concerns with the complainant initially and inform the person that a confidentiality request may limit the school's ability to respond.

Retaliation is prohibited by Title IX, Lincoln University prohibits retaliation against any individual who files a complaint or participates in a harassment investigation. If the complainant is afraid of reprisals from the alleged harasser, the school will take steps to prevent retaliation and will take strong responsive actions if retaliation occurs. If the person continues to ask that his or her name not be revealed, the school should take all reasonable steps to investigate and respond to the complaint consistent with the person's request as long as doing so does not prevent the school from responding effectively to the harassment and preventing harassment of other students.

Complaint Resolution Steps and Timeframes

Informal Resolution

If an individual and believes that he or she has been subjected to sexual harassment gender or sex equity discrimination, the individual is advised to discuss the matter and seek informal resolution with one of the following; a campus security authority (a person who has the authority and the duty to take action or respond to particular issues on behalf of the institution). At the time of a complaint notification, the appropriate campus security authority needs to contact the Complaint Coordinator. The informal resolution step is not a pre-requisite to filing a complaint of sexual harassment, sex equity or gender discrimination and depending on the circumstances of the alleged occurrence might be bypassed in lieu of a formal complaint investigation especially if there is alleged criminal action.

The complainant must initiate the complaint process within 30 **days** following the alleged action or the date on which the complainant first knew, or reasonably should have known, of the occurrence. The University Official will attempt a voluntary and informal means of resolving the complaint if possible within 5 days of notification.

If the informal resolution step is not successful, the complaint should follow the formal resolution step.

Formal Resolution Step

The formalized written statement needs to include: a description of the alleged harassment or discriminatory action, the individual(s) involved, when it occurred, witnesses and evidence of the alleged action, and what recourse is requested. Once a formalized written statement of complaint matter is filed with the University's Complaint Coordinator, the Title IX Coordinator will be notified within 5 days of the receipt of the complaint and will conduct a fact-finding investigation.

The investigator will provide for the adequate, reliable and impartial investigation of complaints, including the opportunity for all parties involved to present witnesses and other evidence.

The investigator will conclude with a written report that summarizes the results and a finding. The conclusion could be a "substantiated" finding that could result in some type of corrective action by the University. The conclusion could be an "unsubstantiated" finding will result in no corrective action. The investigation outcome could be "inconclusive".

The investigator will submit the fact-finding summary report to the Complaint Coordinator within 10 days of the completion of the investigation; the Complaint Coordinator will notify the involved parties in writing as to the outcome of the fact-finding investigation, including any action to be taken within 10 days. The Complaint Coordinator will attempt to ensure timely processing of the complaint at all steps but may determine an extension of these timeframes is necessary.

The Complaint Coordinator will inform either party of his/her right to elect to proceed to the next step in the complaint resolution process, the written request for a review by a committee/panel; if the respondent is a student to the Student Affairs Committee or if an employee the Internal Grievance Panel.

The assigned Committee/Panel will conduct a review of the preliminary fact-finding report pertaining to the investigation of the complaint. The Complaint Coordinator will work in conjunction with the respective Chairperson of the Committee/Panel to coordinate the activities and shall be responsible for providing notice to the complainant relating to the progress of the committee's/panel's investigation review. The Committee/Panel may conduct a hearing to listen to testimony of the involved parties including the opportunity for parties to present witnesses and evidence relating to the alleged harassment or discrimination occurrence. The Committee/Panel must determine whether the complaint is substantiated, unsubstantiated or inconclusive and recommend any corrective action where appropriate.

The Chairperson of the Student Affairs Committee must submit this written decision to the Vice President of Advancement and Complaint Coordinator after the investigation review has been completed, the Internal Grievance Panel Chairperson to the Complaint Coordinator and President. This resolution step should be completed with 15 days of receipt of the written request for an impartial review. Should the panel decide that the complexities of the investigation prevent a conclusion within this time frame; the deadline may be extended upon approval by the President.

Following receipt of the Student Affairs' Committee or the Internal Grievance Panel's written findings and recommendation, the President will make a written determination as to the result of the investigation findings of the alleged sexual harassment or gender discrimination conduct and provide copies to both parties within 15 days.

The President will include a statement indicating what action (if any) will be taken as a result of the complaint. These actions could range from dismissal of the complaint to the initiation of disciplinary action against the respondent for discriminatory acts. Such disciplinary action could range from minor disciplinary actions to suspensions, expulsions (student) or termination (employee).

The President will give notice of the outcome of complaints to the parties involved, to the extent allowed by the Family Educational Rights and Privacy Act; and give an assurance that the University will take steps, as appropriate, to remedy the effects of and prevent the recurrence of discrimination of which it has notice.

The President's written determination concludes the University's internal sexual harassment, sex equity or gender discrimination complaint process.

LINCOLN UNIVERSITY NOTICE OF SERVICES FOR STUDENTS WITH DISABILITIES

Students seeking assistance regarding disabled accessibility, including persons with impaired vision or hearing, should contact the Coordinator for Disability Services.

Students will be notified that this institution does not discriminate on the basis of race, color, national origin, gender, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning compliance with Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act (ADA), is directed to contact the Coordinator for Disability Services.

The coordinator has been designated by the university to facilitate the university's efforts to comply with the regulations implementing Section 504 and ADA. Students may also contact the Assistant Secretary for Civil

Rights, U.S. Department of Education, regarding the university's compliance with the regulations implementing Section 504 of the Americans with Disabilities Act.

The following documents shall be available on the Lincoln University website and from the Coordinator for Disability Services in the Office for Counseling and Career Services: "Grievance Process for Students Denied Reasonable Accommodations or Subjected to Discrimination Because of a Disability" and "Procedures for Students with Disabilities Requesting Services."

VETERANS AND MILITARY AFFAIRS

The Lincoln University Office of Veterans and Military Affairs (LUVMA) welcomes, serves, and supports veterans, reservists, survivors, and family members and recognizes their contributions as citizens and students. The LUVMA serves as an information source, advocate and guide for our student veterans. We are dedicated to fostering and developing a sense of community and seamless communication and service among our student veterans and reservists, faculty, staff and administration.

Services Provided

- Certification of enrollment for educational benefits
- Referrals for counseling (personal, career, financial, academic)
- Information on University policies and procedures
- Information about changes in legislative policies and regulations

Residency Status

Military personnel who are stationed within Missouri pursuant to military orders, along with their spouse and unemancipated minor children, are considered to hold Missouri resident status. Military personnel and their spouses/dependents remain eligible for in-state tuition benefits as long as Missouri remains their home of record. If a military member is reassigned to another state, the military member's spouse/dependents will maintain eligibility for in-state tuition benefits as long as they are continuously enrolled in a degree program at Lincoln University.

Campus Housing Policy

Veterans and military personnel, regardless of their age, are exempt from the on-campus housing policy. For more information, see the Campus Life section of the Bulletin.

Being Called to Active Duty

A student who is called to active duty in any branch of the U.S. military while enrolled as a student at Lincoln will be released from his/her academic responsibilities without penalty. The following options are available:

- 1. A student called to active duty may request to withdraw from all classes and receive a full refund of incidental fees/tuition paid for class enrollment. If the student resides on-campus, the refund of fees paid for room/board will be prorated. NOTE: the student must initiate the withdrawal process in the Records Office by presenting their military orders in order to qualify for refunds of tuition and fees.
- 2. A student called to active duty who has completed at least 85 percent of the time designated for a course may initiate a request, through the instructor of record, that s/he be permitted to either receive an "I" grade in the course or to take an early final examination and receive a final grade. NOTE: this transaction should be properly notated (to include signatures of both the student and instructor, if at all possible) with a copy of the agreement placed on file in the following offices: Department Head, College Dean and Vice President for Academic Affairs.

No modification in any of the policy options will be permitted. Once a student notifies the designated University representative of their decision, the action selected will be considered final. Any property (equipment, instruments, books) belonging to the University that the student has in their possession must be returned to the lending source prior to separation.

The approved "I" grade(s) received by a student called to active military duty before the close of the academic semester shall be maintained as a part of their academic record until such time as s/he re-enrolls in school. Upon

re-enrollment, the student shall be given up to two full semesters to satisfy the requirements of the course(s) that were left unmet at the time of their departure from the University.

Course Exemption

Veterans who present a copy of form DD-214 or DD-2384 to the LUVMA are exempt from Area 9: Lifetime Wellness Skills component of the General Education curriculum (1 credit hour of PED activity).

ACADEMIC AFFAIRS

For matters of academic nature, please refer to the guidelines and policies in the *Lincoln University Undergraduate Bulletin and/or Graduate Bulletin*.

ACADEMIC DISHONESTY

The most common forms of academic dishonesty are cheating and plagiarism. Cheating is defined as unauthorized use of any materials, aids or information of assistance in doing any work required as part of a course. Plagiarism is the attempt to pass off another person's work as one's own by failing to give credit to the original source of ideas or words. Students who are found to be guilty of academic dishonesty are subject to the policies and procedures as outlined in the "Policy on Cheating" section of the undergraduate bulletin.

CLASS ATTENDANCE

Research confirms that class attendance is an essential part of the educational experience and a requirement for an adequate evaluation of academic progress. Students are expected to attend all lectures, seminars, laboratories and field work for each registered class and to complete all work assigned by the instructor.

Due to the relationship between class attendance and final course grades, total absences ideally should not exceed twice the number of times a class meets per week.

Examples:

Courses meeting three times/week: Maximum of six absences acceptable Courses meeting one time/week: Maximum of two absences acceptable

The maximum acceptable number of absences in other class formats, i.e. eight-week, four-week summer session, and intersession, should be pro-rated according to the formula above. If a student exceeds the maximum number of acceptable absences for a course, the course instructor may choose to lower the student's grade by one letter, provided this policy is clearly stated in the syllabus at the beginning of the course.

In addition, course instructors will determine the following and will post it in all syllabi:

- 1. Consequences for coming late and leaving class early;
- 2. Make-up policies for course work, quizzes, and exams.

COOPERATIVE EDUCATION SERVICES

Cooperative education and internship programs offer students the opportunity to gain on-the-job training in many areas of business, industry, and federal, or government (federal or state). Through these programs, a student can gain college credit and work experience, and establish a relationship with an employer that can lead to permanent employment after graduation. Salary earned may cover most, if not all, of the cost for a student's last two years of college.

Lincoln University, through the Cooperative Education Program (CEP 299), offers credit for internship. A student may obtain a maximum of 6 hours credit per semester and 3 hours credit per summer session, not to exceed a total of 15 hours credit. All credit will be granted below the 300 level and will be elective credit unless otherwise approved by the Vice President of Academic Affairs.

A student selected to participate in the program must:

- 1. Have completed the sophomore year;
- 2. Have a cumulative GPA of at least 2.0;
- 3. Be recommended by his/her advisor and/or department head; and
- 4. Receive the approval of the Director of the Cooperative Education Program.

Fees for this program will be paid at the regular semester hour rate. The student should contact the Division of Continuing Education in the South Campus Building, 900 Leslie Boulevard, Suite 200, Telephone: (573) 681-5206 for further information.

INTERCOLLEGIATE ATHLETICS

Lincoln University's intercollegiate athletics programs operate under NCAA Division II and MIAA Conference Guidelines. Varsity competition is offered for men in the following areas: football, basketball, track and field, baseball and golf. Varsity competition is offered for women in the following areas: basketball, track and field, softball, cross country, golf and tennis. Student admission to most sporting events is covered by student incidental fees. General admission is charged to all visitors, parents, faculty/staff and non-validated students of Lincoln University.

INMAN E. PAGE LIBRARY

Inman E. Page Library serves as the primary educational resource center of Lincoln University, supporting the curricula and research needs of the institution through the development of pertinent library collections and the provision of services designed to facilitate access to information. The 80,000 square foot facility has a seating capacity of approximately 450, contains over 175,696 volumes, and has 607 paper periodical titles and 190 serial microform titles. The library has been designed to accommodate computers, fiber optics and internet access. Private and group study rooms are available for student, faculty and staff use. Two bibliographic instruction rooms (seating capacity of 20 each) are available for faculty, staff, student and local community use upon availability.

The library facilities meet American with Disabilities Act (ADA) requirement, including the TeleSensory Vantage CCD system which can enlarge printed material to meet the needs of persons with visual impairments.

Almost all the functions of the library are fully automated through the online catalog. The system is also accessible from any personal computer with internet access. In addition, the library provides an interlibrary loan service, in the event that a source is not available in Page Library.

Lincoln University's Page Library is a member of the MOBIUS Consortium which links the academic libraries in the state of Missouri (50 colleges and universities are members). MOBIUS is a common library platform which creates a virtual collection of approximately 14 million items and gives members access to direct borrowing between member institutions, allowing Lincoln University access to those 14 million items statewide.

The library is a member of the American Library Association and a full member of Online Computer Library Center (OCLC), which provides access to approximately 45 million bibliographic records. The library also subscribes to FirstSearch, resulting in access to many databases, and serves as a partial depository of materials published by the United States Government.

Tours and classes can be arranged to cover areas from general orientation to in-depth computer-based bibliographic instruction in specific fields of study. Photocopying equipment is available. The library is open to the public during the regular academic semester.

UNIVERSITY ARCHIVES/ETHNIC STUDIES CENTER

The University Archives/Ethnic Studies Center is located on the third floor of Page Library. It serves as the official repository for the historical records and documents of the university. The Archives Center strives to preserve Lincoln's history while providing access to the materials for users throughout the institution and in the community. The Lincoln Collection is the largest collection in the archives. It contains photos, clippings, documents and manuscripts about the history of Lincoln University, for use in the library only. The center also has a presence on the Web through the Digital Archives. Documents concerning Lincoln's history are scanned and placed on the Web. To access these documents, go to http://www.lincolnu.edu/~library and click on the Digital Archives link.

In addition, the Archives Center promotes cultural awareness through supporting and sponsoring ethnic-related

workshops, and displaying archival artifacts and art. The center also houses a collection of rare, old books about different cultures. All items housed in the archives, or that have the label ARCH for archives, are for use in the library only, as they require special care when handling.

Outside the archives is the Black Bibliography section of the library. The archives staff works to maintain and add to this collection of books by and about African-Americans and persons of other cultures. These books are available for check out.

MEDIA CENTER

The Media Center, located on the ground level of the library, provides facilities for the development of multimedia and distance learning programs. Two-way video is possible in the Teleconference Center (seating capacity of 90) and in the multimedia presentation room (seating capacity of 20). The center also features a video collection with approximately 1,000 titles.

STUDENT PUBLICATIONS

Student publications at Lincoln University include *The Clarion*, a newspaper, and *Under One Sun*, an annual art and literature magazine. *The Archives*, the university yearbook, is produced under the direction of the Office of University Relations.

THEATRE

The Department of Visual and Performing Arts presents a major production each semester. Also, a variety of theatrical performances are presented by student performers and visiting professional groups.

RADIO/TELEVISION

The Department of Visual and Performing Arts operates KJLU, a 40,000-watt public FM radio station. JCTV is a public access television station made possible through a partnership between Lincoln University and Jefferson City. Both stations offer students the opportunity to train and develop the skills required to enter and become successful in the field of broadcasting.

MUSIC

Lincoln University has a tradition of outstanding musical activities and programs performed by the different campus and visiting groups. The musical and vocal performance groups include the Lincoln University Vocal Ensemble, Concert Band, Concert Choir, Jazz Ensemble, Pep Band, Gospel Choir and the "Marching Musical Storm" Marching Band. Any student may audition for these vocal or instrumental ensembles.

The organizations give on-campus concerts at various times during the school year and also perform on scheduled tours and at various events. Recitals are also presented by Lincoln University's music majors and by the music faculty.

ART

The Fine Arts Program in the Department of Visual and Performing Arts maintains a high level of activity for its student artists. Graphic design work and gallery showings give Lincoln University artists a broad spectrum for displaying their talents. Student works are displayed throughout the campus. All students may participate in the various art exhibits and competitions sponsored by the university and other organizations. The art faculty and art students have been awarded many prestigious awards at the local, state, regional and national level.

STUDENT OUTCOMES ASSESSMENT PROGRAM (SOAP)

Assessment of programs and students is an integral part of the academic and administrative process. Assessment at Lincoln University serves three major purposes: (a) improvement of student learning and instruction; (b) accomplishment of institutional mission; and (c) accountability for achievement of educational goals.

Lincoln University students are required to participate in the institution's Student Outcomes Assessment Program. The results provide a measure of students' academic level, while also serving as a tool to evaluate the university's programs and services.

Each student pursuing his/her first bachelor's degree is required to take the General Education Test, an assessment of general education skills, after the completion of 75 or more credit hours (including transfer credits). In addi-

tion, each graduating senior is required to take the Major Field Exit Examination in his/her major area. 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 graduation.

The Center for Assessment, Institutional Research and Planning will maintain responsibility for monitoring student participation in assessment activities.

THE FACULTY SENATE

The Lincoln University Faculty Senate is composed of the full-time academic faculty. All representatives have full voting rights. The Faculty Senate serves as a major advisory body to the President of Lincoln University. Its primary functions relate to academic policies and curriculum.

The Faculty Senate is presided over by an elected chairperson who votes only in the case of a tie. Other Senate officers include a vice chair, secretary and parliamentarian, all elected from among the members of the Senate. All officers are elected for a one-year term of office and may be re-elected for two additional one-year terms.

Elections to the Senate are held every spring semester at a time and place designated by the Senate chairman.

AUXILIARY SERVICES

SCRUGGS UNIVERSITY CENTER (SUC)

The Clifford G. Scruggs University Center (SUC) is the campus community center and contains facilities that support the social, educational, recreational and cultural life of the campus. The Center houses a multi-purpose ballroom/banquet hall available for meetings, dances, concerts, ceremonies, large group conferences and seminars. The Center also houses an information center, lounge, meeting rooms, recreation room, an eight-lane bowling center, student restaurant, and university bookstore. The Office of Student Activities and offices for the Student Government Association (SGA), Campus Activity Board (CAB), Royal Connection (RC), registered campus organizations and the 'lost & found' are located on the lower level.

FACILITY RESERVATIONS

Registered campus organizations may reserve the following university facilities at least two weeks prior to the planned time of the event. These venues are available through the reservation process:

Contact: Office of Auxiliary Services 681-6102

Ballroom

The Grand Foyer
The Basement Foyer

North Suite

Middle Suite

Lounge

Suite 206

Suite 207

Recreation Room

TV Room

SUC Patio

Contact: Mr. Myron Coon 681-6104

Bowling Center

Contact: Mr. Willie Beatty 681-5284 Charlene & Robert Mitchell Auditorium

T.D. Pawley Theater

UNIVERSITY CAFETERIA

The University Cafeteria is located on the first floor of Scruggs University Center. Students must present their student ID to gain access to the University Cafeteria. Students are expected to place all plates, bowls, glasses and flatware on the food conveyor and properly discard of all trash before exiting the University Cafeteria.

Cafeteria hours are as follows:

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Fall/Spring Semesters
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Monday-Friday

Breakfast 7:15 a.m. - 8:15 a.m. Brunch 8:15 a.m. - 9:15 a.m. Lunch 11:30 a.m.-1:15 p.m.

Dinner 4:30 p.m. - 6:30 p.m.

Weekends/Holidays

Brunch 10:00 a.m. - 12:30 p.m. Dinner 4:30 p.m. - 5:30 p.m.

Summer Semester

Monday-Thursday

Brunch 10:30 a.m. 1:00 p.m. Dinner 4:30 p.m. – 5:30 p.m.

Friday/Weekends/Holidays

Brunch 10:30 a.m. – 12:30 a.m. Dinner 4:30 p.m. – 5:30 p.m.

If a student's class or work schedule conflicts with the meal times, they may present a copy of the schedule to Auxiliary Services in Room 210 Scruggs University Center to receive a "meal to go."

During holiday breaks, (i.e. Thanksgiving, Christmas, Spring Break, etc.) students who desire meal service will pay \$10 per person each day for access to brunch and dinner. The semester meal contract does not cover service during holiday breaks. These amounts must be paid in cash upon confirmation of remaining on campus.

In addition to the meal plan, students receive free flex dollars (Flex\$\$\$) in the fall and spring semesters that may be used at the campus retail units outside of the regular meal times. Students may also deposit cash (Blue Buck\$) onto their ID cards that may also be used at the campus retail outlets when they have exhausted their meal plan and Flex\$\$\$ balance. Contact 573-681-5270 for more information.

RETAIL FOOD SERVICES

Students may purchase a variety of their favorite food choices from the menus of the following:

The Late-Nite Options located on the first floor of Scruggs University Center within the cafeteria feature *Grill 155, Blue Tiger Tex Mex, or Simply-to-Go*. Operating hours are 7:30 p.m.-10:30 p.m. M-Th; closed Fri-Sun and during summer session.

We proudly brew *Starbucks* Coffee Shop is located on the first floor of Page Library with operating hours M-Th 7:30 a.m. – 5:00 p.m.; Fri 7:30 a.m. – 3:00 p.m. and closed Sat-Sun and during summer session.

Simply-to-Go is also located on the first floor of Stamper Hall with operating hours of M-Th 7:30 am – 2:30 p.m. and 5:00 p.m. – 7:00 p.m.; Fri 7:30 a.m. – 2:30 p.m.; closed Sat-Sun and during the summer session.

UNIVERSITY BOOKSTORE

The University Bookstore is located on the second floor of Scruggs University Center, directly across from the University Cafeteria. In addition to textbooks, the University Bookstore also sells Lincoln University and some Greek paraphernalia, as well as convenience snacks and beverages. Book or tote bags, satchels and large purses are not allowed in the store. Textbooks may be returned for a full refund through the last day to utilize book vouchers for that semester. No refunds will be given after that date. Students may resell their textbooks to the bookstore during the Book Buy Back period, which runs during the week of finals in the fall and spring semesters. Book Buy Back is not offered during the summer semester.

Bookstore hours are as follows:

Fall/Spring Semesters

Monday-Thursday 8:00 a.m. – 6:00 p.m. Friday 8:00 am. – 5:00 p.m.

Summer Semester

Monday-Thursday 8:00 a.m. − 6:00 p.m.

UNIVERSITY BOWLING CENTER

The University Bowling Center is located on the ground floor of Scruggs University Center. Bowling Center hours are as follows:

Fall/Spring Semesters

Monday-Friday 8:00 a.m. − 5:00 p.m.

Summer Semester

Monday-Thursday 7:30 a.m. - 6:00 p.m.

EVENT CATERING

Registered organizations must use LU Campus Dining for catering requirements and can contact Ms. Sharon Ellis at 681-5270 to make all arrangements.

REVENUE-PRODUCING ACTIVITIES

Revenue-producing activities and events conducted by registered student organizations are limited to social events approved by the Vice President for University Advancement, 301 Young Hall, extension 5096 and the Director of Auxiliary Services, 210A Scruggs University Center, extension 6102.

MITCHELL AUDITORIUM

Robert and Charlene Mitchell Auditorium is located in the Richardson Fine Arts Center (FAC) of Lincoln University and accommodates events from conventions to full-scale theatrical productions for the campus and community. It is equipped with theatrical lighting, basic public address system (PA) sound, a versatile orchestra pit, dressing rooms with showers, ticket booths, automatic loading dock entrance, a multi-purpose reception/art gallery and more.

The FAC has a total seating capacity of 1,066 which includes eight seats to accommodate for wheelchair access in compliance with the Americans with Disabilities Act (ADA) of 1990.

User must agree to abide by all university rules and regulations and agree to accept the facilities supervisor as final authority in all matters concerning interpretation of Auditorium rules and regulations. Please request a copy of Rules and Regulations from the facilities supervisor.

All non-university users must pay a deposit and complete a contract before dates are confirmed.

All university users charging admission must pay a deposit and complete a confirmation form before dates are

confirmed.

All campus approved organizations must have at least 1-2 advisors present for all programs scheduled in Mitchell Auditorium and/or Pawley Theater.

To reserve Mitchell Auditorium, please contact 573-681-5284 or e-mail <u>beattyw@lincolnu.edu</u>. Students and student organizations should refer to procedures for the rental and/or use of university facilities under the section on Administration and Finance.

T.D. PAWLEY THEATRE

T.D. Pawley Theater (located in Martin Luther King Jr. Hall) is a small auditorium-theatre which was especially designed for use by the Department of Visual and Performing Arts and is considered a classroom and/or laboratory of that department. Students must first seek approval from the Associate-Director of Student Activities. The request to utilize the facility will come from the Director of Student Activities on behalf of the student or student organization. Community groups may reserve the theater outside of instruction or theater production hours by contacting the Facilities Supervisor of Richardson Auditorium by calling 573-681-5284.

As a general rule, only university-sponsored groups shall be permitted to use the facilities of the theatre.

All campus approved organizations requesting facilities should have 1-2 advisors present during all scheduled presentations held in the facility. Students and student organizations please refer to procedure for the rental and/or use of university facilities under the section on Administration and Finance.

To reserve Pawley Theater, please contact 573-681-5284 or e-mail <u>beattyw@lincolnu.edu</u>.

UNIVERSITY ADVANCEMENT

STUDENT ACTIVITIES

As an extension of the educational process, the Office of Student Activities (OSA) is committed to the mission of the university and students' development through co-curricular activities. Students may participate in programs, events and organizations that are designed to enhance their cultural, intellectual, leadership, personal and professional development. Through their involvement, students are better prepared to compete in a global society. We strive to develop and employ strategies that are responsive to the diverse needs of the University community and foster an environment conducive to increase retention and graduation rates.

The university requires a 2.0 (C) minimum grade point average (GPA) for participation in co-curricular activities.

STUDENT ACTIVITY FEE

All students are required to pay an activity fee of \$6.75 per credit hour for the purpose of increasing curricular and extra-curricular activities for the student body. This activity fee will be allocated to the SGA, provided the SGA presents to its advisor a comprehensive budget outline of proposed expenses for the upcoming year. Any vote to increase the activity fee must be approved by the university administration, with final approval by the Lincoln University Board of Curators.

CAMPUS ORGANIZATIONS

Students are encouraged to participate in activities and organizations. Research suggests that student involvement correlates positively with persistence, achievement, satisfaction, career advancement and educational development. Additionally, co-curricular learning experiences have been shown to greatly enhance learning.

For a list of registered student organizations, contact the Office of Student Activities or visit the Student Activities web page on the Lincoln University website. http://www.lincolnu.edu/web/student-activities/organization-index;jsessionid=6CA04C7F80AC91808F061E11781942CB

REGISTRATION OF STUDENT ORGANIZATIONS

Student organizations must register in the Office of Student Activities. Once an organization is sanctioned by the university, yearly registration consists of the constitution, new officers, list and dates of events and the signature of the advisor. Registration of organizations begins in April of each year through July 30. Organizations are required to submit a member roster containing all members' student identification number. Rosters must be updated in the fall and spring semesters or when new members are accepted into the organization

Organizations must submit a copy of changes in their officers or advisor to the Office of Student Activities within 72 hours after the change is made. In addition, each organization must re-register its organizational data at the beginning of each semester

All campus organizations must complete a minimum of 15 community service hours per semester. The hours must be completed by no less than five active members. Service hours completed during the summer may be included. A community service form must be completed and turned into the Office of Student Activities no later than the last day of classes of each semester. Forms are included on the Student Organization Information Form flash drive or may be retrieved from the Office of Student Activities. Failure to complete service hours may result in loss of registered student organization status.

REGISTRATION OF STUDENT ACTIVITIES

All student organizations must register all on-campus activities at least four weeks prior to the planned time of the event. The organization is responsible for completing the form and obtaining the advisor's signature. Organizations are urged to plan well in advance to avoid scheduling conflicts and ensure approval for advertisements. It is recommended that student organization officers or committee chairpersons meet with the Director of Student Activities for information regarding the planning of activities. It is mandatory for two advisors to attend large functions. The sponsoring organizations are responsible for all necessary arrangements for the event. Event registration forms may be obtained in the Office of Student Activities or Auxiliary Services.

Activities judged unsatisfactory will result in the elimination of the privilege of sponsoring events for the remainder of the semester and/or the remainder of the school year as deemed appropriate by the Vice President for University Advancement.

ORGANIZATION WEEK SELECTION

Organizations in good standing may select a week to showcase the organization to the campus community. Date selection may be submitted on the Student Organization Information Form. An organization may select one week in either the fall or spring semesters. Program, events and service projects may be conducted in the semester in which the organization does not host a week. No more than three consecutive days may be selected. Availability is first come, first served.

Organizations will be allowed to reserve one week per academic year, if available. However organizations are not required to host a week. Approval of dates will be assigned on a first come, first served basis and at the discretion of the Director of Student Activities. You may also select dates in the semester; you are not sponsoring a week with no more than three consecutive days.

Organizations may share a week, but will need to provide a written copy of the agreement to the Office of Student Activities no less than three weeks prior to the beginning of the selected week.

The Scruggs University Center Ballroom will be held for usage up to three weeks before the approved week. If the proper paperwork is not submitted and approved, the days may be reserved by other organizations.

Any event that is cancelled without notification may result in the organization's remaining activities being cancelled or loss of registration privileges.

By selecting a week, the organization agrees to have at least one program or event to address each of the following: social, health awareness, and community service during the selected week.

REVENUE-PRODUCING ACTIVITIES

Student organizational revenue-producing activities and events are limited to social events approved by the Vice President of University Advancement and the Director of Auxiliary Services.

FORMING A NEW ORGANIZATION ON CAMPUS

Any group of students desiring to establish a new organization on campus must follow the procedure outlined below to gain official recognition and access to university facilities:

- 1. Petition the Student Government Association (SGA) for formal recognition.
 - a. Contact the Student Government Association Executive Board's Secretary to be placed on the agenda for the next available meeting to present information about the proposed organization.
 - b. Following approval by the Executive Board, the organization will then petition the Senate the following Thursday.
 - c. Following approval by the Senate, the organization will then be considered a registered campus organiza-

Generally, a new organization must comply with the following:

- 1. It should not duplicate offerings of currently existing approved organizations on campus; and
- 2. It must complement and be related to the mission of the university.

ADVISORS TO STUDENT CLUBS, ASSOCIATIONS AND ORGANIZATIONS

The basic purpose of the advisor is to work with the designated leaders and members of the student organization with the intent of assisting the leaders and members to fulfill their responsibilities and aiding the organization in defining and achieving its goals and objectives.

Organizations are encouraged to have two advisors chosen by the group members. Faculty members, staff members or administrators may assume advisory roles on a voluntary basis. Spouses of faculty, staff and administrators, as well as other persons who work closely with the university, may also be eligible to serve as advisors. The Pan Hellenic Council's advisor is appointed by the Director of Alumni Affairs. The Director of Student Activities serves as the advisor for the Student Government Association, Royal Connection and Campus Activity Board.

USE OF SCRUGGS UNIVERSITY CENTER

Organizations must be registered for the upcoming academic year and in good standing with the university in order to select dates for activities throughout the year. To prevent scheduling conflicts, organizations are required to register and submit for approval specific activities when requesting use of the facilities in Scruggs University Center. Date selection to reserve the facilities begins in April of each year.

Completion and filing of the Student Organizational Date Selection Form and the Room Reservation Form confirms the dates requested, if the dates are available. The Student Organization Date Selection Form should be on file in the Office of Student Activities. The Room Reservation Form must be filled out completely, including the type of set-up required with an attached diagram if necessary. The dates and activities, once approved, must be reconfirmed 14 days in advance of the actual activity date. All scheduling is based on a first-come, first-served basis. Failure to return the facility to the same level of cleanliness will result in a penalty to be decided by the Vice President for University Advancement.

No organization may bring food from an outside vendor without approval from the director of the on-campus catering company. If you plan to use an outside catering company, you must complete that section on the reservation form.

Organizations sponsoring activities in Scruggs University Center are required to pay a fee for the cost of security personnel. The \$30.00 fee must be paid to the Operations Manager no later than 48 hours prior to the scheduled activity.

Organizations sponsoring activities on Lincoln University's campus are also be required to pay a fee for the cost of security. A fee will be determined by the appropriate individual (manager, director, etc.) or his/her designee when the approval forms are submitted for scheduling.

DANCES AND OTHER ACTIVITIES

Dances and other activities should not include conduct that is disorderly, lewd or indecent. Gambling and all alcoholic beverages are prohibited at any activity.

DANCE EVENT PROCEDURES

The following procedures will be adhered to during dances conducted on university property.

- All patrons entering the facility will be searched for weapons and contraband. Searches will be conducted by the host organization and supervised by security officers. Metal detection wands may be used during these searches. Anyone found possessing weapons or contraband will be immediately turned over to the attending security officer.
- 2. Validated university photo identification cards will be required for admittance into all dances. Checks for IDs will be conducted at the door. Non-university guests must sign in and produce a photo identification card prior to admittance. A member of the host organization will be responsible for logging in guests using the approved form which will be provided by the Office of Student Activities. All information logged in must be printed and legible. Non-university students under the age of seventeen will not be admitted into the dance.
- 3. One advisor must be at the front entry table at all times. The other advisor will be responsible for conducting a security check of the event every 15 minutes. These two duties can be alternated between the two throughout the night.
- 4. Anyone suspected of being under the influence of alcohol or other illegal substance will not be admitted into the dance.
- 5. Canes, umbrellas, paddles, etc. will not be brought into a dance.
- 6. Lighting will be sufficient to allow the camera system to operate correctly and capture images capable of identifying individuals.
- 7. Security levels will be at a ratio of one officer per 150 participants. Organizations that have had fights during or after their dances may be required to have a higher ratio of officers to participants (ex. 1:100) at their next dance.
- 8. Headcounts will be conducted at the door. Security officers will be kept abreast of the number of occupants entering the dance. Officer to participant ratios (1:150) will not be exceeded. Dance participants leaving the building for even a very short amount of time must pay full admittance to re-enter. Signage stating the re-entry rule should be clearly posted for everyone to see entering and leaving the building.
- 9. Dances may be closed earlier than scheduled if, in the opinion of the security officers, there is a continuing threat of violence amongst the participants. The host organization and their advisors will discontinue the dance and make an appropriate announcement that they have ended the dance.
- 10. Rules for the conduct of dances will be posted in a conspicuous place during the dance.
- 11. Advisors should insure gum and containers do not enter the building. The organization is responsible for the condition of the venue.
- 12. The hosting organization members and advisors will not leave the facility until all participants have left the building and the surrounding area to include parking lots and lawns.

Expectations and rules for security officers at dances:

- 1. Officers will arrive on time as scheduled.
- 2. Officers will monitor all aspects of the dance and report violations of the above rules to the organization advisors and the University Police Department.
- 3. Security will seize the identification card of violators and turn them over to the University Police Department

- with their reports.
- 4. Security will stay on paid duty until all participants have left the building and the surrounding areas, including parking lots and grounds.
- 5. Security officers do not turn on lights to end dances, move participants out of the facility, announce the ending time of dances, etc. These are the responsibilities of the hosting organization and the advisors. If they are unable to control the dance or its end time, officers may be requested to assist; in which case a report will be filed by the officers stating the organization was unable to control the dance properly.

CLASS OFFICERS

The class officers are as follows: President, Vice President, Treasurer, Secretary, Representative-at-Large and the Class King and Queen. In order to qualify for a class office, a student must have the prescribed number of class hours which are: Sophomore-30 to 59 credit hours, Junior-60 to 89 credit hours, Senior-At least 90 credits hours, and a GPA of 2.0. When running for a class office, you must have the required number of hours for that class by the end of the semester and prior to the beginning of summer school. You may not use summer school to qualify.

FRATERNITIES AND SORORITIES

All fraternities and sororities are authorized to establish and operate chapters on the campus by the university President, i.e., their presence on campus is at the pleasure of the university President. Advisors to the fraternities and sororities are assigned by the organizations and approved by the Vice President for University Advancement. In addition to the membership intake process criteria established by their respective national governing bodies, the following university criteria apply:

- 1. Students seeking membership in a fraternity or sorority must satisfy the following criteria:
 - a. Have accumulated a minimum of 24 academic credits:
 - b. Have completed at least one semester's residency as a Lincoln University student immediately prior to the semester in which membership is sought;
 - c. Have a cumulative grade point average of 2.50;
 - d. Not be the recipient of a disciplinary sanction during the semester in which membership is sought; and
 - e. Be a full-time student.
- 2. Student members of fraternities and sororities must maintain a minimum grade point average of 2.00 and must be full-time.
- 3. All fraternity and sorority activities relative to the membership intake process and the scheduling of public activities (e.g., dances, cultural programs and other fundraising activities) must be reviewed and approved by the Director of Student Activities and the Pan-Hellenic Council Advisor.
- 4. The Pan-Hellenic Council consists of the nine Greek-letter organizations that are members of the National Pan-Hellenic Council. The nine Greek-letter organizations are:
 - Alpha Phi Alpha Fraternity, Inc., Alpha Kappa Alpha Sorority, Inc., Kappa Alpha Psi Fraternity, Inc., Omega Psi Phi Fraternity, Inc. Delta Sigma Theta Sorority, Inc., Phi Beta Sigma Fraternity, Inc., Zeta Phi Beta Sorority, Inc., Sigma Gamma Rho Sorority, Inc., Iota Phi Theta Fraternity, Inc.
- 5. Violations of any university policy, rule or regulation relative to the aforementioned criteria shall result in the university imposing appropriate disciplinary sanctions, which could result in the suspension or expulsion of a chapter or individual members of a chapter.
- 6. The advisor is to work cooperatively with students in exploring and developing their leadership and human potential.
 - The advisor has final approval over all decisions or any decision which has the potential to threaten the safety and security of the university community.
 - All allegations of suspicious/ illegal activities on or off campus will be investigated by the advisor of the Pan-Hellenic Council. Upon the completion of the investigation, a recommendation from the advisor will be

- sent to the Vice President for University Advancement.
- All decisions rendered by the Pan-Hellenic Council concerning Greek letter organizations may be appealed to the Vice President for University Advancement.

PROHIBITED CONDUCT

- 1. No student shall knowingly engage in hazing either as a perpetrator or a recipient.
- 2. No student shall encourage, aid or assist any other student(s) in the commission of an act of hazing.
- 3. Any violations of items mentioned above shall be deemed "hazing" within the meaning of university policy.

GREEK LIFE FRATERNITIES AND SORORITIES STANDARDS

The purpose of the Lincoln University Greek Life Fraternity and Sorority Standards is to establish guidelines to ensure that fraternities and sororities are well managed and fully committed to the highest quality of student experience for each of its members and the campus community, with particular emphasis on academic achievement and campus involvement.

Numerous university resources are available to chapters, their leaders and members as they work to meet the Greek Life Fraternity and Sorority Standards. The Office of Student Development and Conduct (OSDC) has the primary responsibility for assisting chapters directly, or by identifying available university resources, to function within these standards.

MEMBERSHIP INTAKE REGULATIONS

Recruitment activities shall be scheduled during the period designated by the Office of Student Development and Conduct. No student may be in a group or organized interest club, pay fees or perform duties or assignment before the new membership intake program and schedule are approved by the Coordinator of Student Development and Civic Engagement.

The university requires that all new membership intake activities be coordinated through the Office of Student Development and Conduct. A single list of candidates for membership will be accepted from each chapter and any chapter that processes ineligible persons will be subject to sanctions outlined in Article III; Section B of the Greek Life Policy.

No organization may proceed with membership intake before <u>written approval</u> on individual candidates' academic and student conduct status has been receive from the Office of Student Development and Conduct.

If grade reports appear to be inaccurate, individual candidates should contact the Registrar's Office. However, candidates must be eligible at the time of application.

The maximum period allowed for organizations to process new members is <u>ten weeks</u> from the point of university certification of eligibility to the point of induction. Membership intake period parameters are determined by the Office of Student Development and Conduct and approved by the Vice President for University Advancement.

UNIVERSITY POLICY ON HAZING

Hazing is a term used to describe various rituals and other activities involving harassment, abuse or humiliation used as a way of initiating a person into a group. Hazing is prohibited by law. The Student Disciplinary Committee shall have sole jurisdiction of all alleged hazing incidents to review and adjudicate.

ELEMENTS OF HAZING

- 1. Action that recklessly or intentionally endangers the physical safety of students.
- 2. Forced or required consumption of any food, liquor, drugs or any other substances
- 3. Forced or required participation in excessive or strenuous physical activity
- 4. Exposure to severe weather
- 5. Excessive fatigue resulting from sleep deprivation or physical activity
- 6. Assignment of activities that would be illegal (e.g., Shoplifting) or unlawful or might b morally offensive to individual candidates
- 7. Physical brutality, including paddling, striking with fists, or objects
- 8. Verbal abuse, including berating of individual.
- 9. Forced or required conduct that would embarrass or adversely affected the dignity of the individual
- 10. The intentional creation of work or labor for new initiates by other members or alumni

The university has instituted the following hazing penalties and restriction governing the intake process:

- 1. Criminal prosecution for individual students involved
- 2. University disciplinary actions for individual students through the Student Conduct System
- 3. Sanctions against the organization:

First Offense: One-year suspension Second Offense: Two-year suspension Third Offense: Four-year suspension

Forth Offense: Revocation of chapter's charter

4. Sanctions for group offenses include but are not limited to the following:

Charter Revocation: Permanent removal of university recognition

Charter Restriction: A temporary removal of university recognition, usually for one semester. Under this sanction the organization may not take part in intake activities or hold or sponsor events in campus.

Suspension: a Specified period during which the organization cannot use university facilities or participate in any university activities.

Probation: A specified period during which if the same offense is committed, the organization will be suspended.

Reprimand: An official notice of censure

Please visit the Office of Student Development and Conduct, Room 303 Young Hall, for the full text of the Greek Life Fraternities and Sororities Standards.

CAMPUS SPEAKER REGULATIONS

- 1. All statutes of the state relative to speakers and the utilization of university facilities by speakers are in effect, whether the speakers are invited by a campus or non-university organization.
- 2. Students have the right to invite any speakers to the campus. However, each student organization must obtain the approval of its advisor before an invitation to a speaker is issued. It is further necessary that university administrative officials approve use of any university facility for such purposes.
- 3. Only duly qualified and recognized student organizations, faculty members, organized faculty groups, university-sponsored organizations, schools, divisions and departments are authorized to invite speakers to appear on campus.
- 4. Non-university organizations will be authorized through the Office of Student Activities.

- 5. All campus speakers must be approved through the requesting area's vice president.
- 6. A written agreement should be presented to the area vice president.

STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

PREAMBLE

We, the students of Lincoln University, having been granted the power of self-government by the Board of Curators through the Office of the President, do adopt this constitution as a working structure for executing this government and promoting an atmosphere of genuine concern for the heritage and future of Lincoln University.

ARTICLE I. NAME AND PURPOSE

Section A. The name of this organization shall be the Student Government Association of Lincoln University, hereinafter referred to as the SGA.

Section B. The SGA shall have as its purposes: (1) To serve as the voice of the student body; (2) To enable students to exercise self-government through the democratic processes; (3) To foster communication among all the members of the Lincoln University family; (4) To provide a channel for student participation in University affairs; (5) To foster and promote a spirit of unity, understanding and cooperation among all student organizations; and (6) To cultivate a spirit of loyalty to Lincoln University among students, alumni, faculty and staff.

ARTICLE II. MEMBERSHIP

Section A. All regularly enrolled students on the undergraduate level shall be regular members of the SGA, and shall be entitled to all the rights and privileges of such membership, except that part-time students are not eligible to hold office.

Section B. All graduate students enrolled in the University shall be associate members. Such members shall have the right to attend meetings, voice their opinions and serve on committees. They shall not be eligible to hold student elective offices.

Section C. All enrolled students are allowed to vote in elections.

ARTICLE III. STUDENT GOVERNMENT COMPOSITION

Section A. The SGA shall be composed of three major branches: the Administrative Branch, the Legislative Branch and the Judicial Branch.

Section B. The Administrative Branch shall consist of the President, Vice President, Treasurer, Secretary, Miss Lincoln University, Mr. Lincoln University and two Representatives-At-Large.

Section C. The Legislative Branch, or the Student Senate, will be made up of one elected representative and his/her alternate from each residence hall; one elected representative and his/her alternate from each chartered organization on campus; the vice president of each class; and five representatives of off-campus students who will be appointed by the president of the Administrative Branch.

Section D. The Judicial Branch or the Student Court shall be composed of appointed students who have been nominated by the Vice President of the SGA Administrative Branch and approved by the Senate.

ARTICLE IV. AUTHORITY OF SGA

Section A. The SGA Administrative Branch shall have the authority to submit to the legislative branch any rules, regulations and appointments necessary to carry out its defined purpose. These rules and regulations shall not conflict with the rules and regulations of the University.

Section B. When the legislative branch receives the above-mentioned rules, regulations and appointments for its approval, they must be passed by a majority vote of a quorum of legislators.

Section C. If a conflict should arise between the administrative branch and the legislative branch concerning the adoptions of rules, regulations and appointments, these rules, regulations and appointments shall be voted on by the student body. If the student body approves the resolution, then it becomes law.

ARTICLE V. REQUIREMENTS FOR SGA ADMINISTRATIVE BRANCH OFFICERS

Section A. The President and Vice President

Each candidate must have a total of fifty-four hours upon completion of the current semester. Each candidate must have and maintain a 2.5 ACCUMULATIVE average and have attended Lincoln University the previous semester. The candidate must not currently be on probation (academic or social) from this institution. Along with each filing form the candidate must submit a proposed program of action outlining his/her objectives.

Section B. The Treasurer, Secretary and Representative At-Large

Candidates must have and maintain an accumulative grade point average of 2.00. Candidates must have attended the University the previous semester and must not be on probation (academic or social).

Section C. Miss Lincoln University and Mr. Lincoln University

The candidate must (1) have accumulated fifty-four hours upon completion of the current semester; (2) have and maintain a 2.5 ACCUMULATIVE average; (3) must **not** currently be on probation (academic or social); (4) have attended Lincoln the previous semester; (5) have submitted a proposed program of action outlining the objectives along with the filing form; and (6) have listed membership in University activities and organizations when filing for office. Miss Lincoln University and Mr. Lincoln University will serve in the following capacities: (1) as a Student Government Association Officer; (2) as a University representative at all official activities; and (3) in a capacity that fosters good public relations between the community and the University.

Section D. In addition to the requirements stated in Sections A, B and C, the following criteria apply to all elected and appointed officers:

- (a) Officers must have completed at least 12 or more credits for the semester. Intersession may be used to fulfill this requirement;
- (b)Officers must maintain a minimum grade point average of 2.00 with the exception of the President, Vice President, Miss Lincoln University and Mr. Lincoln University. The persons are required to carry a 2.5 GPA; and
- (c) Failure to meet criterion (a) or (b) will automatically result in removal from office.

ARTICLE VI. DUTIES OF OFFICERS

Section A. Duties of Officers

The duties and responsibilities of each presiding officer shall be to serve as an administrator and spokesperson of the officers' respective agencies; to coordinate the office and the work of the other related agencies; to report the progress and achievements of the agencies to the SGA Administrative Branch; and to make such recommendations for legislative action as pertains to the agencies' goals.

Section B. The President

The president of the SGA Administrative Branch shall have the responsibility of presiding over all the administrative branch meetings. The president shall have the discretionary power to appoint, with the approval and concurrence of the Student Senate, a director of student public relations and any other officers as are approved by the SGA Constitution and that he/she needs. The appointed person(s) are not allowed to vote in executive session meetings. Only elected officers are allowed to vote.

Section C. The Vice President

The duties of the vice president shall be to preside as the president of the student senate, and to assume the responsibilities and duties of the SGA president during the president's absence from the campus, ineligibility to serve, recall, incapacitation, or impeachment from office.

Section D. The Secretary

The responsibilities of the Secretary shall include attendance at all SGA meetings. The secretary shall attend all special meetings considered necessary by the President of the Administrative Branch. The primary responsibilities of this office are to (1) take minutes at meetings; (2) keep accurate up-to-date records of the proceedings; (3) send out all correspondence; (4) act as the official typist for the SGA; and (5) keep the files of SGA administrative branch updated.

Section E. The Treasurer

The responsibilities of the treasurer shall be (1) to prepare the budget of the SGA; (2) to supervise the expenditure of SGA funds; (3) to report to the president and the legislative body all funds expended for student activities as related to the SGA; (4) to keep all financial records of the SGA; and (5) to cooperate closely with the Business and Finance Office of Lincoln University in regards to all SGA financial matters.

Section F. Two Representatives-At-Large

The representative-at-large is elected during the regular yearly SGA election as a spokesperson/liaison between the general student body and the Executive Board of the SGA. He/she is responsible for receipts and appropriate channeling of student complaints/inquiries for resolution in accordance with University policy.

Section G. Miss Lincoln University and Mr. Lincoln University and Attendants

Miss Lincoln University and Mr. Lincoln University serve as representatives of the student body. She and he are expected to be present at all SGA meetings and official University functions. The attendants also function as representatives of the student body. There should always be an alternate for Miss Lincoln University and Mr. Lincoln University at SGA meetings in case she or he cannot attend. (The attendants will only vote in the absence of Miss Lincoln University and/or Mr. Lincoln University.)

Section H. The Advisor

The advisor is appointed by the Vice President for University Advancement. The advisor is to work cooperatively with students in exploring and developing their leadership and human potential.

The advisor has final approval over all decisions or any decision which has the potential to threaten the safety and security of the University community.

The advisor must approve any proposed letter of suspension before an organization is officially recommended for suspension. The advisor must also approve the proper roll call before any decision is judged to be official.

All decisions rendered by the SGA concerning student organizations may be appealed to the advisor. The advisor has final decision on all appeals.

APPOINTED OFFICERS - NON-VOTING MEMBERS

The Student Director of Public Relations

The student director of public relations shall have the responsibility of coordinating student public relations with the Office of University Relations, and the programs of all student groups and organizations on campus. Responsibilities shall include the successful operation of the administrative branch as it relates to public relations.

Parliamentarian

The parliamentarian should be versed in parliamentary law and procedure. The parliamentarian is appointed to advise the presiding officer on questions of parliamentary law and procedure, thus helping to safeguard the rights and privileges of all the members equally, and to help transact the business of the assembly legally and efficiently. The parliamentarian must be nonpartisan at all times.

ARTICLE VII. RESPONSIBILITIES OF THE STUDENT SENATE AND THE STUDENT COURT

Section A. The Student Senate

The composition of the legislative branch has been given in Article III, Section C. The functions of this branch will be as follows: (1) to serve as a check and balance in the Student Government Association; (2) to vote for the approval or disapproval of appointments made by the administrative branch; (3) to originate and pass legislation involving rules and regulations for the governing of student life. These rules and regulations may not conflict with the rules and regulations set down in the regulations that govern this University; (4) to approve or disapprove all expenditures of SGA funds over the amount of \$100.00 and to ask periodically for a review of the books handled by the administrative branch treasurer; and (5) to ask for impeachment of administrative and judicial branch officers when there are appropriate grounds. The term of office is one year. The duties and responsibilities are stated in the Senate By-Laws.

Section B. President Pro-Tempore

The president pro-tempore presides over a meeting in the temporary absence of the president. If the president vacates the chair temporarily, the first vice president takes the chair; in this officer's absence or refusal, the next officer in order takes the chair. If there is no vice president, the president can designate a chairperson pro tem, who presides only up to adjournment. If the designated appointee is not acceptable to the body, the body can proceed to elect a chairperson pro tem in the officer's place, and such action overthrows the president's action. The president automatically assumes the chair as soon as the pending matter, if any, has been voted on.

Section C. Senatorial Appointments

All of the senators must be elected or appointed by the second month, the tenth day, of the fall semester of each school year. The exception is that any organization newly formed and approved after the second month and the tenth day of the fall semester is eligible to have senatorial representation. Any organization that has yet to be registered before the aforementioned date must follow the procedures for reinstatement.

Section D. The Student Court

The Student Court shall be composed of five members, including two, and no more than three females. The members of the court shall be appointed by the vice president of the administrative branch with the approval of the Senate. The court shall elect its own chairperson and clerk. The term of each court judge shall be for one year. The functions of this branch will be as follows: (1) The judicial power of the SGA shall be vested in the court; (2) The court shall handle all disputes between organizations, organizations and individuals and between individuals. The judicial powers of the court when concerning organizational disputes that are under the Pan-Hellenic Council must be referred by it; and (3) The court shall also interpret the Constitution, including the constitutionality of laws passed by the legislative body.

The court shall have the power to establish its own rules and regulations when they are not provided for by this Constitution or the Senate. The court shall have the authority to restrict privileges and to recommend further action to duly authorized personnel for their approval.

The SGA is to provide a channel for student participation in University affairs.

As such, all campus organizations which are officially designated as members of the Student Senate (and who are in good standing) shall be permitted to request financial support for University-related projects and activities.

Clubs, organizations or individuals should present in writing (preferably four weeks in advance or as soon as their need for financial support is recognized) a proposed spending plan which details the amount, purpose of the request and any activities the club may be sponsoring to help raise the funds being requested.

Consideration, approval or disapproval of the request (in full or in part) by the Student Senate shall be based on the following:

- Availability of funds
- Obligated and future funding commitments
- Benefits to Lincoln University, either short or long term, tangible or intangible

It is important for all organizations to realize that educational enrichment will be given funding priority over other requests.

All requestors shall be notified in writing of the SGA decision regarding their request. Organizations will be given the opportunity to appeal the decision by personal appearance before the Student Senate at which time clarification or additional details may be presented for consideration by the members of the Senate.

With the adoption of these proposed guidelines, two officers shall assume additional duties. The Treasurer of the SGA shall be responsible for maintaining a file of all requests for expenditure of SGA funds. As such, he/she will be in the position to advise the membership of previous requests for funding which have been submitted by each organization.

The Secretary of the student senate will be responsible for accurately recording the decisions of the Senate with regard to expenditure of funds. He/she will also be responsible for drafting a letter of approval or disapproval for the signature of the SGA President, Senate President and the SGA Treasurer advising the requesting club or organization of the Senate decision regarding their request.

Section E. Guidelines for Reinstatement of Suspended Organizations

Suspension

Any organization that misses three scheduled senate meetings during a semester without prior approval from the president of the senate or pro-tempore will be suspended from the senate. A letter will be sent to the organizations after two unexcused absences informing them that they will be suspended if they miss a third meeting. Within 24 hours of suspension following the third meeting that is missed, the Senate will notify the organization of its suspension in writing.

A suspended organization will not be allowed to hold any functions on the University campus, receive SGA funds, or vote on any legislation that comes before the Senate.

Reinstatement

A suspended organization will be reinstated to the Senate when it meets the following conditions:

- 1. Notifies the Senate in writing, within two weeks of the suspension notice of their desire to be reinstated.
- 2. Attends all scheduled Senate meetings during the probationary period.

Probationary Period

Upon receipt of the suspension notice, the organization must notify the senate of its desire to be reinstated. This notice must be in writing and must be received by the senate within two weeks. Once the senate has received notification, the organization is reinstated on a probationary status for the remainder of the semester. During the probationary period, the organization must attend all scheduled senate meetings but does not regain its voting privileges until it has been present for three consecutive meetings. At the end of this time, the organization will be reinstated with full privileges. If the organization misses even one meeting during the probationary period, it will be suspended for the remainder of the semester and will not be eligible for reinstatement until the following semester.

Any organization that is suspended for the semester or suspended at the end of a semester must begin its probationary period at the beginning of the next semester and will be on probation for that semester.

When an organization fulfills the requirements of the probationary period for a full semester, it will be fully reinstated with full privileges and will be allowed the same number of absences as any other organization the following semester.

Appeals

Any organization that feels it is unjustly suspended will be able to make an appeal in writing to a suspension review board, which shall be made up of the senate officers. The appeal must be made within two weeks of the suspension notice.

If the suspension is appealed, the organization will retain all privileges until the appeal is ruled on. If the organization misses any meetings during the appeal process, the appeal will be considered defunct and the organization immediately suspended without further notice.

In the event that a senate officer is the representative of a suspended organization, the president of the senate shall appoint a replacement of said officer to the Suspension Review Board.

The Suspension Review Board shall make a ruling within two weeks of receiving the appeal. If the Review Board cannot reach an agreement on the appeal, a vote will be taken at the next scheduled meeting of the senate, and such vote shall be considered final. Any organization that loses an appeal shall begin its probationary period immediately upon receipt of the appeal ruling, and will be subject to all conditions of the probationary period.

Any organization which does not notify the senate in writing of its desire to be reinstated within the two week time period shall be suspended for the remainder of the semester. The senate will assume that non-notification indicates a non-desire and will suspend said organization without further notice. That organization will be eligible for reinstatement the following semester pending fulfillment of the conditions outlined previously.

Any organization that does not meet conditions of reinstatement within a one-year suspension shall have to have its organization reaccepted by the SGA and Student Affairs Committee before being reinstated into the senate.

ARTICLE VIII. SUCCESSION

Section A. When a seat is left vacant in the student senate due to resignation, expulsion, recall or ineligibility it shall be filled by the representative's alternate. The replacement as an alternate shall be elected by the tenant that he/she represents.

Section B. When a seat is left vacant on the student court due to resignation, expulsion, recall or ineligibility it shall be filled by an individual appointed by the vice president of the administrative branch with the approval of the Senate.

Section C. Elective offices of the SGA administrative branch made vacant by resignation, expulsion, recall or ineligibility may be filled temporarily by an appointee by the president of the SGA, subject to the approval at the next meeting of the student senate. After such approval, this appointment will become permanent.

ARTICLE IX. CONSTITUTIONAL AMENDMENTS

Section A. Revision of this constitution by the addition or deletion of any word in any article, unless to correct typographical errors in duplication and reprinting and the alteration of the article sequence, shall become effective only after the proposed change or changes have been circulated among the members of the SGA for at least 30 days, approved by the senate, approved by a majority of the SGA voting members, voted on by the student body and approved by the Director of Student Activities and the Vice President of University Advancement.

Section B. Once adopted and approved, this constitution shall become the constitution of the Student Government Association of Lincoln University.

Section C. This constitution is recognized as superseding all other student organizations' constitutions, and no law in any other organization constitution shall override this constitution.

ELECTIONS AND INAUGURATIONS TO OFFICE ELECTIONS

- A. All elections shall be conducted under laws and procedures enacted by the Student Senate.
- B. A general election for the offices of president, vice president, treasurer, secretary, two representatives-at-large, Mr. Lincoln University and Miss Lincoln University shall be held within the last month of the spring semester of the school year, the exact date being determined by the student senate.
- C. Special elections may be called by the President of the Administrative Branch with the approval of the Senate, provided that the Senate shall publish the date of the election at least thirty days in advance of the elections.

LINCOLN UNIVERSITY STUDENT GOVERNMENT ASSOCIATION

ELECTION BY-LAWS AND PROCEDURES

All by-laws relating to the administration of all SGA special, general and class elections shall be officially binding.

I. Time, Place, and Ballots of the SGA General and Class Elections

- A. The general elections, to include the SGA and all class elections with the exception of the Freshman class, shall be held within eight weeks prior to the last day of classes in the given spring semester. The SGA Freshman class elections shall be held within the first five weeks of the given fall semester. Such dates are to be publicized in appropriate campus media.
- B. The polling place(s) of the SGA general and class elections shall be established and open between such times as the SGA legislative branch shall determine with the approval of the administrative branch. Such times and places are to be publicized in appropriate campus media at least 10 calendar days prior to the date of the election.
- C. Form of ballots for the SGA general class elections:
 - 1. All votes shall be cast by secret ballot. The names of the candidates on the ballot shall be grouped according to the order that the application petitions are received in the SGA advisor's office. Names must be listed on the ballot exactly as they have been recorded officially by the Records Office.
 - 2. Ballots shall be marked by voting for a single candidate under each designated office. Voting for two candidates for the same office shall not be allowed; any ballot so marked shall be termed defaced and

shall not be counted.

3. The SGA Administrative Branch with the approval of the senate shall specify any information required to be placed on the ballots for special referendum approval.

II. Nominations of Candidates for SGA General and Class Elections

- A. A candidate shall be placed on the ballot upon filing an application-petition containing the signatures of twenty-five full-time students currently enrolled at Lincoln University. This application-petition must be submitted within the time specified by the SGA. The deadline of the time period shall be publicized in appropriate campus media at the beginning of the election sign-up period. The names of all eligible candidates grouped by office sought shall be announced by the SGA administrative branch at least eight calendar days prior to the date of the election.
- B. Fifteen calendar days before the SGA general and class election, the SGA administrative branch shall provide prospective candidates and other involved parties with party election guideline procedures and bylaws, a list of filing deadlines and any other information they deem pertinent at the time.
- C. If any petition is found to contain an insufficient number of valid signatures, the petitioners shall be allowed thirty-six hours after notice of such deficiency by the SGA administrative branch to obtain a sufficient number of valid signatures.
- D. A vacancy in any office created by withdrawal of candidate(s) may be filled by write-in vote provided the person with the majority of votes meets all eligibility requirements for the office concerned.
- E. A candidate may withdraw by informing the SGA administrative branch in writing of the candidate's intention by 12:00 noon, five calendar days prior to the day of the election.
- F. A candidate shall be defined as any enrolled student carrying a minimum of twelve credit hours who has publicly declared intent to participate in any SGA general or class election and who meets academic and non-academic conduct standards for the office in question.

SGA GENERAL AND CLASS ELECTIONS

I. Limits of Campaigning:

- A. The following campaigning rules and regulations designated by the SGA administrative branch must be followed. In the event that these rules and regulations are violated, penalties will be enforced. A candidate may be disqualified and a non-candidate shall be reported to the Student Activities Office.
- B. Any organizational or individual campaign in any election shall be responsible for any damage to or defacement of any property in connection with campaigning. In such event, complaints must be filed within twenty-four hours of the occurrence. Proper judiciary action will be taken against offenders.

II. Polling Procedures:

- A. The SGA shall assign two non-student election clerks to be solely responsible for supervising the ballots, voting booths and voting at the polling place(s).
- B. Each elected clerk shall have a current printout and a set of rules and procedures so that a thorough understanding of the voting procedures will be followed.
- C. Each candidate shall be allowed no more than one poll watcher if the SGA feels one is needed.

III. Election of Candidates:

- A. The candidate who receives the largest number of votes among the qualified candidates shall be elected.
- B. The SGA staff advisor and administrative branch shall certify the results of all SGA elections to the SGA senate no later than five academic days after the election. All election results shall be announced the evening of the election. All candidates and interested parties are welcome to witness the counting of votes. Counting will begin within an hour after the polls close, if no complaints are filed. In the event a complaint is filed, no results for the specified office will be announced pending investigation.
- C. If there is a tie for the largest number of votes, a run-off election shall be held between the qualified candidates receiving the tie vote.

- D. If all candidates for any office are disqualified from an election for SGA or class officers, a new election date shall be set and new nominations accepted with adjusted election procedures by the SGA.
- E. In case a valid re-election is necessary, no additional candidate names shall be placed on the ballot.
- F. Write-in candidates are eligible to compete for all offices. In the event a write-in candidate wins, the candidate will not be confirmed until approved. The election results must be officially reviewed and verified.
 - 1. A write-in candidate must declare candidacy forty-eight hours before Election Day.
 - 2. A write-in candidate will not be allowed to participate in any SGA election forums, programs, etc.
 - 3. A write-in candidate's name will not appear on the ballot.
 - 4. A write-in candidate's name must be spelled as it is on file in the Records Office.
 - 5. In the event a write-in candidate should win, the results of this specified office shall be held until the eligibility requirements have been ascertained.
 - 6. A write-in candidate must follow the SGA General and Class Elections By-Laws.

IV. Campaigning on Election Day:

- A. Campaign material and/or active campaigning will not be allowed within twenty-five feet of the building where students are voting.
- B. Active campaigning includes the following:
 - 1. Distribution of political literature.
 - 2. Distribution of political paraphernalia. (Examples: buttons, hats, candy, etc.)

INAUGURATIONS

- A. The administrative branch officers shall be sworn in within four weeks of the ending of the spring semester by the Board of Election Commissioners or the appropriate University administrators.
- B. The officers shall be sworn in by the appropriate person who shall issue the following oath of office:
 - "I, _____, do solemnly swear to execute the duties of my office as prescribed by the Constitution and By-Laws of the Student Government Association of Lincoln University for the well-being of all the students of Lincoln University and for the benefit of the University."

COMMITTEES OF THE UNIVERSITY WITH STUDENT REPRESENTATION

Student Members

Academic Routine Committee	General Education Committee
Affirmative Action1	Gerontology1
Annual Missouri Conference on Blacks in Higher Education	Homecoming Committee
Assessment Committee	Honors Committee
Athletics	International Program Advisory Council1
Biohazard Environmental Safety and Protection of Human and Animal Subjects	Library Services 2
Commencement, Special Occasions and Convocations3	Military Affairs Board1
Curriculum Committee	Residential Life Appeals Board1

Developmental Studies	Safety and Security
Drug and Alcohol Awareness2	Section 504/ADA Compliance Review
Educational Policies Committee	Scholarship and Student Aid
Environmental Protection/Energy Conservation 1	Student Affairs Committee
Ethnic Studies Center	Student Retention
Fine Arts/Distinguished Lecture Series	Teacher Education
General Education Assessment Committee2	Writing Across the Curriculum Faculty Committee1

Student members are selected by the SGA Administrative Branch annually. Students desiring to serve on a committee should contact the Office of the Vice President for University Advancement.

LINCOLN UNIVERSITY CAMPUS ACTIVITY BOARD CONSTITUTION

PREAMBLE

The name of this organization will be the Campus Activity Board (hereinafter referred to as the CAB). The CAB shall be the official programming arm for Student Activities and Lincoln University's Student Government Association.

MISSION

The mission of the CAB is to provide the Lincoln University community and surrounding areas with opportunities for growth through educational, cultural, social and recreational experiences which will foster an atmosphere open to interaction and exchange among all students, faculty, staff, alumni and guests. Additionally, students are given opportunities to develop leadership abilities, interpersonal skills, and group dynamics and to provide input in the management of CAB programs. The CAB shall operate within the laws of the State of Missouri.

ORGANIZATIONAL STRUCTURE AND MEMBERSHIP

SECTION I - MEMBERSHIP OFFICERS / VOTING MEMBERS

Note: * Denotes members whose terms are up in even numbered years.

- A. Chairperson (will vote in case of tie)*
- B. Chair-elect
- C. Secretary
- D. Treasurer*
- E. Director of Campus Events
- F. Director of Entertainment
- G. Director of Cultural Events and Speakers Bureau*
- H. Director of Marketing*
- I. Director of Public Relations (2 positions)* 1 only
- J. Director of Commuter Students (2 positions)* 1 only
- K. Director of International Students (2 positions)* 1 only
- L. Director of Off-Campus Events

M. Director of Recreation Room

AUXILIARY BOARD / VOTING MEMBERS

Auxiliary board members serve for one year.

- A. Director of Logistics and Décor
- B. Director of Security
- C. Historian

Ex-Officio Members (Non-voting and will only advise)

- A. Associate Director of Student Activities / CAB Advisor
- B. Graduate Student Liaison

SECTION II - QUALIFICATIONS FOR MEMBERSHIP

- A. Must be enrolled at Lincoln University at the undergraduate level.
- B. Must have at least a 2.3 G.P.A. Any member failing to meet this requirement will be subject to probation for a semester. Any member with a G.P.A. under 2.0 will be dismissed from the board for the semester.

SECTION III - RESPONSIBILITIES OF THE CAB MEMBERSHIP

- A. Attend all weekly board meetings.
- B. Be thoroughly familiar with and implement the constitution, by-laws and guidelines of the CAB.
- C. Act as committee chairs.
- D. Have all reports typed and ready for meetings.
- E. Have all programs planned a semester in advance.
- F. Be responsible for two activities during the school year in addition to major responsibility.
- G. Attend all CAB sponsored activities.
- H. Be responsible for one activity during Homecoming and Springfest.

Responsibilities of the Chairperson

- 1. Act as administrative head of the CAB.
- 2. Preside over all board meetings.
- 3. Be responsible for making certain all directors carry out responsibilities.
- 4. Prepare the agenda for all board meetings along with the Secretary and the CAB Advisor.
- 5. Vote only in case of a tie on items of business during all meetings.
- 6. Be the representative of the CAB to all external organizations unless otherwise delegated by the CAB advisor.
- 7. Be responsible for determining board positions for new members along with the Advisor.
- 8. Work with the Chair-Elect, Treasurer and Advisor to establish a budget for each Director and activity.
- 9. Be responsible for reviewing all CAB Office correspondence.
- 10.Delegate responsibilities deemed necessary to the CAB Chair-Elect, but shall retain ultimate responsibility for action taken.
- 11. Attend training/leadership conferences paid for by the University.

Responsibilities of the Chair-Elect

- 1. Must have at least two (2) years remaining at Lincoln University.
- 2. In the event of temporary absence of the Chairperson, the Chair-elect will serve as Chairperson.
- 3. In the event of the vacancy of the Chairperson, the Chair-elect will serve as Chairperson.
- 4. Assume the Chair position in even numbered years.

- 5. Be responsible for planning and implementing travel for all leadership conferences.
- 6. Work with the Chair to make certain all Directors carry out their responsibilities.
- 7. Make reports to the SGA senate.
- 8. Attend leadership conferences paid for by the University.
- 9. Be a voting member of CAB.

Responsibilities of the Secretary

- 1. Be responsible for keeping the official minutes of the CAB meetings.
- 2. Prepare minutes from the previous meetings and present to the Chair and Advisor during the weekly agenda planning meeting.
- 3. Be responsible for filing all correspondence for the CAB.
- 4. Be responsible for planning the agenda (with Chair and Advisor).
- 5. Be responsible for typing, copying and disseminating the agenda.
- 6. Prepare and keep membership roster updated.
- 7. Be responsible for recording and keeping a record of attendance for each member.
- 8. Keep a file of past minutes.
- 9. Attend leadership conferences paid for by the University.
- 10.Be a voting member of CAB.

Responsibilities of the Treasurer

- 1. Be responsible for advising the CAB on budgetary matters.
- 2. Compile the budget for CAB.
- 3. Present a weekly update of budget.
- 4. Maintain a record of profit and expenditures.
- 5. Work in conjunction with the administrative assistant and keep a record of all requisitions.
- 6. Attend leadership conferences paid for by the University.
- 7. Be a voting member of CAB.

Responsibilities of the Director of Campus Events

- 1. Be responsible for programming campus events. Programs should be designed to attract on-campus and commuter students.
- 2. Be responsible for fun days during Springfest and Homecoming.
- 3. Have a tentative calendar of campus events by the end of the spring term.
- 4. Collaborate with Directors of International Events, Cultural Events and Commuter Students to bring diverse programs to the University.
- 5. Collaborate with recreation room managers to plan activities for the <u>recreation room</u>.
- 6. Attend leadership conferences paid for by the University.
- 7. Be a voting member of CAB.

Responsibilities of the Director of Entertainment

- 1. Be responsible for coordinating all concerts and comedy shows during Homecoming and Springfest (i.e. identifying performers, establishing details and contracts) in conjunction with the Advisor.
- 2. Work with Director of Logistics and Décor to insure contract requirements are met.
- 3. Insure all areas of the contract are met by informing other CAB members of their responsibilities.

- 4. Be responsible for a least one activity during Homecoming and Springfest.
- 5. Attend leadership conferences paid for by the University.
- 6. Be a voting member of CAB.

Responsibilities of the Director of Cultural Events and Speakers Bureau

- 1. Be responsible for identifying and contracting guest speaker for MLK Celebration.
- 2. Work in conjunction with the Alpha Phi Alpha Fraternity for MLK Celebration.
- 3. Function as Chair for Black History Month programs. Responsible for making certain all campus organizations contribute to Black History Month. Plans must be completed by the end of the fall semester.
- 4. Be responsible for identifying speakers of interest for Lincoln University students, compiling a business plan, contacting agents and negotiating contracts.
- 5. Coordinate class visits for the speaker.
- 6. Be responsible for organizing autograph and photo sessions for students.
- 7. Be responsible for one activity during Homecoming and Springfest.
- 8. Attend leadership conferences, when paid for by the University.
- 9. Be a voting member of the CAB.

Responsibilities of the Director of Marketing

- 1. Be responsible for preparing the fall and spring semester calendars. Responsibilities include: sending notices to staff members and typing events for the calendar.
- 2. Be responsible for identifying and ordering giveaways during Homecoming and Springfest.
- 3. Be responsible for determining the layout and design of posters for Homecoming and Springfest in conjunction with the Advisor.
- 4. Be responsible for at least one activity/event during Homecoming and Springfest.
- 5. Attend leadership conferences paid for by the University.
- 6. Be a voting member of the CAB.

Responsibilities of Public Relations (2 positions)

- 1. Be responsible for promoting the programs sponsored by the CAB.
- 2. Be responsible for hanging and removing posters, flyers, etc.
- 3. Be responsible for forming a committee that will assure all hot spots are covered.
- 4. Be responsible for giving information regarding programs to University Public Relations, the Clarion Newspaper, JCTV and KJLU.
- 5. Be responsible for updating the communication centers.
- 6. Be responsible for developing a survey and surveying students to determine who should be invited to campus.
- 7. Be responsible for maintaining the CAB Website along with the Historian.
- 8. Be responsible for at least one activity during Homecoming and Springfest.
- 9. Attend leadership conferences paid for by the University.
- 10.Be a voting member of the CAB.

Responsibilities of the Director of Commuter Student Events (2 positions)

1. Be responsible for programming activities that meet the needs of commuter students during Homecoming, Springfest and throughout the year. Programs should include the following areas: speakers, bands/musicians, comedians, special interests (i.e., sessions in trapping, hunting, jewelry making, child care, swing dancing, country line dancing, etc.)

- 2. Collaborate with Directors of Campus Events and Entertainment.
- 3. Be responsible for writing, compiling and taking interest surveys each year.
- 4. Negotiate contracts for entertainers, speakers, etc. in conjunction with the Advisor.
- 5. Be responsible for at least one activity during Homecoming and Springfest.
- 6. Be a voting member of the CAB.
- 7. Attend leadership conferences paid for by the University.

Responsibilities of the Director of International Students

- 1. Be responsible for programming activities that meet the needs of international students during Homecoming, Springfest and throughout the year. Programs should include the following areas: speakers, bands/musicians and comedians.
- 2. Negotiate contracts for entertainers, speakers, etc. in conjunction with the Advisor.
- 3. Collaborate with the Directors of Campus Events and Entertainment.
- 4. Keep board informed of all activities sponsored by the International Students' Organization on campus.
- 5. Be responsible for a least one activity during Homecoming and Springfest.
- 6. Attend conferences paid for by the University.
- 7. Be a voting member of the CAB.

Responsibilities of the Recreational Room Director

- 1. Be responsible for on-going weekly tournaments i.e., spades, basketball, monopoly and other board games.
- 2. Submit to the Advisor in writing a schedule of tournaments twice a year.
- 3. Work with the Director of Campus Events.
- 4. Be responsible for choosing and requisitioning for prizes for all planned events.
- 5. Be responsible for all electronic games and all board games.
- 6. Work with the Directors of Public Relations to advertise events.
- 7. Be a voting member of the CAB.
- 8. Attend leadership conferences paid for by the University.
- 9. Be responsible for the overall operation of the recreation room.
- 10.Be responsible for opening and closing recreation room daily.
- 11.Be responsible for the upkeep of recreational equipment.
- 12. Work in conjunction with the Director of Student Activities and Facility Manager to insure that the recreation room is staffed adequately and all employees are following the guidelines.

Responsibilities of the Director of Off-Campus Events

- 1. Schedule off-campus trips, i.e., athletic game trips, mall trips, water slide visits, horseback riding, golf, paint ball, etc
- 2. Work with the Directors of Public Relations to advertise events.
- 3. Be a voting member of the CAB.
- 4. Attend leadership conferences paid for by the University.

Responsibilities of the Director of Logistics and Décor

- 1. Be responsible for setting up and taking down equipment that is needed at the various events.
- 2. Assign dressing rooms for entertainers.
- 3. Oversee fulfilling contracted rider obligations.

- 4. Order food for guests and arrange hotel accommodations (work closely with the Director of Entertainment and Advisor to fulfill this).
- 5. Decorate all events that are sponsored by the CAB.
- 6. Identify and order decorations that will be needed at the various events.
- 7. Take down, store and take inventory of all decorations.
- 8. Be responsible for at least one activity during Homecoming and Springfest.
- 9. Attend leadership conferences paid for by the University.
- 10.Be a voting member of the CAB.

Responsibilities of the Director of Security

- 1. Identify security personnel.
- 2. Provide security at all CAB events, whenever needed.
- 3. Arrange training from Public Safety.
- 4. Be responsible for at least one activity during Homecoming and Springfest.
- 5. Work closely with the CAB chair, Advisor and Public Safety to plan security for events.
- 6. Take attendance of CAB members at all events.
- 7. Attend two conferences paid for by the University.
- 8. Be a voting member of the CAB.

Responsibilities of the Historian

- 1. Maintain records of all CAB Events.
- 2. Requisition and acquire picture albums to store photographs.
- 3. Request videographer for all CAB events.
- 4. Show videos after each event.
- 5. Make certain all events are photographed.
- 6. Archive all minutes/agendas in Page Library.
- 7. Be responsible for at least one activity during Homecoming and Springfest.
- 8. Be responsible for any changes made to the CAB constitution.
- 9. Be a voting member of the CAB.
- 10. Attend leadership conferences paid for by the University.
- 11. Work on the yearbook staff.

Responsibilities of the Advisor

- 1. Work cooperatively with students in exploring and developing their leadership and human potential.
- 2. Have final approval over all board decisions which have the potential to threaten the safety, security or reputation of the University community.
- 3. Review and approve all written documents including contracts, riders, requisitions and written offers to entertainers/agents prior to submission.

General Rules

- 1. Members are allowed to be tardy twice per semester. A tardy is excused when a member leaves a message or notifies the advisor, chair or secretary at least one hour prior to the meeting. A member is considered tardy fifteen minutes after the scheduled time of the meeting. After the second tardy, one absence will be received for the third tardy and every tardy thereafter.
- 2. Members are allotted three absences per semester. Upon the third unexcused absence, the member will be

- dismissed from the Board.
- 3. If a member cannot attend a meeting, he/she should immediately contact the chairperson, secretary or advisor to be excused.
- 4. Members <u>must</u> attend all CAB sponsored activities unless excused prior to the activity. An absence is given when a member does not attend an activity.
- 5. All members must be responsible for one activity during Homecoming and Springfest.
- 6. All members are required to work at least five office hours a week.

Board Selection

- 1. Board selection shall take place in April of each year.
- 2. Individuals desiring to apply for a position on the board must obtain and complete the required application from the Office of Student Activities and turn it in within the designated time frame.
- 3. Applicants that meet the requirements will be scheduled for an interview.
- 4. After the interview process, applicants must work as interns on assigned CAB activities prior to selection.
- 5. Positions will be filled according to availability based on applications, interviews and fulfillment of other responsibilities.
- 6. Selected Board members will begin attending meetings immediately after selection.

Selection Board

- 1. The function of the Selection Board is to interview and select students for available positions on the CAB.
- 2. The selection board will be composed of six members as follows: three CAB members serving the coming term and including the chair-elect, two SGA members including the SGA President or designee and the CAB Advisor.
- 3. The selection board shall be nominated by the Chairperson with the two-thirds approval of the existing Board.
- 4. Any existing board member wishing to change positions must relinquish their current position, re-apply for a seat on the CAB and go through the interview process. Neither a seat nor the position will be guaranteed.
- 5. Selection of another board member during any other time other than April may be chosen by the existing board.
- 6. All members of the selection board are voting members.

Executive Board

- 1. Officers and directors are the Executive Board.
- 2. Chair-elect shall be selected at the end of the two-year term in April.
- 3. All officers of the Executive Board shall serve for twenty-four months, beginning after the selection in April.
- 4. In the event that the seat of the chairperson becomes vacant, the chair-elect shall become the chairperson of the CAB.
- 5. In the event that the chair-elect becomes vacant, the CAB shall appoint a replacement with a 2/3 approval by the Executive Board.
- 6. In the event that any other seat of the Executive Board becomes vacant, an Executive Board member is free to make a lateral move into that position, unless two or more members want that position. Then the decision will be taken to a vote. (This excludes the chair and chair-elect positions.)

SECTION IV - REMOVAL FROM OFFICE OR RESIGNATION

- 1. An Executive Board member/director may be subject to removal for neglect of responsibilities.
- 2. If any voting member is not performing the required responsibilities of his/her position, any CAB member may bring the matter to the attention of the CAB chairperson. In the event that the chairperson is the person in question, the matter may be brought to the attention of the chair-elect and advisor.

- 3. Upon registration of a complaint, the chairperson and chair-elect will investigate the matter. In this event the chairperson, the chair-elect and the advisor will investigate the matter. If negligence is determined in any event, the investigators will meet and discuss the matter with the offending Board member(s), who will then be placed on a two-week probation period if warranted.
- 4. If improvement is not made by the end of the two-week probation period, the matter will be brought to the Executive Board for discussion and a vote.
- 5. The Board member involved may be present during the discussion of the Board, but may not be present during voting.
- 6. A two-thirds (2/3) vote of the total voting membership of the Board is necessary for removal.

RESIGNATIONS

A Board member may resign from his/her position after submitting a letter of resignation to the chair. The resignation letter must be submitted two weeks prior to resignation.

MISS LINCOLN UNIVERSITY AND MR. LINCOLN UNIVERSITY QUALIFICATIONS, GUIDELINES, AND OFFICIAL COURTESIES

INTRODUCTION

Miss and Mr. Lincoln University are official student hosts and ambassadors for the University. They play a significant role as student representatives. They are expected to be persons of high moral conduct and students with a great deal of pride and spirit.

The role of Miss and Mr. Lincoln University includes University spokespersons, student role models and student recruiters. It is imperative that they be well versed and extremely comfortable in the public eye.

PURPOSE

The regulations for Miss and Mr. Lincoln University exist to provide structure for the position, policy and procedure that govern the reign and conduct of Miss and Mr. Lincoln University for the purpose of protecting the tradition, honor and respect of the title and the University. Additionally, the regulations are intended to curtail conflict and ill will.

QUALIFICATIONS

- 1. Miss Lincoln University must be a single female, have earned 54 credit hours upon completion of the current semester and have a 2.5 cumulative average. Mr. Lincoln University must be a single male, have earned 54 credit hours upon completion of the current semester and have a 2.5 cumulative average.
- 2. Miss Lincoln University and Mr. Lincoln University shall be elected annually in a University wide election of the student body. To gain a position on the ballot each candidate for Miss Lincoln University and Mr. Lincoln University is required to:
 - 1. Complete all facets of the application process within the designated time period.
 - 2. Submit three letters of recommendation from professors whose classes she/he has previously taken.
 - 3. Submit a permission form from each professor.

OFFICIAL GUIDELINES

Miss and Mr. Lincoln University must be continuously enrolled as full-time students during the academic year in which the position is held.

Miss and Mr. Lincoln University must have integrity in scholarship, leadership and character. He and she must be committed to official representation of the office he/she holds, and must:

- 1. Work unselfishly and cooperatively with his/her advisor and the Student Government Association as a voting member.
- 2. Attend athletic events
- 3. Participate in approved parades

- 4. Participate in recruitment activities
- 5. Participate in campus-wide assemblies
- 6. Participate in approved off-campus activities
- 7. Attend alumni conferences
- 8. Participate in LU Day at the Capitol
- 9. Participate in Founders Day celebrations
- 10.Participate in Homecoming activities
- 11. Participate in ROAR Orientation (fall and spring)
- 12. Participate in approved pageants
- 13. Participate in leadership conferences

His/her advisor will coordinate the official itineraries for Miss/Mr. Lincoln University. All such requests should be channeled through the Office of Student Activities. His/her Advisor must clear participation in all events.

If Miss or Mr. Lincoln University are unable to perform any of the above listed responsibilities or are unable to represent the university, it is her/his responsibility to inform her/his advisor in a timely way so that other arrangements can be made.

As representatives of the university, Miss and Mr. Lincoln University will use the school colors when selecting her wardrobe. The official color scheme for his/her wardrobe is navy blue, white/crème and silver. Miss and Mr. Lincoln University's attire must exemplify their position and reflect professionalism and good judgment at all times.

The coronation of Miss and Mr. Lincoln University will be held the Thursday of Homecoming week.

Miss Lincoln University will wear a white cotillion gown at the coronation. The official coronation gown is the property of the university and must be left with the advisor so it can be archived.

Miss and Mr. Lincoln University must practice time management skills and be on time for all scheduled events. He/she is also required to meet all deadlines determined by his/her advisor.

Mr. Lincoln University is the official escort of Miss Lincoln University at all public appearances.

In keeping with tradition, Miss Lincoln University will not wear her crown until she has been officially crowned during the coronation ceremony. However, she may begin wearing her crown pin after the pinning on Student Government Association Inauguration Day.

Should the office of Mr. or Miss Lincoln University become vacant for any reason, the line of succession shall fall to the first runner-up, second runner-up, etc. Should the line of succession fail to produce a replacement, or if there is no qualified runner-up, a special election shall be held as soon as reasonably possible.

Miss and Mr. Lincoln University should take her/his official photograph by close of the spring term.

It is recommended that Miss and Mr. Lincoln University attend the summer session prior to his/her reign. This will allow him/her to prepare for the upcoming year.

OFFICIAL COURTESIES

As a courtesy to the office, Miss Lincoln, Mr. Lincoln and the SGA President will receive:

- 1. A room scholarship equal to the current fee charged for a double occupancy room in Anthony, Bennett, Tull, Hoard and Yates. The students may request a private room in the hall of their choice with the difference between room fees to be paid by the student. If the student requests Hoard or Yates, they must meet the minimum GPA requirement of 3.0.
- 2. A meal plan scholarship equal to the current fee charged for a 10-meal plan. The students may request a larger meal plan with the difference between meal plan fees to be paid by the student.

OFFICIAL GUIDELINES FOR THE ROYAL CONNECTION

The Royal Court of Miss Lincoln University and Mr. Lincoln University referred to hereafter as the *Royal Connection* is composed of the following:

Mr. and Miss Lincoln University

Gentleman of Honor/Lady in Waiting

Miss and Mr. Senior

Miss and Mr. Junior

Miss and Mr. Sophomore

Miss and Mr. Freshman

Miss and Mr. International

Miss and Mr. ROTC

Greek Queens and Kings

The Royal Connection is an organization of elected campus Queens and Kings. The Royal Connection serves under Miss and Mr. Lincoln University and the Advisor(s).

STUDENT CODE OF CONDUCT

<u>INTRODUCTION</u>

Lincoln University's policies and regulations are established to protect the health, safety and daily operations of the university community. Any member of the campus or local community may officially report a violation of the Student Code of Conduct, university policies or housing policies. Students (persons currently or previously enrolled at the university) or prospective students are responsible for knowing and following all published policies and regulations. Any student who commits a violation of the Student Code of Conduct on or off the campus of Lincoln University may be subject to disciplinary procedures while enrolled or upon future enrollment at Lincoln University.

Each student who enters the university is respected as an adult and is expected to demonstrate a high level of responsibility and maturity. Student honesty and integrity are fundamental elements of responsible citizenship and are part of the basic character required for a productive academic and social career.

The aim of the Student Conduct System proceedings is to arrive at fair, impartial decisions which ensure that students assume full responsibility for their actions. When a violation of a policy, rule or regulation occurs, the university will generally strive to inform and guide students towards the development of personal responsibility, conscientiousness and ethical standards. However, the university reserves the right to suspend or remove a student from the university and/or from university managed housing if that action is necessary for the continuing operation of the campus or to ensure the health and safety of the student and university community.

In cases requiring severe student discipline, such as long-term suspension for misconduct, the university is obligated to adhere to the procedural requirements of Due process. The requirements do not demand an inflexible legal procedure for all such cases. However, three minimal requirements apply, growing out of fairness implicit in the procedural due process.

First, the accused student is given notice in writing of the specific ground(s) and the nature of the evidence on which the disciplinary proceedings are based.

Second, the student is given an opportunity for a hearing.

The third requirement is that disciplinary actions must be supported by substantial evidence.

Lincoln University may also take disciplinary actions when a student's off-campus behavior is a violation of federal, state, local laws and/or university policy. If a student has allegedly violated an institutional regulation and is also charged by civil or criminal authorities with violations of misconduct, university disciplinary proceedings may be initiated separately from any civil/criminal case.

Please note: The Lincoln University Police Officers are commissioned law enforcement officers who can make arrests and initiate civil/criminal cases.

Students may seek to change university policies through the appropriate channels; however, they are expected to comply with existing regulations until such changes become effective. The fact that a student disagrees with university policy is not justification for disregard. Sanctions are imposed based on the seriousness of the violation. More than one violation will be justification for increased severity of penalties.

ARTICLE I: RIGHTS AND RESPONSIBILITIES

A student accused of violating university policies, rules and/or regulations is given the right to have his/her case adjudicated by a university appointed Judicial Officer or disciplinary committee. It is very important for students to respond to requests to meet with university officials. If a student does not respond to requests to meet, he/she may be given sanctions without his/her input.

Additional student rights and responsibilities include but are not limited to:

- The opportunity to present a defense against the allegations filed against the accused student
- The right to select advocates to assist in his/her defense
- The right to present any evidence on his/her behalf including witnesses, written statements and documentation
- The right to be found responsible or not responsible solely on the evidence presented at the hearing
- The right to make a statement in his/her own behalf
- The right to access all documents, statements, or printed evidence before the hearing
- The right to a closed hearing
- The right to be notified of the final decision within five working days of the hearing
- The right to appeal a decision by the Judicial Officer, Disciplinary Committee, or the Dean of Students.

Admission of Responsibility

Students should be aware that admission of violations of university rules and regulations to university officials may result in adjudication with or without a hearing.

Interpretation of the Conduct Code

Any question of interpretation regarding the Student Code of Conduct shall be referred to the Dean of Students for final interpretation.

The Student Code of Conduct is reviewed annually by members of the Student Life Review Board which consists of faculty, staff and students. The Conduct Review Committee will submit recommended changes to the Dean of Students.

ARTICLE II: VIOLATIONS OF THE UNIVERSITY RULES AND REGULATIONS

A. Standard of Proof

In all cases of disciplinary adjudication, the university decides responsibility using "a preponderance of evidence" indicating that it is "more likely than not" that an incident did or did not occur. If a student is found responsible for any of the following violations, he/she will be subject to disciplinary action through the Student Conduct System. The sanctions imposed will depend on the severity of the violation(s) and/or the student's previous disciplinary record. If the alleged violation is judged to be severe enough by the Dean of Students, the university reserves the right to impose interim suspension before a conduct hearing has occurred (see Interim Suspension). The use of interim suspension is used when there is a threat to the

health and safety of the accused student and/or other members of the university community.

B. Rules and Regulations

Violations include:

- 1. **Stealing:** Stealing or attempted stealing, unauthorized possession, misuse or wrongful appropriation, vandalism or malicious destruction, or sale of property belonging to the university, an organization affiliated with the university, or a member of the university community (student, faculty, staff and/or campus visitor).
- 2. **Illegal Drugs & Other Substances:** Being in the presence of any drug that is prohibited by law. The manufacture, use, possession or sale of any drug that is prohibited by law. Possessing drug paraphernalia or other paraphernalia used to facilitate illegal use, and attempting to manufacture or sell counterfeit drugs are also included in this violation.
- 3. **False or Withheld Information:** Knowingly providing false information or withholding information from a Lincoln University Police Officer(s), university official or disciplinary committee. This includes falsely reporting a fire, bomb threat or other emergency.
- 4. **Tampering:** Tampering with witnesses, evidence, the Judicial Officer and/or any other aspect of the adjudication process.
- 5. **Disorderly Conduct:** Excessively loud, lewd, indecent, obscene or inappropriate conduct for an institution of higher learning off campus, on university owned or controlled property, or at a university sponsored or supervised event. Music or other noise played excessively loud is included in this violation.
- 6. **Obstruction:** Disruption, or prevention of teaching, research, administrative disciplinary proceedings, meetings, interviews, ceremonies, emergency responses, other university activities (including public service events), or other authorized activities on university property. This violation includes resisting arrest and/or interfering with law enforcement officer or university official acting in performance of their duties.
- 7. **Assault:** defined as the use of physical force against another person that places the person in danger or in apprehension of bodily harm.

- 8. **Harassment:** threats of violence directed to an individual or group, cyber bullying, intimidation, coercion. Examples: Stalking, false imprisonment, intimidation and domestic abuse.
- 9. **Sexual Misconduct**: This violation includes but is not limited to: **sexual harassment**, rape, sodomy, fondling, and statutory rape
- 10. **Self-Harm:** Any conduct that threatens or endangers the health or safety of oneself on or off university property, or at a university sponsored or supervised activity. Examples: **self-mutilation**, attempted suicide etc.
- 11. **Weapons:** Possession or use of a weapon, including, but not limited to firearms, knives, bows, arrows, BB guns, paint ball guns and air guns, dangerous chemicals, incendiary devices, or other explosive substances including fireworks, sling shots, martial arts devices or other objects classified or used as weapons with potential danger or harm.
- 12. **Failure to comply:** Failure or refusal to comply with verbal or written request/directions from a university official.
 - A. Each student is required to have a Lincoln University e-mail account which is considered the central communication point through which he or she may always be reached. It is the student's responsibility to check his/her e-mail daily and respond to notices. This includes communication systems used by faculty and staff to communicate with students.
 - B. All students are required to have a Lincoln University identification card and to carry it with them at all times while on university property. Each student should be prepared to identify him/herself and surrender his/her student ID upon request of a university official, including but not limited to Lincoln University Police Officers, faculty/staff members and resident directors and resident assistance.
 - C. Students must evacuate a building or residence hall during a fire alarm.
 - D. Students must comply with all official safety drills on campus.
- 13. **Unauthorized Entry or Use:** Unauthorized entry or use of university buildings, facilities and equipment, including unauthorized possession and/or duplication or use of university keys.
- 14. **Forgery:** Forgery, alteration, falsification, destruction, misuse, unauthorized use or reproduction of a university document, record or identification; unauthorized use of Lincoln University stationery, seal, business cards, or logo; or misrepresenting oneself as a university official.
- 15. **Alcohol:** The possession, use or distribution of alcohol by students on university property or as a part of any university activity is prohibited. Any student who violates this standard of conduct shall be subject to disciplinary sanctions. Sanctions may include suspension and/or referral for prosecution. This sanction includes the distribution of alcohol to minors on or off campus.
- 16. **Vandalism:** Participation individually or in groups on or off university property which causes damage to public or private property. Vandalism includes misuse of, vandalism to, or tampering with fire equipment, including fire extinguishers, alarms, hoses and smoke detectors.

- 17. **Solicitation:** Of and by students or student organizations for money, goods or services without authorization from the Dean of Students. Solicitation by non-students must also be approved by the Dean of Students.
- 18. **Fraudulent Business Transactions:** Forgery or recognized student organizations failing to meet contractual obligations. This violation includes illegal sale of textbooks.
- 19. **Computer Security Violations:** Accessing without authorization a file to use, read or change contents, unauthorized transfer of a file; use of computing facilities to interfere with the work of another student, faculty member or university official; use of computing facilities to send obscene or abusive messages; cyber bullying, intentional introduction or spreading of a computer virus to the university computing system; use of computing facilities to view any pornographic material over the internet; unauthorized use of another individual's computer account, misuse of one's own computer account or any violation of the policies for using computing and network resources provided by Lincoln University.
- 20. **Disciplinary Sanction Violation:** Failure to comply with or complete sanctions imposed under the Student Code of Conduct, housing policies or university policies.
- 21. **Policy Violations:** Failure to adhere to any university policy, rule or regulation.
- 22. **Criminal Violation:** Violation of any state, federal or local law while on university property or at any university sponsored or controlled activity.
- 23. **Gambling:** Knowledge of, being in the presence of or directly involved in any form of gambling involving the exchange of currency or anything of value.
- 24. **Hazing:** Willful act occurring on or off campus directed against a student or a prospective member of a registered student organization, athletic or band program. Acts of hazing shall include the following:
 - A. Any activity by one student acting alone or acting with others that recklessly endangers the physical health or safety of the student or prospective member including physical brutality, whipping, beating, branding, exposure to elements, forced consumption of food, alcoholic beverages, drug or other substances, or forced smoking or chewing of tobacco products;
 - B. Any activity which recklessly endangers the mental health of the student or prospective member, including sleep deprivation, physical confinement or other extreme stress-inducing activity;
 - C. Any activity that requires the student or prospective member to perform a duty or task that involves a violation of the criminal laws of Missouri;
 - D. Any activity by one student acting alone or acting with others that is directed against any other student for the purpose of humiliating or impairing the self-confidence of the student attacked; and
 - E. Any willful act by one student acting alone or with others attempting to commit any of the above acts.

Prohibited Conduct:

1. No student shall knowingly engage in hazing either as a perpetrator or a recipient.

- 2. No student shall encourage, aid or assist any other student(s) in the commission of any act of hazing.
- 3. Any violation of (1) and (2) above shall be deemed "hazing" within the meaning of university policy.

PLEASE NOTE: Violations which may result in suspension or expulsion from the university include, but are not limited to, the following violations:

- Possession, use or intent to distribute illegal substances
- Possession or use of illegal substance paraphernalia
- Possession or use of a weapon (See ARTICLE II, Section B #10 for examples)
- Starting a fire
- Tampering with fire safety equipment
- Physical assault/ fighting
- Harassment
- Sexual misconduct
- Theft
- Computer hacking or misuse
- Extensive property damage either to university or to individuals' property on or off campus
- Possession of stolen property

Other issues/instances which could bring about suspension:

- Repeat offenses
- Incomplete sanctions including community services, restitution, papers etc.
- Multiple violations in a single incident
- Being referred for alleged misconduct while on Disciplinary Probation

Article III Violence Against Women Act

Background

On March 7th, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 ((VAWA), Public Law 113-4). Among other provisions, this law amended section 485(f) of the Higher Education Act of 1965, as amended (HEA), otherwise known as the Clery Act (20 U.S.C. 1092(f)). All Institutions of Higher Education that receive Title IV funding must follow the requirement under the Clery Act as a condition of receiving funds or any other form of financial assistance under any federal program. The Clery Act requires Universities to compile statistics for certain crimes that are reported to campus security authorities or local police agencies including incidents of sexual assault, domestic violence, dating violence, and stalking. Additionally, institutions are required to include certain policies, procedures, and programs pertaining to these crimes in their Annual Security Reports (See 34 CFR 668.46 for more info).

Lincoln University prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the university community. This policy applies to all students and employees, regardless of sexual orientation or gender identity. No officer, employee, or agent threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities under any provision of this policy.

Additional information on the crimes of domestic violence, dating violence, sexual assault and stalking can be found in the following documents:

- 1. Comparison of Federal Definitions to Missouri Statutes and Sexual Offense; and
- 2. VAWA Crimes Tables

Student Life Review Board Requirements

If the assailant is a student, regardless of criminal or civil action, campus administrative action may be initiated through the Student Conduct system. Specific violations related to domestic violence, dating violence, sexual assault, stalking, and retaliation in the <u>Lincoln University Student Code of Conduct</u> are **Fighting/Battery/Assault** (Article II.B.7), **Verbal Abuse/Threats** (Article II.B.8), and **Threatening Behavior** (Article II.B.9).

Possible Sanctions

Sexual offense, domestic violence, dating violence, and stalking cases referred to the Lincoln University Student Conduct system may result in the perpetrator being suspended from the university. More than one sanction may be recommended or imposed for any single violation when deemed appropriate by the Judicial Officer or Disciplinary Committee. All disciplinary sanctions are noted in the student's non-academic student file. Records of suspended students are kept indefinitely. Sanctions for students may include residence hall transfer or suspension, interim suspension, long-term suspension, or permanent suspension. Any disciplinary sanction may include the completion of an appropriate counseling or other rehabilitation program.

Student Conduct Procedures

All Student Conduct proceedings shall provide a prompt, fair, and impartial investigation and resolution; and be conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

Rights of the Accuser and the Accused

The accuser and the accused are entitled to the same opportunities to have others present during an institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice.

Both the accuser and the accused shall be simultaneously informed, in writing, of:

- the outcome of any institutional disciplinary proceeding that arises from an allegation of domestic violence, dating violence, sexual assault, or stalking;
- the institution's procedures for the accused and the victim to appeal the results of the institutional disciplinary proceeding; and
- any change to the results that occurs prior to the time that such results become final; and when such results become final.

ARTICLE IV: UNIVERSITY PROCEDURE FOR RESOLUTION

A. Filing a Complaint

Any university official or student may file a complaint against a student. A Lincoln University Incident Form (IRF) must be completed and signed online. The form is available online at:

https://www.formstack.com/forms/LU_MO-irf

B. Judicial Process for University Policy, Rules or Regulation Violations

The University Judicial Officer has the responsibility to receive and, where appropriate, investigate complaints arising out of a claim(s) that the Student Code of Conduct, University Policies or Rules and/or Regulations have been violated. After receiving a complaint, the Judicial Officer will determine through investigation if the alleged

charges have merit. Any student charged with a violation will be scheduled for a Pre-Hearing Conference meeting to begin the investigative process.

C. Pre-Hearing Conference

At the Pre-Hearing Conference the student is:

- 1. Given an explanation of the judicial process;
- 2. Given a detailed explanation of the charges;
- 3. Given an explanation of the rights and responsibilities of the student;
- 4. Given an opportunity to ask questions regarding the judicial procedures;
- 5. Given the opportunity to enter a plea of "responsible" (admitting to having committed the offense) or "not responsible" (denying having committed the offense). If the student pleads "responsible," then the Judicial Officer will evaluate the case and may apply an appropriate sanction or recommend a sanction to the Dean of Students. If the student pleads "not responsible," the case will be forwarded to the appropriate disciplinary committee;
- 6. Informed of his or her right to bring witnesses and evidence to the hearing;
- 7. Informed of the appeal process;
- 8. Informed of the option to waive his or her right to a hearing;
- 9. Notified of their right to access all evidence that will be used during a disciplinary hearing prior to the hearing.
- 10. Given the Student Conduct Acknowledgement Form to read and subsequently sign.

Please note: Signing this form verifies that the above listed items occurred at the Pre-Hearing Conference.

If the case merits a hearing, a written notice along with a hearing date and time will be sent to the student electronically to their official Lincoln University email address. The student will be given the choice to waive his/her right to a hearing. If the student waives his/her right to a hearing, he/she accepts responsibility for all charges. In the event that a student waives the right to a hearing during the Pre-Hearing Conference, the Judicial Officer will examine the information available, and if the information reviewed indicates that the accused student is responsible, may render a sanction or recommend a sanction to the Dean of Students. If the information available does not indicate that the accused student is responsible, the student will be found not responsible. When a student waives the right to a hearing, sanctions may be appealed to the Dean of Students. When a student waives the right to a hearing, he/she will indicate this on the Student Conduct Acknowledgement Form.

If a student fails to attend a scheduled Pre-Hearing Conference or Conduct Hearing, the Pre-Hearing and Conduct Hearing may proceed in the absence of the student. Such an absence will not be considered grounds for an appeal, unless the student provides a reasonable and compelling cause. Students may receive sanction(s) at the end of the Pre-Hearing Conference if case is minor. If this occurs, the case is closed. If the student is not pleased with the sanction, he or she can appeal to the Dean of Students.

ARTICLE V: DISCIPLINARY COMMITTEES

In the case of a Conduct Hearing, the Judicial Officer will arrange for the hearing by scheduling a meeting of the Student Life Review Committee.

- Student Life Review Board: The Student Life Review Board (SLRB) generally hears cases that
 may result in suspension. The SLRB consists of a combination of faculty, staff and students. The
 quorum is five voting members; the chair shall not have a vote. The SLRB makes confidential recommendations for disciplinary actions to the Dean of Students. The Dean of Students imposes
 sanctions. Suspension sanctions may be appealed to the University President.
- Residential Hall Conduct Council: The Residential Hall Conduct Council hears cases of residential hall violations. The council consists of resident advisors, resident directors, students and staff. The quorum is five members. The council's decisions may be appealed to the Dean of Students. The decisions of the Dean of Students are final.

ARTICLE VI: HEARING PROCEDURES AND SANCTIONS

A. PROCEDURES FOR CONDUCT HEARINGS

- a. The presiding officer shall call the hearing to order, ascertain the identification of all testifying parties and read the charges which have been filed against the student.
- b. The student is informed of all of the evidence that will be used during the hearing.
- c. The student may have an attorney or an advisor present for a conduct hearing; however, the attorney or the advisor may not participate in the hearing.
- d. The oath of honesty shall be administered to all testifying parties.
- e. The student is asked to enter a plea of "responsible" (committed the violation) or "not responsible" (did not commit the violation).
- f. The student is given the opportunity to respond to the charges and introduce witnesses and/or evidence in support of his/her testimony.
- g. Judicial Board committee members will question the student and any witnesses.
- h. The student is given the name, address and telephone number of the appropriate official to contact should the student choose to appeal the decision.
- i. The committee members privately evaluate the case and arrive at a decision of responsible or not responsible, and any appropriate recommended sanction(s).
- j. The hearing is adjourned.
- k. After the hearing, students will be notified in writing of the outcome.
- 1. If an appeal is filed, the student will receive in writing the final decision made by the appellate officer.

There shall be a single verbatim record, such as a tape recording, of all hearings before a disciplinary committee. The record shall be the property of Lincoln University.

B. SANCTIONS

More than one sanction may be recommended and/or imposed for any single violation when deemed appropriate by the Judicial Officer or Disciplinary Committee. All disciplinary sanctions are noted in the student's non-academic student file and may be kept for a period of three years after they leave the university. Records of suspended students are kept indefinitely.

Alcohol Sanctions

Alcohol sanctions my included but is not limited to: a Disciplinary Warning, education sanctions, counseling, fines, resident hall transfer or suspension, university suspension, expulsion, and/or prosecution.

Disciplinary Warning

A disciplinary warning is a verbal or written notice given to a student whose behavior is in violation of university policy. This sanction is often given in conjunction with other disciplinary sanctions.

Disciplinary Probation

Disciplinary probation is an intermediate sanction imposed for a specified period of time. The probation period allows a student to demonstrate acceptable behavior in order to continue enrollment at Lincoln University. Guidelines for a student's behavior may be included as conditions of the probation. If an offense is committed during the probation period, sanctions of suspension may result.

Illegal Drug and Other Substances sanctions

Include but are not limited to: a Disciplinary Warning, counseling, fines, resident hall transfer or suspension, university suspension, expulsion, and/or prosecution.

Loss of Privileges

Denial of specific privileges (e.g., attendance at university-sponsored events or access to resident halls for visitation) for a specific period of time.

Parental Notification

The university, in its sole discretion, may notify parents and/or guardians/sponsors regarding students under the age of 21 years of age who are in violation of campus alcohol and drug policies without the student's consent.

Restitution

Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.

Fine

A \$50 fine may be imposed per violation for students found responsible for violating the Student Code of Conduct. Fines can only be recommended by a judicial hearing board and approved by the Dean of Students. Funds will be used for Student Conduct awareness and educational programs and training.

No Contact

Restriction from entering specific university buildings and activities to eliminate contact with alleged victims and/or other forms of contact with certain person(s).

Other

Work assignments, service to the university, educational projects, community volunteer services, research reports, counseling, etc., as long as deemed appropriate within the educational mission of the university.

Residence Hall Transfer or Suspension

Transfer of the student from the residence hall room to another room or housing unit or suspension from university housing. Conditions for possible readmission may be imposed.

Interim Suspension

A temporary suspension of a student while a conduct case or appeal is pending. This action will be taken if there is a threat to the health or safety of a student and/or other members of the university community.

Suspension

Suspension is an involuntary separation of the student from the university for a specific period of time. This sanction includes the student being suspended from the residence halls, banned from all university facilities (and subject to arrest for trespassing and charged with Failure to Comply). Readmission to the university may be granted after the suspension period or conditions have been satisfactorily met. Suspension for one semester shall mean the student may not re-enroll until the following semester. (The student may not re-enroll during an intervening summer term.) Reinstatement after suspension is not automatic. The student must submit a letter of reapplication to the Dean of Students for consideration. This letter should include explanation of activities pursued during the period of suspension and what measures/steps have been or will be taken to ensure that the student will not violate this or other articles of the Lincoln University Code of Conduct.

Expulsion

Expulsion is an involuntary permanent separation of the student from the university. This sanction shall be made part of the student's permanent academic record. It requires a student to be withdrawn from all classes, suspended from the residence halls, banned from all university facilities (and subject to arrest for trespassing), rendered ineligible to register for any university class, and prohibited from participating in university activities. The student's transcript will indicate that the student was withdrawn by the university.

ARTICLE VII: Timeline

- A. Students should receive a hearing notification in five (5) business days*
- B. Students should receive a hearing confirmation (schedule) within 10 business days*
- C. Hearing and sanctions must occur within 30 business days*
 - a. In all references to 'business days' will exclude the first and include the last day of such period. Business days include normal university operating days and exclude holidays and weekends. The last business day ends at 5:00 p.m.

APPEALS PROCESS

- A. When a sanction does not involve suspension from the university, the student shall have the right to request an appeal of the case by the Dean of Students if a University Judicial Officer imposed the initial sanction(s).
- B. In the case of a suspension, a student may submit a written appeal to the President of the University.
- C. Appeal requests must be submitted in writing within two working days following the receipt of the decision. The letter should be clear and specific as to what new evidence is offered or what serious breach of the student's rights transpired.
- D. When an appeal is conducted, the President or Dean of Students shall not substitute his/her judgment for that of the original Judicial Officer or Disciplinary Committee. Rather, the scope of the review shall be limited to:
 - 1) New evidence not available at the time of the hearing becomes available;
 - 2) A material violation of procedure by the Judicial Officer and/or hearing committee occurs;
 - 3) The decision being appealed is not supported by significant and relevant evidence in the record;

- 4) A legal right of the student has been violated; or
- 5) The punishment imposed is arbitrary or unreasonable.

STUDENT AFFAIRS

HOUSING AND DINING

Lincoln University operates both co-ed and single gender residence halls. Housing is obtained on a mandatory room and board basis. The charges are based on occupancy for a full semester. The room deposit must be paid in advance of occupancy, with an increase of cost affecting only new students. Residence halls are officially closed between semesters; however, students may remain on campus for a nominal fee.

Rooms are double occupancy, unless a private room is requested and is available. An additional cost will be applied. The private room fee must be paid in advance of occupancy. All residence halls are air-conditioned.

All residence hall students eat in the Scruggs University Center Cafeteria. The cafeteria is also available for off-campus students.

CAMPUS HOUSING POLICY

The educational value of campus residence hall living has long been established. It is one of the most effective applications of sociological theories explored in the classrooms. Fundamentally inherent in residence hall living is the continuous interaction between students and staff representatives of the cultural, ethnic and socio-economic diversity in the national and international communities beyond the geographical confines of the university. The living-learning environments of the university foster the student development philosophy that stresses the acquisition of knowledge, the development of understanding and appreciation for differences, and the responsibility for self-improvement. Implicit in the university's application of the student development model is the nurturing of human growth and development, which enables students to prepare for the transition from campus life to the real world of ethnic, gender, religious and political diversity. Ideally, these living-learning experiences are recommended for every entering freshman under 21 years of age. However, reality of educational costs, available residence hall facilities and family structures dictate an on-campus housing policy sensitive to these factors. To this effect, the area of Student Affairs administers an on-campus housing policy. Following are the rules and regulations of this policy:

- 1. All entering unmarried freshmen students under 21 years of age, officially registered for twelve or more academic credit hours, and whose primary domicile is beyond a 60-mile radius of the university are required to reside in the campus residence halls for four (4) consecutive semesters.
- 2. Room and board are mutually inclusive components of on-campus residency.
- 3. All unmarried international students under the age of 21 are required to reside on campus for four (4) consecutive semesters. Room and board are mutually inclusive components of on-campus residency.
- 4. Students who desire exemption from this policy must file a written request to the Residential Life Appeals Board, c/o Vice President for Student Affairs, 117 Young Hall.
- 5. Veterans of the U.S. Armed Forces are exempted from this policy.
- 6. Transfer students under 21 years of age with verification that they resided for a minimum of two (2) years in on-campus housing at another institution are exempted from this policy.
- 7. All unmarried transfer students under 21 years of age, whose primary domicile is beyond a 60-mile radius of the university, who have lived in on-campus housing for less than two (2) semesters are required to live on campus for the remainder of the four (4) semester duration; e.g., students who lived on campus at another institution for one (1) semester are required to live for three (3) semesters in a university residence hall.
- 8. Students whose 21st birthday occurs while living in a residence hall are required to remain in the residence hall until the end of that semester. At that time, the Buyout Policy may apply. (See Buyout Policy)
- 9. In the event rooms on campus are not available to accommodate all students affected by the On-Campus

Housing Policy, a waiting list will be maintained. Those students on the waiting list will be furnished with a list of off-campus realtors. Those students will be responsible for their own housing that semester. In the event that the lease for off-campus housing is a 12 month lease, students will be expected to fulfill the requirements of Lincoln University and spend two concurrent semesters on campus. Students on the waiting list will be notified when space is available for them to move on campus.

10. Each student living off campus, due to unavailable space, must report to the Office of Residential Life with their current address and phone number. These students will be notified by mail of their room assignment on campus for the following semester/year.

Notification of housing assignments will be sent to students' local addresses in mid-July prior to the beginning of the academic year at the university. Registration for the next academic year will automatically include room and board costs.

Notwithstanding the university's strong commitment to the student development philosophy, the official residence hall contract explicitly states the mutual rights and responsibilities of the university and its residential students. In the spirit and intent of the University Oath, it is the position of the university that on-campus living is a privilege, not an obligation, for students. Consequently, the university reserves the exclusive right to negotiate and/or terminate contractual arrangements between its students at any time it deems appropriate.

BUYOUT POLICY

Students who have lived in the residence halls four consecutive semesters, or who turn 21 years of age in the middle of an academic year, and who wish to leave the residence hall during the contract period, may buy out their contract at the end of an academic semester. To do this, the resident must agree to forfeit their \$125.00 room deposit and pay a buyout fee of \$250.00 prior to moving out. The buyout fee cannot be placed on his or her account.

The buyout policy does not apply to students who are student teaching outside the 60-mile radius, or become married. The resident will be eligible to receive a refund of their room deposit. A check for the deposit will be issued and mailed to the resident or allocated to their outstanding balance.

A student who becomes pregnant will be allowed to move off campus and the buyout policy does not apply; however, she will forfeit her room deposit.

A student who is eligible for buyout at the end of an academic semester, but temporarily resides on campus at the beginning of a new academic semester, will be charged a fee of \$19.00 per day up to three weeks from the date of the opening of residence halls, in addition to the \$250.00 buyout fee and forfeiture of their \$125.00 deposit. The total of the \$19.00 per day fee will be applied to the student's account. Residents who are allowed to live off campus at the end of an academic semester, (e.g. student teaching, marriage) and who temporarily reside on campus at the beginning of a new semester will be charged a fee of \$19.00 per day up to three weeks from the date of the opening of residence halls. A buyout may not take place after the halls have been open for three weeks.

Approval of the buyout is not automatic; but at the discretion of the Director of Residential Life.

ROOM DEPOSIT

All new applicants are required to pay a \$125.00 room deposit which is used to secure a residence hall room for the academic year. Departing from or leaving Lincoln University at the end of a semester without completing the academic year will result in the deposit being forfeited.

CANCELLATION OF CONTRACT AND REFUNDS

This contract may be cancelled (and the \$125.00 room deposit refunded) only after a written request has been received by the Office of Residential Life on or before the following dates:

Fall Semester: On or before July 30
Spring Semester: On or before January 2
Summer Semester: On or before May 25

Please Note: These dates apply only to incoming students.

A written request received after the above-mentioned dates, but before the applicable opening day, will also result in a forfeiture of the room deposit. Students leaving the residence halls at any time other than the end of the contract period will forfeit the \$125.00 room deposit. However, a refund of room and board fees based on a daily pro-rated charge, as designated by the university, will be received. This daily rate will begin on the day that the residence halls open.

Please Note: No refund will be made after the first three weeks of an academic semester.

Appeals are to be submitted to: Residential Life Appeals Board, c/o Vice President for Student Affairs, 117 Young Hall.

Any students found guilty of violating Lincoln University's Code of Conduct and who are removed from campus remain liable for the cost of their room and board for the remainder of the semester in which they are enrolled and must fulfill any outstanding housing requirements if and when they return to campus.

TERMINATION OF THE HOUSING CONTRACT AND EVICTION FROM THE RESIDENCE HALL

Upon action by the Vice President for Student Affairs or her/his designee, a student may have her/his housing contract terminated and may be evicted from the residence hall for one or more of the following reasons:

- 1. An unwillingness or inability to abide by the terms and conditions of the housing contract;
- 2. An unwillingness or inability to make payments per the established deadline dates;
- 3. Failure to maintain enrollment in the university;
- 4. Engagement in behavior deemed detrimental to the health, safety, welfare, and/or security of self or other residents.

The housing contract may also be terminated when a student has been suspended or dismissed from the university for poor academic standing, or when a summary suspension has been imposed on a student for violations as listed in the Student Handbook, Residential Life Conduct Procedures.

When a housing contract is terminated for any reason other than summary suspension, the resident has 24 hours to properly check out of their assigned room and their room deposit will be forfeited. In most instances, the student will be charged the full contract amount or the buyout fee, if applicable.

The student whose housing contract is terminated will be notified in writing and will be given a specified time by which to vacate university property. If the student fails to vacate by the specified time, an officer of the LUPD will escort the student off university property. If any personal items are left in the residence hall at the time of eviction, the items shall become the property of Lincoln University.

RESIDENCE HALL RULES AND REGULATIONS

The rules and procedures which govern the university's living and learning centers are established in order that the residence halls might offer every student an environment that is safe and secure, and conducive to study and rest.

- 1. Room Assignments: Each resident is to occupy only the room assigned to him/her. A change in room assignment is made only through re-assignment by the appropriate resident director, as approved by the Director of Residential Life. With the exception of graduating seniors and other students remaining due to special responsibilities, the residence hall room assignment terminates 24 hours following a student's last final examination for the academic year. For an additional fee, students may stay past this termination deadline; however, they must make arrangements prior to this deadline with the Department of Residential Life. Any student who has withdrawn from the university will have 24 hours to retrieve or remove their personal belongings from their room. Any items left beyond the 24-hour time period will become property of Lincoln University.
- 2. Room/Space Consolidation: University Housing has the right to maximize the occupancy of its residence hall facilities in order to make efficient use of the facilities. As such, it may be necessary each semester to consolidate vacancies. Residents without roommates, for whatever reason, are given the option to designate their room a double, private at an additional pro-rated cost, or select a roommate from a

list of other residents needing to consolidate. Residents choosing to room with each other will then determine who will move. It is important that the resident retaining their space be courteous and helpful as they welcome their new roommate. At the end of the consolidation phase, residents who fail to find a roommate will be charged the additional cost of a double, private room.

- 3. Improper Check Out and/or Abandoned Property: Any resident failing to properly check out will be charged a \$25 fine and any applicable fees for room damages and/or lost keys. Proper check out includes the removal of all personal belongings from the resident's room. In the event this does not take place, residence hall staff will inventory, pack and donate to charity or dispose of the resident's belongings.
- **4. Deregistration Due to Non-Payment or Withdrawal from the University:** Any resident who is deregistered due to an outstanding balance or who has withdrawn from all classes has **24 hours** to properly check out of their room after they receive notification of their deregistration. A student may not live on campus if they are not enrolled in classes.
- 5. Keys: Room and entrance keys may not be transferred or duplicated. Residents are responsible for returning all keys upon termination of contract. Room keys that are not returned, or that have been reported lost or stolen, constitute a security risk and will automatically result in a lock being rekeyed. Lock rekeying will be completed at the student's expense. During the Winter Break, all keys must be turned in at the front desk of your respective hall. Any keys not returned will result in a charge being placed on the student's account of not less than \$75.00.
- **6. ID Card:** Students must carry their University ID with them at all times, **including in the residence halls.** Students are responsible for providing it when requested by a university official, faculty or staff. Lost or stolen IDs can be replaced at the Office of University Relations, Room 303 Young Hall during regular business hours.
- 7. Firearms and Weapons: Students shall not possess or use on residence hall property firearms, including concealable firearms, ammunition or other implements used as weapons and other items classified as weapons in the Missouri Revised Statutes. Students found violating this policy may be immediately removed from the residence halls and the violation may result in expulsion from the university. Toys which resemble weapons are also prohibited in the residence halls including, air pistols, paintball guns, squirt guns, etc.
- **8. Quiet Hours:** Quiet hours are defined as conditions under which virtually no controllable noise is discernible from an individual, a residence hall room, study lounge or living corridor. Quiet hours exist within each residence hall as follows:
 - a. Weekdays 8:00 p.m. 10:00 a.m. (Sunday through Thursday)
 - b. Weekends 10:00 p.m. 10:00 a.m. (Friday through Saturday)
 - c. During the semester final exam period, 24- hour quiet hours begin at 12:00 midnight on the Friday preceding the exam week and remain in effect until the close of the semester.
 - d. On long vacation weekends (e.g., a Monday holiday), the weekend hours will be in effect until the night before classes begin.
 - e. Weekday quiet hours do not change for mid-week holidays (e.g., Veteran's Day) or during break housing periods.

Failure to abide by established quiet hours will result in disciplinary action being taken.

- **9.** Courtesy Hours: Courtesy hours are in effect at all times. Courtesy hours can be defined as conditions under which noise will not be disruptive or disturbing to either students or staff.
- 10. Sound Equipment: The use of sound equipment, such as stereos, radios, TVs, tape decks, CDs and computers must not infringe upon the rights of others. Use of headphones during quiet hour/courtesy hour periods is strongly encouraged. Use of sound equipment in which the volume exceeds acceptable levels can result in disciplinary action, and the student may be required to remove the equipment from the residence hall.

- **11. Horseplay:** Includes but not limited to water guns, water balloons, water fights, mud fights and snowball fights. All are prohibited in or around the residence halls.
- 12. Pranks: Pranking or playing a practical joke on another person is considered a form of harassment and can lead to injury, inappropriate behavior and acts of retaliation that can be detrimental to the residence hall community. This being the case any type of pranking is prohibited in the residence halls and can result in cancellation of the housing contract.
- 13. Illness: All cases of illness or accident should be reported to the appropriate resident director and Student Health Services. A student leaving the residence hall for treatment at the Student Health Services Center should report to the appropriate resident director or staff assistant before leaving the residence hall.
- **14. Smoke Free Halls:** All residence halls have been designated smoke free. Students who choose to smoke outside the building must move away from the entrance door or move to a designated smoking area.
- **15. Fire System:** Sounding false fire alarms, tampering with the fire fighting or safety equipment including extinguishers, smoke detectors, sprinklers, exit signs, pull stations, fire exit alarms, suite entrance fire doors, and stairwell fire doors, etc. is a serious offense. Those found in violation of setting off a false fire alarm may be removed from the residence halls and fined. The university may pursue criminal charges.
- **16. Sprinkler Systems:** The sprinkler may not be touched, hit, or have anything hung from it. Should a sprinkler be set off whether accidentally or intentionally, the resident will be responsible for all costs associated with the incident, including any damage caused as a result.
- 17. Food and Cooking: Cooking should be limited to microwaveable food.
- **18. Electrical Appliances:** Each room is equipped with a refrigerator/freezer combination. Items such as hot plates, George Foreman grills and toaster ovens are not permitted. Appliances permitted are:
 - Clothes iron (with temperature settings)
 - · Coffee maker
 - · Curling iron
 - Electric blanket (with temperature settings)
 - Hair dryer
 - Hair rollers
 - Heating pad (with temperature settings)
- 19. **Damage to Room Furnishings:** The resident shall reimburse the Department of Residential Life for all damage to or loss of any fixtures or furnishings caused by negligence of the resident or his/her guest. If the damage cannot be directed to a specific student, the damage expenses will be prorated among the residents of the suite/apartment/floor/building.
- 20. **Defacing Walls:** Writing, painting, nailing, taping, gluing on room walls, windows and doors is expressly prohibited.
- 21. **Telephones:** The university provides local service in each student's room. Students are encouraged to bring their own phone.
- 22. **Mail:** U.S. mail is delivered by the U.S. Postal Service to the Department of Residential Life and is then distributed to each hall. Outgoing mail is picked up from the Office of Residential Life by the U.S. postal carrier.
- 23. **Mail Box Stuffing:** Registered student organizations are prohibited from stuffing mailboxes with any type of commercial advertising, including coupons. Products or services by commercial agencies must be delivered through the US Postal Service unless otherwise authorized by the Director of Residential Life.
- 24. **Solicitation:** Only official registered campus organizations are permitted to canvass door-to-door. Those wishing to canvass must make a formal request to the Director of Residential Life at least seven days prior. (Canvassing for sales/profit is prohibited.) If approved, the organization must contact the front desk in the

area in which they wish to canvass. They also must abide by all hall and university regulations and abide by the wishes of residents who do not wish to participate. Residents may not carry on any organized business for remunerative purposes from their room.

- 25. **Postings:** The Department of Residential Life recognizes the need for a balance between residents' need for information and the maintenance of a residence hall community environment. The posting policy serves to create this balance. In order to post materials in the residence halls the following guidelines must be adhered to:
- All materials posted must be approved and stamped/initialed by the Director of Residential Life or his/her designee.
- Once materials have been approved and stamped, contact the residence hall director in each area to arrange posting of approved posters/flyers.
- The residence hall director will indicate recommended locations to hang materials.
- Posters must utilize appropriate 3M adhesive products such as masking tape or blue painters tape. Duct, Scotch, electrical or packing tape and putty tack are prohibited. Posting with tacks/staples is allowed only on approved bulletin boards.
- Postings are not allowed on outside doors or windows.
- No materials, whether flammable or non-flammable, may be suspended from, attached to or draped just beneath the ceiling.
- Materials promoting or displaying any alcohol or alcohol manufacturers, illegal drugs or use offensive language or pornographic images will not be posted.
- Materials posted without permission will be taken down.
- Materials posted will remain up for no more than two weeks.
- 26. Married Students: The university does not have facilities for married students and/or families.
- 27. **Handbook Changes:** The university reserves the right to change any of the rules and regulations in this handbook and will notify students of any such changes in their campus mailbox and building postings.

ROOM INSPECTION

Maintenance, property inventory, safety and sanitation inspections will be held monthly by each resident director and/or desk manager. Every possible effort will be made to conduct such inspections while the assigned resident is present. At that time, the resident will be fully apprised of his/her rights and of the purpose of the inspection.

Unannounced safety inspections will be conducted at the direction of the Director of Residential Life with the assistance of the Lincoln University Police Department (LUPD) and residence hall staff. Any banned or prohibited item(s) found in a resident's room (e.g. candles, incense, extension cords, food preparation appliances other than the microwave, cigarettes, alcohol, drugs and/or drug paraphernalia, and any item that meets the definition of a weapon as presented in Article II, Section B of the Student Code of Conduct) are subject to university and/or legal sanctions. Fines may also be assessed for violation of the housing rules and regulations (e.g. tampering with a smoke detector, etc.) Charges may be filed against a resident by the LUPD when they are in violation of the law.

Off-campus authorities may not gain room entrance to search a student's room without a search warrant (executed by a magistrate court judge) except in the case of "hot pursuit" by any law enforcement agency. U.S. Treasury Department agents and FBI agents are the only exception to the above requirements for a valid search warrant (federal law).

GUIDELINES FOR INTER-VISITATION:

Visitation begins the third Monday after the residence halls open.

I. General Procedures

- A. **Designated Hours:** 5:00 p.m.-11:00 p.m. weekdays and 5:00 p.m.-1:00 a.m. Fridays and Saturdays.
- B. Inter-visitation will not be in effect during Thanksgiving, Christmas, Easter Holidays, mid-term and final

exams.

- C. Residents may choose any variation of visitation hours they wish within the times stated and may also elect, if they so desire, not to have any co-ed visiting hours. A two-thirds majority of the residents will be required to approve this proposal.
- D. Visitation requires that the residents of each residence hall prepare their own visitation program at the beginning of each semester, post the proposal prominently and arrange a vote by secret ballot. A two-thirds majority of the residents is required to approve any proposal. Voting will be held during the first official residence hall meeting. ANY RESIDENT NOT IN ATTENDANCE WILL BE SHOWN AS HAVING CAST A "NO" VOTE.
- E. A majority of a residence hall's house council, or 20%, of its residents may initiate a new vote to eliminate or reduce visitation hours at any time during a semester.
- F. Each residence hall will be required to accept responsibility for control and implementation of visitation and for the establishment of internal procedures to ensure the safety, welfare, privacy and individual rights of all members of the residence hall.
- G. Visitation places the responsibility for success or failure upon self-governance by residence hall students.
- H. The Director of Housing may cancel visitation at any time in any residence hall.

II. Signing-In and Signing-Out Procedures for Registering Guests

- A. A registration desk is located in the entrance lobby of each residence hall.
 - 1. At each registration desk there is a master card file of all residents, including a list of students ineligible to participate in the visitation program.
 - 2. Each resident is to show his/her student ID card, sign his/her name and their guests' names and leave his/her photo ID. The ID will be returned when the guest is signed out by the student.
 - 3. If a student does not have the proper identification (photo ID), he/she cannot participate in the visitation program.
- B. All students participating in visitation are responsible for ensuring their guests (non-residents included) are signed out by 11:00 p.m. during the week and 1:00 a.m. on weekends.

NOTE: In accordance with state statutes, the university reserves the right to evict any non-resident who has not been vouched for as a visitor of a resident in good standing.

III. All Guests Must Use Restrooms as Indicated in Each Residence Hall

The host/hostess shall be responsible for escorting his or her guest to the nearest restroom as applicable.

IV. Host/Hostess Responsibilities

- A. Each host/hostess is responsible for his or her guest at all times.
- B. When hall staff is not available, there will be NO visitation. **Please Note**: A sign will be posted, reading "NO VISITATION NOW" when this occurs.
- C. If a guest is not signed out by 11:00 p.m. on weekdays or 1:00 a.m. on weekends, the staff member on duty and the resident director shall be notified, and necessary measures will be taken to remove him/her from the residence halls.
- D. Any resident who does not have his/her guest signed out by 11:00 p.m. on weekdays or 1:00 a.m. on week-ends will be reported for disciplinary action to appropriate university officials.
- E. All residents participating in visitation shall enter the residence hall through the front door. No other route is to be used when escorting guests to or from the residence hall.
- F. Guests' movements are restricted to the room of the host/hostess and designated restrooms.
- G. Loitering in halls or stairwells with guests is prohibited and will be considered a violation of the visitation policy.

H. Each resident is permitted only one guest of the opposite sex at a time in his/her room unless special permission is granted by the Resident Director.

ESCORT POLICY

A non-resident guest, including family members, must be escorted by the host at all times. Residents may find it helpful to explain this policy to friends and family prior to their arrival on campus.

NOTE: Stairwells, lobbies and elevators within the residence halls are subject to the escort policy.

Each resident, by virtue of his or her having accepted on-campus housing, agrees to conform to the University Rules and Regulations pertaining to the operation of residence halls. For a more comprehensive listing of residence hall rules and procedures, consult the **Residence Hall Handbook.**

PARKING LOT RESTRICTIONS

All parking lots, and areas immediately surrounding them, are subject to the following restrictions:

- 1) **NO** loitering around vehicles.
- 2) **ONLY RESIDENCE HALL** students may park vehicles in the lots adjacent to residences halls between 5:00 p.m. and 7:00 a.m. daily.
- 3) **NO** unescorted visitors (non-students) in the area.
- 4) **NO** loud music audible within 30 feet.
- 5) ALL persons entering the lots are subject to being checked for current Lincoln University ID cards.
- 6) Residence hall **visitation hours** will be strictly enforced.

Residence halls and the areas around them are for the use of resident students and their invited guests only. All other persons will be considered trespassers. **Trespassers will be prosecuted.**

FINANCIAL AID

STUDENT FINANCIAL AID AND SCHOLARSHIPS

Lincoln University's financial aid programs provide monetary assistance to students who may otherwise be unable to pursue their education at the university without such help.

Financial assistance from the university and other sources should be viewed as **supplementary** to what the student and/or the student's family can afford. The **primary responsibility** for paying the costs of obtaining an education lies with the student and his/her family.

Financial assistance at Lincoln University is based on both need and academic qualifications. A combination of these two factors is used in determining the type and the amount of financial assistance available to each applicant.

ALL FEDERAL, STATE AND INSTITUTIONAL REGULATIONS WILL BE FOLLOWED IN AWARDING FINANCIAL ASSISTANCE TO STUDENTS.

GENERAL ELIGIBILITY REQUIREMENTS

To be considered for financial assistance through Lincoln University, applicants must:

- 1. Be a United States citizen, national or permanent resident of the U.S. Permanent residents <u>must</u> provide documentation from the Department of Homeland Security (DHS)
- 2. Be admitted and enrolled as a regular student in an eligible program
- 3. Possess a high school diploma or its recognized equivalent (e.g., GED)
- 4. Be enrolled at least half-time for most programs
- 5. Be progressing satisfactorily toward his/her academic goal
- 6. Not be in default or owe a repayment on a Student Financial Aid grant or loan
- 7. Be registered with Selective Services (males)

HOW TO APPLY FOR FINANCIAL AID

To apply for all federal financial aid programs, students must complete the FAFSA (Free Application for Federal Student Aid) <u>each vear</u>. The information on the FAFSA will be used to determine eligibility for the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work Study (FWS) and selected university institutional scholarships, as well as the Federal Direct Loan (subsidized and unsubsidized). Students may complete the FAFSA by one of the following ways:

- 1. Online at www.fafsa.gov
- 2. By mail--Applicants may obtain a paper FAFSA from the Federal Student Aid Information Center by calling 1-800-433-3243.

PRIORITY DATE

The priority date for receiving some federal financial aid is August 1 for fall semester, January 1 for spring semester and June 1 for summer session. Financial aid information received after these dates may still be considered and aid awarded with any funds that may be available. Students will be processed on a first-come, first-awarded basis. Some aid such as FSEOG and Federal College Work Study has a priority date of April 1 for the upcoming semester.

SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS (SAP)

Eligibility to receive financial aid from federal Title IV programs requires that students maintain satisfactory academic progress. In response to requirements within the law for these programs, the university has developed this requirement in addition to existing academic policy and designated that it also extends to selected and institutional programs of assistance.

PURPOSE

The intent of this requirement is to: 1) ensure that students using financial aid programs are demonstrating responsible use of public funds in pursuit of their educational goals; 2) set standards for monitoring all financial aid recipients' course completion rates each term, warning individual students when progress is so slow that financial aid eligibility may run out before completion of the degree program; and 3) give students whose progress does not meet the standards of this policy at least one term of financial aid on a probationary basis in which to improve their academic progress.

DEFINITIONS

Attempted Course--A course that remains on the student's record after the first three weeks of the term.

Completed Course/Earned Credit--A course in which a grade of A, B, C, D or S was received. Withdrawals, no credits, blank grades, incomplete grades (I) or (X), failure (F), progress (PR) or unsatisfactory (U) are not considered "earned credit" for meeting progress requirements.

Developmental Course--Course with the prefix of "AE" or numbered "0XX" (not 100 level skills course).

Financial Aid--Federal Title IV programs, plus the state and institutional programs listed below:

- Federal Pell Grant
- Federal Supplemental Education Opportunity Grant (SEOG)
- Federal Work Study
- Federal Direct Loan (subsidized and unsubsidized)
- Federal Direct PLUS Loan
- Missouri State Financial Assistance Programs
- Foundation Scholarships/Grants
- Scholarships (LU, departmental or external)
- Tuition Waiver (except graduate and employee waivers)

Financial Aid Probation--A term in which a student who has been identified as not meeting one or more stand-

ards in this policy but continues to receive financial aid. By the end of the term of financial aid probation, a student is expected to have improved his or her academic progress in order to receive further financial aid.

Financial Aid Termination--The point at which a student is no longer eligible to receive financial aid as defined in the policy; normally, this is following an unsuccessful term of probation.

Incomplete--A grade of "I" or "X" received for an attempted course; no credit until the course is completed.

Maximum Time Frame--Time limit set for receipt of financial aid that is specific to a student's program of study. For undergraduate programs, federal law defines this limit as 150% of normal program length.

Satisfactory Academic Progress/Satisfactory Progress--Completion of courses at a rate that meets the standard defined in this policy.

Transfer Credit--Course accepted for credit at Lincoln University from another institution.

AUTHORITY

The Higher Education Act of 1965, as amended, and final regulations set by the United States Department of Education (34CFR668.16) require that institutions of higher education establish reasonable standards of satisfactory academic progress as a condition of continuing eligibility for federal aid programs. Nothing in this policy shall be construed as an exemption of the requirements of any other federal or state agency, or other granting or governing authority that apply to what assistance a student receives, nor does this policy limit the authority of the Director of Financial Aid when taking responsible action to eliminate fraud or abuse in these programs.

SATISFACTORY PROGRESS STANDARDS

To remain eligible for financial assistance, a student must:

- complete courses at an overall rate which will ensure graduation within the maximum time frame;
- earn credit for a reasonable number of credit hours toward a degree or certificate each term;
- complete developmental and incomplete courses in a timely manner;
- graduate prior to the maximum time frame specific to his/her degree program;
- maintain academic standing, usually specific term and cumulative grade point average, consistent with Lincoln University academic policy.

<u>Maximum time frame</u>--to retain financial aid eligibility, a student must complete his/her degree program within a specified time limit defined in cumulative attempted hours for undergraduate students. Attempted hours, for this purpose, include regular and developmental course hours, as well as accepted transfer credit. Once a student reaches the maximum time frame, he/she is ineligible for financial aid. Maximum time to degree completion is as follows:

First baccalaureate degree 186 attempted hours Second baccalaureate degree 60 attempted hours

Undergraduate appeals for an additional term of financial aid eligibility cannot be granted in excess of 150% of program length (1.5 times 124) or 186 hours.

<u>Overall completion rate</u>--completion rates reflect the rate at which students earn credit for courses attempted (e.g. a student earning nine of twelve hours would have a 75% completion rate). A student must meet an increasing standard of completion as he/she moves through the degree program in order to graduate within the maximum time frame. Satisfactory completion rates for this student are as follows:

0-36 cumulative attempted hours	70% completion
36.1-60 cumulative attempted hours	75% completion
60.1-84 cumulative attempted hours	80% completion
84. L+ cumulative attempted hours	85% completion

Second baccalaureate attempted

0-42 cumulative attempted hours 85% completion

85% completion

<u>Minimum completion within a term</u>--A financial aid recipient is to earn credit for at least one course per term. A student who receives financial aid but does not earn credit for any course within a term is not to receive financial aid in subsequent terms. If mitigating circumstances were responsible for zero completion hours within a term, a student may appeal and be granted a term of financial aid probation if adequate documentation is provided (e.g. doctor's statement).

<u>Incomplete grades</u>--Students receiving incomplete or "I" grades are not progressing satisfactorily. Consequently, a student who has six or more hours of incomplete in any term or at any time will be placed on financial aid probation for the next term of attendance and expected to complete the courses with "I" grades according to the university's "I" grade policy. A reduced course load may be recommended during the term of financial aid probation to ensure that both the course with the incomplete grades and new attempted courses can be satisfactorily completed by the close of that term.

<u>Developmental course completion</u>--Students taking developmental courses are eligible to receive financial aid for the first 20 hours of developmental classes attempted. Developmental courses must be completed at the same rate as other courses (see overall completion rate above). A student who must attempt developmental courses beyond twenty hours may appeal to continue receiving aid on probation during a term in which the additional developmental courses are attempted. As part of the appeal, the student should provide a letter of support from the Director of Student Support Services, Academic Enrichment Center or the Counseling Center.

<u>Grade point average/suspension</u>--Students must meet the university's policy on scholastic standing and grade point average as defined in the appropriate catalog. A student on scholastic suspension has not maintained acceptable academic progress. Student Financial Aid initially will block that student from receiving financial aid any other subsequent term. If readmitted or reinstated, the student may appeal to receive financial aid during a term of financial aid probation.

NOTIFICATION OF FINANCIAL AID PROBATION OR TERMINATION

The Department of Student Financial Aid will send an email to any student who is placed on probation or a termination email to any student who is no longer eligible for financial aid. The letter will be sent to the student's campus email address or personal email address that was provided to the University from their FAFSA application.

REINSTATEMENT

<u>Undergraduate with greater than 160 attempted hours and no degree</u>—The student must appeal on the appropriate form and provide a graduation plan signed by his/her academic advisor. If the plan is considered reasonable, the student will receive financial aid on probation for one or more terms until the degree is completed.

<u>Student on Financial Aid probation</u>--The student may regain eligibility in one or two ways after a term of financial aid probation: a) by meeting the completion standards which apply to the student after financial aid probation under this policy (e.g. at least 36 attempted hours with a 70% completion rate); or b) by improving their cumulative grade point average (cum GPA) to a 2.0 or above.

<u>Student with grade changes</u>—The student may regain financial aid eligibility by notifying Student Financial Aid of the grade change, including grades posted for incomplete courses.

<u>Student previously suspended</u>--A student loses financial aid eligibility at the time of suspension from the university and must appeal on the appropriate form to receive approval for a term of financial aid probation if reinstated or readmitted.

<u>Student terminated under prior policies or for zero completion</u>--The student must complete at least 12 hours with a 2.00 grade point average at his/her own expense and then may appeal to receive financial aid on a probationary basis.

APPEALS

1. A student who does not meet the undergraduate or graduate overall completion rates specified in this require-

ment will be placed on probation for one term following identification of unsatisfactory progress.

2. For all other purposes, a student who desires to appeal termination of his/her financial aid eligibility must appeal in writing, usually on a form designated for that purpose, to the Department of Student Financial Aid by the date indicated in the termination letter. The Director of Financial Aid may take action on the appeal or forward it to the Financial Aid Appeals Committee for review. The committee's decision may be appealed to the Director; the Director's decision may be appealed to the Vice President for Student Affairs.

The Financial Aid Appeals Committee, appointed by the Vice President for Student Affairs, shall have a member-ship that consists of two faculty and/or staff members familiar with university academic policy, in addition to a member of Student Financial Aid and Student Accounts Receivable. It may also have an additional member who participates in general committee matters. The committee considers, in a timely manner, appeals that are referred to it. The committee normally reviews on the written record and does not conduct hearings unless unusual circumstances warrant such. A student is encouraged to submit third party written document to support his/her appeal.

AMENDMENT TO THE REQUIREMENT

This requirement will be amended whenever applicable federal or state law or regulations are changed. Upon approval of the President, the Director of Student Financial Aid is authorized to incorporate and implement changes required by federal or state law or regulations. Other amendments, not required by changes in the law or regulations, will be considered through the revision procedures.

ATTENDANCE POLICY GUIDELINES

The Lincoln University Class Attendance Policy explains how attendance may affect a student's grade. Students must stay within the guidelines of this policy in order to continue receiving financial assistance.

OTHER UNIVERSITY ADMINISTERED AND/OR FUNDED SCHOLARSHIPS

All scholarship recipients must enroll full-time, maintain the required cumulative grade point average and earn a minimum of 24 semester hours per academic year, in order to receive the award in the following year for awards that may be renewed. Recipients failing to achieve the minimum academic credit hour requirement and cumulative grade point average toward a degree may use summer school to make up the deficiency.

FINANCIAL AID CASH DISBURSEMENT PROCEDURES

Students receiving Title IV (Federal Government funded) funds are advised that refund checks from Pell and Supplemental Opportunity Grant (SEOG), in most instances, will not be available until approximately 14 days after the first day of class.

Procedures for receiving loan refunds are as follows:

In the case of the Federal Direct Loan:

Loan funds will be electronically transmitted to the university. The university requires that a Student Loan Request Form be completed prior to loan origination that states how much the student is requesting for the term or academic year. Federal law requires verification of each student's enrollment status, completion of a Master Promissory Note (MPN) to be on file with the Department of Education, and participation in entrance counseling for first-time borrowers before the disbursement of funds.

The loan funds will be applied to the student's account within three days of receipt. The loan funds will cover any balance that is due and the remaining proceeds will be refunded to the student within 14 business days.

In the case of the PLUS Loan:

Loan funds will be electronically transmitted to the university. Federal law requires verification of each student's enrollment status and the completion of a Master Promissory Note (MPN) to be on file with the Department of Education before the disbursement of funds. The university may also request a Parent Excess Authorization Form to be completed by the parent directing the university how to disburse the excess funds applied to the student's account.

The loan funds will be applied to the student's account within three days of receipt. The loan funds will cover

any balance that is due and the remaining proceeds will be refunded to the individual specified by the parent on the Authorization of Excess Funds form within 14 business days.

FEDERAL FINANCIAL AID REFUND PROCEDURES

If a student withdraws or is expelled from Lincoln University, then the school or the student may be required to return a portion of the federal funds awarded to the student. The student may also be eligible for a refund of a portion of the tuition, fees and/or room and board paid to the university for the semester. If the student received financial assistance from outside of the family, then a portion of the refund will be returned to the grant, scholarship or loan source from which the assistance was received.

A student who desires to withdraw from the university should visit the Records Office in B-4 Young Hall to begin the withdrawal process. This procedure will enable the university to refund the maximum possible institutional charges.

The university's refund policy is as follows: (Please see 4.10.2 Refund and Adjustment of Fees in Rules and Regulations.)

Refund and Adjustment of Fees

Tuition fees may be fully or partially refunded upon withdrawal from a sixteen-week course or from the university to students in good standing according to the following schedule:

During the first calendar week of classes Full Refund

During the second calendar week of classes 50% Refund

During the third calendar week of classes 25% Refund

After the third calendar week of classes No Refund

For an eight-week class, a 100% refund is allowed during the first calendar week of class.

No refunds are available after the first week.

For a four-week class, a 100% refund is allowed through the first day of class. No refunds are available after the first day.

Withdrawal from the university due to properly documented military service or extraordinary medical circumstances may be grounds for a partial or full refund of fees. Such requests submitted during the semester must be submitted to the Bursar for consideration. Requests submitted for prior semesters must be submitted to the Academic Routine Committee for consideration.

The federal formula requires a return of Title IV aid if the student received federal financial assistance in the form of a Pell Grant, Supplemental Educational Opportunity Grant, Federal Direct Student Loan or PLUS loan, and withdrew on or before completing 60% of the semester. The percentage of Title IV aid to be returned is equal to the number of calendar days remaining in the semester divided by the number of calendar days in the semester. Scheduled breaks of more than four consecutive days are excluded.

If any funds are to be returned after the return of Title IV aid, they will be used to repay state funds, other private sources, and the student in proportion to the amount received from each non-federal source as long as there was no unpaid balance at the time of withdrawal. If there was an unpaid balance, then all aid sources must be repaid before any funds are returned to the student.

NOTE: If funds are released to a student because of a credit balance on the student's account, then the student may be required to repay some of the federal grant(s) if the student withdraws. The university will not repay the federal grant funds on behalf of the student. Worksheets used to determine the amount of refund or returns of Title IV aid are available upon request.

The Department of Student Financial Aid notifies students by mail of the amount the student is required to repay. The student will then have 30 days to either remit the full amount or make satisfactory arrangements for repayment. Payment should be submitted to the Office of Student Accounts Receivable (105R Young Hall). Failure to repay the amount owed in a timely manner will result in a financial hold being placed against the student's Lin-

coln University records.

TYPES OF FINANCIAL AID

Financial aid is divided into four categories: grants, loans, scholarships and employment. Scholarship and grant monies are funds awarded with no requirements for repayment; loans are funds awarded with provisions for monthly repayment at low interest rates. The Lincoln University Department of Student Financial Aid administers the following:

GRANTS

Federal Pell Grant: An undergraduate student carrying at least a half-time course load is eligible to apply for the Pell Grant.

Federal Supplemental Educational Opportunity Grant (SEOG): An undergraduate student with exceptional financial need is eligible to apply for the SEOG.

Missouri Grant: Missouri residents are eligible to apply and must be full-time in order to receive the grant. Applicants must submit the completed FAFSA application prior to April 1. For returning students to be eligible, they must maintain a cumulative grade point average (GPA) of at least 2.5

LOANS

Federal Direct Loan: For disbursement of the loan to be applied to your account, you must be enrolled and attending as a half-time student, meaning at least six credit hours for undergraduate and five credit hours for graduate, to be considered eligible. Applicants must complete the FAFSA and Student Loan Request Form. Loans are funds that are borrowed and must be repaid. Repayment begins six months after the last date of enrollment, which can be graduation, when less than half-time enrollment status occurs or when the student withdraws and does not re-enroll. As with any loan, interest is charged; however, the interest on a student loan is lower than it would be on a regular consumer loan. First-time borrowers are required to participate in an Entrance Counseling session before their loan funds are disbursed. A Master Promissory Note (MPN) is required for all borrowers who are new to the Federal Direct Loan program or transferring in to Lincoln University.

Parent Loan for Undergraduate Students (PLUS): This program enables parents to borrow money to assist in the postsecondary education expenses of their dependent undergraduate children who are enrolled at least half-time. Once a parent applies and is approved, a Master Promissory Note (MPN) must be on file with the Department of Education before the disbursement of funds. The university may also request a Parent Excess Authorization Form to be completed by the parent borrowing the loan directing the University how to disburse the excess funds applied to the student's account.

Graduate PLUS Loans: Loan program that is credit-based for graduate students enrolled at least half-time. They may borrow up to the cost of attendance, minus all other financial aid received. With a variable interest rate up to nine-percent and interest accrual begins at disbursement. Repayment starts 60 days after the first disbursement has been made to the student's account. It is required that the student complete a FAFSA before the Graduate PLUS Loan can be originated, as well as a Student Loan Request Form and Master Promissory Note.

EMPLOYMENT

Federal Work Study Program (FWSP): The Work Study Program is sponsored by the university and the federal government to provide part-time employment funding to students in need of earnings to meet their cost of education. A student must be enrolled at least six hours each semester and three hours during the summer session to participate in the FWSP.

SCHOLARSHIPS

ACADEMIC SCHOLARSHIPS

All applicants are not guaranteed to receive the following scholarships due to limited funds available.

Curator's Scholarship: Covers approximately 90% cost of tuition/incidental and student activity fees, oncampus housing and a \$500 book allowance per semester (scholarship does not cover health insurance).

The applicant must have:

- Graduated from an accredited Missouri high school; and
- Ranked in top 10% of his/her graduating class; or
- Achieved ACT composite score of 24 or higher; or
- Earned a cumulative GPA of 3.2 or higher

(Student meeting all of the above criteria is given highest priority).

The recipient must matriculate at Lincoln University the first semester immediately following high school graduation

Presidential Scholarship: Covers approximately 80% of the cost of tuition/incidental and student activity fees, \$1,000 towards on-campus housing costs and \$450 per semester book allowance (scholarship does not cover health insurance).

The applicant must have:

- Graduated from an accredited high school (Missouri and out-of-state applicants are welcome); and
- Ranked in the top 20% of his/her high school graduating class; or
- · Achieved an ACT composite score of 22 or higher; or
- Earned a cumulative GPA of 3.0 or higher. (The student who meets all three of the above criteria is given highest priority.)

The recipient must matriculate at Lincoln University the first semester immediately following high school graduation

Soldiers' Scholarship: May be awarded to students who have an ACT composite score of 18 or higher, earned a cumulative GPA of at least a 3.0, and is based on availability of funds. The recipient must matriculate at Lincoln University the first semester immediately following high school graduation. The awarded amount is \$500 for eight consecutive semesters upon successful academic progress while at Lincoln University.

Lincoln University Founder's Scholarship: Based on availability of funds, may be awarded to students who have an ACT composite score of 18 or higher and have earned a cumulative GPA of at least a 3.0. The recipient must matriculate at Lincoln University the first semester immediately following high school graduation. The awarded amount is \$750 for two consecutive semesters.

Institutional Scholarship: Covers approximately 70% cost of tuition/incidental and student activity fees (*partial institutional scholarships given on occasion for lesser amounts*), \$750 toward on-campus housing costs; and \$350 per semester book allowance (scholarship does not cover health insurance). The scholarship is available to current Lincoln University students or students transferring to Lincoln University from other universities/colleges. The applicant must have completed 30 or more hours of college course work; with a minimum cumulative GPA of 3.0.

The above stated scholarships are renewable if the student maintains a 3.0 cumulative GPA and satisfies the minimum academic progress requirement for a full-time student.

Dean's Scholarship: Covers approximately 50% of the cost of tuition, incidental and student activity fees (scholarship does not cover health insurance); \$500 per semester toward the cost for on-campus housing; and \$250 per semester book allowance.

- Available to any student graduating from any accredited high school nationwide who has completed at least 60 credit hours at Lincoln University.
- Student must have ranked in the top 30% of high school graduating class; or
- Achieved an ACT composite score of 20 or higher; or
- Earned a cumulative GPA of 3.0 or higher (both high school and college level).

Students ineligible to apply for one of the five other scholarships listed above are encouraged to apply. This scholarship is not renewable.

For additional information, contact the Department of Student Financial Aid.

Departmental Scholarships:

For more information about available scholarships, please contact the appropriate department.

College of Agriculture and Natural Sciences	(573) 681-5109
Department of Agriculture and Environmental Sciences.	(573) 681-5967
Department of Life and Physical Sciences	(573) 681-5120
College of Arts and Letters	(573) 681-5300
Department of English, Foreign Language and Journalism	(573) 681-5280
Department of History, Political Sciences and Philosophy	(573) 681-5231
Department of Visual and Performing Arts	(573) 681-5195
College of Behavioral and Technological Sciences	(573) 681-5178
Department of Military Science	(573) 681-5346
Department of Computer Science, Mathematics, and Technology	(573) 681-5482
Department of Social and Behavioral Sciences	(573) 681-5145
College of Professional Studies	(573) 681-5489
Department of Business and Economics	(573) 681-5250
Department of Education	(573) 681-5250
Department of Nursing Science	(573) 681-5421
Division of Continuing Education and Extended Studies	(573) 681-5206
Office of Graduate Studies	(573) 681-5247
Athletics Department	(573) 681-5342

LINCOLN UNIVERSITY FOUNDATION SCHOLARSHIPS

The Lincoln University Foundation, Inc. is a not-for-profit corporation organized under the laws of the State of Missouri. The Foundation is the fundraising arm of Lincoln University and offers scholarships in varied amounts. A standardized application allows the applicant to be considered for all scholarships offered by the Foundation, for which the applicant meets the minimum eligibility requirements. Applications are due March 1. To obtain an application, or for more information, please contact:

Lincoln University Foundation Office 820 Chestnut, 301 Young Hall Jefferson City, MO 65102 (573) 681-5611

http://www.lincolnu.edu/web/lincoln-university-foundation/scholarships-lincoln-university-foundation

OTHER SCHOLARSHIP INFORMATION

State Grants and Scholarships

Missouri Department of Higher Education (MDHE) offers a wide variety of scholarships and awards. For additional information, please contact MDHE at 1-800-473-6757 or 573-751-3940, or via the internet at http://www.dhe.mo.gov/.

Missouri Teacher Education Scholarship and Missouri Minority Teacher Education Scholarship

For additional information, contact the Missouri Department of Elementary and Secondary Education, Division of Urban and Teacher Education at PO Box 480, Jefferson City, MO 65101, 573-751-1668.

OTHER AID PROGRAMS

Missouri Professional and Practical Nurse Loan Program: Enacted to address the state's nursing shortage through financial aid for the student pursuing a career in nursing. The loans are for the educational cost of a professional

or practical nursing program and the associated living expenses. The program is administered by the State Department of Health, please contact them for more information.

Vocational Rehabilitation: Provides financial assistance to the disabled individual pursuing a postsecondary education. For additional information, please contact the local State Office of Vocational Rehabilitation.

Veteran's Benefits: Please contact the Lincoln University Office of Veterans and Military Affairs (LUVMA) for information on the various types of assistance available at (573) 681-6105.

Outside Scholarship Information

NAACP Scholarships: Please contact the local NAACP organization for more information regarding the scholarships listed below and how to apply for them.

Oscar O. Lawson Minority Pre-Med Scholarship: Awarded to a minority student who aspires to become a physician and is in need of financial assistance.

David Brent Minority Social Worker Scholarship: Awarded to a minority student majoring in Sociology or Psychology, aspiring to become a Social Worker, and who demonstrates a need for financial assistance.

Lorine F. Knight Minority Education Scholarship: Awarded to a minority student majoring in Education, who wishes to become a teacher and who demonstrates a need for financial assistance.

Charles E. "Lefty" Robinson Black Studies Scholarship: Awarded to a minority student, seeking a degree in liberal arts education with a minor in black studies, who demonstrates a need for financial assistance.

To inquire about scholarship information: www.scholarships.com

To search for scholarships: www.fastWEB.com

STUDENT HEALTH SERVICES

The Student Health Center (SHC), located in the William J. Thompkins Center, operates (while school is in session) from 8:00 a.m. to 5:00 p.m., Monday through Friday during the fall and spring semester and 7:30 a.m. to 6:00 p.m. Monday through Thursday during the summer semester. The SHC is staffed by one full-time registered nurse (RN), one full-time licensed practical nurse (LPN), one medical assistant (MA), one administrative assistant and one part-time family nurse practitioner (FNP).

Serious Illnesses and Emergencies: Students who are seriously ill are brought either to the Student Health Center or sent directly to the nearest hospital emergency room. Emergency ambulance service may be obtained by notifying one of the following: Housing staff (i.e., Resident Director/Desk Manager), Lincoln University Police Department or Student Health Services.

Eligibility for Treatment: Both full-time and part-time students are eligible for treatment.

Health Form Requirement: A medical history form (www.lincolnu.edu/web/thompkins-health-center/health-form) and a copy of immunization records must be on file in the Office of Student Health Services prior to the student's second registration. (If your birth date is before December 30, 1956, the requirement for immunization records is waived). If you cannot find your immunization records, please contact the Student Health Center for assistance, (573) 681-5476. All students living in a residence hall are required to have documentation of meningitis vaccination **OR** waiver declining meningitis vaccination on file.

Family Nurse Practitioner's Hours: Family Nurse Practitioner's hours will be posted at the Student Health Center. Initial assessment and/or triage are performed by the Student Health Center nursing staff. Students desiring to be seen by the Family Nurse Practitioner must make an appointment. Appointments are scheduled during the Family Nurse Practitioner's hours.

Excused Absences (Medical Reasons): Official excuses for absences due to medical reasons must be documented by an off-campus physician, by a Student Health Service Family Nurse Practitioner (FNP), or by the Student Health Service nurse. Notes will only be given on the day of the office visit. Excuses for time waiting for the FNP or for other health related reasons will be issued by the nurse on duty at the time of departure. Students who are unable to participate in ROTC or physical education classes for medical reasons may obtain excuses from the Student Health Services.

STUDENT HEALTH INSURANCE

All students enrolled in 12 or more credit hours during the fall or spring semester must participate and will be automatically enrolled in the health insurance plan furnished by Lincoln University, through a commercial insurance company, unless proof of coverage through a similar policy is provided. (Please note: All students enrolled in 9 credit hours or more during the summer semester must participate in the health insurance plan.) If the student is covered under a comparable plan, they are eligible to waive the Student Insurance Plan. A Student Insurance Waiver must be completed through Bollinger Insurance Solutions by the deadline to waive insurance. This waiver is found at www.bollingercolleges.com/lincolnuniversity. Students must waive by the deadline provided; no late waivers will be accepted.

All international students are required to participate in the health insurance plan furnished by Lincoln University. The Lincoln University health insurance plan can cover students with less than 12 hours. The student must go to www.bollingercolleges.com/lincolnuniversity by the deadline to enroll in the plan. Payment is due to Bollinger Insurance Solutions at time of enrollment.

It is recommended that all students enrolled in the Student Health Insurance Plan be responsible healthcare consumers. Therefore, carefully review the policy brochure or call Student Health Services (573) 681-5476 to review the program at the beginning of your coverage term.

CAREER, COUNSELING AND DISABILITY SERVICES

The Career, Counseling and Disability Services (CCDS) Office is designed to serve as a student advocate. Professional services are provided for academic, vocational, and personal concerns in a non-threatening, non-judgmental, non-discriminatory environment by qualified professional personnel. In addition, a Crisis Intervention Referral Network is maintained to assure students the best and most effective treatment possible.

CCDS offers personality, achievement and aptitude tests to assist students in becoming aware of their abilities and personalities.

Various workshops and seminars are offered throughout the year to assist students in the areas of study skills, test anxiety, stress management, motivation, self-esteem, and other areas of concern.

CAREER DEVELOPMENT

Career Development provides an avenue for assessing career paths appropriate to individual skills, interests and educational pursuits. Services include activities in self-assessment; resume development, effective interviewing techniques and preparation, occupational and career resource information, and career counseling.

Career Services Staff will assist students and alumni in investigating career opportunities. Placement credentials are maintained by this office and are forwarded to potential employers and graduate schools upon written request. The on-campus recruiting program introduces students to potential employers through interviews with company and agency representatives. The Annual Career Fair assists students in preparation for future employment.

As upperclasspersons students may participate in internship programs which are designed to provide meaningful application to classroom theory and to expand awareness of career opportunities while receiving academic credit. These experiences assist in validating career choices and establish building blocks for future employment opportunities in business, industry, and government through alternating periods of attendance in college with periods of employment. We do not administer or oversee internship programs. However, we post information on the Intranet and distribute through the Experiential Learning Committee.

CCDS also serves as a clearinghouse for part-time and summer employment opportunities. For information, call (573) 681-5162 between 8:00 A.M. and 5:00 P.M. or visit 304 Founders Hall.

SERVICES FOR STUDENTS WITH DISABILITIES

Lincoln University is committed to providing equal opportunities to persons with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act (ADA) of 1990. Students are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment, or employment in its programs and activities. Questions

that may arise in regard to the university's compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act should be directed to the Coordinator of Disability Services, 304 Founders Hall, Lincoln University, Jefferson City, Missouri 65102-0029, (573) 681-5167.

Students who self identify will receive information on how to access Disability Services. These services are coordinated through the Disability Services Office. The type of service made available is dependent upon documented expressed needs. Examples of such services may include the following: the provision of text on audio tape for persons with visual impairments, learning disabilities or physical impairments, readers for visually impaired students, interpreters for the hearing impaired, note takers, access to chair-lift (keys), and coordination with agencies providing services for persons with disabilities. The university also provides on-campus-housing accommodations for students with disabilities.

If students find that an academic program is inaccessible, they should report this to the Coordinator of Disability Services or the academic dean of their college. Inaccessibility to extra-curricular programs or activities may also be reported to the Coordinator of Disability Services or the Director of Student Activities. Every effort will be made to make programs accessible.

Lincoln University reserves the right to require documentation of disabilities. Students should submit an Accommodation Request Form for disability related services as soon as possible after admittance to the university, in order that expressed needs can be met in a timely manner.

STUDENT SUPPORT SERVICES

Student Support Services (SSS) assists students who meet the eligibility criteria to achieve success by providing tutoring and mentoring services and activities that enrich the academic experience. The program, funded by the Department of Education, is designed to retain and graduate students who are enrolled in the program at Lincoln University. This program provides the tools needed to successfully navigate college life.

To qualify for the program, a student must be a United States citizen and meet one of the following criteria: be a first-generation college student, come from a low-income background, or have a documented disability. Once accepted into the SSS program, students are assigned a mentor/success coach and agree to follow the program guidelines.

At the beginning of each semester, an orientation is held in the SSS offices to provide students with a welcome to college life and introduction to the program. The Orientation is strongly encouraged for all SSS participants as well as students who may be interested in the program.

Each week, workshops are conducted by Student Support, LU staff and business professionals from the community, designed to help students improve their confidence, motivation and self-discipline. Many of the workshops are focused on specific areas of study, providing students an opportunity to network with professionals in their field of interest.

Students with active participation and who meet the program guidelines may be eligible for financial assistance each semester. SSS is located in the Dawson Hall Annex. Further information may be obtained by telephoning (573) 681-5974 or by coming in to the office to meet with staff.

DR. JABULANI BEZA INTERNATIONAL STUDENT CENTER

The Office of International Student Affairs serves the international students who are attending Lincoln University. The office provides students with any assistance needed in adjusting to life in the United States, whether it is cultural, personal, academic or immigration-related.

The International Student Affairs Office provides the following services:

1. Process Admissions applications for all undergraduate international students.

- 2. Assist the Graduate Office in processing Admissions applications for graduate students
- 3. Generate Certificates of Eligibility (I-20's) for all undergraduate and graduate students
- 4. Monitor and Maintain all Student Exchange Visitors Information System (SEVIS) Records
- 5. Assists international students in their adjustment to college life in the United States.

International students are often faced with concerns not encountered by American students. For example, an international student's funds from his or her home country may be unexpectedly delayed. Therefore, prior and timely financial planning is crucial.

International students should not plan on remunerative employment other than through limited campus employment, when available. An international student holding an F-1 Visa may not be granted permission to engage in off-campus employment during his or her first full year in the United States.

Off-campus employment without the approval of the U.S. Citizenship and Immigration Service (USCIS) is illegal. Spouses and other dependents of an F-1international student (while they are in the United sates as such dependents) are prohibited by law from undertaking any kind of remunerative employment at any time, either on or off-campus.

An international student on an F-1 visa must maintain lawful status. He/she must:

- 1.Attend the school he/she is authorized to attend. (12 hrs undergraduate and 9 hrs graduate)
- 2. Be a full-time student during the academic year. (Summer semester excluded)
- 3. Make normal progress towards the completion of the course of study.
- 4. Maintain a valid passport.
- 5. Apply for extension of program before the expiration date on the current I-20.
- 6. Follow USCIS procedures for transferring from one school to another.
- 7. Report a change of address to The International Student Affairs Office within ten days of the change. Students should also report the change of address to USCIS by completing Form AR-11 (available online on the USCIS website).
- 8. Have appropriate insurance as stipulated in the Federal Register, Part II, United States Information Agency, 22 CFR, part 514.

POLICIES AND REGULATIONS

Student Privacy Act

In accordance with the federal "Family Educational Rights and Privacy Act of 1974," Lincoln University has developed the following policy with regard to access to student records:

1. Public Records (Directory Information):

"Directory Information" includes the following information relating to a student: the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other information. Students shall be informed at the time of their admission that such records may be released unless they specifically request in writing by the last day of registration that all or part of the information shall not be disclosed as a matter of public record.

2. Confidential Records:

The university will not send or release grade reports, transcripts, attendance data, identifying data, or other educational information in the student file intended for school use, without written consent from the student. Upon receipt of a signed authorization from the student, appropriate material may be released in accordance with the student's request. Exempted from this restriction are parents of dependent students as defined by the Internal Revenue Code, i.e., students who receive over one-half of their financial support from their natural or

adoptive parents. The complete Student Records Policy is found in Chapter VI, section 6.30.1.

Student Right-To-Know and Campus Security Act

In compliance with the Student Right-To-Know and Campus Security Act, it is the policy of Lincoln University to make readily available information regarding Lincoln University's graduation rates and crime statistics. Graduation rates are available from the Office of the Registrar upon request.

Current campus law enforcement policies and campus security statistics are available upon request from Lincoln University's director of Public Safety. The "Lincoln University Campus Security and Crime Statistics Report" is also available for viewing on the Lincoln University website.

On-Campus Housing Policy

The educational value of campus residence living has long been established. To this effect, the area of Student Affairs administers an on-campus housing policy. Following are the rules and regulations of this policy:

- 1. All entering unmarried freshmen students under 21 years of age, officially registered for twelve or more academic credit hours, and whose primary domicile is beyond a 60-mile radius of the university are required to reside in the campus residence halls for four (4) consecutive semesters.
- 2. Room and board are mutually inclusive components of on-campus residency.
- 3. All unmarried international students under the age of 21 are required to reside on campus for four (4) consecutive semesters. Room and board are mutually inclusive components of their contracts.
- 4. Students who desire exemption from this policy must file a written request to the Residential Life Appeals Board, c/o Vice President for Student Affairs, 303 Young Hall.
- 5. Veterans of the U.S. Armed Forces are exempted from this policy.
- 6. Transfer students under 21 years of age with verification that they resided for a minimum of two (2) years in on-campus housing at another institution are exempted from this policy.
- 7. All unmarried transfer students under 21 years of age, whose primary domicile is beyond a 60-mile radius of the university, who have lived in on-campus housing for less than two (2) semesters are required to live on campus for the remainder of the four (4) semester duration; e.g., students who lived on campus at another institution for one (1) semester are required to live for three (3) semesters in a university residence hall.
- 8. Students whose 21st birthday occurs while living in a residence hall are required to remain in the residence hall until the end of that semester. At that time, the Buyout Policy may apply. (See Buyout Policy)
- 9. In the event rooms on campus are not available to accommodate all students affected by the On-Campus Housing Policy, a waiting list will be maintained. Those students on the waiting list will be furnished with a list of off-campus realtors. Those students will be responsible for their own housing that semester. In the event that the lease for off-campus housing is a 12 month lease, students will be expected to fulfill the requirements of Lincoln University and spend two concurrent semesters on campus. Students on the waiting list will be notified when space is available for them to move on campus.
- 10.Each student living off campus, due to unavailable space, must report to the Office of Residential Life with their current address and phone number. These students will be notified by mail of their room assignment on campus for the following semester/year.

Notification of housing assignments will be sent to students' local addresses in mid-July prior to the beginning of the academic year at the university. Registration for the next academic year will automatically include room and board costs.

Notwithstanding the university's strong commitment to the student development philosophy, the official residence hall contract explicitly states the mutual rights and responsibilities of the university and its residential students. In the spirit and intent of the University Oath, it is the position of the university that on-campus living is a privilege, not an obligation, for students. Consequently, the university reserves the exclusive right to negotiate and/or terminate contractual arrangements between its students at any time it deems appropriate.

Buyout Policy

Students who have lived in the residence halls four consecutive semesters or turn 21 years of age in the middle of an academic year, and who wish to leave the residence hall during the contract period, may buy out their contract at the end of an academic semester. To do this, the student agrees to forfeit the \$125 room deposit and to pay a buyout fee of \$250.00 (prior to moving out), which cannot be placed on his or her account. The buyout policy does not apply to students who are student teaching outside the 60-mile radius, or become married. The student will be eligible to receive a refund of the room deposit unless there is an outstanding balance on the student's account.

A student who becomes pregnant will be allowed to move off campus and the buyout policy does not apply; however, she will forfeit her room deposit.

A student who is eligible for buyout at the end of an academic semester but stays on campus at the beginning of a new academic semester will be charged a fee of \$19.00 per day, in addition to the buyout fee and forfeiture of the \$125.00 deposit. This will be applied to the student's bill up to the first week beginning the day the residence hall opens. Students who are allowed to live off campus at the end of an academic semester, (i.e. student teaching, getting married) for example and who stay on-campus at the beginning of a new semester will be charged a fee of \$19.00 per day up to the first week beginning the day the residence hall opens. Approval of the buyout is not automatic; but at the discretion of the Director of Residential Life.

Termination of the Housing Contract and Eviction from the Residence Hall

Upon action by the vice president for Student Affairs or her/his designee, a student may have her/his housing contract terminated and may be evicted from the residence hall for one or more of the following reasons:

- 1. an unwillingness or inability to abide by the terms and conditions of the housing contract;
- 2. an unwillingness or inability to make payments per the established deadline dates;
- 3. failure to maintain enrollment in the number of credit hours required by the housing contract;
- 4. engagement in behavior deemed detrimental to the health, safety, welfare, and/or security of self or other residents.

The housing contract may also be terminated when a student has been suspended or dismissed from the university for poor academic standing, or when a "summary suspension" has been imposed on a student for violations as listed in the Student Handbook.

When the housing contract is terminated for any of the given reasons, the deposit will be forfeited. In most instances, the student will be charged the full contract amount or the buyout fee, if applicable. (See section 5.34.1.) The student whose housing contract is terminated will be notified by certified letter and will be given a specified time by which to vacate university property. If the student fails to vacate by the specified time, Public Safety will escort the student off university property. If any personal items are left in the residence hall at the time of eviction, the items shall become the property of Lincoln University.

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.

Children on Campus Policy

Lincoln University is cognizant of the difficulties students may encounter relative to safe and uninterrupted care of minor children; however, the university's first priority is to provide an environment conducive to academic and work pursuits. Therefore, students are responsible for making childcare arrangements that do not include routinely bringing the minor child to work or to class for any extended period of time. In all cases, the student who brings the child to campus is responsible for direct, constant care and attention to the child's health, safety and welfare. Children may be invited to campus to participate in a course or program that legitimately involves children (e.g., education classes, university-sponsored community outreach activities, etc.) and that provides adequate supervision. Children who are sick and/or infectious should never be brought to campus, and certain areas of campus (e.g., construction sites) may never be open to children for safety and liability reasons. Permission to bring children into the classroom or work environment must be sought in advance from the class instructor or unit supervisor. The instructor of record maintains control of the classroom environment. (See Chapter IV, section 4.30.3.1, for the complete policy regarding children on campus.)

Service Animals Policy

<u>Definition</u>: Service animals are trained to perform some of the functions and tasks that an individual with disabilities cannot perform for her/himself. A service animal is individually trained to work or perform tasks for the benefit of an individual with disabilities as described in the Americans with Disabilities Act. A service animal is permitted to accompany a person with a disability everywhere on campus except in situations where safety may be compromised, due to chemicals, living organisms, or health and safety issues.

Requirements and Responsibilities: The service animal must be trained and have current health records. The animal must wear some type of recognized identification symbol. The animal must be well-groomed and have good hygiene. It must be on a leash at all times while accompanying the handler. The handler must be in full control of the animal at all times. Consequently, the handler is responsible for the behavior and actions of the animal. The service animal may not display disruptive behaviors such as barking, whining, growling, rubbing, etc. The service animal may be excluded from the campus when that animal's behavior poses a direct threat to the health and safety of others, or if the animal is destructive, ill or not clean. Additional guidelines relating to service animals are located in the office of the Coordinator of Disability Services.

<u>Dispute Resolution Procedure</u>: In the event of a dispute regarding a service animal, the complainant should confer with the Coordinator for Disability Services. If the matter is not resolved, the complainant should submit a written statement addressed to the ADA/504 Grievance Committee. If the complainant remains dissatisfied with the committee's recommendations, the dispute will be forwarded to the vice president for Student Affairs who shall gather information, review the matter, and issue a final decision on the university's behalf.

Communicable Disease Policy

A communicable disease (also called a contagious disease) is an infectious disease that is capable of being transmitted from one person to another. The university shall treat any communicable disease that may be contracted by students or employees in the following manner: Persons with such diseases will be permitted to work at the university unless the student or employee's personal physician, campus medical officials, or local/state public health officials declare that the disease represents a substantial risk to the health and safety of other members of the community. In such instances, appropriate measures will be taken to protect the institution and its constituents. In those instances in which a member of the university community is diagnosed as having a communicable disease,

the university will consider all obtainable facts, medical information, and legal advice in determining the appropriate action to take. A member of the university identified as having a communicable disease will not be barred from working, teaching, attending classes or participating in university-sponsored activities unless the appropriate administrative authorities in consultation with appropriate health officials determine that he/she presents a clear and present danger to the public health. All such decisions will be made on a case-by-case basis, and will consider the individual's state of health and circumstances. No specific or detailed information concerning the individual patient's medical condition will be released to the general public. In the event that a personal physician or a local/state health department official determines that an individual's medical condition represents a public health hazard, proper administrative personnel will be informed on a need-to-know basis. The person's medical condition should be maintained in strictest confidentiality and disclosed only to governmental authorities or for a medical justification. The university will make available to eligible persons appropriate clinical services, including testing and counseling, and will make other necessary referrals to health care agencies. This will be done in conjunction with local and state health officials. Health care workers, personal service workers and food service workers employed by the university will follow guidelines issued by the Center for Disease Control for the prevention of communicable diseases. The university is committed to providing a comprehensive educational program concerning communicable diseases.

Drug Prevention Program and Policy Statement

I. Background

The Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, require that, as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

Lincoln University has developed and adopted the drug prevention program described herein pursuant to the requirements of Public Law 101-226. This program document, which includes a policy statement and educational information, shall be known as the Lincoln University Drug Prevention Program and Policy Statement.

As a means of self-regulation, the university adopted a set of standards that was developed by the Network of Colleges and Universities Committed to the Elimination of Drug and Alcohol Abuse.

The university, by adopting the standards, has made a commitment throughout the institution to

- Establish and enforce clear policies that promote an educational environment free from the abuse of alcohol and other drugs;
- Educate members of the campus community for the purpose of preventing alcohol and other drug abuse, as well as educate them about the use of legal drugs in ways that are not harmful to self or others;
- Create an environment that promotes and reinforces healthy, responsible living and respect for community and campus standards and regulations; the individual's responsibility within the community; and the intellectual, social, emotional, spiritual or ethical, and physical well-being of its community members; and

Provide for a reasonable level of care for alcohol and drug abusers through counseling, treatment and referral.

II. Policy Statement

<u>Standards of Conduct</u>: The unlawful possession, use, or distribution of illicit drugs and alcohol by students or employees on the university property or as a part of any university activity is prohibited. Any student or employee who violates the Standards of Conduct shall be subject to disciplinary sanctions.

Disciplinary sanctions for students may include any of the Educational Sanctions prescribed in the Student Handbook including suspension, dismissal or expulsion and/or referral for prosecution. The procedures for imposing student disciplinary sanctions may be found in the Student Conduct Code.

Disciplinary sanctions for employees shall include an oral warning, a written reprimand, suspension or termination and referral for prosecution.

Any disciplinary sanction may include the completion of an appropriate rehabilitation program.

Policy Distribution: A copy of this Drug Prevention Program and Policy Statement shall be distributed annual-

ly to each university employee and to each university student who is taking one or more classes for academic credit with the exception of students enrolled for continuing education credit only.

<u>Periodic Reviews</u>: The Task Force on Implementation of the Standards shall conduct biennial reviews of the university's drug prevention program to determine the effectiveness of the program and to recommend/implement changes as

appropriate. Each such review shall also include an evaluation of disciplinary sanctions imposed during the review period to ensure that these sanctions are consistently enforced. At the completion of each biennial review, the Task Force shall within 30 days of said completion submit in writing its findings and recommendations to the President of Lincoln University.

III.Educational Information

As a part of its drug prevention program, the university has prepared the following information summary for educational purposes.

Counseling Services - In 1980, the State of Missouri created the Division of Alcohol and Drug Abuse as a division of the Department of Mental Health. Among the responsibilities of the Division is the provision of public information relating to alcohol and drug abuse and its prevention, treatment and rehabilitation (SS631.010, RSMO).

Other counseling and/or treatment resources available in the central Missouri area include:

Magellan Health Services 1-800-808-2261

Alcoholics Anonymous

Family Mental Health Center

Capital Region Medical Center

St. Mary's Health Center

Hotline numbers for counseling services and information include:

National Drug & Alcohol Treatment Hotline

1-800-662-HELP (4357)

Cocaine Help:

1-800-COCAINE (262-2463)

Marijuana Anonymous:

1-800-766-6779

National Institute for Drug Abuse (NIDA)

1-301-443-1124

For treatment centers located in your area call:

Mental Health (573) 751-4942

An Alcohol and Drug Abuse Yearbook/Directory is available for use in Page Library.

The university makes no endorsement with regard to any counseling/treatment facility and assumes no responsibility for the quality of services available.

The university's benefit plans, including hospitalization and salary continuation (to the extent vacation and sick leave annual balances are available), may be used for treatment of substance abuse as for any other diseases or disabilities.

Health Risks - The possible side effects of drug use range from euphoria, slurred speech and fatigue to hallucinations, increased blood pressure, coma and possible death.

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Alcohol can increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. When combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants may have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

Legal Sanctions - The Liquor Control Law for the State of Missouri provides that any person under the age of twenty-one years who purchases, attempts to purchase, or has in his/her possession any intoxicating liquor is guilty of a misdemeanor.

A person who has been convicted of a misdemeanor may be subjected to a fine ranging from \$50.00 to \$1000.00 and/or imprisonment for up to one year.

A person who has been convicted of a misdemeanor through which he/she derived money or property through the commission of the crime may be fined an amount which does not exceed double the amount of the money or property derived through the commission of the crime. An individual offender may not be fined more than \$20,000 under this provision.

The manufacturing, possession, sale, distribution and use of illicit drugs are prohibited by state law. Other prohibited acts include possession with intent to use drug paraphernalia and advertising the sale of drug paraphernalia.

Penalties for drug violations range from a fine of \$1,000 to life imprisonment.

2013-2014 ADMINISTRATIVE SERVICES

Dr. Kevin D. Rome, Sr. President 201 Young Hall 681-5042

Mr. Jerome Offord Chief of Staff 203 Young Hall Dean, Library Services and University Archives 218 Page Library 681-5501

Dr. Ann Harris Interim Provost, Interim Vice President for Academic Affairs 206 Young Hall 681-5074

Mr. Curtis Creagh Vice President for Administration 306 Young Hall 681-5079

Mrs. Theressa Ferguson

Vice President for Student Affairs 117 Young Hall 681-5128

Mrs. Benecia Williams Vice President for University Advancement Director of Alumni Affairs 301 Young Hall 681-5096

Dr. Linda Bickel, Dean College of Business and Professional Studies 116A Stamper Hall 681-5489

Dr. Linda Bickel, Dean School of Graduate Studies 116 Stamper Hall 681-5247

Ms. Yvonne Matthews, Interim Dean College of Agriculture and Natural Sciences 112 Bennett Hall 681-5109

Dr. Ruthie Sturdevant, Dean College of Behavioral and Technological Sciences Interim Dean College of Arts and Letters 312 Damel Hall 681-5185

Ms. Annette Crowder Director of Admissions and Recruitment B7 Young Hall 681-5599

Ms. Kathy Pabst, Director Division of Continuing Education and Extended Studies 110 Martin Luther King Hall 681-5206

Ms. Elizabeth Morrow-Cotton Director of Records/Registrar B4 Young Hall 681-5011

Ms. Tammy Nobles
Director of Student Activities
B16 Scruggs University Center
681-5266

Mrs. Misty Young Director of University Relations 303 Young Hall 681-5580

DEPARTMENT AREAS AND ADMINISTRATIVE OFFICES

	Telephone Number
Lincoln University	681-5000
OFFICE OF THE PRESIDENT (201 YH)	5104
Enrollment Management (B7 YH)	5102
Athletics (142 JH)	5342
Assessment, Institutional Research and Planning (B11 YH)	5995
Police Department (PD)	5555
ACADEMIC AFFAIRS (206 YH)	5074
College of Agriculture and Natural Sciences (112 BH)	5109
Department of Agriculture and Environmental Sciences (FSH)	5967
Department of Life and Physical Sciences (131 FH)	5120
Cooperative Extension (200 AH)	5543
Cooperative Research (112 BH)	5109
International Programs (336 FH)	5360
College of Arts and Letters (201 ELL)	5300
Department of English, Foreign Languages and Journalism (431 MLK)	5280
Department of Visual and Performing Arts (8 FAC)	5195
Department of History, Political Science and Philosophy (415 MLK)	5231
College of Business and Professional Studies (116 STH)	5489
Department of Business (101 STH)	5487
Department of Education (452 MLK)	5250
Department of Nursing (ELL)	5423
Office of Graduate Studies (116 SH)	5247
College of Behavioral and Technological Sciences (312 DH)	5178
Department of Computer Science, Technology and Mathematics (DH)	5482
Department of Social and Behavioral Sciences (310 FH)	5145
Department of Military Science (101 SH)	5346
Division of Continuing Education and Extended Studies (110 MLK)	5206
Center for Teaching and Learning (MLK)	5010
Page Library (PL)	5504
ADMINISTRATION AND FINANCE (306 YH)	5079
Bookstore (203 SUC)	5277
Food Service (SUC)	5267
Student Accounts (105 YH)	
Scruggs University Center (210 SUC)	5259

STUDENT AFFAIRS (117 YH)	5128
Financial Aid and Student Employment (103 YH)	6156
International Student Affairs (HM)	5477
Counseling and Career Services (TC)	5162
Student Health Services (TC)	5476
Residential Life (WH)	5478
Student Support Services (DSN SW)	5974
Student Conduct (303A YH)	5104
UNIVERSITY ADVANCEMENT (302 YH)	5096
Alumni Affairs (MEH)	5570
Commuter Student Affairs (B3 SUC)	5266
Fraternities and Sororities (B3 SUC)	5266
Lincoln University Foundation (301A YH))	5583
Student Activities (B3 SUC)	5266
Student Government Association (SGA) (B4 SUC)	6011
University Relations (303 YH)	5580
CAMPUS BUILDING ABBREVIATIONS	

ABF	Alan Busby Farm	5124 Goller Rd
ANH	Anthony Hall	825 Chestnut St.
AH	Allen Hall	900 Chestnut St.
BSU	Baptist Student Union	804 Fairmont
ВН	Bennett Hall	818 Lee Dr.
CSR	Chestnut St. Residence	1106 Chestnut St.
НІ	Continuing Ed Office	W. High St.
DH	Damel Hall	821 Taylor Dr.
DSN	Dawson Hall	711 Lee Dr.
DRC	Dickinson Research Ctr.	1219 Chestnut St.
STA	Dwight T. Reed Stadium	1110 Chestnut St.
ELL	Elliff Hall	709 E. Dunklin
FSH	Foster Hall	904 Chestnut St.
FH	Founders Hall	816 Chestnut St.
GF	Greenberry Farm	2300 Green Meadow
GN	Greenhouse	1204 Chestnut St.
GWCF	George Washington Carver Farm	3804 Bald Hill Rd.
YHA	Yates Hall	804A E. Atchison Ct.
НН	Hoard Hall	804B E. Atchison Ct.
HM	Home Management	926 E. Dunklin
JH	Jason Gymnasium Hall	809 Lafayette
MLK	Martin Luther King Hall	812 E. Dunklin

MEH	Memorial Hall	818 Chestnut St.
MIH	Mitchell Hall	706 E. Dunklin
MTN	Israel J. Collier Physical Plant	821 Lafayette
PH	Perry Hall	920 Taylor Dr.
PL	Page Library	720 Lee Dr.
PP	Power Plant	823 Taylor Dr.
PRH	Presidents Residence	601 Jackson St.
PS	Public Safety	1118 Chestnut St.
KJLU	Radio Station	1004 E. Dunklin
FAC	Richardson Fine Art Ctr.	710 E. Dunklin
SARF	Small Animal Research	1220 Chestnut St.
SCH	Schweich Hall	822 Chestnut St.
SH	Soldiers Hall	903 Lafayette
SRF	Swine Research Facility	5124 Goller Rd.
SSH	Sherman D. Scruggs Hall	800 Locust St.
SRS	Shipping, Receiving, Supply	1002 Chestnut St.
SCB	South Campus Building	906 Leslie Blvd.
STH	Stamper Hall	824 Chestnut St.
SU	Scruggs University Ctr.	819 Chestnut St.
TC	Thompkins Center	822 Lee Dr.
TH	Tull Hall	918 Taylor Dr.
YH	Young Hall	820 Chestnut St.
WF	Wesley Foundation	805 Atchison
WH	White House	925 E. Atchison Ct.

LINCOLN UNIVERSITY STUDENT HANDBOOK

Lincoln University is accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools. The **Lincoln University Student Handbook** is presented as an official reference for essential rules, regulations and guidelines of students' academic and social interactions with the university community. However, due to ever-changing conditions and student needs, the university reserves the right to revise guidelines and/or requirements listed in the **Lincoln University Student Handbook**. Therefore, the information contained in this revised edition is subject to change and does not constitute an agreement.

The Higher Learning Commission of the North Central Association 30 N. LaSalle Street, Suite 2400 Chicago, Illinois 60602-2504 1-800-621-7440

FREQUENTLY ASKED QUESTIONS

HOW DO I REGISTER FOR A CLASS?

If you are a student who has completed fewer than 45 semester hours, you are required to register with your advisor. Each student is assigned a freshmen advisor upon enrollment by the Center for First-Year Experience. You may obtain a Schedule of Courses book prior to registering to determine which courses you would like to enroll in.

Students who have completed 45 semester hours or more are eligible to register without their freshman or major advisor; however, it is important to meet with your advisor to ensure you are enrolled in courses that will help you complete the required coursework, and will enable you to graduate in an expeditious fashion. If you have greater than 45 semester hours you are eligible to register on Web Advisor independently. Please contact your major advisor, or visit the Web Advisor site for further details. If you have questions please contact the Center for First-Year Experience at (573) 681-5015.

WHERE DO I GET A BOOK VOUCHER?

Students may inquire about their eligibility for a book voucher within the Office of Student Accounts. Book vouchers are electronically processed and utilized at the University Book Store. In order to receive a book voucher, you must have excess financial aid after your tuition and fees have been processed and paid, or you must be a recipient of a book scholarship. You may contact Student Accounts by calling (573) 681-5278 or by email at: studentaccounts@lincolnu.edu.

THE VENDING MACHINE TOOK MY MONEY AND I DIDN'T GET WHAT I PAID FOR. HOW DO I GET A REFUND?

Refunds are issued in room 210 Scruggs University Center, Monday-Friday from 8 a.m. to 5 p.m. during regular business hours, and Monday-Thursday from 7:30 a.m.-6:00 p.m. during summer operating hours.

WHERE CAN I GET FREE TUTORING?

The Center for Academic Enrichment (CAE), located in 317 Martin Luther King Hall, has professional math and writing tutors available to all Lincoln University students. Additionally, the CAE coordinates a program called Supplemental Instruction (SI), which is available to students enrolled in select courses. Visit the CAE website or call 573-681-5968.

The Office of Student Support Services, located in the Dawson Hall Annex, offers tutoring and standing appointments for a variety of subject areas. Visit the SSS Office or call 573-681-5974 if you qualify for assistance.

The Success Connection (TSC), located in 117 Young Hall, has retired faculty, staff, and alumni available to assist in a variety of subjects, including English, math, biology, music, Spanish, and many more. Visit TSC on the web or call 573-681-6099 to schedule an appointment. You may also email them at tsc@lincolnu.edu.

DO I HAVE TO HAVE A PARKING PERMIT?

All students using the parking facilities of the university must register their motor vehicles with the Lincoln University Police Department. Registration must be made each academic year at the time of enrollment or within one day of bringing a vehicle on campus. A fee is charged for a parking permit. Registration of the vehicle gives the student the right to park in designated areas; however, due to the limited parking facilities on campus, a student cannot be guaranteed a parking space. Violations of parking and traffic rules will result in a ticket and fine. Any fine not paid will result in restriction of registration and receipt of transcripts. For additional information, refer to Lincoln University Traffic and Parking Regulations. Copies can be obtained from the Lincoln University Police Department. For more information please call (573) 681-5555 or email at cops@lincolnu.edu.

Students residing in campus housing may park in lots designated for residential parking during normal business hours (8 a.m. to 5 p.m.). The designated lots are Dawson/Martin, Sherman D. Scruggs, Thompkins, Bennett, Yates, Hoard, Perry and Tull. Only students residing on campus and having the appropriate parking permit (hangtag) will be allowed to park in lots adjacent to the residence halls (excluding certain employees of the building or as otherwise designated by signs). On-campus students may not park in the Collier Hatcher Parks lot during normal business hours. On-campus students may park in any available, non-reserved space after 5 p.m.

Commuter students will not be permitted to park in lots designated for residential parking. Faculty and staff will not be permitted to park in residential lots except as designated. Questions regarding parking may be directed to the Lincoln University Police Department at (573) 681-5555.

HOW DO I WITHDRAW FROM THE UNIVERSITY?

A student may withdraw from the university at any time before the last week of classes. The last day to withdraw is indicated in the academic calendar. A withdrawal is not official until filed with the Office of Records. Failure to withdraw properly will result in an automatic "F" grade in the courses affected (see Academic Calendar for dates).

To withdraw from the university, please complete the following steps:

- 1. Get a withdrawal form from the Records Office.
- 2. Get the withdrawal form signed by all offices listed on the form.
- 3. Return the withdrawal form to the Records Office.
- 4. Keep the yellow copy for your records.

For more information you may contact the Records Office at (573) 681-5011 or 681-5033 or by email at records@lincolnu.edu.

HOW DO I DROP A CLASS?

A student may drop a class prior to the last day to drop courses for the semester. (See the university calendar or the Schedule of Courses for drop dates for 8-week courses.) To drop a class/course, please complete the following steps:

- 1. Obtain a *Lincoln University Schedule Change* form from the Records Office.
- 2. Have the form signed by your advisor.
- 3. Sign the form yourself.
- 4. Return the form to the Records Office.
- 5. Keep the yellow copy for your records.

*Please note failure to withdraw properly will result in an automatic "F" grade in the courses affected. Also, students **may not** completely drop all classes or withdraw from the university on Web Advisor. You must complete a Lincoln University Withdrawal form--even if only for one course. For more information you may contact the Records Office at (573) 681-5011 or 681-5033 or by email at records@lincolnu.edu.

WILL DROPPING A COURSE AFFECT MY FINANCIAL AID?

All students receiving federal financial aid are required to complete courses as defined in the Satisfactory Academic Progress Policy. A student must meet an increasing standard of completion as he/she moves through the degree program in order to graduate within the maximum time frame. Satisfactory completion rates for this student are as follows:

0-36 cumulative attempted hours 70% completion 36.1-60 cumulative attempted hours 75% completion 60.1-84 cumulative attempted hours 80% completion 84.1+ cumulative attempted hours 85% completion

Students also must maintain a 2.0 grade point average which is the university's policy on scholastic standing. Students who fail to meet this requirement may be subject to review by the Department of Student Financial Aid. At Lincoln, we understand that often unforeseen circumstances may prevent a student from successfully meeting this requirement; therefore, an appeal process has been put in place to assist those students in getting back on track. Although dropping a class or withdrawing from the university may sometimes be the only alternative, it is imperative that you speak with a financial aid counselor or your academic advisor prior to doing so. Please contact the Department of Student Financial Aid for additional information at (573) 681-6156 or by email at financialaid@lincolnu.edu.

Can off-campus students eat in the cafeteria?

Yes. Students without meal plans may be subject to a nominal fee when utilizing campus dining services. For price information please contact Sodexo Campus Services at 573-681-5267.

Where are the computer labs located?

There are computer labs available for student use in the following locations: Founders Hall, Room 5; Math and Science Lab; Martin Luther King, Jr. Hall, Room 319, Center for Academic Enrichment Lab; Page Library, Blue Tiger Computer Lab; Stamper Hall, Room 118, College of Business Lab. For the hours of availability please visit

the Lincoln University's website, www.lincolnu.edu

Is there a copier available on campus for student use?

There is a color copier as well as a black and white copier available for student use on the main floor of Page Library, next to the Blue Tiger Lab. There is a minimal fee for each page copied. There are also copiers available to students in several of the academic buildings, contact an administrative office in the building as to the location and cost of use.

What services are available in Scruggs University Center?

Scruggs University Center houses the cafeteria, bookstore, 24 Hour Lounge, SGA, REC Room, Ballroom, Conference Rooms, as well as business offices.

I lost my Student ID. How do I get a replacement?

First check with the Office of University Relations, 303 Young Hall, (573) 681-5104, to see if it was found and turned in. If it has not been found, you will need to pay \$15 for a duplicate at the Cashiers, 105 Young Hall, then take the receipt to the Office of University Relations for a new Student ID.

THINGS TO KNOW ABOUT MISSOURI AND JEFFERSON CITY

ABOUT MISSOURI

Missouri gets its name from a tribe of Sioux Indians of the state called the Missouris. The word "Missouri" often has been construed to mean "muddy water" but the Smithsonian Institution Bureau of American Ethnology has stated it means "town of the large canoes," and authorities have said the Indian syllables from which the word comes mean "wooden canoe people" or "he of the big canoe."

Nickname: Show-me State

State Bird: Bluebird State Flower: Hawthorn

State Song: "Missouri Waltz"
State Tree: Flowering Dogwood

State Animal: Mule

State Fish: Channel Catfish State Insect: Honeybee

State Tree Nut: Eastern Black Walnut

State Dance: Square Dance

ABOUT JEFFERSON CITY

Jefferson City is the capital of the State of Missouri and the county seat of Cole County. It is the principal city of the Jefferson City metropolitan area which encompasses both Callaway and Cole counties. Jefferson City was named after the third president of the United States of America, Thomas Jefferson. Jefferson City is on the northern edge of the Ozarks on the Missouri River near the geographic center of the state, and is dominated by a domed Capitol, rising from a bluff overlooking the Missouri River. Lewis and Clark passed beneath that bluff on their historic expedition.