TABLE OF CONTENTS

Chapter I University Governance: Structure and Functions

Authorization of the Board of Curators

Authorization: Public Education and State Function	1.0
Establishment and State Support of Educational Institutions of Higher Education in Missouri	1.0
Authority	1.0
Board to Prescribe Own Government	1.0
Guiding Principle	
Qualifications	1.0
Non-voting Student Representative Appointed to the Board	1.0
Confidentiality	1.0
Records Open to Public and Exceptions	1.0
Records Access Policy	
Attendance of Press at Board Meetings	1.0
Communications with the Board	1.1
Presentations Before the Board	1.1
Effective Date of New Policies	1.1
Students' Right to Present Petitions	1.1
Authority to Confer Degrees	
Relatives of Curators Not to be Employed	1.1
Employment of Faculty and Employees: Compensation, Retirement, Death and Disability Pla	ns1.1
Personnel Action Policy	
	1.1
Salaries—When Suspended	1.18
Hiring Procedures Exemption	
Policy on Gifts and Donations	
Accepting Gifts	
Expenditures from Gifts or Trust Funds	1.2
Student Loan Practices Code of Conduct	
Prohibition of Certain Remuneration to University Employees	
Limitations on University Employees Participating on Lender Advisory Boards	
Prohibition of Certain Remuneration to the University	
Preferred Lender Lists	
Prohibition of Lending Institution's Staffing of University Financial Aid Offices	
Proper Execution of Master Promissory Notes	
School as Lender	
Prohibition of Opportunity Loans	
Social Security Number Policy	
Lincoln University Code of Conduct	
authority of the University President	
Authority of the University President	1.4
Duties and Responsibilities of the President	
Vice President for Academic Affairs and Provost	1.4
Vice President for Administration and Finance	1.4
Vice President for Student Affairs	1.4
Vice President for University Advancement	1.4
Assistant to the President for Enrollment Management and Student Success	1.4
Director of the Center for Assessment, Institutional Research and Planning	1.4
Chief Information Officer	1.4
Responsibility	1.48.

Security	1.48.2
Software Use Policy	
World Wide Web Policies	
Electronic Mail (E-Mail) Policies	
Violations and Enforcement Procedures	
Technology Purchases	1.48.7
Telecommunications Policies	
Employee Laptop Policies	
Student Residence Hall Network Connection Policies	1.48.10
Internal Auditor	
Director of Athletics	
Counsel to the President	
Executive Assistant to the President	
University Marshall	
Development and Oversight of University Policies	
Honorary Degrees	
Policy on Naming Buildings	
Use of the University Seal	1.68
Chapter II Shared Governance	
Shared Governance Bodies and University Committees	
Shared Governance Bodies and Open Meetings	2.00
University Committees	
General Policies on Committees	2.01.1
Standing University Committees	2.02
Advisory Committees	
Ad Hoc Task Forces	
Search and Screening Committees	2.05
Other Committees of the University	2.06
Proposals and Recommendations	
Communication with the Administration	2.08
Changes to the Governance Plan	2.09
The Faculty Senate	
The Faculty Senate: Composition, Purpose, and Functions	2.10
Leadership of the Faculty Senate	2.12
Duties of the Officers of the Faculty Senate	2.12.1
Faculty Senate Meetings	
Executive Committee of the Faculty Senate	2.20
Duties of the Executive Committee	2.20.1
Meetings of the Executive Committee	2.20.2
Standing Committees of the Faculty Senate	
Faculty Membership on Standing University Committees	2.30
Recommendations and Proposals	2.35
Amendments to the Faculty Senate Bylaws	2.40
The Staff Council	
The Staff Council: Composition, Purpose, and Functions	2.41
Composition of the Staff Council	
Term of Service	

Vacancies	2.45.1
Elections	2.48
Voting by Classification	2.48.1
Candidacy	2.48.2
Distribution of Candidate Lists	2.48.3
BallotingAnnouncement of Election Results	2.48.4
Announcement of Election Results	2.48.5
Withdrawal or Ineligibility of Candidacy	2.48.6
Unfilled Seats	
Leadership of the Staff Council	
Terms of Service	
Chair	2.50.2
Vice Chair	2.50.3
Secretary	
Parliamentarian	
Filling Vacancies (Officers)	2.50.6
Membership Responsibilities and Regulations	2.55.0
Responsibilities	
Service as a Part of Workload	
Absences	
Staff Council Meetings	
Procedures for Meetings	2.60.1
Modifying the Agenda	
Voting	2.60.3
Quorum	
Minutes	
Standing Committees of the Staff Council	
Committee Chairs, Membership, and Terms of Service	
Staff Membership on University Committees	
Amendments to the Staff Council Bylaws	
Recommendations and Proposals	2.79
The Student Government Association	
The Student Government Association: Name and Purposes	
Membership	
Student Government Composition	2.85
Requirements for the SGA Administrative Branch Officers	2.85.1
Authority of the SGA	2.87
Duties of Officers	2.88
Responsibilities of the Student Senate	
Elections	2.02
Student Participation in University Governance	
Representation on the Board of Curators	
representation on the Board of Caracors	
apter III Academic Affairs	
dministrative Units and Programs	
The Area of Academic Affairs	3.00
Administration of Academic Affairs	3.01
Administration of Academic Affairs	3.01
Administration of Academic Affairs	3.01 3.05 3.06

The Office of Graduate Studies	3.10
Duties and Responsibilities of the Director of Graduate Studies	3.10.1
The Graduate Faculty	3.10.2
The Graduate Council	
Duties and Responsibilities of the Graduate Council	3.10.4
The Division of Continuing Education and Extended Studies	
Center for Teaching and Learning	
Office of Sponsored Research and Grants	
Guidelines for Grants and Contracts	
Cooperative Research	
Cooperative Extension	
Office of International Programs	
The University Library	
The University Librarian	
The Media Center	
The Ethnic Studies Center	
The Center for Suicide Prevention Research and Studies	3.10.3 3 17
The Academic Faculty: Policies and Regulations	
The Academic Faculty	3.20
Appointment Policy	
Initial Appointment: Minimum Qualifications for the Various Academic Ranks	
Appointment to Adjunct Faculty	
Conditions of Appointment: Cooperative Extension, Cooperative Research, and	3.20.3
Extramurally-Funded Projects Personnel	3 20 4
Special Appointments	
Notification of Non-Reappointment of Faculty	
Performance Evaluation	
Promotion and Tenure	
Tenure Status and Administrative Appointments	3.21
Termination of Employment for Cause Policy on Reassignment of Administrators to Faculty Appointments	3.29 2.20
Workload Policy for Undergraduate Faculty	
Overload Policies Instruction for Classes with Below Minimum Enrollments	2 21 2
The Summer Session	
Selection of Faculty for the Summer Session	3.32.1
Summer Workload Policy	
Summer Instruction for Classes with Below Minimum or Small Enrollments	
Grant Reassigned Time and Salary Adjustment	
Compensation for Retired Faculty	
Intersession	
Faculty Absence and Leave	
Personal Leave	
Sick Leave	
Vacation for Academic Faculty on Academic Year Contracts	
Annual Leave for Academic Faculty on Twelve-Month Appointments	
Professional Development	
University Business	
Leaves of Absence	
Sabbatical Leave	
Reporting of Grades	
Review of the Undergraduate Curricula	
Conflict of Interest Policy	3.39

Ownership of Patents, Copyrights, Intellectual Property Rights, and Other R	
Acquired in Research Teaching Dual Credit Courses	3.41
Faculty Grievance Policy	
Policy on Misconduct in Science	
Financial Exigency	
Commencement: Attendance	3.45
Student Matriculation: Policies and Programs Academic Policies and Regulations	3.60
Classification of Students	3.61
System of Course Numbering	3.62
The Semester Credit Hour	3.63
Student Load	3.64
System of Grading	
Grade Re-evaluation	
Auditing Courses ("Hearer")	3.65.2
Grade Point Average	3.66
Repeated Courses	
Class Attendance Policy	
University-Approved Absences	
Academic Status Policies	
Alternative Course Credit	
Upper Division Transfer Credit	3.71
Date of Bulletin for Satisfying Undergraduate Degree Requirements	3.72
Degrees Offered	3.73
Requirements for the Various Degree Programs	3.74
Policy on Modifying Programs for Students with Disabilities	
Residence Requirements	3.76
Summary Check of Undergraduate Degree Requirements	
Academic Honors	3.78
Second Bachelor's Degree	3.79
Graduate Enrollment Prior to Admission into a Graduate Program	3.80
Admission as a Graduate Student	3.81
Undergraduate Admission into the Graduate Program	
Dismissal from the Graduate Program	
Graduate Academic Appeal Process	
Filing for a Degree	
Commencement	
Chapter VI Administration and Finance	
Organization and Structure: General Policies	
The Area of Administration and Finance	4.00
Organization and Administration of Administration and Finance	
Units of Administration and Finance: Directors and Supervisors	4.02
Administration and Finance Policies	4.03
Travel Policies	4.03.1
Administrative Units: Policies and Regulations	
Office of the Controller	4.10

	4.10.
Refund and Adjustment of Fees	4.10.2
Debt Forgiveness on Death	4.10.
Administration of Sponsored Grants and Research	4.10.
Investment Policy	
Budget Office	4.2
Purchasing	4.3
Procurement Policies	4.30.
Delegation of Purchasing Authority	4.30.
Risk Management Policies	
Children on Campus	
Vehicular Travel	4.30.3.
Employee Injuries	
Accident Reporting	
InsuranceHuman Resources	
	4.6
Policies for Selecting Architectural, Engineering and Land Surveying Firms	
Bidding Policy for All Construction Projects	
Use of University Facilities	
Space Allocation Policies	
Department of Public Safety	4.7
Authority to Administer and Enforce Vehicle, Traffic, and Parking Regulations	
Safety and Security Committee Membership and Responsibilities	
Vehicle, Traffic, and Parking Regulations	
Registration and the Operation of Motor Vehicles and Bicycles	4.70
Parking Regulations	
Official University Vehicle Parking	4.73.
Parking for Retirees and Senior Citizens	
Visitor Parking	
Loading Zones	
Report of Accident	
Traffic Regulations and Violations	
Payment of Fines and Appeals	4.73.
	4.7
Immobilization, Removal, or Impoundment of Unattended Vehicles	
Amendments to Vehicle, Traffic, and parking Regulations	
Campus Security	4.7
Authority of Public Safety Officers	4.76.
Building Security	4.76.
Sexual Assault and Victims' Rights	
No Trespassing Policy	4.76.
Animals on Campus Policy	4.76.
Auxiliary Services	
Contracts Administration	4.80.
Building and Grounds	4.9
Personal and Environmental Safety Guidelines	
	4.90.

Organization and Administration of Student Affairs: Units and Programs ______5.01

Units and Areas	5.10
Student Life	5.11
Student Activities	5.11.1
Housing	5.12
Financial Aid and Student Employment	
Office for Veteran Affairs	5.13.1
Counseling and Career Services	
Counseling Services	
Services to Students with Disabilities	
Career Development	
Testing Services	
Student Health Services	
Student Support Services	
Student Conduct	
Office for International Student Affairs	
Policies and Regulations	
Policies and Regulations	5.30
Notice of Services for Students with Disabilities	5.31
Student Privacy Act	
Student Right-To-Know and Campus Security Act	
On-Campus Housing Policy	
	5.34.1
Termination of the Housing Contract and Eviction from the Residence Hall	5.34.2
Student Travel Regulations	
Title IX Sexual Harassment and Discrimination Based on Gender Policy	5.36
Children on Campus Policy	
Service Animals Policy	
Communicable Disease Policy	
Drug Prevention Program and Policy Statement	
Chapter VI University Advancement Administrative Units and Functions	
The Association of Administration	c 00
The Area of University Advancement	6.00
Organization and Administration of the Area of University Advancement	
Office of University Advancement	6.11
The Lincoln University Foundation, Inc.	
Office of Alumni Affairs	
The Lincoln University National Alumni Association, Inc.	
Office of Public Information and University Affairs	6.14
Chapter VII Enrollment Management and Student Success	
Organization and Structure	
The Area of Enrollment Management and Student Success	7.00
Organization and Administration of the Area of Enrollment Management	
and Student Success	7.05
Units and Areas: Leadership and Responsibilities	7.10

Units and Programs: Policies and Regulations

The Office of Admissions: Students Admissible	7.20
Admission as a First-Time College Student	7.20.1
Admission as a Transfer Student	7.20.2
Admission as a Home Schooled Student	7.20.3
Admission as an International Student	7.20.4
Admission as a Visiting Student	7.20.5
Admission as a High School Student	7.20.6
Readmission to the University	7.20.7
The Records Office: Student Records and Policies	
Student Records Policy	
Registration Policies	
Summary Check of Undergraduate Degree Requirements	
Filing for a Degree	
Requests for Transcripts	7.30.5
The Center for the First Year Experience	
The Center for Academic Enrichment	7.50
Student Services Programs	7.60
Default Management	
Chapter VIII University Employment Initial Employment	
Employee Handbook Policy	8.00
University Hiring Policy	8.01
Administrative Positions	
Faculty Positions	8.01.2
Staff Positions	
Adjunct Faculty Positions	8.01.4
Hiring Procedures Exemption Policy	8.02
Background Checks	8.03
Appointment and Assignment of Personnel	8.04
Job Description Policy	8.05
Student Employment Policy	8.06
Job Classification	8.07
Compensation	
Employee Compensation	8.12
Faculty Compensation	
Adjunct Faculty Compensation	
Compensation for Retired Faculty	
Staff Compensation	8.12.4
Overtime Provisions and the Fair Labor Standards Act	8.13
Payroll Administration	
Benefits	
Annual Review of Benefits	8.21
Employee Holiday Schedule	8.22
Religious Holiday Accommodation	8.22.1

Academic Holidays	8.23
Annual Leave Policy	8.24
Requesting/Reporting Annual Leave	8.24.1
Personal Leave	8.25
Requesting/Reporting Personal Leave	
Sick Leave	
Requesting/Reporting Sick Leave	8.26.1
Family and Medical Leave	
Medical Leaves Not Under FMLA	
Faculty Sabbatical Leave	8.29
Military Leave	
Jury Duty and Court Witness Leave	8.31
Special Leaves	8.32
Administratively-Initiated Leaves	8.32.1
Inclement Weather Policy	
Time Off Work to Vote	
Employee Benefits with Employer Contributions	8.35
Health Insurance	8.35.1
Retirement Plans	
Life Insurance and Long-Term Disability	
Employee Assistance Program	
Employee Incidental Fee Waiver	8.35.5
Unemployment Insurance	8.35.6
Workers' Compensation	8.35.7
Employer Sponsored Non-Contributory Benefits	8.36
Vision and Dental	8.36.1
Missouri State Employees' Cafeteria Plan	8.36.2
Tax Deferred Plans	8.36.3
Other Ancillary Benefits	
Employee Relations in the Workplace	0.51
Work Schedule	
Affirmative Action Policy Statement	
Equal Employment Opportunity Policy Statement	
Veterans' Employment and Re-employment	
Immigration and Employment	
Drug-Free Workplace Policy	
Testing Requirement for the Commercial Driver's License	8.56.1
Conflict of Interest Policy Secondary Employment/Business/Activities	
Consulting Activities	
Grants and Contracts	
Faculty-Authored Textbooks and Other Educational Materials	0.37.3 9.57.4
Political Activity Conflicts of Commitment	
Conflict of Interest and Commitment Policies Relating to Cooperative Extension	
· ·	
Disciplinary Action Regarding Conflicts of Interest	
Nepotism PolicyStaff Performance Evaluation Policy	0.30 9.50
Employee Background Checks and Disclosure	
· ·	
Discipline Policy Job Abandonment	
Disability Accommodation, Leave, and Termination	
Communicable Disease Policy	
Communication Discuse I oney	0.04

Political Activity Policy	8.65
Children on Campus Policy	
Complaint Policies	
Staff Complaint Policy: Non-Discriminatory	8.76
Sexual Harassment Policy	8.77
Consensual Relationships	
Discrimination Complaint Policy	8.78
Termination of Employment	
Termination Provisions	8.86
Resignation or Voluntary Termination	
Dismissal or Involuntary Termination	8.88
Employee Withdraw Process	8.89
Withholding of Pay for Indebtedness to the University	8.90
Termination Policy in Regard to Leave	8.91
Employment Verification Policy	8.92