CHAPTER V
STUDENT AFFAIRS

Administrative Units (5.00 - 5.29)
Policies and Regulations (5.30 - 5.99)

Administrative Units

5.00 The Area of Student Affairs

The area of Student Affairs encompasses all non-academic aspects of student life, including living on campus, participating in activities and student government, and accessing resources such as health services, disability services, and residential life. The area employs a student development philosophy consistent with the university Mission Statement, emphasizing the importance of meeting each individual student's matriculation and socioeducational needs.

5.01 Organization and Administration of Student Affairs: Units and Programs

The vice president for Student Affairs (VPSA) is appointed by the president of the university and has administrative responsibility for all areas of Student Affairs. Areas reporting to the VPSA are listed in the current university organizational structure (available in the Office of the President). In the absence of the president, the VPAA and the VPAF, the VPSA shall serve as acting president of the university. The VPSA shall also have the following responsibilities:

- Provide leadership for all units reporting to Student Affairs
- Supervise and coordinate the activities of all personnel assigned to Student Affairs
- Review Student Affairs services and programming
- Approve student activities
- Direct review and publication of such documents as the Student Handbook which shall contain the Student Conduct Code, a set of defined policies governing student conduct, activities, services, publications, discipline, and grievance procedures
- Supervise the non-academic discipline of students through implementation of the Student Conduct Code
- Supervise and evaluate unit directors and coordinators who report directly to the VPSA
- Support staff development
- Recommend for appointment, retention, promotion, probation or termination the personnel assigned to the administrative units of Student Affairs
- Serve as liaison between university Student Affairs programs and external agencies

- Participate in fiscal year budget planning
- Serve as a liaison and/or agent as needed by students experiencing university-related difficulties within or external to the university
- Facilitate student transactions with the business office, academic support programs, and other administrative units as required
- Undertake additional duties and responsibilities as assigned by the president

5.10 Units and Areas

Directors of the various units of Student Affairs are appointed by the president upon recommendation of the VPSA and report directly to the VPSA. Directors shall have the following responsibilities:

- Oversee daily operation of the unit
- Foster appropriate student activities/programming/services
- Recommend staff appointments, promotion and terminations
- Supervise and evaluate unit staff
- Promote staff development
- Facilitate interdepartmental collaboration and development of programs, grants and projects
- Participate in fiscal year budget planning
- Undertake additional duties and responsibilities as may be assigned by the VPSA

5.11 Student Life

The area of Student Life is headed by a director and includes Student Activities, the University Center, the Student Government Association, student organizations, and the Office of Commuter Students.

5.11.1 Student Activities

The area of Student Activities is headed by an associate director. Staff in the area shall offer programs and services to foster student development and student life. Three primary opportunities for students to become involved in extra-curricular activities are coordinated within the area of Student Activities:

- The Student Government Association (SGA): The SGA shall be composed of three branches—legislative, executive, and judicial—duly elected from the general student body by open referendum or appointment as constitutionally applicable. Policies and bylaws of the SGA are found in the Student Handbook.
- Student organizations: Four types of student organizations may be recognized at the discretion of Lincoln University:
    - honorary organizations
    - departmental organizations

- interest groups
- Greek organizations with national affiliations

Procedures that a group must follow to become a recognized organization at Lincoln University are found in the undergraduate bulletin and the Student Handbook.

- Office of Commuter Students: Headed by a co-advisor, this office facilitates activities designed to meet the social, developmental, safety and health needs of the commuter student body and foster greater interaction between the residential student and the commuter student.

5.12 Housing

The area of Housing is headed by a director. Staff in the area shall develop and implement programming to foster student development, acquisition of knowledge, understanding and appreciation for differences, and responsibility for self-improvement for students residing in the residence halls. The On-Campus Housing Policy describes which students are required to live in the residence halls. (See section 5.34.)

5.13 Financial Aid and Student Employment

The Office of Financial Aid and Student Employment is headed by a director. Staff in the office shall develop, administer and evaluate policies and procedures relative to the awarding of financial aid, to include grants, scholarships, loans, and/or student employment. Directions for applying for financial aid, satisfactory progress standards, and other information relative to financial aid are found in the undergraduate bulletin and on the Lincoln University Web site. Staff in Financial Aid are subject to the policies set forth in the Student Loan Practices Code of Conduct. (See Chapter I, section 1.22.)

5.13.1 Office for Veteran Affairs

Located within the unit of Financial Aid and Student Employment, the Office for Veteran Affairs shall provide assistance to any veteran and/or eligible dependent with educational benefits under the Montgomery G.I. Bill and Tuition Assistance Program. Prior military courses or experiences may be evaluated by staff for equation to Lincoln University coursework. Staff in Veteran Affairs shall serve as advocates for veterans and dependents and provide professional assistance or referral on personal, family, educational, and/or career goals. Each term, staff must report the academic status of students receiving veterans' educational benefits, as well as any change of status in academic progress.

5.14 Counseling and Career Services

Counseling and Career Services is headed by a director. The following areas are housed within the unit of Counseling and Career Services: a counseling center, disability assistance, career development and job opportunities, and national and Lincoln University testing services.

5.14.1 Counseling Services

Staff in the counseling center will provide personal, academic, and social counseling; outside referrals will be made when necessary.

5.14.2 Services to Students with Disabilities

The coordinator of Disability Services shall coordinate the university's efforts to comply with the regulations implementing Section 504/ADA for students. See Chapter III, section 3.75: "Policy on Modifying Programs for Students with Disabilities." The following document is available from the coordinator of Disability Services: "Procedures for Students with Disabilities Requesting Services." See section 5.38 for the policy on service animals.

5.14.3 Career Development

Staff in the area of career development shall assist students in exploring career options and preparing and applying for employment in the career of their choice. Staff shall publish information regarding internship programs for both college credit and work experience, and assist students in applying for such.

5.14.4 Testing Services

Staff in testing services shall administer national and local tests (i.e., ACT, SAT, LSAT, MAT, PRAXIS, C-BASE, CLEP) and/or provide registration for such. In addition, staff shall coordinate administration of university placement tests.

5.15 Student Health Services

The university shall maintain a student health services component. The director and the staff in Student Health Services shall provide limited medical services at no cost for all currently enrolled students. Should students require more comprehensive or ongoing health services, staff will assist students with referrals and insurance billing.

5.16 Student Support Services

Lincoln University shall seek to maintain Student Support Services, a federally funded program authorized by the U.S. Department of Education. The program, headed by a director, assists traditionally under-represented students in obtaining a baccalaureate degree. To be eligible for participation in Student Support Services, a student must be a U.S. citizen and must meet at least one of the following criteria:

- Student's (or student's family's) financial status must meet the "low income" category qualifications as defined by the U.S. Department of Education.

- Student must be a first-generation college student (neither parent earned a bachelor's degree).
- Student must have a learning or physical disability.

5.17 Student Conduct

The unit responsible for the non-academic discipline of students is headed by a coordinator who reports directly to the VPSA. The coordinator facilitates the student conduct process. Depending on the nature of the infraction, the coordinator may recommend disciplinary measures including but not limited to warning, probation, and suspension. In cases requiring extreme measures such as indefinite or long-term suspension, the university is obligated to allow the accused student certain procedural requirements of due process, all outlined in the Student Code of Conduct (found in the Student Handbook and on the Lincoln University Web site).

5.18 Office for International Student Affairs

The coordinator of the Office for International Student Affairs shall facilitate the matriculation of international students while ensuring institutional and individual compliance with applicable immigration laws and government policies. The staff shall assist international students with matters related to immigration status, cross-cultural adjustment, orientation to the university, social security regulations, on- and off-campus employment, practical training, internships, and personal problems or concerns.

Policies and Regulations

5.30 Policies and Regulations

The areas of Student Affairs will draft, submit for Board approval, and then enforce policies and regulations to ensure access to services, equality of treatment, and adherence to university principles.

5.31 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 Web site and from the disability services coordinator 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."

5.32 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.

5.33 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 Web site.

5.34 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 under twenty-one years of age, officially registered for twelve or more academic hours and whose primary domicile is beyond a sixty-mile radius of the university, are required to reside in the campus residence halls for four consecutive semesters.
2. Room and board are mutually inclusive components of on-campus residency.
3. All unmarried international students under the age of twenty-one are required to reside on campus for four consecutive semesters. Room and board are mutually inclusive components of their contracts.
4. Students who desire an exemption from this policy must file a written request to the Residential Life Appeals Board.

5. Veterans of the U.S. Armed Forces are exempted from this policy.
6. Transfer students under twenty-one years of age with verification that they resided for a minimum of two semesters in on-campus housing at another institution are exempted from this policy.
7. All unmarried transfer students under twenty-one years of age, whose primary domicile is beyond a sixty-mile radius of the university, who have lived in on-campus housing for less than two semesters are required to live on campus for the remainder of the four semester duration; e.g., students who lived on campus at another institution for one semester are required to live for three semesters in a Lincoln University residence hall.
8. Students whose twenty-first 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 Buy-out Policy may apply. (See section 4.34.1.)
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 twelve-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 the following semester 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 Student 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 prior to the end of the spring semester of the initial 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.

5.34.1 Buy-out Policy

Lincoln University has established a buy-out policy for students who have lived in the residence halls for four consecutive semesters or turn twenty-one years of age in the middle of an academic year, and who wish to leave the residence hall during the contract period. In order to do this, the student agrees to pay an established fee (prior to moving out), which cannot be placed on her/his account,

in addition to forfeiture of the room deposit. Further specifics of the buy-out policy are published in the Student Handbook.

5.34.2 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 buy-out 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.

5.35 Student Travel Regulations

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

1. When planning to travel and when traveling on university business, students and student organizations must adhere to all established travel policies of the university as set forth in Chapter IV section 4.03.1.
2. Students seeking approval of and funding for travel must meet the following criteria:
    - currently enrolled in Lincoln University
    - minimum 2.00 cumulative GPA

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

5.36 Title IX Sexual Harassment and Discrimination Based on Gender Policy

In accordance with the guidelines set forth by Title IX of the Education Amendments of 1972 (hereafter Title IX) and the U.S. Department of Education, Lincoln University recognizes that sexual harassment and discrimination based on gender are prohibited by Title IX and therefore has established the following policy:

Lincoln University prohibits sexual harassment and discrimination based on gender of an individual or group of students in connection with 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 "Sexual Harassment and Gender Discrimination Complaint Process Guidelines." This document is available from the Campus Complaint Coordinator in the Office of the President, the Office of the Vice President for Student Affairs, and the Human Resources Office.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when the conduct explicitly or implicitly affects a student's ability to participate in or benefit from the school's programs, interferes with a student's academic performance, or creates an intimidating, hostile, or offensive academic environment.

The circumstances of sexual harassment include but are not limited to the following:

- The victim as well as the harasser may be a woman or a man. The victim does not have to be of the opposite sex.
- The harasser can be the victim's instructor or supervisor, an instructor or supervisor in another area, a staff member, or a fellow student.
- The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.
- Unlawful sexual harassment may occur without economic injury to or discharge of the victim.
- The harasser's conduct must be unwelcome.

It is unlawful to retaliate against an individual for filing a gender discrimination or sexual harassment complaint, testifying, or participating in any way in an investigation, proceeding, or litigation under Title IX.

Any student who believes that he/she has suffered gender discrimination or sexual harassment under the terms of this policy should contact the Campus Complaint Coordinator in the Office of the President, the vice president for Student Affairs, and/or the Human Resources Office for assistance.

5.37 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.)

5.38 Service Animals Policy

Definition: 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.

Dispute Resolution Procedure: 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.

5.39 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.

5.40 Drug Prevention Program and Policy Statement

Pursuant to the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, Lincoln University has developed and adopted a drug prevention program to prevent the possession, use, or distribution of alcohol and illicit drugs by students. A description of the purposes of the program, educational information regarding the program, and resource information is published in the current Student Handbook.

Policy Statement: The possession, use, or distribution of alcohol and illicit drugs 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 any of those prescribed in the Student Handbook including suspension, expulsion, and/or referral for prosecution. The procedures for imposing student disciplinary sanctions are outlined in the Student Conduct Code as published in the Student Handbook.