

Lincoln College



Student Handbook
2015-2016

Lincoln College
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The Lincoln College Handbook is designed and published to provide a variety of important information pertinent to being a student at Lincoln College. Its purpose is to provide all student members of the Lincoln College community with an up-to-date reference on significant matters relating to life in the College. Additional information may be found in the Lincoln College catalog.

ALL INFORMATION IS BELIEVED TO BE CORRECT; SOME INFORMATION MAY BE SUBJECT TO CHANGE AFTER THE ELECTRONIC POSTING AND/OR PRINTING OF THIS HANDBOOK.

Services Offered to Students

I. Bookstore

- a. The Bookstore offers a book rental system to minimize the cost to the student. Supplies are provided by faculty as required for each course. Also available are health and beauty aids, art supplies, clothing and gift items, greeting cards, general reading, CDs, snacks, and candy.
- b. Bookstore hours are 8:00 a.m. to 5:00 p.m. Monday through Friday during the school year.

II. Business Office

- a. Anderson Loan
 - i. The N.H. Anderson Memorial Loan is an emergency loan fund available to Lincoln College students. The maximum amount that can be borrowed at any one time is \$25. Payment is due within two (2) weeks. Loans are processed in the Business Office Monday through Friday during regular business hours.
- b. Check Cashing
 - i. The Business Office will cash personal checks for students from any member of their family, not exceeding the amount of \$100. Students must furnish their I.D. when cashing checks.

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IV. Academic/Mental Health Counseling

- a. Comprehensive services in college, transfer and career counseling are offered. There is no cost involved with utilizing these services on campus.
- b. Additional counseling resources are available in the community through the Logan Mason Mental Health Center and the Pastoral Counseling Services. The student and/or his or her health insurance carrier are responsible for any costs incurred from utilizing off-campus services.

V. Crime Statistics - Crime Statistics/Campus Security Act

- a. The College's crime statistics, provided in compliance with the Crime Awareness and Campus Security Act of 1990 and its 1992 and 1998 amendments are for the community's information. As required by federal law, the college's crime statistics are compiled in accordance with the definition from the Campus Security Act. They are calculated on a calendar year basis and include crimes/arrests that occurred at Lincoln College.
- b. Students can view Lincoln College's most recent information on the US Department of Education Office of Postsecondary Education Website: <http://ope.ed.gov/security/Search.asp>
- c. Students wanting a hard copy of the latest Campus Crime Statistics may pick one up in the Office of Student Services.

VI. Dining

- a. The College provides its own food service. The student I.D. card is validated when the student pays for the meal service at the Business Office while paying other College fees. If a student who lives off-campus wishes to participate in the meal plan, arrangements may be made to purchase a meal pass through the Dining Hall. Parents and guests are welcome to use the dining facilities. Guest meal prices are payable to the checker on duty. **ID Cards must be shown at each meal.** The following hours of service are provided for the convenience of the students at the dining hall. Hours are subject to change.
- b. Monday through Friday
 - i. Breakfast, 7:30 a.m. – 9:00 a.m.
 - ii. Continental Breakfast, 9:00 a.m. – 9:30 a.m.
 - iii. Lunch, 10:45 a.m. – 1:15 p.m.
 - iv. Dinner, 4:45 p.m. – 6:45 p.m.
- c. Saturday and Sunday
 - i. Brunch, 11:00 a.m. – 1:00 p.m.
 - ii. Dinner, 5:00 p.m. – 6:00 p.m.
- d. Commuter Meal Pass Prices:
 - i. 10 Breakfast, \$55.00
 - ii. 10 Lunches, \$65.00
 - iii. 10 Dinners, \$75.00

VII. Fitness Center

- a. The Fitness center rules are put in place for the safety of you the patron and all others in the fitness center.
- b. Always sign-in at the front desk. (ID # and time of day required)
- c. Appropriate attire is to be worn when working out.
- d. No jeans should be worn
- e. Shirts must be worn at all times
- f. No sagging of pants
- g. Must have on proper footwear. Athletic shoes, no sandals, crocs, boots, or open toed shoes of any kind beyond the carpeted area.
- h. Wipe down all fitness equipment when you are finished with each individual machine including cardio machines and weight lifting equipment.
- i. Put all equipment back in the proper place when done.
- j. Use appropriate language at all times. No Cursing, sexist, or racial comments.
- k. Always be courteous to the other patrons in the Fitness Center.

You will be asked to leave the fitness center, if you do not follow the rules.

VIII. Health Services

- a. A Registered Nurse staffs the Lincoln College Health Service Office to assist students seeking health information, health and illness treatment and referral, dietary counsel, or mental health referrals. All students enrolled at Lincoln College may seek assistance at the Health Service Office at no charge. The student's right to privacy is acknowledged and protected; information received and exchanged is held in strictest confidence. It is the student and/or parent's responsibility to determine what health care providers in Lincoln are covered by personal health insurance plans. This information should be communicated with the Director of Health Services when appointments are needed for care from the health care community in Lincoln.
- b. The Director of Health Services does NOT excuse students from classes. A note can be obtained that the student did seek medical attention from Health Services. It is the student's responsibility to personally notify the individual faculty member(s) when he or she is unable to attend class(es). When the student seeks medical attention outside of Health Services a note should be obtained from the provider and presented to the Director of Health Services upon returning to campus. A

note will be sent to the academic office acknowledging a medical note from an outside provider was obtained. The student should always notify the Director of Health Services when illness/injury occurs, so appropriate measures could be taken to assist the student's recovery.

- c. The Health Service Office is located in the Student Services Building. The Director of Health Services is available in the office Monday through Friday, 8:00 a.m. - 12:00 p.m. & 1:00 p.m. - 5:00 p.m.

IX. Health/Accident Insurance Policy

- a. Lincoln College expects that students will arrange personal health insurance. The College automatically provides an accident-only policy, which is secondary to the student's primary health insurance policy. Families should review their health insurance policy to determine whether coverage is extended to the student in college and to health care providers in the Lincoln area.
- b. The student should be aware of procedure he or she must follow in the event of illness or injury in order for health insurance coverage to be extended to the event. Students are expected to report any injuries, which have occurred on the campus or in conjunction with any College-sponsored event, to the adult responsible of the event at the time of the injury. The Director of Health Services needs to be notified within 24 hours of the occurrence. If injury happens on the weekend, notify Lincoln College campus security to notify the Director of Health Services. Follow up in person with Health Services should occur on the next business day.

X. Library

- a. The McKinstry Memorial Library staff offers individual, small group, and class instruction and much guidance and assistance to patrons. Among the holdings of the library are some 34,000 print and electronic books; over 300 paper and microform journals, electronic journals, and newspapers; a variety of databases with access to thousands of electronic periodicals and other sources of information; and a special Abraham Lincoln book collection.
- b. Equipment available for use by students includes over 40 Internet-access computers for research and word processing, microfilm readers, printers, copy machines, VCRs, and a DVD player.
- c. The library extends its hours prior to and during final exams. Library hours during the school year are:
 - i. Sunday, 3:30 p.m. – 9:00 p.m.
 - ii. Monday through Thursday, 8:00 a.m. – 9:00 p.m.
 - iii. Friday, 8:30 a.m. – 5:00 p.m.
 - iv. Saturday, 1:00 p.m. – 5:00 p.m.

XI. Lincoln College ID

- a. All Lincoln College students are required to have and carry an official student ID. These cards are the property of Lincoln College. At the Lincoln Campus, your Lincoln College ID gets you into many college events and gives you access to the library, dining hall, and computer labs.
- b. The ID cards are made in the Student Services Office. Students will want to be in possession of their ID card at all times, for it displays their personal Lincoln College identification number.
- c. Lost ID cards will be replaced for a \$20 fee.

XII. Lost and Found

- a. Students finding valuable articles on campus are asked to turn them into the Office of Student Services.
- b. Likewise, students who have lost books and other articles should check at this location to see if

their lost article has been found. Identification for costly items may be required in some cases. Lincoln College is not responsible for any lost or stolen items.

XIII. Mailroom

- a. All resident students will be assigned a mailroom box and key, and will receive their mail in the box in the Lincoln College Mailroom.
- b. All other incoming and outgoing correspondence is handled in the Lincoln College Mailroom.
- c. A \$10 replacement fee, payable in the Business Office, will be charged for lost mailroom keys.

XIV. Parking

- a. Guidelines
All students desiring motor vehicles on campus are required to secure and display a Lincoln College parking permit. Parking on the Lincoln College campus is a privilege and alternate lots may be assigned. The sticker should be placed in the lower right hand corner of the car's rear window. There is no charge for a parking permit; however, a parking permit request form must be completed and submitted to the Student Services Office. Parking is permitted in designated lots only. Lincoln College is not responsible for items stolen from student vehicles and recommends locking doors when leaving cars unattended.
- b. Restrictions
Numbered spaces are designated for employees of Lincoln College. Student parking is prohibited in these areas. No student parking is allowed between Carroll Hall and Meyer Evans Student Center.
- c. Penalties
Students found in violation of parking policies may be sanctioned.

XV. Tutoring Center

- a. All students attending Lincoln College may receive outside of class academic assistance at no cost from our professional tutors. In Lincoln, to request a tutor, a student must register in the Tutoring Center located in Gehlbach Hall 105 and 107.

XVI. Veteran Affairs

- a. Veterans' concerns are handled through the Office of the Registrar. This office assists student-veterans and certain dependents with matters relating to educational benefits and payments.
- b. Veterans at Lincoln College receive funding only from the GI Bill; the Illinois Veteran's Grant applies only to public colleges and universities.

XVII. Shuttle Bus

- a. A free shuttle will be provided from the College to the Lincoln train station every Friday evening, and from the train station to the campus once each Sunday evening when school is in session. A weekly shuttle will also be provided to and from Wal-Mart, with the cost being \$2.00 per ride. There is no charge for medical runs as approved by Health Services. Please see the Director of Student Activities for details.
- Amtrak: For information, please call 1-800-USA-RAIL.

XVIII. Student Center

- a. The Student Center, often referred to as the "Student Union", houses a snack bar, a television room equipped with a big-screen TV, game room, meeting rooms, areas for movies and dances, and the office of the Director of Student Activities and the campus security office.

- b. Calendars of Student Activities, as well as activities in the community, will be posted on the bulletin boards in the Student Center for easy reference. The Student Center is open from 10:30 a.m. to 10:30 p.m., Monday through Friday. Weekend hours (Saturday and Sunday) will be from 2:00 p.m. to 10:00 p.m. These hours are subject to change.

STUDENT ORGANIZATIONS

I. Lincoln College Student Organizations

- a. Students may join any college-sponsored organization that is approved by the Vice President of Enrollment Management and Student Services / Director of Student Activities. An organization must:
 - i. Not discriminate in its membership on the basis of race, religion, sex, national origin, or status in any other protected category except as permitted by law.
 - ii. Not engage in initiation practices involving mental, physical or emotional harassment.
 - iii. Have an active sponsor who is a member of the Lincoln College faculty or staff and is approved by the Vice President of Enrollment Management and Student Services/ Director of Student Activities.
 - iv. Have a philosophy, purpose, and method of operation that contribute to constructive campus life.
 - v. Submit organization membership rosters to the Director of Student Activities.
 - vi. Early in each semester, an all-college organizational meeting is held under the direction of the Director of Student Activities to present information about approved student organizations. Organizations seeking approval must complete a form available in the Student Activities Office prior to this organizational meeting. The Vice President of Enrollment Management and Student Services may limit the number of approved organizations to ensure the quality of the student activities program.
 - vii. The only student organization that maintains permanent approval status is Phi Theta Kappa- the honorary scholastic society. No national social sororities or fraternities hold charters at Lincoln College. Approved organizations must submit monthly reports to the Director of Student Activities. No fundraising is permitted without written consent of the Vice President of Enrollment Management and Student Services.

II. Student Senate

- a. The Student Senate serves as a campus-wide change agent primarily concerned with furthering the interests of students. The Senate shall also act as a liaison between the student body and the professional staff.
- b. The Senate shall be organized in September of each academic year and membership of officers will continue until new officers are installed in the following year.
- c. The Senate appoints replacements when members resign or are excused from participation throughout the year.
- d. A Senate member will lose his/her seat in the Senate with three unexcused absences from scheduled meetings, from being placed on academic probation, or from conduct violations as determined by the Director of Student Activities or Vice President of Enrollment Management and Student Services.

The membership of the Senate may consist of the following:

 - i. an elected Senate President/Vice President
 - ii. a delegate from each campus club and organization
 - iii. a delegate from each Residence Hall
- e. The Student Senate will work collectively, and through committees to promote positive change on campus. Various committees sponsored by Senate members include:

- i. Food Services Committee
 - ii. Student Activities Committee
 - iii. Residence Life Committee
 - iv. Student Personnel Advisory Committee
- f. The Director of Student Activities will serve as Student Senate sponsor and will attend all general meetings. All requests for funding will be channeled through this person. The Student Senate will be provided a work area with the necessary office supplies to conduct business. The Senate Constitution shall be amendable by a 2/3-majority vote of the membership of the Senate.

III. Student/Organization Posting Policy

- a. Posters, flyers, pictures, and lettering of any kind may be displayed on designated bulletin boards. They may not be affixed to walls, windows, or doors. All postings regarding student functions or programs must be approved and stamped by the Director of Student Activities.
- b. Materials to be posted in the residence halls/apartments should be distributed to and posted by the Residence Life staff.
- c. Student organizations wishing to display flyers and posters in the Student Center must receive approval from the Office of Student Activities. Off-campus organizations and vendors requesting to display posters and flyers on Lincoln College property must be approved by the Dean of Students.
- d. Posters and flyers must be neat, legible, and in good taste. The name(s) of the sponsor(s) must appear on the poster. Posters or flyers that are considered inappropriate will not be approved for display on Lincoln College property.
- e. Posters and flyers promoting an event must be removed within 24 hours after the event.

ELECTRONIC, TELEPHONIC AND COMPUTER USE POLICY

I. Lincoln College Policy

- a. This policy is designed to establish appropriate use of Lincoln College's computing, networking, telephony resources for its students and employees. It summarizes what computer users need to know about the laws, College policies, and guidelines that affect computer use, providing examples of inappropriate behavior and describing consequences. Use of the College computer and telephony resources, including computer labs, network service, and campus information services, office computers, telephones, and voice-mail is a privilege.
- b. All electronic and telephonic communications systems (including but not limited to, computer equipment, software, e-mail, Internet and voice-mail) and all communications and information transmitted by, received from, or stored in these systems are the property of Lincoln College and as such are to be used solely for job-related purposes. The use of any software and business equipment, including, but not limited to facsimiles, telecopy's, computers, and copy machines for private purposes are strictly prohibited. Limited, ancillary personal use of the systems and equipment is permitted within reason subject to these guidelines; however, Lincoln College reserves the right to restrict use at any time, verbally or in writing.
- c. The College expects all users to understand and abide by all user obligations when using the computer and telephone facilities.

II. Access to Computer and Telephony Resources

- a. Computing, networking, and telephony resources at Lincoln College are provided for the educational, academic, and administrative purposes of the College. Some computer labs, networks, systems, and other facilities are intended for general student or employee access. Other facilities are restricted to students and employees who are in specific courses or programs or who have

specific work assignments.

- b. What Lincoln College computer and telephony users need to know:
 - i. Users are expected to learn and follow the guidelines for each resource.
 - ii. Users are expected to conduct any computer and telephone use in an ethical and lawful manner.
The Technology fee charged to all students includes the use of the College's computer resources. Users are granted access each term. Only currently registered students are allowed to use the College's computer resources.
 - iii. The computer labs prohibit food, beverages, smoking, computer games, pornography, and rough treatment of hardware to protect the equipment, provide equal access opportunities, and respect the rights of other users.
 - iv. The computer labs prohibit music and other sound except through the use of headphones.
 - v. Problems should be reported to the Help Desk. The Help Desk is located in the Business Office in the Harts Science building on the Lincoln campus.

III. Improper Use of Facilities

- a. LC encourages computer and telephony use which is consistent with the educational, academic and administrative purposes of the College and which respects the rights of other computer users.
- b. What Lincoln College computer and telephony users need to know:
 - i. Use of computer resources for cheating, plagiarism, gambling, pornography, furnishing false information, or other acts of academic dishonesty is a violation of the obligations the College requires of its computer users.
 - ii. Use of the College's computer and telephony for any illegal purposes is prohibited.
 - iii. Misrepresentation of Identity is prohibited
 - iv. Fraudulent, harassing or obscene messages and/or materials as defined by contemporary court decisions are not to be received, sent or stored.
 - v. Other examples of improper use of the College computer facilities include:
 - vi. Network use which creates unnecessary network traffic.
 - vii. Broadcast of unsolicited electronic mail and messages to an unnecessarily large audience.
 - viii. Transmission of electronic chain letters or other requests for money, or distribution or
 - ix. Circulation of media known to contain computer viruses.
 - x. Using the Campus Network to gain unauthorized access to any computer systems.
 - xi. Knowingly performing an act which will interfere with the normal operation of computers, terminals, peripherals, or networks.
 - xii. Knowingly running or installing on any computer system or network, or giving to another user, a program intended to damage or to place excessive load on a computer system or network. This includes but is not limited to programs known as computer viruses, Trojan horses, and worms.
 - xiii. Attempting to circumvent data protection schemes or uncover security loopholes.
 - xiv. Violating terms of applicable software licensing agreements or copyright laws
 - xv. Sharing of copyrighted files via peer-to-peer file sharing. Sharing copyrighted files is illegal and prohibited. Copyright holders have the authority and have begun to issue subpoenas to learn the identity of a user suspected of illegally sharing copyrighted files. If Lincoln College is served with such a properly issued subpoena, it will comply with the subpoena and FERPA (Family Educational Rights and Privacy Act) requirements and provide the identity of the suspected copyright violator.
 - xvi. Deliberately wasting computing resources (e.g. excessive printing).
 - xvii. Establishing a service or network that conflicts with the College's service without coordinated planning and prior approval from the Technology Department.
 - xviii. Activities will not be considered misuse when authorized by appropriate College officials for security or performance testing.

IV. **Unauthorized Use of Services and Property**

- a. It is the policy of Lincoln College that computer software, electronic information, computer services, and telephony are valuable resources. The College respects the property rights of software vendors and information services, and expects students and employees to respect copyrights in their academic and administrative activities. All existing laws (federal and state) and College regulations and policies apply, including not only those laws and regulations that are specific to computers, networks, and telephony but also those that may apply generally to personal conduct.
- b. What Lincoln College computer and telephony users need to know:
 - i. Computer users who copy, distribute (either free or for monetary gain), or receive copyrighted software or electronic information without paying the specified fee are in violation of U.S. copyright laws. This includes but is not limited to music and video downloading.
 - ii. Use of computer resources which are the property of another student or employee is not allowed. Computer users who are assigned individual access privileges should not share computer accounts, access codes, passwords, or access privileges with other users. If users knowingly provide access to others through their College network connection, they are responsible for all violations committed by these persons. All computer accounts, access codes, and passwords are the property of Lincoln College.
 - iii. In a residence hall or computer lab, computer users accept full responsibility for all violations that occur while they are logged on to the College network.
 - iv. Use of computer systems to interfere with the work of employees or students or to disrupt the normal operation of the College is an unacceptable use of facilities.
 - v. Other acts which are not permitted include unauthorized access of (or attempt to access) the College's computing and telephony resources, or the use of computer and telephony resources to disrupt (or attempt to disrupt) the normal operation of the College.
 - vi. Personal software and hardware are not permitted unless you obtain the consent of the network administrator. Use of the software must not interfere with the network or your duties and, if applicable, must be legally licensed. Your supervisor or network administrator may refuse consent or limit any use, and may revoke their consent at any time with or without cause.

V. **Invasion of Privacy**

- a. Several state and federal laws protect the privacy of LC students and employees.
- b. What Lincoln College computers and telephony users need to know:
 - i. While LC takes steps to provide information security and protect privacy, computer users should not assume messages and information on College systems and networks are private. Public records exempt from disclosure are defined in the Illinois Freedom of Information Act (IFOA)
 - ii. All electronic mail is public record (FOIA) and is subject to inspection and disclosure and scheduled retention and disposition. Users should have no expectation of privacy in their use of electronic mail.
 - iii. Use of LC's computing facilities to access or attempt to access student or employee information for any purpose not specifically job-related, violates state and federal laws and College policy.
 - iv. The use of any "chat" site not specifically authorized by the College is in violation of computer use policies and violators' privacy is not protected.
 - v. Students and employees may have rights of access to information about themselves contained in computer files, as specified in federal and state laws. Files may be subject to search under court order. In addition, system administrators may access user files as required protecting the integrity of computer systems. For example, following organizational guidelines, system administrators may access or examine files, accounts, or messages (voice-mail or otherwise) that are suspected of unauthorized use or misuse, or that have been corrupted or damaged.

VI. **Harassment**

- a. Any use of LC's computer resources in a manner, which creates a hostile or threatening school or work environment for other students or employees is harassment. Several state and federal laws

protect students and employees from harassment. These same laws apply to electronic media.

- b. What Lincoln College computers users need to know:
 - i. LC's policy and state and federal statutes prohibit unwanted sexual behavior, lewd or indecent conduct, and behavior defined as "stalking." Electronic versions of these behaviors are also prohibited.
 - ii. Intentional transmission or display of unwanted messages, information, or graphic images which create a hostile school or work environment for the recipient are inappropriate uses of College computer resources and violate LC's policy on harassment, as well as federal and state laws.

VII. Consequences for Misuse of Lincoln College Computing and Telephony Resources

- a. Lincoln College is committed to computer and networking use laws and policies that promote the mission of the College and encourage respect for the rights of other computer users. The consequences for violators of this information are described in the laws of the State of Illinois, federal statutes, Illinois administrative regulations, Lincoln College administrative policies, and the College's Student Code of Conduct, and may subject the violator to criminal prosecution.
- b. Penalties for violators depend on each specific situation, but may include one or more of these consequences: loss of computer use privileges, failure in a course, penalties specified in the Student Code of Conduct, termination of student status, disciplinary action for an employee, termination of employment, or legal action.

VIII. Personal Responsibilities

- a. Every student and employee enjoys the constitutionally respected right to free speech. Along with that right, each student and employee must take responsibility for what he or she says or writes. For example, libelous or slanderous remarks about someone, even made electronically, may be subject to legal action. Use electronic communications responsibly when exercising freedom of speech. If a student becomes aware of any problems, prohibited use, or if a student is offended by any material that may find its way onto the system, it is the responsibility of the student to report the information immediately to the network administrator or, in case of offensive material, to a supervisor, instructor, or administrator. It is impossible to provide an exhaustive definition of inappropriate computer use, or a complete set of examples to cover every situation. Two general criteria are important:
- b. Computer use should be consistent with the mission of the College
- c. Computer use should respect the rights of other computer users. Computer users who have questions about which computer uses are appropriate and which are not should inquire about their intended use.

SEXUAL HARASSMENT POLICY

- I. With respect to sexual harassment, Lincoln College prohibits the following:
 - a. Unwelcome sexual advances; requests for sexual favors; and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where:
 - i. Submission to such conduct is made either explicitly or implicitly a term or condition of employment and/or academic performance;
 - ii. Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment and/or academic evaluation; or
 - iii. Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment.
 - b. Offensive comments, jokes, innuendos, and other sexually-oriented statements, especially where such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working and/or academic environment.

- c. Examples of the types of conduct, which can be considered sexual harassment, include, but are not limited to, the following:
 - i. Touching, such as rubbing or massaging someone's neck or shoulders, stroking someone's hair, or brushing against another's body.
 - ii. Sexually suggestive touching.
 - iii. Grabbing, groping, kissing, fondling.
 - iv. Violating someone's "personal space".
 - v. Whistling.
 - vi. Lewd, off-color, sexually oriented comments or jokes.
 - vii. Foul or obscene language.
 - viii. Leering, staring, stalking.
 - ix. Suggestive or sexually explicit posters, calendars, photographs, graffiti, cartoons.
 - x. Unwanted or offensive letters or poems.
 - xi. Sitting or gesturing sexually.
 - xii. Offensive E-mail, text, instant message, or voice-mail messages.
 - xiii. Sexually-oriented or explicit remarks, including written or oral references to sexual conduct, gossip regarding one's sex life, body, sexual activities deficiencies, or prowess.
 - xiv. Questions about one's sex life or experiences.
 - xv. Repeated requests for dates.
 - xvi. Sexual favors in return for employment rewards, or threats if sexual favors are not provided.
 - xvii. Sexual assault or rape.

II. Harassment Complaint Procedure

- a. Each member of the Lincoln College community is responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. Further, employees and students are responsible for respecting the rights of their peers.
- b. If a student experiences any job or academic-related harassment at Lincoln College based on sex, race, national origin, disability, or another factor, or believes that he/she has been treated in an unlawful, discriminatory manner, the incident should be reported promptly to the Dean of Students who will conduct an investigation into the matter and take appropriate action. If the student believes it would be inappropriate to discuss the matter with the Dean of Students, the student may report it directly to the Vice President of Enrollment Management and Student Services. The complaint will be kept confidential to the maximum extent possible.
- c. If Lincoln College determines that an employee or student is guilty of harassing another individual, appropriate disciplinary action will be taken against the offending employee or student, up to and including termination of employment or referral to the Vice President of Enrollment Management and Student Services for proceedings which may result in expulsion from the College.

III. Student-Faculty/Staff Relationships

- a. Student-faculty/staff relationships are inherently asymmetric. Even apparently consensual relationships under such conditions lead to conflicts of interest since one party is vested by the College with the power to make decisions that can affect the career of the other. Accordingly, the College prohibits faculty/staff and their students from engaging in consensual sexual relations during the period that the student is enrolled at the College. This policy applies to the entire Lincoln College community consisting of trustees, faculty, administration, staff, and students.

DRUG FREE POLICY

- I. The following information is presented in compliance with the Drug-Free Schools and Communities Act Amendments of 1989. Lincoln College prohibits the possession, use, or distribution of illegal drugs on the campus property or on institutionally owned, leased, affiliated or otherwise controlled property.

- II. Various federal and state statutes make it unlawful to manufacture, distribute, dispense, deliver or sell, or possess with intent to manufacture illegal drugs or controlled substances. The penalty imposed depends upon many factors, including the type and amount of controlled substance involved, the number or prior offenses, if any, and whether any other crimes were committed in connection with the use of the controlled substance. Possible sanctions include incarceration up to and including life imprisonment and imposition of substantial monetary fines.
- III. Health risks associated with the use of illegal drugs include increased susceptibility to disease due to a less efficient immune system, increased likelihood of accidents, personality disorders, addiction, death by overdose, anemia, and poor concentration.
- IV. The use of alcohol can lead to serious health risks, including, but not limited to the following: loss of muscle control; poor coordination; slurred speech, fatigue, nausea, headaches, increased likelihood of accidents, impaired judgment; possible respiratory paralysis, and death. Heavy drinking can lead to alcoholism; damage to brain cells; increased risk of cirrhosis, ulcers, heart disease, heart attack, and cancers of liver, mouth, throat, and stomach; hallucinations; and personality disorders.
- V. Faculty, staff, and students are encouraged to familiarize themselves with resources available in the Lincoln area for substance abuse, counseling, and treatment. Staff members in the Student Services Office may also be available to suggest referrals to substance abuse and/or rehabilitation agencies.

SCHOOL REPORTING OF DRUG VIOLATIONS ACT

“S.H. A. 105 ILCS 127/ 2

2. DUTY OF SCHOOL ADMINISTRATORS. It is the duty of the principal of a public elementary or secondary school, or his or her designee, and the chief administrative officer of a private elementary or secondary school or a public or private community college, college, or university, or his or her designee, to report to the municipal police department or office of the county sheriff of the municipality or county where the school is located violations of Section 5.2 of the Cannabis Control Act and violations of Section 401 and subsection (b) of Section 407 of the Illinois Controlled Substances Act occurring in a school, on the real property comprising any school, on a public way within 1,000 feet of a school, or in any conveyance owned, leased, or contracted by a school to transport students to or from a school or a school related activity within 48 hours of becoming aware of the incident.”

In response, as required by the law, Lincoln College will report all drug violations to the Lincoln Police Department within 48 hours of the reporting of any drug-related incident.

ALCOHOL POLICY

- I. Possession, possession by consumption, or service of alcoholic beverages or containers by persons is prohibited on Lincoln College property or at Lincoln College student-sponsored events.
- II. Being intoxicated in public or in a public area and/or being disorderly or destructive during or following the consumption of alcohol is prohibited.
- III. Kegs (including cooler balls) and/or any other sources of alcohol distribution in College residence halls are prohibited.
- IV. Alcohol drinking contests shall not be included in any social event or activity.
- V. The Alcohol Policy applies to all Lincoln College students, guests including parents/guardians, and employees during the time they are on campus or at student-sponsored events.
- VI. Neither Lincoln College’s name, logo, nor the names of organizations affiliated with the College may be used with any commercial sponsorship relating to alcohol: i.e., beer distributors, bars, or beverage

companies without prior approval from the Vice President of Enrollment Management and Student Services.

GRAFFITI, HATE CRIMES AND INTOLERANCE

I. Graffiti

- a. Graffiti which defaces public or personal property or which defames an individual or group is prohibited. In addition to College restrictions, some graffiti, because of its offensive nature, may qualify under Illinois law as a hate crime.

II. Hate Crime

- a. Current Illinois statutes hold that "a person commits a hate crime when, by reason of the actual or perceived race, color, creed, religion, ancestry, gender, sexual orientation, physical or mental disability, or national origin of another individual or group of individuals, he/she commits assault, battery, aggravated assault, misdemeanor, theft, criminal trespass to residence, misdemeanor criminal damage to property, criminal trespass to vehicle, criminal trespass to real property, mob action or disorderly conduct as these crimes are defined respectively, or harassment by telephone defined in Sec. 1-1 of the Obscene Phone Call Act. A hate crime is a class 4 felony for a first offense and a class 2 felony for a second offense or subsequent offense." Lincoln College will proceed with the discipline process as well as criminal charges to the fullest extent of the law in matters of this nature. **The College is committed to providing an environment that is free from hate and one in which civility and diversity can flourish.**

III. Procedure for Reporting Racist or Intolerant Graffiti

- a. Members of the Lincoln College community are urged to report to Security and/or Residence Life any graffiti that is racist or intolerant of groups protected by the Illinois Hate Crimes statutes.
- b. Appropriate departments will collect evidence and protect the crime scene as appropriate. Appropriate administrative offices will be informed of the graffiti for purposes of response and record. Lincoln Police will be contacted.
- c. Upon collection of evidence, maintenance will be contacted to remove the offending graffiti.

GRIEVANCE POLICY AND PROCEDURES

I. Grievances shall be subject to the following procedures:

- a. The complaining party must attempt an informal resolution of the matter prior to initiating the grievance process. At minimum, this must include informal discussion with the accused party to seek an equitable solution to the problem. If this cannot be accomplished, the complaining party must then bring the matter to the attention of the department chair, administrative officer, or staff supervisor, allowing an opportunity for resolution at this level.
- b. Any student alleging violation of rights on the basis of race, color, religion, ancestry, sexual orientation, age, physical or mental disability, national origin, ethnicity, gender, veteran's status or marital status shall report the incident to the Vice President of Enrollment Management and Student Services. The Vice President of Enrollment Management and Student Services shall investigate the allegations.
- c. The Vice President of Enrollment Management and Student Services determines if there is sufficient cause within the petition to merit further investigation. If not, the grievance is denied and the people involved are notified of this outcome.
- d. At the conclusion of the investigation, the Vice President of Enrollment Management and Student Services will consider the information obtained by the investigation. At this point, the College may do one of the following:
 - i. Deny the grievance

- ii. Recommend a specific outcome to the accused with cause
 - iii. Convene a formal review
- e. If denying the grievance, all parties will be notified of the decision and the complainant may appeal this decision to the President
- f. If the Vice President of Enrollment Management and Student recommends a specific outcome with cause, all parties will be notified of the decision. Either party may appeal this decision to the President within five school days of the initial decision letter. Should the accused decline to act upon this recommendation within a specified period of time, the case shall be referred to the President, who is empowered to resolve the impasse and implement any appropriate resolution.
- g. All grievance files and records, including tapes, shall be maintained by Lincoln College for five years. A summary of the grievance will be maintained for an additional five years in accordance with the State Records Act.

II. Grievance Process Concerning Grades

- a. Grade appeals by students concerning individual assignments, test grades, and/or final course grades may be made by the following procedure:
- b. The student meets with the faculty member, who explains why the student received the grade.
- c. If, after meeting with the faculty member, the student is not satisfied that the assigned grade is accurate, the student may appeal, in writing, to the Vice President of Academic Affairs within two weeks of the grade being posted.
- d. The Vice President of Academic Affairs reviews the appeal and makes a recommendation to the faculty member within one week of receipt of the appeal.
- e. The faculty member's decision is final. The student will be notified by the Vice President of Academic Affairs of the decision, in writing, immediately.

Note: Under no circumstances is a grade changed without the consent of the faculty member.

WEAPONS POLICY

- I. No weapons of any kind (firearms, BB guns, pellet guns, airsoft guns, starter guns/ pistols, nun chucks, brass knuckles, knives other than pocket knives, explosives of any type, slingshots, etc.) are permitted on College owned or affiliated property. Violations of this policy will result in disciplinary action.

DISCIPLINE

I. Discipline Procedure

- a. Each member of the Lincoln College community is responsible for reporting violations of the Code of Student Conduct found in the Student Handbook.
- b. A person should report a violation to the Dean of Students, who will conduct an investigation into the matter and take appropriate action. If you believe it would be inappropriate to discuss the matter with the Dean of Students, you may report it directly to the Vice President of Enrollment Management and Student Services. In cases of sexual misconduct a registered report will be kept confidential to the maximum extent possible.
- c. Lincoln College prohibits any form of retaliation against any employee or student for filing a valid report or for assisting in a report investigation. Any form of retaliation will be treated as its own violation and subject to discipline regardless of outcome of original investigation. However, if, after investigating any report, Lincoln College determines that the report was not made in good faith, or that an individual has provided false information regarding the report, disciplinary action may be taken against the individual who filed the report or who gave the false information.

- II. **Level one** infraction involves students who violate the Code of Conduct. These violations may occur on or off campus, as well as any other areas under the jurisdiction of the College. These violations will result in a discipline conference with a designated College official.

- III. **Level two** infraction involves students who have either repeatedly violated the Code of Conduct and/or College policies or have been involved in more serious infractions of the Code of Student Conduct. In some situations, members of the College Review Board may conduct a discipline review.

RESIDENTIAL LIFE POLICIES AND GUIDELINES

I. Residency Requirements

- a. Students who do not live with his/her parent(s) or guardian(s) and who are under 21 years of age, and who have a freshman or sophomore standing, must live in a College residence hall while attending Lincoln College. Written requests for exceptions may be submitted to the Vice President of Enrollment Management and Student Services, at least 21 days prior to the first scheduled class for each semester. Any student 21 or older must obtain special permission from the Vice President of Enrollment Management and Student Services to live in the Residence Halls. All students must maintain 12 or more credits to live in the Lincoln College residence halls. Under exceptional circumstances, students may petition the Vice President of Enrollment Management and Students Services to continue to live on campus if the student drops below 12 credit hours.

II. Community Expectations

- a. Residential life is a significant part of the Lincoln College community. Professional and student staff develops and organize programs and events to provide for meaningful social, cultural and educational experiences. Students are presented with an exciting realm of new experiences, relationships and adjustments in their new community. Living and interacting with others who have different personal philosophies and who vary in nationality, race and religion are an important part of one's educational experience. A great deal of responsibility, as well as a need for human understanding and cooperation, is placed upon each person. Whenever a large group of people lives together, there is a need to develop expectations for behavior, which promote a safe and interactive environment. Expectations provide for the protection of everyone so that community members can pursue their educational objectives without interference. All students are expected to adhere to the published regulations and policies found in this Student Handbook and in the College Catalog. Since each residence hall has its own unique living environment, additional expectations may exist in each hall/apartment building. These regulations have been formulated to assure the safety and welfare of all students. Lincoln College is dedicated to the integrity and personal growth of each individual.

III. Care of Student Rooms and Common Areas

- a. Students are responsible for the rooms to which they are assigned. Simple health habits and respect for roommates and neighbors will promote good living conditions for all.
- b. Trash, dirt and lint are not to be swept into the hallways. Wastebaskets are to be emptied into trash containers at designated areas. All large objects must be taken to the designated trash pick-up area. Students are encouraged to recycle paper, aluminum cans and plastic bottles.
- c. Students whose rooms seem to be inconsistent with health and community standards will be addressed and expected to comply with requests concerning cleanliness. In addition to the care of their own rooms, students are responsible for the condition of the hallways and common areas, and are held accountable for any damages done to them.
- d. Hallways, stairwells, elevators, recreation areas, lobbies, laundry facilities, study rooms and public bathrooms are to be kept clean and orderly at all times. Although the maintenance staff is responsible for the upkeep of these areas, student cooperation is necessary.
- e. Sporting activities and throwing of balls and other projectiles are not allowed inside the buildings. The bulletin boards are to be used for signs, pamphlets and other literature. Such items should not be posted on the walls by anyone except a Residential Life staff member.

IV. Check-In and Checkout Procedures

- a. Upon checking into the residence halls, a Room Condition Report form is distributed to all students. This report is designed for students' protection so they are not charged for damages, which occurred during a previous year. Students return this report to their Residence Hall Director. The same Room Condition Report is used when checking out of the residence hall.
- b. Each student is provided a key to his or her individual room and an access key to the residence hall's outer doors at the time of check-in. Students are responsible for keys issued to them and must return their keys upon check-out. For more information about Keys, see the "Keys and Locks" section of the handbook.
- c. A residence hall staff member will officially check each student out of his/her room with the student present. Students who leave the residence halls without properly checking out will be subject to a minimum \$25 assessment, in addition to other charges for damage.

V. College Provided Furniture

- a. For safety reasons, students are not permitted to alter or modify College provided furniture. It is recommended that students keep in mind the size limitations of residence hall/apartment rooms when bringing belongings to the residence halls/apartments.
- b. Student construction of furniture, makeshift or unsafe furniture arrangements, lofts, platforms or other apparatus is not permitted. No part of the bed frame may rest on or be supported by a bolster, desk top, heat register, shelf, chair, or other furnishing or part of the residence hall room/apartment.
- c. Students may not remove College furniture from public, floor or hall lounges for their private use in their rooms. All furniture in student rooms/apartments, including beds, dressers, etc., should never be removed. Such an occurrence could result in disciplinary action.

VI. Occupancy of Halls

- a. Housing is not generally provided for the fall break, Thanksgiving break, winter break, spring break or Holiday (Easter) break; halls close for each break and reopen after the break ends.
- b. Students whose permanent home is more than 450 miles away, students who have a musical or athletic event or students with academic commitments may request break housing through the Coordinator of Residence Life or Dean of Students without any disciplinary sanctions attached with their occupancy.
- c. Occupancy for any academic term terminates 24 hours after a student's last final examination for that term. Special exceptions are made in the case of graduating sophomores or seniors allowing them to stay in their rooms through the Commencement weekend.

VII. Compliance With Requests From Residence Life Staff

- a. The Residential Life Staff is responsible for helping to create a secure atmosphere conducive to studying, socializing and learning to live with other individuals. Each resident is expected to respond appropriately to requests from staff and fellow residents concerning behavior that disrupts this secure atmosphere.
- b. Failure to comply with a reasonable request by the Residential Life staff, including failure of a student to present his/her College identification card when requested is a violation of residence hall and College policy.

VIII. Damage Assessment, Fees and Charges

- a. Specific charges for hall/apartment damage are provided to the students it affects. Students are financially responsible for any furniture and/or property damage. Damage to shared living areas will be assessed equally among the occupants unless one or more roommates admits/accepts responsibility for the damage.
- b. Students who wish to appeal a damage assessment fee or charge must do so within **30 days** of the initial billing to the Coordinator of Residence Life.

IX. No Refund of Housing Balance Due to Disciplinary Action

- a. Students who lose the privilege of on-campus housing due to disciplinary action will forfeit the remaining housing balance on their account. Students may reapply for campus housing after two semesters following the disciplinary action.

X. Drugs and Controlled Substances

- a. Students are prohibited from the use, possession, distribution or sale of marijuana, cocaine, amphetamines or any other controlled substance covered by the Federal and State Controlled Substance Act. For questions regarding this act, please go to <http://www.usdoj.gov/dea/agency/csa.htm>

XI. Fire and Fire Safety

- a. Recognizing the serious threat of fires in the residence halls, Lincoln College offers the following guidelines for student conduct concerning: the inappropriate use of and tampering with fire alarms and equipment; arson; evacuation; and fire hazards. Fire safety in the residence halls is a shared responsibility and to that end the College has installed smoke detectors in addition to the alarm system and firefighting equipment throughout the buildings. Students are urged to respect these lifesaving devices and must respond to all alarms appropriately.
- b. Students found abusing safety equipment (such as exit lights, stair rails, fire alarms and fire exits), causing false fire alarms or refusing to vacate buildings after alarm sounds or at the direction of a College official will result in disciplinary action in addition to possible criminal charges.

XII. Arson

- a. Lighting fires in the residence halls is considered a serious offense that could result in suspension or dismissal from the College. Information concerning arson in the residence halls/apartments is given to the appropriate city department and can lead to criminal charges. Withholding evidence concerning a fire will result in disciplinary action.

XIII. Evacuation

- a. In case of a fire, it is important to know the location of the nearest fire exit and fire-fighting equipment.
- b. If you encounter a fire, follow these guidelines:
 - i. Isolate the fire by closing any doors.
 - ii. Pull the nearest fire alarm.
 - iii. Call 911 to report the fire.
 - iv. Evacuate the building immediately when the alarm sounds.
 - v. Contact the Residence Life staff.
 - vi. Follow all residence life staff members' instructions.
- c. If your door is hot to the touch:
 - i. Do not try to open the door. Remain in the room.
 - ii. Wedge cloths under the door to keep the smoke out.
 - iii. Open a window, wave sheets or a towel.
 - iv. Stay low; breathe fresh air near the window.

- v. If possible, dial 911 and report your situation and location.
- d. If your door is cool and the hallway is clear:
 - i. Exit via the nearest stairwell after closing your room door. Do not use elevators.
 - ii. Close all doors as you leave.
 - iii. If you encounter heavy smoke in a stairwell, go back and try another stairwell or exit.
 - iv. If all exits are blocked, go back to your room.
 - v. Close your door and wedge cloths under the door to keep the smoke out.
 - vi. Open a window, wave sheets or a towel.
 - vii. Stay low; breathe fresh air near the window.
 - viii. If possible, dial 911 and report your situation and location.
 - ix. Failure to evacuate the hall/apartment when the fire alarm sounds may result in disciplinary action.

XIV. **Fire Hazards**

- a. Anything that may create a safety or fire hazard is not allowed in the residence halls. Students should use extension cords and/or multi-plug adapters equipped with a circuit breaker and UL approved. Please be reminded that circuits can be easily overloaded by simultaneous operation of electrical equipment such as hair dryers, stereos, televisions and refrigerators.
- b. Possession, manufacture or use of fireworks or explosives on College property is expressly forbidden. No flammable or combustible liquids such as gasoline or kerosene may be stored in College housing.

XV. **Guests**

- a. Students may host overnight guests (in conjunction with the appropriate visitation policy) for a maximum of two consecutive nights with the agreement of all roommates, with a maximum of three nights total per month. Students must escort their guests while they remain in the hall. Guests must sleep in their host's assigned room and not in the common sleeping area. Guests must obey College and Residential Life policies. Students are responsible for the action of their guests at all times. If violations of policy do occur, guests will be removed from the hall and future admittance to the hall may be restricted. Guests under 18 years of age are normally not permitted to stay overnight in residence halls without a letter of permission from a parent/guardian addressed to Residential Life staff. Guests must have the written permission of the Dean of Students or Coordinator of Residence Life.

XVI. **Health Records Requirement**

- a. All full-time students and/or those students living in residential housing are required to submit the following records: Health History, Immunization Form, Tuberculosis risk information, and Student and Parent/Guardian Insurance information.
- b. An athlete that is participating in a competitive sport at Lincoln College must submit a physical examination form each year.
- c. All full-time students and/or those students living in residential housing are required by Illinois law and /or Lincoln College policy to provide certain immunization information prior to entrance. Proof of immunity to certain vaccine-preventable disease can be provided by submitting the Lincoln College Immunization Form. A complete immunization (shot) record from high school, previous college, physician's office, health department or a copy of official military records will also be acceptable.
- d. Student's born BEFORE January 1, 1957, need to contact Health Services for information on required immunizations.
- e. Students born on or after JANUARY 1, 1957 must meet the following **required** immunizations:
 - Tetanus booster. Required every eight to ten years. Must have current immunizations for entrance into college. The recent rise in the number of pertussis (whooping cough) cases among adolescents and young adults has resulted in the availability of a vaccine which

provides added immunity to pertussis when Tetanus/Diphtheria boosters are received.

- Measles-mumps-rubella (MMR) – 2 doses. First dose must be after first birthday and at least one month apart. Documentation by physician of blood titers may be acceptable.
- f. The following immunizations are recommended but not required.
- Meningitis (Meningococcal) Immunization – 1 or 2 doses
 - Chickenpox (Varicella) Immunization – 1 or 2 doses
 - Hepatitis B Immunization – series of 3
 - Hepatitis A Immunization – series of 2
 - HPV (Human Papillomavirus) Immunization – series of 3

All required health forms must be completed prior to the first day of class. A late fee will be assessed after that date. Until the records are in compliance the student will not be allowed to register for classes for the next semester.

XVII. Insurance Coverage (Personal Belongings)

- a. Lincoln College expects students to arrange for insurance of their own personal property. The College does not carry insurance to cover students' personal property, and the College is NOT liable for the loss or damage to any residents' personal property. Families should review their homeowners or tenant insurance policies to determine whether coverage is extended to students' personal property while attending college.

XVIII. Keys and Locks

- a. Keys that are issued to students represent responsibility for individual security as well as responsibility for the security of others. Therefore, a student who loses a room key will be charged for the cost of changing the lock on the door and/or the replacement of keys to the room, apartment, mailbox, and outside door. Unauthorized possession, duplication or use of keys to residence hall premises or unauthorized entry, even through an unlocked door, is prohibited. Students are expected to carry keys to their rooms at all times. If a student should become locked out of his/her room, the Residence Life staff provides a lockout service.
- b. Each student will be given two keys to his/her residence hall. There will be one room key and one key to the front entrance of the residence hall. If a student loses his/her key(s), he/she should report this to the Coordinator of Residence Life or the Dean of Students. A replacement fee per key will be charged.

XIX. Pets

- a. All animals are prohibited in the residence halls. If an animal is found and reasonable attempts to determine ownership of the animal or to find off-campus shelter for the pet fail, the animal shelter will be contacted to collect the animal.

XX. Quiet Hours

- a. First and foremost, the residence halls are places where students must be able to sleep and study. Therefore, students are expected to respect the rights of others to live in an environment free from disturbances caused by loud stereos, shouting and similar disruptive behavior. Residence hall quiet hours are:
- i. Sunday - Thursday 10:00 p.m. - 10:00 a.m.
 - ii. Friday – Saturday 12:00 a.m. - 10:00 a.m.

- b. Weight lifting equipment and musical devices or instruments whose sound carries may be used only with approval of one's roommate(s) and without disrupting others. Radios, televisions and stereo equipment should be used in a manner that does not disturb the study or community environment on the floor or in the residence hall. Improper use of sound-making equipment may result in the student being required to remove such equipment from the residence hall.

XXI. Residence Hall Security

- a. The campus security force is charged with the responsibility of securing buildings, assisting students in resolving problems, and in maintaining order on campus. When the College is open, security staff members are available throughout the evenings (seven days a week) and for special campus occasions. It is important to understand that Lincoln College security officers are not civil police but will cooperate with local, state, and federal law enforcement agencies when necessary.

XXII. Room Assignment, Room Occupancies, Roommates, Room Changes and Consolidation

- a. Assignments and mutual requests for roommates are made insofar as space permits and at the discretion of the Coordinator of Residence Life. Space will generally be provided on a first-come, first-serve basis for those who have paid their room reservation fee for the following academic year. Assignments are made without regard to race, religion, national origin, or status in any other protected category except as permitted by law. The College reserves the right to make and change hall and/or room assignments as necessary to provide for optimal utilization of available facilities. Returning residents who do not make requests for roommates will be assigned, without prior consultation, to available rooms.
- b. Single rooms are assigned to students on the basis of availability and the number of students to be housed. Students who reside in a single room will be charged an additional amount per semester. Single room assignments will be made on the same basis as double rooms. In the event of an unanticipated housing shortage, the College reserves the right to refund the \$300.00 fee and assign a roommate. The College requires permission from the parent or guardian before a single room can be assigned to a student. Students living alone in double occupancy rooms with an empty bed will be declared involuntarily under-assigned. This means that through no fault or choice of their own (involuntarily) they are living in a room with less than the optimal number of occupants (under assigned). Students who find themselves in this situation should endeavor to secure another party who will move in with them.
- c. ADA compliant rooms are available for students with permanent or temporary physical challenges. Contact the Office of Residence Life for further information.
- d. Students wishing to move from one location to another should contact the Coordinator of Residence Life. Conflict in roommate situations is not uncommon, as living with another person naturally causes disturbances to one's own routine. In situations where roommates are unable to resolve their disagreements through the use of mediation with staff members or the roommate contract, opportunities will be made available to both residents regarding possible moves to under-assigned spaces. At that point, one or both roommates can choose to move to a more suitable roommate situation. When neither roommate will move nor the roommate situation does not show dramatic signs of improvement, the situation will be resolved through the mandatory relocation of both roommates to other spaces on campus at the discretion of the Coordinator of Residence Life.

XXIII. Safety and Maintenance Inspection

- a. The College reserves the right to enter students' rooms for the purpose of showing the room, inspecting the room, or for responding to maintenance needs. In addition, the College reserves the right to make appropriate inspections as necessary to help guarantee that state laws and College policies are being followed and that the health, safety and welfare of its students are ensured. Such

inspections will be made at least as often as the residence halls close for a break period. The student will be notified of this action immediately. A student's room will not be entered without knocking. A sufficient time lapse will be allowed to provide the resident ample opportunity to open the door.

- b. If no response is received, the room may be entered to make appropriate inspections as necessary. Violations of College regulations discovered during a room inspection will be reported to the Dean of Students and appropriate action will be taken. A College official may enter a student's room without the consent of the student if 1) he/she has probable cause to believe that a violation of Federal, State, or College regulations is occurring or has occurred in the room, 2) A room search for probable cause of violation may result, 3) In the event of an emergency such as fire, tornado, flood, etc. or 4) If the College official has knocked on the door and the student fails to open it within a reasonable period of time. During a room inspection (ANNOUNCED OR UNANNOUNCED), the search of a student's room will be conducted if the Residence Life staff has probable cause to believe that the room contains any item that constitutes a violation of a College, State, or Federal law or regulation. All refrigerators on campus are subject to inspection by the Residential Life staff.

XXIV. **Selling, Soliciting and Peddling**

- a. No one may sell, solicit or peddle in College residence halls/apartments. Door-to-door campaigning is prohibited as well. College groups must make arrangements through the Office of Student Services for permission to sell in other areas on campus.

XXV. **Skateboards/Hoverboards**

- a. Skateboarding is not allowed on the Lincoln College campus. Lincoln College has an obligation to provide a safe environment and protect university property. Skateboarding is dangerous and presents a safety issue for the pedestrian, as well as the skate boarder.
- b. **Electronic skateboards including self-balancing boards/scooter, and other similar equipment are prohibited from being used on campus and stored and/or charged inside any College property due to a potential fire hazard.**

XXVI. **Storage**

- a. The College cannot and will not accept any responsibility for the security of, damage to, or loss of a student's belongings left during the summer. Limited storage of personal items is available to International students only. For storage, non-international students should contact storage companies in Lincoln.

XXVII. **Tornadoes and other Threatening Conditions**

- a. Lincoln College Residential Life staff will inform the residence halls/apartments when notification of dangerous atmospheric conditions has been given by the civil defense authorities. The National Weather Service uses a two-step alert to warn people of tornado danger: The WATCH alerts persons that atmospheric conditions are ripe for tornadoes, although none have been sighted; the WARNING alerts persons a tornado has actually been spotted, visually or on radar. When a tornado warning is issued, residents must move to lower floors and basement areas away from interior and exterior glass. Keep your windows opened slightly. AVOID the top floor of a building. As much as possible, stay close to the floor. Assume the squat position with head protected. When possible, use heavy furniture, such as a large desk, to shield yourself from any falling and flying debris. Use a jacket or blanket or other heavy cloth material to cover your upper body and face to help protect you from any falling or flying debris. Do NOT use telephones and appliances during severe thunderstorms until the storm has passed since lightning can pass through telephone lines and metal pipes. If it is impossible to go inside when a weather alert is issued, go to a low-lying, open place (not subject to flash flooding). Lay flat in a ditch, ravine or culvert (if any of these is nearby) with your hands shielding your head. Stay away from trees, utility poles,

fences and metal objects. Be a very small target. Squat low to the ground and place your head between your knees and hands over your head. Do not lay flat on the ground, as this will make you a larger target. If you are caught in the path of a tornado, always move at right angles to its path. Always stay in a place of shelter until you receive the all-clear message or until you are certain the tornado has passed

XXVIII. Earthquakes

- a. In preparation for the possibility of an earthquake determine the safe areas within each room. Identify danger areas in each room (near windows, bookcases or furniture which can fall over). Know the location of possible exits from the area. Know the location of the nearest fire extinguishers and the basics of how to use them. If an earthquake occurs, remain calm and stay where you are. If indoors, take cover under a sturdy desk, table, or bench and hold onto or sit against an interior wall. Avoid glass, windows, outside doors or walls, fireplaces, and anything, which could fall. If outdoors, stay there. Move away from buildings, utility poles, wires or trees. When shaking stops, proceed cautiously, watching for road and bridge damage. After an earthquake, be prepared for aftershocks. Secondary shocks can cause additional damage to already weakened structures. If injured, seek medical attention. Open windows and evacuate the building if you smell gas or hear a hissing sound or chemical fumes are present. Report the gas leak to the Maintenance Department and/or gas company and stay out of the building. Proceed in an orderly evacuation from the building. Do NOT rush for stairways, as they are probably crowded. In buildings with an elevator, do NOT use elevators. Take appropriate clothing; you may be outside for some time. Residence Life staff will attempt to account for everyone from the residence halls/apartments. Staff members from other offices/areas on campus will attempt to account for everyone from his or her particular office/area. Do not be surprised if the electricity goes out or if the fire alarm sounds. Use flashlights or battery-powered lanterns. Do not use candles, matches, or flames indoors because of possible gas leaks. Do not touch power lines, electrical wiring, or objects in contact with them. Open cabinets cautiously since objects can fall off shelves. Use the telephone only to report emergency situation(s). DO NOT use the phones for information or contacting relatives. Monitor news reports for emergency information. The Maintenance Department will work with Emergency Services Personnel to turn off gas, water, and/or electrical power sources to building(s) as necessary.

XXIX. Special Considerations For Persons With Disabilities

- a. Due to the additional time necessary for individuals with disabilities to move to shelter, these persons should identify shelter areas, which can be reached quickly. Others assisting these persons may have to consider the accessibility of evacuation routes for them in the event that debris is encountered during an evacuation. Not all persons that use wheelchairs are able to bend over to assume the protective position recommended during tornadoes. Moving to interior hallways of buildings, which can accommodate wheelchairs, offers some degree of safety.

XXX. Traffic Signs

State law maintains "it shall be unlawful for any person to have in his/her possession any official traffic-control device except by reason of his/her employment. Conviction of possession of such devices (i.e. stop signs, street signs, and city limit signs) is punishable by a \$100 fine and/or 30 days in jail."

XXXI. Vandalism

- a. Vandalism in the residence halls costs the College and our students thousands of dollars each year. Excessive cleanup of any mess by staff will be assessed a fee as stated in "Damage Assessment, Fees and Charges."

XXXII. Vending Machines

- a. Vending machines are installed for the convenience of students in all residence halls/apartments. Mechanical devices of this sort are subject to occasional breakdown. Refunds and malfunctions of the machine should be reported immediately to the Business Office. An outside vendor services this equipment. Please be patient when waiting for repairs to occur.

XXXIII. Windows, Roofs, Ledges, Elevators

- a. Windows and screens are to remain in place at all times. Students are not allowed to place anything outside their windows or to throw objects out of open windows due to the potential for injury to those on the ground. A fee will be assessed for reinstalling screens. For reasons of safety, students are not allowed on the roofs or ledges of residence halls except during a fire emergency. Where applicable, students may use elevators in residence halls, but are expected not to access the elevator shaft, tamper with the elevator or use the elevator in ways other than for which it was intended (the transport of individuals and their possessions from one floor to another inside the elevator carriage)

XXXIV. Room Search and Seizure

- a. Lincoln College respects the privacy of members of the College community. However, the College reserves the right to conduct searches if reasonable cause exists to believe that (1) activity is taking place in a student's room or on College premises which is detrimental to the health, safety, or welfare of individuals; or (2) substances or items contained in the room or on the property of the College or on a person which would constitute a violation of the Code of Student Conduct. A search involves the close physical examination of all areas identified by the Dean of Students or designee, Residence Life Staff member, or College Security, and may involve going through an individual's personal belongings (i.e., suitcases, boxes, locker, car, contents of dressers and desks, pockets of clothing, closets, etc.) Determination of what constitutes "a reasonable cause to believe" that a search is necessary will be made by the Dean of Students, Residence Hall Staff member, or College Security. Reasonable effort will be made to ensure that the student whose room or property is being searched is present. If not present, the student will be notified as soon as possible as to the findings.

XXXV. E-2 Campus Emergency Notification

Lincoln College is committed to providing a safe and secure environment for all students, employees, and visitors. In many situations, emergencies are handled with routine procedures established within departments through campus. However, emergencies that are significant or dangerous and involve an immediate threat to the health of students or employees on campus may require an emergency response.

When an emergency warrants the issuance of an emergency notification, the Lincoln College E-2 Campus system will send short emergency notification messages to the campus community.

To receive Lincoln College E-2 campus alerts, members of the campus community are urged to register their contact information through the Lincoln College homepage (www.lincolncollege.edu) and following the E-2 Campus link.

Emergency Numbers

Police

911

Illinois Poison Center

800.942.5969

Fire	911	National Poison Hotline	800.222.1222
Ambulance	911	Maintenance Pager	800.412.5506
Hospital (Lincoln)	217.732.2161	Lincoln/Logan ESDA	217.732.9491
Dir of Health Services	ext. 7340	Security	217.737.4477

For Campus Information, dial “0” for switchboard operator or look at the Lincoln College web site at www.lincolncollege.edu (Lincoln).

Code of Student Conduct

Within Lincoln College’s mission to help student’s achieve their full potential, Lincoln College strongly promotes the development of a personal values system that includes accepting personal responsibility for actions and maintaining dignity and truth. Thus, integrity and civility are core qualities of the successful Lincoln College student. Students will adhere to the rules and regulations of the institution and conduct themselves at all times in an honest and courteous manner. Students will demonstrate respect for the property and grounds of Lincoln College, for all members and visitors of the Lincoln College community, and for the citizens and property of their host city of Lincoln, Illinois. To preserve and maintain an environment conducive to learning and personal responsibility, Lincoln College has established regulations that describe and clarify actions or activities that would not be consistent with such an environment. Any language or conduct deemed uncivil will lead to disciplinary action. Examples of prohibited behavior include, but are not limited to, disruptive noise, verbal abuse, calumny (making false statements with the intent to harm another), and verbal or written intimidation.

Behavior Intervention Team

Lincoln College is committed to a nonviolent environment for all employees, students and visitors to our campus. In service to this commitment, Lincoln College has established a Campus Behavioral Intervention Team to specifically address and avoid violence, threats, intimidation and property damage on campus. Lincoln College will have a Student, Faculty, Staff and Public Behavioral Intervention Team. These teams will also assist and assess situations with Campus Security when the potential for violence is evident.

I. DEFINITIONS

- a. The term “College” refers to Lincoln College.
- b. The term “Code of Student Conduct” may be referred to hereinafter as the Code.
- c. The term “student” includes all persons taking courses at or through Lincoln College, both full and part time, or those individuals who were students at the time of a violation of the Code, as well as individuals on College premises for any purpose relating to registration for enrollment.
- d. The term “faculty member” refers to any person employed by the College to conduct academic activities.
- e. The term “College official” includes any person including faculty members, employed by the College performing assigned administrative duties or professional responsibilities.
- f. The term “member of the College community” includes any person who is a student, faculty member, College official, or any other person employed by or affiliated with the College.
- g. The term “College premises” includes all land, buildings, facilities, or other property in the possession of or owned, used, or controlled by the College, including adjacent streets and sidewalks.
- h. The term “College property” refers to all property owned, leased, or on loan to the College.
- i. The term “private property” refers to anything of value to which a person has a legal possession or

- title.
- j. The term “student organization” refers to any number of persons who have complied with the formal requirements for College recognition.
 - k. The term “student publication” refers to any written or electronic materials, including but not limited to, brochures, newspapers, and special interest magazines published by students and distributed to members of the College community.
 - l. The terms “disciplinary officer” and “College Review Board” refers to any person or persons authorized by the Code to determine whether a student has violated the Code and to impose sanctions when necessary.
 - m. The term “disciplinary advisor” refers to any individual assigned to advise the College Review Board.
 - n. The terms “complainant” and “aggrieved party” refers to any person or persons who have filed disciplinary charges against a student.
 - o. The term “accused student” refers to any student or students who have had disciplinary charges filed against them.
 - p. The term “school day” refers to any weekday when school is in session or non-holiday business day when school is not in session.
 - q. The term “policy” is defined as the written regulations of Lincoln College as found in, but not limited to, the Code, Student Handbook, and the Catalog.
 - r. The term “shall” is used in the imperative sense.
 - s. The term “may” is used in the permissive sense.
 - t. The term “preponderance of evidence” refers to that a standard of proof in which it is established that something is more likely than not to have taken place.

II. JURISDICTION AND AUTHORITY

- a. Generally, College jurisdiction and discipline is limited to conduct which occurs on College property and at College-related events. Students and student organizations may also be held accountable for conduct off-campus that adversely affects the College community and/or the pursuit of its objectives. The Vice President of Enrollment Management and Student Services maintains final discretion over extension of the College’s jurisdiction for off-campus conduct.
- b. Students who are members of a student organization involved in a violation of the Code may be subject to discipline both as a member of the organization and as an individual.
- c. Students whose actions may violate public law may also be subject to discipline, as the student is subject to dual jurisdiction.
- d. Students attending a function as a representative of the College (including, but not limited to, students on academic or athletic teams, performing arts, and students involved in off-campus internships or study) are subject to the Code.
- e. Any person who willingly witnesses or observes a violation of the Code may be subject to disciplinary action if that person chooses to remain present at the violation (passive participation).
- f. The Vice President of Enrollment Management and Student Services shall develop procedures and policies for the administration of the disciplinary process that are consistent with the provisions of the Code.
- g. Decisions made by a College Review Board shall be final, pending any appropriate appeal process.
- h. The College cannot foresee all violations of the Code within the regulations. As such, students may be subject to disciplinary action when their behavior is detrimental or disruptive of the goals and/or purposes of the College and not provided for in the Code.
- i. The College may take interim disciplinary action as outlined in Section V.

III. COLLEGE REGULATIONS

Protecting the rights of the individual

- a. Safety Regulations. Including but not limited to: Students shall not:
1. falsely report a fire, bomb, or any other emergency by means of activating an alarm or by any other means.
 2. engage in unauthorized possession, use or alteration of any College-owned emergency or safety equipment.
 3. fail to evacuate a building or other structure during an emergency, or during emergency drills.
 4. take any action that creates a substantial risk such that the safety of an individual may be compromised.
- b. Damage to Property. Including but not limited to: Students shall not take any action that causes damage or which would tend to cause damage to public or private property without the consent of the owner or person legally responsible.
- c. Theft. Including but not limited to:
Students shall not:
- i. Appropriate or attempt to appropriate or possess public or private property without the consent of the owner or person legally responsible.
 - ii. Obtain or attempt to obtain any service by devious means.
 - iii. Maintain possession of public or private property that is stolen.
- d. Dangerous Objects. Including but not limited to: Students shall not:
- i. Possess or use functioning or nonfunctioning firearms on College property or at any College-related event.
 - ii. Possess or use fireworks or explosives on College property or at any College-related event.
 - iii. Possess or use any device classified as a weapon by the State of Illinois on College property or at any College-related event.
 - iv. Utilize any instrument to simulate a weapon in a manner that endangers or tends to endanger any person.
- e. Hazing. Including but not limited to:
Students shall not:
- i. Engage in any act, which endangers the mental, emotional, or physical health or safety of a student for the purpose of initiation, admission into, affiliation with, or continued membership in any organization or team whose members are or include students of Lincoln College.
 - ii. Engage in any action where an individual is encouraged to engage in conduct of an unbecoming or humiliating nature, or which in any way detracts from an individual's academic pursuits for the purpose of initiation, admission into, affiliation with, or continued membership in any organization or team whose members are or include students of Lincoln College.
 - iii. Engage in any acts such as paddling, creating excessive fatigue, work sessions, physical or psychological shock, wearing apparel which is conspicuous and not in good taste, public stunts, morally degrading or humiliating games or events, or that encourage the illegal or abusive use of alcohol and/or other drugs.
 - iv. For the purpose of this policy, hazing includes any activity that is inconsistent with regulations or policies of Lincoln College or the laws of the State of Illinois. Acts of this nature are considered hazing whether or not a person willingly participates in such activities.
- f. Harassment. Including but not limited to:
Students shall not:
- i. Take any action with the intent to alarm or disturb another individual, or to violate the peace of an individual.
 - ii. Threaten to subject another person to physical harm or unwanted physical contact.
 - iii. Engage in any action that is unwanted and results in an individual being fearful for imminent bodily harm and/or the emotional/mental disruption of a person's daily life or educational environment.
 - iv. Intentionally follow another person in or about a public place(s).
 - v. Direct obscene language at another person or group of people.

- g. Bullying. Including but not limited to: Engage in behaviors or actions that annoy, intimidate, impede the progress or have the effect of provoking anger, or otherwise interfere with the rights of another person or group of persons/organization.
- h. Cyber Bullying. Including but not limited to: Students shall not engage in such actions such as bullying through email, instant messaging, chat room exchanges, web site posts, or digital messages or images sent to a cellular phone or personal digital assistant. Cyber bullying, like traditional bullying, involves an imbalance of power, aggression, and a negative action that is often repeated.
- i. Physical Misconduct. Including but not limited to:
Students shall not:
 - i. Inflict bodily harm or unwanted physical contact upon any person.
 - ii. Take any action for the purpose of inflicting harm upon any person.
- j. Sexual Misconduct. Including but not limited to: Students shall not engage in any physical act that is sexual in nature and which is committed under pressure, force, threat, or coercion, or without the full and informed consent of all persons involved. For the purpose of this policy, consent must be freely and actively given through mutually understandable terms or actions. A person is deemed incapable of giving consent when that person is a minor, is mentally disabled, mentally incapacitated, physically helpless, under the influence of alcohol or drugs to the point of being unable to make a rational decision, unconscious or asleep. A person always retains the right to revoke consent at any time during a sexual act.
- k. Arson. Including but not limited to: Students shall not set fire to any public or private property. Students shall not create a fire hazard or be in unauthorized possession of flammable or hazardous substances.

IV. Protecting the rights of the College and the educational process

a. Academic Integrity Policy:

Promoting and maintaining academic integrity is an essential goal of higher education. The College is committed to supporting collaboration between students and faculty in the prevention, identification, and the prosecution of infractions of academic dishonesty.

Suspected infractions of academic integrity will be systematically reviewed by Lincoln College policies and procedures. Students who witness suspected infractions are encouraged to alert relevant faculty. Instructors will initiate investigations of academic dishonesty by completing the initial sections of the “Faculty Referral for Academic Dishonesty.” As the review of an incident progresses, the faculty member and student will attempt to resolve the issues in question. If a satisfactory resolution cannot be reached, the matter will be transferred to the Office of Academic Affairs. All details of the complaint and steps taken toward a resolution with or without penalty will be documented in the “Faculty Referral for Academic Dishonesty.” Additionally, confirmed cases of academic dishonesty will be noted on a student’s permanent academic record.

Penalties for instances of academic dishonesty may vary, depending on the type of infraction, the extent to which the infraction involves or effects the work of others, and if the violator has a record of academic dishonesty. Penalties can range from the required resubmission of an assignment (with or without grade penalty), to the failure of a course, to the academic dismissal of student.

Students are allowed to appeal a penalty conferred for academic dishonesty by completing an appeal form in the time frame allotted. Information about and the forms for the appeal can be obtained from the Office of Academic Affairs or the Lincoln College website.

Examples of Academic Dishonesty by students include, but are not limited to:

1. Possess or utilize any means of assistance (books, notes, papers, articles, etc.) in an attempt to succeed at any quiz or examination unless specifically authorized by the instructor.

2. Take any action with intent to deceive the person in charge as to the student's acting without honesty to complete an assignment, such as falsifying data or sources, providing false information, etc.
3. Students are prohibited from conversation or other communication in examinations except as authorized by the instructor.
4. Using without acknowledgement and authorization another's assignment, in written or digital form.
5. Plagiarizing. For the purpose of this policy, plagiarism is the unacknowledged appropriation of another's work, words, or ideas in any themes, outlines, papers, reports, speeches, or other academic work. Students must ascertain from the instructor in each course the appropriate means of documentation.
6. Submit the same paper for more than one College course without the prior approval of the instructors.
7. Willfully give or receive unauthorized or unacknowledged assistance on any course assessment. This may include the reproduction and/or dissemination of homework or test materials. Both parties to such collusion are considered responsible.
8. Substitute for another student in any quiz or examination.
9. Be involved in the advertisement, solicitation, sale or ghost-writing or writing assignments or research papers
10. .

A more detailed list of infractions can be found in "Examples of Academic Dishonesty," which is located on the Lincoln College website.

The "Faculty Disciplinary Guide for Academic Integrity Violations" provides a further overview of the institutional policies and procedures related to the prevention, identification, and the prosecution of infractions of academic dishonesty. This guide is located on the Lincoln College website.

b. Disruption. Including but not limited to:

Students shall not:

- i. Disrupt or obstruct teaching, research, administrative, or other College functions, including its public service functions on or off campus, or other authorized non-College activities when these activities occur on College property.
- ii. Lead or incite others to disrupt scheduled and/or normal non-academic activities associated with the operation of the College.
- iii. Create an intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular.

c. College Records. Including but not limited to: Students shall not forge, alter, or misuse any official College record or College-issued instrument of identification.

d. Academic Materials. Including but not limited to: Students shall not knowingly alter, tear, mark, render imperfect, or otherwise damage or destroy or wrongfully appropriate College-owned or held academic materials.

e. Other Regulations. Including but not limited to: Students shall not violate any rules or regulations relating to the use of College operated or approved grounds, property, facilities, equipment, and services. Such policies include, but are not limited to, Information Technology, Posting Policy, etc.

V. Promoting personal responsibility and integrity

a. The Lincoln College community strongly promotes the development of a personal values system that focuses on each person assuming responsibility for her/his own actions, and on maintaining dignity and truth. The following restrictions outline the parameters within which each individual shall be held responsible. Violations will result in disciplinary action.

b. Acts of Dishonesty. Including but not limited to:

Students shall not:

- i. Knowingly provide false or inaccurate information to any College official or office.
 - ii. Forge, alter, or misuse any document, record, or instrument of identification.
 - iii. Aid, abet, or procure another person to violate any College regulation or policy.
 - iv. Engage in any electronic exploitation of another person, including eavesdropping, wire-tapping, surveillance, recording and/or broadcasting acts.
- c. Failure to Comply. Including but not limited to: Students shall not fail to comply with the reasonable and lawful requests or directives of College officials acting in performance of their official duties. Students shall not knowingly interfere with College officials acting in performance of their official duties. Students are required to show proper identification to College officials upon demand.
- d. Disorderly Conduct. Including but not limited to:
- i. Students shall not engage in conduct that is disruptive, lewd, or indecent, regardless of intent, which breaches the peace of the community.
- e. Residence Hall Regulations. Including but not limited to: Students shall not violate any regulation established within the Student Handbook or the housing contract, or any supplemental rules communicated by Residence Life.
- f. Guest Policy. Including but not limited to: Students are responsible for the actions of their guests who violate College regulations. Students are also expected to take reasonable action to prevent their guests from violating College regulations.
- g. Alcohol Policy. Including but not limited to: Students shall not consume, possess, possess by consumption, purchase, distribute, or sell any alcoholic beverages or maintain containers regardless of age.
- h. Drug Policy. Including but not limited to: Students shall not possess, possess by consumption, purchase, distribute, sell, or consume any illegal or controlled substance in crude or refined form except under the direction of a licensed physician.
- i. Drug Paraphernalia. Including but not limited to: Students shall not possess any items that are designed for the use of drugs (bowls, bongs, etc.). Any items that are fashioned for the purpose of facilitating or disguising drug use will also be considered a violation of this policy.
- j. Gambling. Including but not limited to: Organized gambling is not allowed on campus. Social games of chance on equal terms with other participants are permitted.
- k. Abuse of the Disciplinary System. Including but not limited to: Students shall not:
- i. Fail to attend meetings required by any disciplinary officer or College Review Board.
 - ii. Knowingly provide false, inaccurate, or misrepresented information to any disciplinary officer or College Review Board.
 - iii. Disrupt or interfere with the orderly conduct of a disciplinary proceeding.
 - iv. File a false or inaccurate statement or accusation against another person.
 - v. Attempt to discourage an individual's participation in, or use of, the student disciplinary process.
 - vi. Attempt to influence the impartiality of any disciplinary officer or member of a College Review Board prior to, and/or during the course of a disciplinary proceeding.
 - vii. Intimidate or harass any disciplinary officer or member of a College Review Board, prior to, during, and/or after a disciplinary proceeding.
 - viii. Fail to comply with sanctions imposed under the Code.
 - ix. Influence or attempt to influence another person to commit an abuse of the disciplinary system.

VI. VIOLATION OF LAW AND COLLEGE DISCIPLINE

- a. If a student is charged only with an off-campus violation of federal, state or local laws, but not with any other violation of the Code, disciplinary action may be taken and sanctions imposed for grave misconduct that demonstrates flagrant disregard for the College community and/or represents a significant threat to safety and security of the college community.
- b. College disciplinary proceedings may be instituted against a student charged with a violation of law that is also a violation of the Code, where both violations result from the same set of facts or circumstances.
- c. No regard will be given to any pending civil litigation in court or criminal arrest and prosecution. Proceedings under the Code may be carried out prior to, concurrent with, or following civil or criminal proceedings off-campus. Students may request a delay in campus disciplinary proceedings from the Vice President of Enrollment Management and Student Services, but must establish that the College disciplinary process would be unfairly impacted without such a delay. A student's decision to refuse to participate in the disciplinary process does not constitute grounds for a delay.
- d. When a student is charged by federal, state, or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of her or his status as a student. If the alleged offense is also the subject of review under the Code, the College may advise off-campus authorities of the existence of how such matters will be handled within the College community.
- e. The College will cooperate fully with law enforcement and other agencies in the enforcement of criminal laws on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators.

VII. INTERIM DISCIPLINARY ACTION

- a. In certain circumstances, the Vice President of Enrollment Management and Student Services may impose a Disciplinary Suspension or other restrictions prior to the conduct of College disciplinary proceedings. Those circumstances shall be directly related to the institutional concerns outlined below in Section V, Item C.
- b. In certain circumstances, the Vice President of Enrollment Management and Student Services may impose a residence hall suspension, termination of housing contract, mandated room reassignment or other restrictions prior to the conduct of College disciplinary proceedings.
- c. Interim sanctions may be imposed:
 - i. to ensure the safety and well-being of members of the community or preservation of College property; or
 - ii. to ensure a student's own physical or emotional safety and well-being; or
 - iii. if the student poses a threat of disruption of or interference with the normal operations of the College.
- d. During an interim suspension, students may be denied access to the residence halls and/or to the campus (including classes) and/or all College activities or privileges for which the student might otherwise be eligible, as the Vice President of Enrollment Management and Student Services may determine to be appropriate.
- e. Whenever an interim sanction is imposed, a disciplinary proceeding will convene at the earliest possible time. The interim sanction may remain in effect until a final decision has been reached, including any appropriate appeals process, at the discretion of the Vice President of Enrollment Management and Student Services.

VIII. ACCUSED STUDENT'S EXPECTATIONS

- a. A student should expect that all disciplinary proceedings will be handled fairly. All Lincoln College students shall be given the following expectations:
- b. A student shall be treated with dignity and compassion by the College Review Board, and by all persons involved in the disciplinary process.
- c. A student shall have information pertaining to the College disciplinary process.
- d. A student shall have information pertaining to counseling services available to her/him.
- e. Student reviews will be conducted by an unbiased College Review Board. A student will be given the opportunity to object for cause to a disciplinary officer or member of a College Review Board.

- f. A student may have an advisor present at disciplinary reviews. The advisor's role is limited to advising the student, and the advisor may not actively participate in any proceedings. For the purposes of the student's expectations, people are eligible to serve as advisors if:
 - i. the advisor is employed by the College.
 - ii. the advisor is employed by the student. Attorneys at law may serve under the same restrictions as other advisors.
- g. It is the responsibility of the student to insure the attendance of the advisor at any proceeding. Reviews will not be rescheduled to accommodate advisors.
- h. A student will receive written notice of the charges placed against her or him that also indicates the time and place of any disciplinary conference or review. Proper written notification shall be defined as delivery of mail to a student's permanent and/or local address, as reported by the student to the College Registrar.
- i. A student will receive a written copy of the report(s) stating the circumstances and allegations involved.
- j. A student may choose not to present information against herself/himself.
- k. A student may expect to hear and respond to all information presented against her/him. This information includes the ability to question all parties through the College Review Board.
- l. A student has the opportunity to present information and/or witnesses on her/his behalf. The College Review Board Advisor may determine the number of witnesses that may be called.
- m. A student will have written notification of the results of the review no later than ten school days after the review.
- n. A student should expect to be free from intimidation and harassment throughout the disciplinary process. The student should also expect to be free from retaliation following the process.

IX. AGGRIEVED PARTY'S EXPECTATIONS

- a. When a member of the Lincoln College community has been the victim of an alleged act of misconduct which violates the physical and/or mental welfare of an individual, the victim should expect that the College shall respond in a caring, sensitive manner that allows the victim to utilize the disciplinary process while also maintaining the considerations of the accused student. In cases including, but not limited to sexual assault, physical assault, hazing, harassment, and academic dishonesty, the following considerations shall be provided to victims of alleged offenses.
- b. The aggrieved party shall be treated with dignity and compassion by the College Review Board, and by all persons involved in the disciplinary process.
- c. The aggrieved party shall have information pertaining to the College disciplinary process and appropriate referrals for information on the criminal or civil process.
- d. The aggrieved party shall have information pertaining to counseling assistance available to her/him.
- e. The aggrieved party may have assistance throughout the disciplinary process, including having an advisor or support person present at all disciplinary reviews. The advisor's role is limited to advising the student, and the advisor may not actively participate in any proceedings. It is the responsibility of the student to insure the attendance of the advisor at any proceedings. Reviews will not be rescheduled to accommodate advisors.
- f. The aggrieved party will receive written notification of a review, may hear all information presented to the College Review Board, and may present information and witnesses. Aggrieved parties are reminded that the outcome of any student disciplinary matter is subject to confidentiality, except in cases of sexual assault.
- g. The aggrieved party may provide information to a College Review Board from a separate location as long as it does not impede a fair review of the accused student.
- h. The aggrieved party should expect to have any unrelated past behavior excluded from the disciplinary process. The College Review Board shall determine what constitutes unrelated behavior. (i.e. during a sexual misconduct review, a student's prior sexual history may be unrelated)
- i. The aggrieved party should expect privacy throughout the disciplinary process with respect to campus and other media, and from all other uninvolved parties.
- j. The aggrieved party should expect to be free from intimidation and harassment throughout the

disciplinary process. The aggrieved party should also expect to be free from retaliation following the process.

- k. The aggrieved party should expect, upon request, to have reasonable steps taken by Lincoln College to prevent any unnecessary or unwanted contact with the accused student(s).

X. DISCIPLINARY BODIES AND PROCEDURES

- a. In determining whether or not a student violated the Code, all disciplinary officers and disciplinary bodies shall make a decision as to whether or not the information presented establishes a preponderance of evidence in support of the allegations, indicating that the information presented would lead a reasonable person to conclude that it was more likely than not that the student violated the cited College regulation(s). The following means shall be utilized to resolve allegations of student misconduct:
 - i. The following procedures apply to disciplinary conferences:
 - ii. The accused student shall be notified and shall be required to schedule an appointment for the conference within a time specified by the disciplinary officer.
 - iii. If a determination of responsibility and a sanction can be agreed upon by the disciplinary officer and the accused student(s), a disciplinary agreement may be prepared and signed by both. A signed disciplinary agreement shall constitute an acceptance of the finding and sanction(s).
 - iv. The disciplinary officer may withdraw any charge deemed to be without basis.
 - v. If the accused student fails to schedule or attend the disciplinary conference, the designated disciplinary officer may review the evidence in support of the charges and render a decision. The decision rendered by the disciplinary officer may not be appealed.
 - vi. If the disciplinary officer determines that the student's failure to appear at a scheduled disciplinary conference is for good cause, the disciplinary officer may reschedule the conference. The disciplinary officer shall determine the validity of any excuse.
- b. Disciplinary Conferences
 - i. The following procedures apply to disciplinary conferences:
 - ii. The accused student shall be notified and shall be required to schedule an appointment for the conference within a time specified by the disciplinary officer.
 - iii. If a determination of responsibility and a sanction can be agreed upon by the disciplinary officer and the accused student(s), a disciplinary agreement may be prepared and signed by both. A signed disciplinary agreement shall constitute an acceptance of the finding and sanction(s).
 - iv. The disciplinary officer may withdraw any charge deemed to be without basis.
 - v. If the accused student fails to schedule or attend the disciplinary conference, the designated disciplinary officer may review the evidence in support of the charges and render a decision. The decision rendered by the disciplinary officer may not be appealed.
 - vi. If the disciplinary officer determines that the student's failure to appear at a scheduled disciplinary conference is for good cause, the disciplinary officer may reschedule the conference. The disciplinary officer shall determine the validity of any excuse.
- c. Student Organization Cases
 - i. Student organizations are collectively responsible for any actions committed by members that serve to reflect upon the organization as a whole or upon the College community. Disciplinary action against organizations is separate from disciplinary action taken against individuals, and the facts of an incident may necessitate action against both an organization and its individual members.
- d. College Review Board Procedures
 - i. The College Review Board shall review cases under the following procedures:
 - ii. Any student accused of violating College regulations that is scheduled for a review shall be notified in writing at least two school days prior to the review. This notification will include the cited violations, as well as the names of those people being asked to attend the review as witnesses, except where such disclosure may place a person's physical welfare in jeopardy.
 - iii. Reviews shall be closed to the public.
 - iv. Admission of any person to the review shall be at the discretion of the College Review Board and its advisor.
 - v. In reviews involving more than one accused student, the advisor may at her/his discretion permit the reviews concerning each student to be conducted separately.
 - vi. The accused student(s) and the aggrieved party may be assisted by an advisor during the review, at their own expense. All persons appearing before the Board, however, are responsible for presenting their own information. Advisors are not permitted to speak to the Review Board or to participate directly in any review.
 - vii. Each review board shall consist of three members of the College community. No review shall proceed with fewer than three Board members except with the explicit written consent of the accused student(s) and any aggrieved party.

- viii. The accused student(s) and aggrieved party may request that a specific member of the College Review Board be excluded from the review for cause. The final decision of such requests shall be made by the Vice President of Enrollment Management and Student Services. No faculty or staff member may serve on the College Review Board in a case where that person has a personal involvement or special interest in the case, or personal knowledge of participants that may impede the impartiality of the Board member.
- ix. A staff member shall be assigned to serve as College Representative to serve as the complainant in all violations brought by Lincoln College or its subsidiaries.
- x. A staff member shall be assigned to serve as an advisor to each review board. The advisor does not have a vote in the outcome of the proceedings. No staff member may serve as advisor in a case where that person has a personal involvement or special interest in the case.
- xi. At the beginning of each review, an opening statement will outline the procedures to be utilized during the review. The accused student(s) shall then be asked to respond to each alleged violation of College violations by stating one of the following:
 - 1. In Violation of the College policy.
 - 2. Not In Violation of the College policy.
 - 3. In Violation of the College policy with an explanation.
- e. The complainant(s) and accused student(s) shall have the privilege of presenting witnesses, subject to the right of questioning by the Board.
- f. Both the accused student(s) and aggrieved party have the privilege to question all witnesses at the conclusion of such questioning by the Board.
- g. Pertinent records, exhibits, and/or written statements may be accepted for consideration at the discretion of the Board.
- h. All procedural questions are subject to the final decision of the Board in consultation with the advisor.
- i. After the review, the Board shall determine (by majority vote) whether the student has violated the specified College violations. Accused students shall be found either In Violation or Not In Violation. Deliberations of the review are open only to the Board and its discipline advisor.
- j. The Board's determination shall be made on the basis of whether or not there is a preponderance of the evidence to support the finding of a violation, indicating that it is more likely than not that the student committed the violation.
- k. At reviews of the College Review Board, there shall be a single, verbatim record, such as a taped recording, of all reviews. The records shall be the exclusive property of Lincoln College and stored in accordance with the State Records Act.
- l. If a student accused of violating College violations fails to attend a scheduled review, the review will be held in the student's absence, and the student will be assumed to have entered a claim of Not In Violation to each cited violation, and will have forfeited the opportunity to present any information and/or witnesses on her/his behalf. No student shall be found to have violated the Code solely because the student failed to appear before the Board. If the advisor responsible for the review determines that the student's failure to appear at a scheduled disciplinary review is for good cause, the advisor may reschedule the conference. The advisor shall determine the validity of any excuse.
- m. The Board shall, after deliberations, produce a written statement to the student indicating the findings, the sanction(s) placed on the student (if applicable), and a rationale for the decision. A copy shall be forwarded to the Vice President of Enrollment Management and Student Services.
- n. Appeals Procedures
 - i. Appeals of administrative reviews shall be subject to the following procedures:
 - ii. Only decisions involving suspension or expulsion may be appealed.
 - iii. A decision may be appealed by the accused student to the Vice President of Enrollment Management and Student Services within three school days of the initial decision letter. Such appeals shall be in writing and shall be delivered to the Vice President of Enrollment Management and Student Services.
 - iv. The appeal conference shall be an informal proceeding. The appealing party shall provide a rationale for the appeal and be questioned by the designated disciplinary

official. Responding parties shall also be given an opportunity to provide a statement and be questioned by a disciplinary official.

- o. Except as required to explain the basis of new information, an appeal shall be limited to the review of the record of the original proceeding and/or supporting documents for determining if one or more of the following conditions exist:
- p. Procedural Error
 - i. To determine whether or not the original review was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures. Deprivation of student rights shall be considered procedural error. Any error committed must be determined to have substantially impacted the fairness of the disciplinary process.
- q. Unsupported Conclusion
 - i. To determine whether or not the decision reached regarding the accused student was based on substantial evidence and a reasonable conclusion that a preponderance of evidence existed in support of the violation(s).
- r. Disproportionate Sanction
 - i. To determine whether the sanction(s) imposed were appropriate for the violation of the Code that the student was found to have committed.
- s. New Information
 - i. To consider new information, sufficient to alter a decision or other relevant facts not brought out at the original conference, because such information and/or facts were not known to the person appealing at the time of the original review.

- XI. The designated disciplinary official may, after reviewing all available and relevant information, may elect to:
 - a. Affirm the finding and sanction originally determined.
 - b. Affirm the finding and modify the sanction. In cases where the accused student is the appealing party, the sanction may not be increased.
 - c. Return the case to the College Review Board for a new conference, except in cases where the aggrieved party is the appealing party.
 - d. Dismiss the case, except in cases where the aggrieved party is the appealing party.

The disciplinary official shall not supersede her/his judgment over the decision of the original conference official, but only review the original conference process and outcome to determine if the appealing party was given a fair conference and to determine if the outcome of the conference was consistent with the information provided to the discipline officer.

XI. DISCIPLINARY SANCTIONS

- a. When students are found in violation of College regulations, sanctions shall be imposed. The purpose of sanctioning is to educate a student as to why her/his behavior is inappropriate, as well as to make the student aware of and sensitive to all the possible consequences of the behavior in question or serves as a deterrent for future violations of the Code.
- b. Sanctions for misconduct will be determined on a case to case basis, utilizing three main criteria:
 - i. the nature of the offense;
 - ii. the precedent established at the College for similar offenses, and;
 - iii. the previous disciplinary history of the student, as well as the student's attitude and behavior throughout the disciplinary process.

- XII. The following sanctions may be imposed by a disciplinary officer upon any student found to have violated the Code:

- a. Disciplinary Reprimand
 - i. A disciplinary reprimand is an official statement that the student has violated a College regulation. A reprimand also indicates that future violations will likely result in more serious level of sanctioning.
- b. Disciplinary Probation
 - i. Disciplinary Probation is a status between good standing and suspension or dismissal from the University. It specifies a time period during which the student is not

considered to be in good standing in terms of personal conduct but may remain enrolled under specified conditions according to University policies. If the conditions are fulfilled during the time period, the probation is lifted and the student is returned to good standing. If the conditions are not fulfilled, the student will be dismissed, suspended, or the probation may be extended, as appropriate in a given case. Students found in violation of further infractions of the Standards of Conduct while on disciplinary probation may face suspension or dismissal.

c. Summary Suspension

- i. The Vice President of Enrollment Management and Student Services or designated College Official shall have the authority in emergency situations to summarily suspend a student's rights to attend classes, be present on campus, or on property owned, operated, controlled by, or affiliated with the college prior to the conduct of a formal hearing. The Vice President or designated college official shall determine whether a serious offense has in fact been committed, and whether the continued presence of the student on campus appears dangerous to property, to the student involved, or to others. These determinations must be made as matters of fact on the basis of evidence presented. A hearing of the matter shall be conducted to determine whether the student should be reinstated and the summary suspension removed.

d. Suspension from the University

- i. University suspension is an involuntary separation of a student from the University that specifies a time limit and the conditions to be met before a student may request reinstatement. A student suspended for disciplinary reasons is not considered to be in good standing in terms of personal conduct by the University. Students returning to the University after suspension may be placed on disciplinary probation for up to one full academic year.

e. Disciplinary from the University

- i. University dismissal is an involuntary permanent separation of a student from the University. A student dismissed for disciplinary reasons is not considered, in terms of personal conduct, to have left the University in good standing.

f. Restrictions

- i. A restriction takes away a privilege that the student may or may not otherwise have had, including but not limited to:
 1. hosting guests on campus
 2. attending athletic events
 3. possessing a stereo in a residence hall room
 4. remain on campus while under the influence of alcohol
 5. contact with specified individuals or organizations in the College community

XIII. Education Based Sanctions

- a. Disciplinary officers are strongly encouraged to impose educational sanctions that promote learning and understanding. These sanctions may be developed as necessary by a disciplinary officer. Among the previously established educational sanctions are:
 - i. Alcohol Education Program
 - ii. Attendance at Educational Programs
 - iii. Educational Service Hours
 - iv. Reflective Exercises
 - v. Restitution
 - vi. Community Service Programs

XIV. Disciplinary Fines

- a. All fines are determined by the professional Student Services staff at Lincoln College.
- b. Fines can and will vary by level of incident.

XV. Persona Non Grata Recommendation

- a. In some instances, a student may be restricted from all College owned or controlled properties, or from any selection of those properties. Such instances are forwarded in the form of a request to the Vice President of Enrollment Management and Student Services, who is authorized to make

- the final decision on these requests.
- b. More than one sanction may be imposed for any violation.
- c. A disciplinary officer may recommend removal from or relocation within College residence halls. Final determination of where the student will be relocated is the responsibility of the Coordinator of Residence Life.
- d. In cases involving registered student organizations, those organizations found in violation of College regulations may have their official College recognition status suspended or permanently revoked.

XVI. HOLDOVER PROCESS

- a. During the period between the spring and fall semesters, all student discipline will be handled as follows:
- b. Beginning on the Wednesday preceding the week of final examinations, all incidents will be forwarded to a designated disciplinary officer for resolution.
- c. Incidents taking place after spring commencement shall be reviewed by a designated disciplinary officer through a Disciplinary Conference. All standard disciplinary procedures shall apply.
- d. If the incident under review occurred during the spring semester but was not resolved prior to the end of the semester, discipline officers shall review the complaint and determine potential violations of the Code. A preliminary decision will then be mailed to the student's permanent address (unless a local address has been provided to Lincoln College), indicating the charges and the proposed sanction. The accused student shall have the option to accept the administrative decision, or to request a meeting with the Vice President of Enrollment Management and Student Services. The accused student must notify in writing of her/his intent within thirty calendar days of the date noted on the decision letter. If the student does not respond, the decision will be considered final. Exemptions to this deadline and to the right of appeal may be granted by the Vice President of Enrollment Management and Student Services if a student was not able to receive notification based on extenuating conditions, such as international travel, military service, etc.
- e. In the event where the disciplinary officer believes that disciplinary suspension or disciplinary expulsion could be an outcome, a meeting of the College Review Board will be scheduled at the earliest possible opportunity. Should it not be possible to resolve the case over the summer, a review will be held at the beginning of the fall semester.
- f. This system will remain in effect until the Wednesday prior to the beginning of the fall semester.

XVII. DISCIPLINARY RECORDS

- a. Records will be maintained by Lincoln College for a period of five years past the date at which the student returns to good standing in the College community. In cases of disciplinary suspension or disciplinary dismissal, the record will be maintained indefinitely.
- b. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), all disciplinary records are considered confidential records, with exceptions noted in FERPA. Only those persons authorized by the student or by Lincoln College may have access to these records.
- c. Exceptions for parental and public notification are provided in Section XII.

PARENTAL AND PUBLIC NOTIFICATION

- a. In cases where a student under 21 has been found in violation of college regulations, parents and legal guardians will be notified when:
 - i. The student is found in violation of alcohol or drug related regulations and may be given the sanction of Disciplinary Suspension or Disciplinary Expulsion.
 - ii. The student is found in violation of physical or sexual misconduct towards another person and may be given the sanction of Disciplinary Suspension or Disciplinary Expulsion.
- b. Parents and legal guardians will be notified via a letter sent (by proof of mailing) to the student's permanent address.
- c. Once notified, parents and legal guardians will be provided full disclosure of the specific incident leading to the sanction upon written request. Requests for access to previous or subsequent

- disciplinary action (except those cases meeting the criteria established in Section XII, Item A, above) will require a signed consent form from the student.
- d. At no time will Lincoln College provide any information that divulges to the public the name, address, or other identifying personal information of anyone involved in the disciplinary process with exceptions noted in FERPA.
 - e. The Dean of Students will regularly update the College community with statistics on the disciplinary process. Such statistics shall include the number and types of violations committed per the Campus Security Act.

XVIII. COLLEGE REVIEW BOARD

- a. Membership on the College Review Board shall be governed by the following procedures:
 - i. Each Review Board shall consist of three members of the College community, consisting of faculty and staff members. One additional Board member shall be assigned as an alternate in each case.
 - ii. Faculty and staff members of the College Review Board shall be appointed by the Vice President of Enrollment Management and Dean of Students.
 - iii. Faculty and staff members of the College Review Board may be removed from the Board at the discretion of the Vice President of Enrollment Management and the Dean of Students for any of the following reasons: failure to participate in training activities, failure to attend scheduled reviews, poor performance appraisals, termination or expiration of employment, violation of College violations, failure to uphold confidentiality requirements, or other issues as specified by the Vice President of Enrollment Management and Student Services.
- b. The Vice President of Enrollment Management and Dean of Students will notify the President of changes in faculty or staff membership, and will seek replacement appointments as necessary.

XIX. INTERPRETATION AND REVISION

- a. Any question of interpretation regarding the Code shall be referred to the Vice President of Enrollment Management, and the Dean of Students for final review and judgment.
- b. In order to insure that the student disciplinary and grievance processes remain effective, an annual review of the Code shall be conducted.

Emergency Authority

Because situations may arise that are not fully covered by other policies, the Vice President of Enrollment Management and Student Services or designated college official is granted the authority to exercise good judgment in emergency situations.

Temporary Rules and Regulations

The Vice President of Enrollment Management and Student Services or designated college official shall have authority in emergency situations to issue temporary rules and regulations to prohibit inappropriate student conduct. Such emergency rules and regulations shall remain in effect until they are withdrawn by the Vice President of Enrollment Management and Student Services.

Missing Student Protocol

Anyone believing that any student is missing should contact the Office of Student Services immediately.

The Office of Student Services will notify the Office of Residence Life along with the Vice President of Enrollment Management and Student Services and the Lincoln College Missing Student Protocol will be implemented.

When the Office of Student Services is informed that a student is allegedly missing, the Dean of Students and/or the Coordinator of Residence Life should immediately do the following:

Document every aspect of the investigation. Document all calls, contacts and information gathered.

- ✓ Attempt to contact student via student's cell phone.
- ✓ Inquire with known friends, roommates, etc., about the student's whereabouts.
- ✓ Use social network websites if possible. (Facebook/MySpace)
- ✓ Conduct a well-being check of the student's residence. A Residence Hall Director or a member of the Office of Student Services will go to student's residence to attempt to locate.

The Office of Student Services will keep the Vice President of Enrollment Management and Student Services apprised of the situation.

A copy of the student's class schedule will be obtained to see if the student is in class and/or when the last time student was in class. Asking faculty, academic advisors, or athletic coaches (if an athlete) when they last saw the student can be helpful.

The Lincoln College dining hall will be checked to see when the student last scanned his/her identification card on campus. The Office of Student Services will also check to see if the student has a car registered on campus. Parking lots will be checked to see if student's automobile can be located.

If student is still not located, the Dean of Students shall be notified. The Dean of Students will be the primary contact person for local authorities and will inform the local authorities when deemed necessary.

If a student has been determined to be missing and no information is available as to their whereabouts, the Dean of Students will contact the parent/guardian. The Dean of Students will only relay factual information when discussing the situation with parents/guardians and will not speculate about the student's whereabouts. The Dean of Students will assure parents/guardians that Lincoln College is taking all steps possible to locate the individual.

Once the situation is resolved, the documentation of the investigation should be submitted to the Dean of Students.

Lincoln College - Lincoln Higher Education Opportunity Act 2014 Campus Fire Safety Annual Compliance Report

In accordance with the Higher Education Opportunity Act of 2008 (20 U.S.C. § 1092(j)), Lincoln College has put together the Campus Fire Safety Compliance Report. HEOA calls for all Title IV eligible institutions that participate in Title IV programs and maintain on-campus student housing facilities to publish an annual fire safety report that outlines fire safety systems, policies, practices, and statistics. The following report discloses all information required by HEOA as it relates to Lincoln College.

Statement of College Owned/Controlled Student Housing

Lincoln College currently has 7 residence halls on campus. Below are the individual residence halls with a description of the fire alarm systems.

- **Heritage South Hall:** Heritage South Hall is a residence hall that can house 120 students. Heritage South is a two story building consisting of the main building and two wings. Each room in this residence hall is

equipped with smoke alarms. The hallways are have hard wired smoke detectors that when activated will dispatch the Lincoln Fire Department. Heritage South also has a sprinkler system in each room and in all hallways and common areas.

- **Heritage North Hall:** Heritage North Hall is a residence hall that can house 60 students. Heritage North is a three story building that is equipped with smoke/fire alarms and is equipped with a sprinkler system.
- **Heritage West Hall:** Heritage West Hall is a residence hall that can house 60 students. Heritage West is a three story building that is equipped with smoke/fire alarms and is equipped with a sprinkler system.
- **Carroll North Hall:** Carroll North Hall is a residence hall that can house 85 students. Carroll North Hall is a three story building that is equipped with smoke/fire alarms. A sprinkler system is scheduled to be completed in Summer of 2011. The alarm system in Carroll North Hall will dispatch the Lincoln City Fire Department when activated.
- **Carroll South Hall:** Carroll South Hall is a three story building that can house 85 students. Carroll South Hall is equipped with smoke/fire alarms. A sprinkler system is scheduled to be completed in Summer of 2011. The alarm system in Carroll South Hall will dispatch the Lincoln City Fire Department when activated.
- **Hoyle Hall:** Hoyle Hall is a two story residence hall that can house 85 students. Each room in this residence hall is equipped with smoke alarms. The hallways are have hard wired smoke detectors that when activated will dispatch the Lincoln Fire Department. A sprinkler system was installed in Hoyle Hall in 2009.
- **Olin Sang Hall:** Olin Sang Hall is a two story residence hall that can house 74 students. Olin Sang Hall is equipped with smoke/fire alarms and is equipped with a sprinkler system.

Supervised Fire Drills

Mandatory, supervised fire drills are conducted for each residence hall in the fall and spring semesters by the Office of Residence Life. Students are notified of evacuation routes along with evacuation routes posted on the back of every residence hall room.

Policies on Smoking, Open Flames, and Appliances

All residence halls and academic buildings are completely smoke-free. Residents and their guests may not smoke in the interior of any campus building. No lighting or heating device that produces an open flame or smoke is allowed in any on-campus residence. This includes candles, incense, open flames, kerosene, electric or propane heaters, hot plates and fuel containers.

Evacuation Procedures

When a building alarm sounds, students should immediately evacuate the building; to evacuate, walk quickly to the nearest marked exit. As you do so alert others to leave and close all doors along the exit path in order to confine the fire and reduce oxygen to the blaze. Do not use elevators during a fire.

Fire Safety Policies

Lincoln College recognizes that fire safety is everyone's responsibility. In a residential setting, carelessness affects not only one student's safety, but that of every resident of the building. As explained in the Student Handbook, all residents should actively avoid creating fire hazards and are not permitted to:

- Smoke anywhere in any University residence building.
- Use candles, incense or oil lamps.
- Cover exterior of room door with flammable decorations.
- Use non-fire retardant window coverings.
- Hang items from fire sprinkler heads, heat detectors, or smoke detectors.
- Hang items from lights or ceilings.
- Hang lights out of windows or over top of window coverings.

- Use Medusa lamps with plastic shades, halogen lamps, holiday/decorative lamps, (rope lighting), or electrical decorations that are not UL approved.
- Overload electrical outlets (MUST use surge protectors).
- Run electrical cords under carpets or furniture.
- Bring in live Christmas trees.
- Put anything in front of, on top of, or against heating vents or radiators.
- Store excessive trash, paper, or flammable items (paint, fuel, propane tanks, etc.).
- Have explosive devices (fireworks, firearms and weapons).
- Use open flames inside/outside the buildings (i.e. barbecue grills).
- Use toaster ovens, hot plates, sandwich makers, waffle irons, halogen lights or George Foreman type cooking apparatuses.

This list is not all inclusive. Additional items may be added as deemed necessary by University personnel or as outlined in the College’s Housing Contract. Violating the aforementioned is considered a violation of the housing standards, which may result in punitive action.

The College holds routine fire safety drills in each student housing facility twice a semester in accordance with Illinois State Law, and all residents are expected to participate. Students may not disregard a fire alarm or refuse to evacuate a building in which an alarm is sounding, regardless of its nature (drill, false alarm, or actual alert). Residents who fail to evacuate a building in a voluntary and timely manner will be subject to disciplinary action and possible change of or removal from College housing.

Tampering with or misuse of fire safety equipment (extinguishers, smoke detectors, alarms, sprinklers, exit signs) is considered to be exceptionally dangerous behavior in a residential community and represents a serious violation of the Community Standards.

Summary of Fires

Name of Facility	2012			2013			2014		
	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
Heritage North	0	0	0	0	0	0	0	0	0
Heritage West	0	0	0	0	0	0	0	0	0
Heritage South	0	0	0	0	0	0	0	0	0
Carroll North	0	0	0	0	0	0	0	0	0
Carroll South	0	0	0	0	0	0	0	0	0
Hoyle Hall	0	0	0	0	0	0	0	0	0
Olin Sang Hall	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0

Responsibility and Enforcement

Notice of this policy is to be provided to all students, faculty, staff and contractors through established communication channels. This policy relies on the thoughtfulness and consideration of smokers and non-smokers. All members of the college community and guests of the College are responsible for observing this policy.

WHO TO CONTACT ON CAMPUS

Academic Problems	Academic Advisor
Academic Program Change	Academic Advisor

Applying for Admission	Director of Admissions
Applying for Scholarships/Loans	Director of Financial Aid
Arranging for Class Absences	Instructor
Campus Activities Calendar	Director of Student Activities
Career Counseling	Director of Transition Services
Change of Advisor	Academic Office
Commencement Information	President's Office
Course Changes	Academic Advisor
Enforcement of Residence Hall Rules	Dean of Students
Evaluation of Credits	Registrar
Filing for Independent Study	Academic Office
Food and Beverage	Director of Food Services
Grade Information	Registrar or Academic Advisor
Health Concerns/ Information	Director of Health Services
Housing	Coordinator of Residence Life
Incomplete Grades	Registrar
Intramurals	Director of Student Activities
Joining a Club	Director of Student Activities
Lost Residence Hall Keys	Coordinator of Residence Life
Lost Post Office Key	Mailroom Attendant
Lost I.D. Card	Dean of Students
Maintenance Request	Residence Hall Counselor /Student Services
Obtaining Transcripts	Registrar
Organizing a Club	Director of Student Activities
Parking Permits	Student Services
Part-time Employment	Director of Financial Aid
Paying Fees	Business Office
Personal Counseling	Counseling Office in Student Services
Petition for Student Senate	Director of Student Activities
Posting on Bulletin Boards	Director of Student Activities
Proficiency Examinations	Director of Admissions
Reading Assistance	Success Center
Registration	Registrar
Roommate Problems	Residence Life Staff/Coordinator of Residence Life
Textbooks	Bookstore Director
Transfer Information	Director of Transition Services
Tutoring	Tutoring Center
Writing Assistance	English Tutor

Lincoln College "Words to Know"

The following is list of common Lincoln College vocabulary words. If there are terms that have been omitted, please call (217) 735-5050 Ext. 302 and they will be added for the next edition.

AA/Associate in Arts Degree: A degree designed so that students may complete the lower-division portion (freshman and sophomore) of a Bachelor of Arts Degree (B.A.).

AAS/Associate in Applied Science Degree: A degree designed to prepare students to enter a career upon completion.

AS/Associate in Science Degree: A degree designed so that students may complete the lower-division (freshman and sophomore) portion of a Bachelor of Science (B.S.) degree.

Academic Advisement: Source of information about Lincoln College's degree requirements, programs of study, and the requirements for transfer to an upper division college or university.

Academic Committee: This committee serves in various capacities on academic related issues (i.e. degree requirement waivers, fresh start applications, etc.).

Academic Probation: A status given to students who fail to maintain satisfactory academic progress.

Academic Process: Includes, but is not limited to: studying, teaching, classroom discussion, and research.

Accreditation: Certification that the College has met established standards and degrees that are nationally recognized by appropriate accrediting agencies.

Assessment: Initial and subsequent evaluation of students, to aid in placement and progress in reading comprehension, writing, algebra, academic programs, and overall college experiences.

BA/Bachelor of Arts Degree: A degree designed to provide students a general liberal arts education.

BS/Bachelor of Science Degree: A degree designed to provide students a business management education.

CASP Report: “Concern About Student Progress” Academic progress reports that are indicators of D or F level work in a given academic area. These reports are usually issued during the 5th or 6th week of the semester to Academic Advisors to share with their advisee(s).

College Review Board: A review Board composed of three faculty members or staff members who serve as the final review for academic or social discipline issues.

Course Load: The number of credit hours in which a student is enrolled in a semester.

Credit Hour: A typical college course is equivalent to 3 credit hours.

Drop/Add: Limited time period at the beginning of each term during which students may attempt to adjust their course schedules; note that classes dropped after this period ends will count as courses attempted on transcripts.

FAFSA: Free Application for Federal Student Aid, available in the Financial Aid Office.

Fee: A non-refundable financial charge for services rendered, such as admission, activity, and technology fees.

Financial Aid Package: The total amount of financial aid (federal and non-federal) a student receives.

Full-Time Student: Enrollment for 12 or more semester hours during Fall or Spring semesters.

General Education: Specific number of semester hours of basic liberal arts courses required as foundation in parallel degree programs; Lincoln College’s general education requirements fall into 5 broad areas: Language and Humanities, Science and Math, Computer Science, Social Science, and Physical Education.

Grade: Alphabetical measure of academic success or failure ranging from excellent (A) to failure (F).

Grade Point Average (GPA): Dividing total quality points earned by total semester hours completed. GPA’s range from 4.0 downward. See an academic advisor or refer to the college catalog for more information.

Grant: Award based on financial need that does not need to be repaid.

Illinois Articulation Agreement: Agreement between some Illinois colleges and universities assuring junior-level status to students who complete the general education and graduation requirements in parallel college programs.

Loans: Borrowed money that must be paid with interest with repayment usually deferred until after graduation.

Mid-term Report- Mid-semester grade reports issued to students and their Academic Advisor.

Part-Time Student: Student enrolled for fewer than 12 semester hours in the Fall or Spring semesters.

Prerequisite: A requirement you must meet before enrolling in a specific course.

Quality Points: The value, ranging from 4 to 0, for grades A to F for all courses completed, used in determining academic average. See GPA above.

Satisfactory Academic Progress: Satisfactory progress towards a degree that the student must maintain to be eligible to receive financial aid.

Scholarships: Financial awards based either on merit, special talent, or financial need.

Student Accounts: This office is located on the first floor of David Harts Science Building. Students can pay fees, including tuition and fines.

Suspension: Student status under which he/she is not permitted to attend college for a specified period of time.

Syllabus: A syllabus is a detailed course outline often including instructor expectations for assignments and grading.

TBA: To be arranged or announced.

Transcript: Official record of college courses taken by a particular student.

Transfer student: Student who attended a college or university before coming to Lincoln College.

Tuition: Financial charge for each credit hour of instruction.

Withdrawal: Removal from course(s) and/or college.

