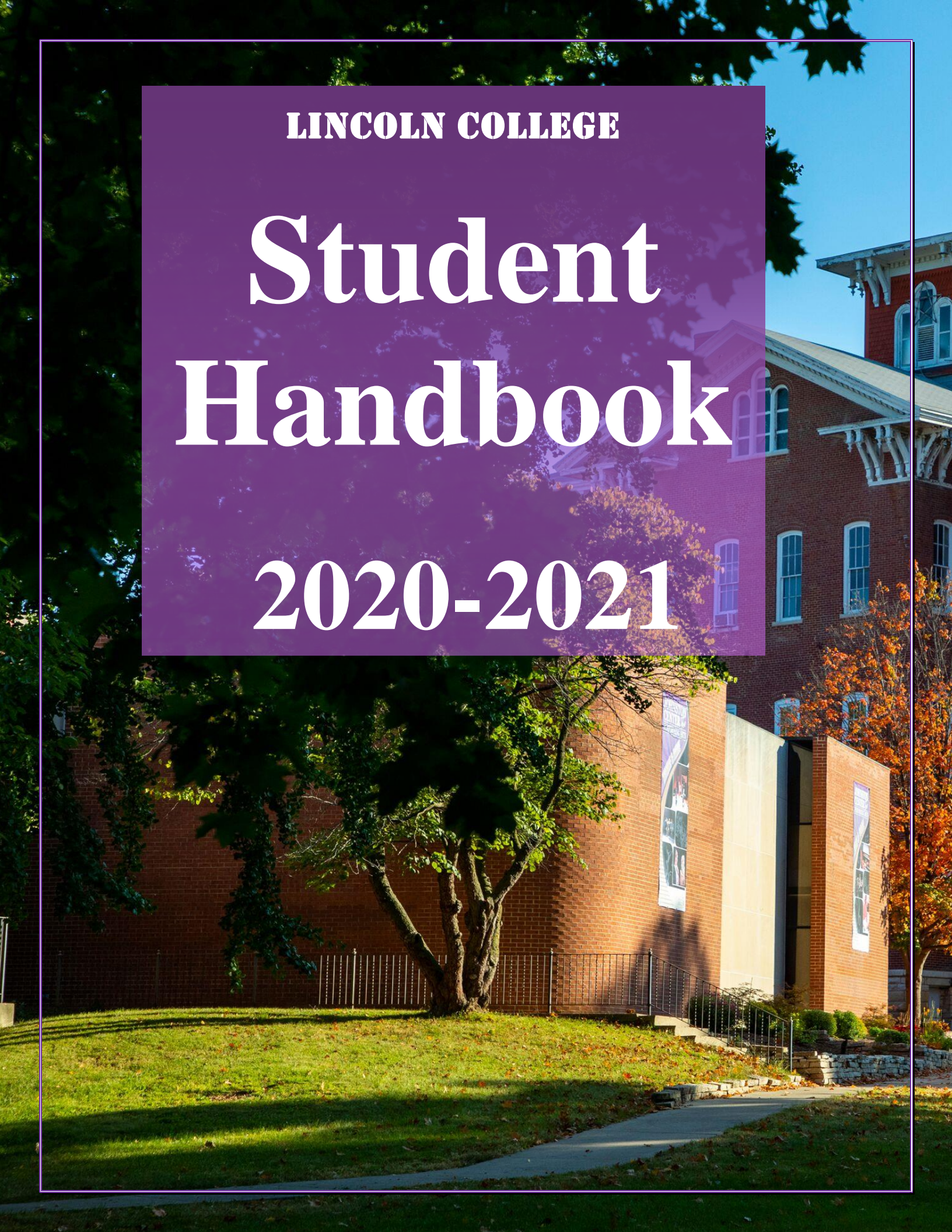


**LINCOLN COLLEGE**

# **Student Handbook**

## **2020-2021**





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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.

## COVID 19 ADDENDUM TO THE STUDENT HANDBOOK

Lincoln College Students,

In light of the COVID-19 pandemic, Lincoln College is committed to taking measures to help reduce the risk presented by COVID-19 to our students, staff, and faculty. Ensuring the safety of our campus and community is a shared responsibility among all of us. You must educate yourself and act per Federal, State, and Campus regulations for the health and safety of the entire community.

These COVID-19 policies supersede all existing policies on the same topic. Failure to comply with these essential measures will result in formal disciplinary action. Multiple violations of these policies may result in the termination of your Housing Contract, which will result in your removal from campus housing and possible visitation restrictions.

The following are some temporary regulations Lincoln College is implementing in alignment with current Federal and State recommendations. These regulations are subject to change.

- **Face Coverings.**

All students, staff and faculty must wear face coverings in all public areas. All Lincoln College students visiting any area of campus outside of their assigned living space are required to wear a face covering. This policy includes visiting another residence hall/room, walking/sitting/standing in a public area, lounge space, the student center, offices, etc. A face covering includes a face mask, scarf, handmade face wrap, or any other creative wear that completely covers the nose and mouth.

- **Social Distancing** is required. Try to remain 6 feet from others and avoid any unnecessary physical contact. To assist with social distancing gatherings in residence hall rooms, are limited to:
  - **2 students per SINGLE ROOM**
  - **4 students per DOUBLE OCCUPANCY ROOM.**

- **Visitation.**

Students may not host any daytime non-student guests or overnight non-student guests until further notice.

Students may host a campus visitor (Lincoln College Student) in their space following social distancing guidelines and the occupancy limits listed above. All visitors must wear a face covering if they are not present in their room (i.e., a student visiting from another residence hall is required to wear a face-covering when visiting another residence hall room)

- **Self-Monitoring**

Students are asked to monitor their health condition and report any possible symptoms of fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, the new loss of taste or smell, sore throat, congestion or runny nose,

nausea or vomiting, and diarrhea. Please report any of these symptoms you experience to the Health Services Office (217-735-7340).

- **Quarantine.** Students will be required to quarantine per the guidelines put forth by the CDC and IDPH and at the discretion of the Director of Health Services. Lincoln College recommends that students that are able to return to their permanent residence and quarantine in their homes do so. Quarantined students will also be required to test for COVID. Students being tested should use the College address as their place of residence so that results are reported in Logan County during the semester.
- **Cleaning.** Hand sanitizer is available in multiple places around campus, including residence hall entries. The custodial staff has increased shifts to aid in the regular cleaning of common areas. Students are responsible for managing the cleanliness of their rooms.

Compliance with these new regulations is vital for the health and safety of our community. Failure to follow the above instructions will be considered a violation of college policy under the *failure to comply* regulation, and students may face disciplinary action.

It is essential to realize that spikes in COVID19 cases in the state or on-campus may jeopardize our ability to remain on campus. Accordingly, we need the commitment of all residents to respect campus policies and adaptations related to public health and to follow everyday preventative actions personally. Residents are asked to carefully consider when and how they expose themselves to others on and off-campus because such behavior could increase risks for others. We ask that during the 16 weeks of the semester, you limit travel and excessive mixing with others – particularly without taking protective measures and social distancing – in the interest of your academic community.

It is also crucial for all members of the community to remember that there are students – including some residents -who have pre-existing medical conditions, placing them at higher risk for COVID-19 illness. Similarly, faculty, staff, and those close to your friends and neighbors may also have increased risk. We ask all Lynx to act in a way that shows we care about one another's well-being.

Again, Lincoln College is committed to reducing risk to the campus community, while continuing to serve students and provide an excellent education.





## Our Mission

Lincoln College uniquely empowers students to realize their full potential.

## Non-Discrimination Statement

Lincoln College expressly prohibits any form of unlawful harassment or discrimination based on race, creed, color, religion, sex, national origin, age, disability, gender, sexual orientation (including gender identity), marital status, military discharge status, veteran status, veteran [sic] or status in any group protected by state or local law in admission to and participation in its educational programs, college activities and services, or its employment practices.

# I. INFORMATION ON CAMPUS RESOURCES AND SERVICES

## A. CAMPUS CONTACTS

<i>Office</i>	<i>Location</i>	<i>Phone #</i>
Academic Success Center	Gehlbach Hall 102	(217) 735-7303
Bookstore	Bookstore	(217) 735-7336
Business Office	Hart Science	(217) 735-7225
Career Services	McKinstry Library	(309) 268-4315
Counseling Office	Student Affairs Office	(217) 735-7293
Disability Services	Hart Science	(217) 735-7335
Financial Aid	Hart Science	(217) 735-7231
Fitness Center	Lincoln Center	(217) 735-7265
Library	McKinstry Library	(217) 735-7292
Nurse's Office	Student Affairs Office	(217) 735-7340
President's Office	University Hall	(217) 735-7201
Registrar's Office	Hart Science	(217) 735-7243
Residence Life Office	Carrolls Hall	(217) 737-7269
Campus Safety	Student Center	(217) 737-4477
Student Engagement	Student Center	(217) 735-7313
Student Affairs Office	Student Affairs Office	(217) 735-7298

## **B. RESOURCES AND SERVICES**

### **1. Counseling**

Location: Student Affairs Office in Heritage South

Contact: (217) 735-7293

[kkruiger@lincolncollege.edu](mailto:kkruiger@lincolncollege.edu)

<https://counseling.lincolncollege.edu/>

Services:

On Campus Counseling Services: Lincoln College provides mental health services at no cost to any of our students that may be in need. We provide individual meetings with our licensed counselor, group counseling, couples counseling, as well as, on campus programming. Off Campus

Counseling Services: Additional counseling resources are available in the community through Lincoln Pastoral Counseling Services, as well as Memorial Behavioral Health. The student and/or his or her health insurance provider are responsible for any costs incurred from utilizing off-campus services.

### **2. Academic Success Center**

Location: Gehlbach Hall 102

Hours: Monday – Friday: 8:00 a.m. – 8:00 p.m.

Contact: (217) 735-7303

<https://academicsuccess.lincolncollege.edu/>.

Services:

Peer Tutoring

Professional Tutoring

Outside classroom academic support

All students attending Lincoln College may receive outside of class academic support at no cost from our professional and peer tutors.

### **3. Bookstore**

Location: Bookstore

Hours: Monday – Friday: 8:00 a.m. – 4:45 p.m.

Contact: (217) 735-7336

Services: Textbook rental

Convenience store items: health and beauty aids, snacks, phone accessories, DVDs

Lynx Gear: Clothing and gifts

Package Pickup

Check cashing up to \$100

### **4. Business Office**

Location: Hart Science

Hours: Monday – Thursday: 8:00 a.m. – 5:00 p.m.

Friday: 8:00 a.m. – 4:00 p.m.

Contact: (217) 735-7225

Services:

Check cashing up to \$100

## 5. Career Services

Location: Lincoln Campus - McKinstry Library Building across the lobby from the library entrance  
Normal Campus – Stop by the Front Desk in the Academic Building and staff there will connect you with the career services office

Contact: 309-268-4315

<https://careerservices.lincolncollege.edu>

### *Mission*

The mission of the Career Services Office is to empower students and alumni with the appropriate skills and resources to successfully navigate the career exploration and job search processes.

### *Services*

The Career Center provides numerous opportunities for students to engage with employers through events such as; Information Sessions, Lunch and Learns, Case Competitions, Industry Panels, and company visits. Career Services delivers students with multiple career exploration prospects through a robust job shadow and internship program.

#### Students can:

- i. Explore and identify potential career opportunities
  - o Career exploration and planning resources
  - o Interest Profiler
  - o Meet with company recruiters on campus
  - o Participate in company information sessions
  - o Engage in meet and greet events with company recruiters and hiring managers
- ii. Develop the critical skills and competencies to be successful in securing a job
  - o Resume writing
  - o Cover Letter preparation
  - o How to Interview
  - o Professional follow-up
  - o Dress for Success

#### Alumni can:

- i. Access resources for career exploration and job searching
  - o Attend on campus networking events
  - o Participate in the Lincoln College Career Fairs
  - o Get assistance with resume/cover letter development, interview skills, etc.
- ii. Network with Lincoln College alums/students and also recruit as an employer
  - o Become a career mentor
  - o Participate in employer events on campus
  - o Sit on industry panels, host information sessions, pizza with the pros, etc.

#### Employers can:

- i. Recruit a highly qualified motivated and diverse workforce to assist with achieving your company's mission
- ii. Partner with Career Services to assist students with career exploration, networking and job/internship search preparation

### *Additional Services and Resources*

- o Job Shadow (spend a day at a company to learn what it is that they do)
- o Internships (during the semester and over the summer break)

- Future Think Career Opportunities
- Career Fairs: (Lincoln College hosts two Career Fairs, Fall and Spring, in which students interact with employers who are on campus actively hiring)

## 6. 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> or a link is provided to the information on the Lincoln College Safety webpage.
- c. Students wanting a hard copy of the latest Campus Crime Statistics may pick one up in the Office of Student Affairs or Campus Safety Office. A copy will be distributed to all students through their campus post boxes and forwarded home to commuter students.

## 7. Dining

Location: Meyer Evans Student Center

Hours: Monday through Friday

Breakfast, 7:30 a.m. – 9:30 a.m.

Lunch, 10:45 a.m. – 1:15 p.m.

Afternoon Bar 1:30 p.m. – 2:00 p.m.

Dinner, 4:30 p.m. – 6:45 p.m.

Saturday and Sunday

Brunch, 11:00 a.m. – 1:00 p.m.

Dinner, 4:30 p.m. – 6:00 p.m.

Services:

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 plan through Student Affairs/Business Office. 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.

## 8. Fitness Center

Location: Top floor of the Lincoln Center

Hours: Monday – Thursday: 6:00 a.m. – 10:00 p.m.

Friday: 6:00 a.m. – 5:00 p.m.

Saturday - Sunday: 10:00 a.m. – 5:00 p.m.

Rules of Use\*:

- i. Always sign-in at the front desk. (ID # and time of day required)
- ii. Appropriate attire is to be worn when working out.
- iii. No jeans should be worn
- iv. Shirts must be worn at all times

- v. No sagging of pants
- vi. Must have on proper footwear. Athletic shoes, no sandals, crocs, boots, or open toed shoes of any kind beyond the carpeted area.
- vii. Wipe down all fitness equipment when you are finished with each individual machine including cardio machines and weight lifting equipment.
- viii. Put all equipment back in the proper place when done.
- ix. Use appropriate language at all times. No Cursing, sexist, or racial comments.
- x. 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.

## 9. Health Services

Location: Student Affairs Office in Heritage South

Walk-in Hours: Monday - Thursday 12:30 p.m. – 5:00 p.m.

Friday: 12:30 p.m. – 4:00 p.m.

Services:

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 strict 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.

The Director of Health Services does NOT excuse students from classes. 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. The note will be copied for the student's file. Copies will be given for the student to follow up with individual faculty member(s). It is recommended that the student notify the office of Health Services when illness or injury occurs, so appropriate measures can be taken to assist the student's recovery.

The Director of Health Services is on campus Monday through Friday 8:00 a.m. – 5:00 p.m. to assist if an urgent or emergency incident should occur.

## 10. Health/Accident Insurance Policy

Lincoln College expects that students will arrange personal health insurance. Families should review their health insurance policy to determine whether coverage is extended to the student while at college and to the health care providers in the Lincoln area.

- a. Lincoln College provides an **accident-only** policy, which is secondary to the student's primary health insurance policy. Students are expected to report any injuries, which have occurred on the campus or in conjunctions with any College-sponsored event, including athletics, to the responsible supervisor of the event at the time of the injury. If the event occurs during normal business hours the Director of Health Services should be notified at that time to evaluate the injury and determine if outside medical evaluation is needed. If injury happens on the weekend, notify Lincoln College Campus Safety at the time of the injury to notify the Director of Health Services. The student will need to follow up with Health Services on the next business day.



## 11. Library

- a. The McKinstry Memorial Library offers patrons access to over 25,000 print items, over 200,000 e-books, 38 electronic databases, and a special Abraham Lincoln collection. It also contains over 40 Internet-access computers available and provides free printing and copy services for students and faculty. For more information about McKinstry Library, visit <http://library.lincolncollege.edu/> or call at (217) 735-7292.

*Library Hours:* During the spring and fall semesters the McKinstry Library is open seven days a week:

Monday – Thursday	8:00 a.m. – 10:00 p.m.
Friday	8:00 a.m. – 5:00 p.m.
Saturday	1:00 p.m. – 5:00 p.m.
Sunday	3:30 p.m. – 10:00 p.m.

- b. *I-Share Access*

All Lincoln College students, faculty, and staff can request interlibrary loan items through I-Share, a consortium of 90 academic libraries in the state of Illinois. Items can be requested through the library online catalog and are available for pickup at the McKinstry Library or another I-share member library of the patron's choice. Also, Lincoln College students, faculty, and staff have check-out privileges at any I-Share member library.

- c. *Access to Online Databases*

All Lincoln College students, faculty, and staff have access, on and off-campus, to the McKinstry Library's online databases providing sources from thousands of electronic periodicals and other sources of information. While on campus, access to our databases is automatic and requires logging in Lincoln College-provided credentials while off-campus.

## 12. Lincoln College ID

- a. Each student enrolled in Lincoln College is issued a campus identification (ID) card. The student ID card serves as proof of status with Lincoln College. Depending on status, the Student ID card provides access to many resources provided by and available through the College community, such as dining hall meals, use of the fitness center, and entrance to College athletic and extracurricular activities.
- b. For ID pictures, Lincoln College requires individuals to remove any items not worn as part of their daily appearance. The only exceptions are items worn for cultural or religious purposes. **All bandanas, hats, sunglasses, visors, headphones, etc. are to be removed before picture is taken.**
  - o All students must maintain and carry a current student ID card for the entire period that they are affiliated with Lincoln College.
  - o The cardholder is responsible for the care and safekeeping of the campus ID card. The student ID card should be protected and carried by the cardholder at all times.
  - o No one other than the person to whom the card is issued is to use the student ID card.
  - o The student ID card is the property of Lincoln College and must be presented upon the request of an appropriate College official and may be revoked at any time by the College.
  - o The Student Affairs Office will dispose of any invalid campus ID Cards
- c. Replacing a Missing or Damaged ID Card
  - o The fee for replacing a missing or lost ID card is \$20.00. The fee for the ID will be charged to the students account. If the card no longer works due to normal wear and tear it can be turned in and replaced at no charge. (Please note that the damaged ID must be turned in for the fee to be waived).

- A cardholder can obtain a replacement campus ID card from the Student Affairs Office during normal office hours (Monday through Friday).
- d. Student ID Card Found by a Non-Owner
  - Student ID cards found by a non-owner should be returned to the Student Affairs Office, or a Campus Safety-Security Officer, as soon as possible.

### 13. Lost and Found

Location: Student Affairs Office in Heritage South

Contact: (217) 735-7298

Students finding valuable articles on campus are asked to turn them in to the Student Affairs Office located in Heritage South Residence Hall or to Campus Safety. Likewise, students who have lost items should check at the Student Affairs Office to see if their lost item has been turned in. Identification for costly items may be required in some cases.

Lincoln College is not responsible for any lost or stolen items.

### 14. Mailroom

- a. 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 incoming and outgoing correspondence is handled in the Lincoln College Mailroom.
- c. A \$10 non-refundable replacement fee, payable in the Bookstore, will be charged for lost mailroom keys.

### 15. Parking

#### a. *Guidelines*

All students keeping 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 Affairs 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 will be fined as stated below.

1st offense .....	warning
Parking in Handicap space .....	\$250.00
Failure to obtain and display a parking decal.....	\$25.00
Parking in "No Parking Zone".....	\$10.00
Parking in "Fire Lane" .....	\$10.00
Parking in numbered/reserved space.....	\$10.00
Parking in Commuter space .....	\$10.00
Other .....	\$10.00

## 16. Student Center

Location: Meyer Evans Student Center  
Hours: Monday - Thursday: 10:00 am - 10:00 pm  
Friday: 10:00 am – Midnight  
Saturday: 4:00 pm – Midnight  
Sunday: 4:00 pm – 10:00 pm  
The above hours are subject to change.

### Services

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 Coordinator of Student Activities and the campus security office.

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.

## 17. Transportation Services

### a. *Lincoln College Student Shuttle*

The Lincoln College Shuttle operates on a fixed shuttle route that runs through historical downtown Lincoln and stops at a number of retail stores and restaurants frequently visited by our students. Students can board/depart at any of the scheduled stops by using their LC issued student ID card.

The student shuttle runs:

- i. Sunday - Thursday: 5:00pm – 10:00pm
- ii. Friday – Saturdays: 5:00pm – Midnight

### b. *Amtrak Shuttle*

Lincoln College will provide students transportation to and from the Lincoln Amtrak station every weekend while school is in session at:

- i. Fridays: 5:00 pm – 10:00 pm
- ii. Saturday: 8:30 am – 10:00 pm
- iii. Sundays: 8:30 am – 10:00 pm

Students should always check-in at the Meyer-Evans Student Center 30 minutes before their train is scheduled to depart from Lincoln to guarantee on time arrival or receive information on any delays.

Shuttle service to the Amtrak station is **not** available Monday-Thursday except during Finals Week and Holidays when students are mandated to vacate campus. Students are not required to make reservations for the shuttle to the Amtrak station..

### c. *Medical Shuttle*

Students seeking non-emergency transportation to medical appointments, pharmacy pick-ups or drop-offs must check in with the Director of Health Services (Nurse). If the nurse is not available, the student should contact Campus Safety at 217-737-4477. The student may also ride the student shuttle during it's normal hours of operation to the pharmacy. Campus Safety can provide transportation to Abraham Lincoln Memorial Hospital or other medical appointments.

### d. *Other Transportation Option*

Lincoln has a taxi service available for use by students at the standard rate. They can be contacted by calling 217-732-8294 (217-732-TAXI).

## **18. Veteran Affairs**

- a. Veterans' concerns are handled through the Office of Financial Aid. 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.

## **19. Video Recording Policy**

- a. Lincoln College Dean of Student Affairs Office and The Office of Residence Life employs video recording cameras throughout the campus to enhance overall safety and security.
- b. The existence of video cameras does not guarantee the prevention or absence of crime or misdeeds, and is only one of the College's security measures used to protect student safety.
- c. Members of the Lincoln College community are advised that the existence of cameras does not guarantee one's safety. Each individual is expected to exercise care for their own safety.

## **C. STUDENT ORGANIZATIONS**

### **1. Lincoln College Recognized Student Organizations (RSO)**

- a. Students may join any RSO that is approved by the Director of Student Engagement and Dean of Students. An organization must:
  - i. Not discriminate in its membership on the basis of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, veteran status, political affiliation, or any other characteristic protected under applicable federal or state law.
  - ii. Not engage in hazing or initiation practices involving mental, physical or emotional harassment.
  - iii. Have an active faculty or staff adviser and is approved by the Coordinator of Student Activities and Dean of Students.
  - iv. Have a philosophy, purpose, and method of operation that constructively contributes to campus life.
  - v. Submit organization membership rosters to the Director of Student Engagement.
  - vi. All students holding an elected office, executive board, or leadership position in RSO's must be in good academic and social standing as defined by the College.
  - vii. Executive board members from each registered student organization must attend an RSO meeting the second week of the fall semester.
  - viii. Organizations seeking approval must re-register in the Office of Student Activities at the beginning of the fall semester.
  - ix. Must register events 4-weeks in advance and signature or large-scale events 6 to 8 weeks in advance.

### **2. Student Government Association**

- a. The Student Government serves as a campus-wide change agent primarily concerned with furthering the interests of students. The Student Government shall also act as a liaison between the student body and the Lincoln College administration.
- b. The Student Government Executive Board shall be elected by their peers during the spring semester of each academic year for the following year.
- c. Each respective RSO must appoint a senator to represent their interests on the Student Government Legislative Board.

- d. The Student Government Executive Board reserves the right to appoint Legislative members to represent student groups not affiliated with RSO's on campus and students at large.
- e. The Executive Board appoints replacements when members resign or are excused from participation throughout the year.
- f. A representative member will lose his/her seat in the Legislative Branch with three unexcused absences from scheduled meetings, from being placed on academic probation, or from conduct violations as determined by the Student Government Executive Board.
- g. The Director of Student Engagement and an appointed faculty member by the Vice President for Enrollment Management/Student Affairs will serve as Advisers and will attend all general meetings.
- h. All requests for funding will be channeled through an appointed Allocations Committee ran by the Student Government Treasurer.
- i. The Student Government will be provided a work area with the necessary office supplies to conduct business.
- j. The Student Government Constitution shall be amenable by a 2/3-majority vote of the membership of the Senate.

### **3. Student/Organization Advertisement 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 Engagement.
- 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.
- d. Off-campus organizations and vendors requesting to display posters and flyers on Lincoln College property must be approved by the Dean of Students.
- e. 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.
- f. Posters and flyers promoting an event must be removed within 24 hours after the event.

## **D. ELECTRONIC, TELEPHONIC AND COMPUTER USE POLICY**

### **1. 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.

## **2. 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 Dooley Hall 106 on the Lincoln campus.

## **3. 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
  - 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.
- c. Activities will not be considered misuse when authorized by appropriate College officials for security or performance testing.

#### **4. Unauthorized Use of Services and Property**

- a. Computer software, electronic information, computer services, and telephony are valuable resources of Lincoln College. 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 the 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.

#### **5. 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.

## **6. 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.

## **7. 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.

## 8. 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.

## E. CAMPUS SAFETY AND SECURITY

### 1. Behavior Intervention Team

- a. 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.

### 2. E-2 Campus Emergency Notification

- a. 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.
- b. When an emergency warrants the issuance of an emergency notification, Lincoln College has two emergency notification tools, **Omnilert**: will send short emergency notification text messages or full email and voice messages to alert those registered of the emergency situation. **Alertus**: is a convenient emergency safety app for students and college employees. This app not only alerts those registered of the emergency but allows the user to communicate with Lincoln College Campus Safety. The Alertus app is free of charge and available to both apple and android users.
- c. To receive emergency alerts, members of the campus community are urged to register their contact information through the Lincoln College homepage ([www.lincolncollege.edu](http://www.lincolncollege.edu)) or Mylynx, and following the Omnilert and Alertus information link.

### 3. Emergency Numbers

Police .....	911	Illinois Poison Center .....	800.942.5969
Fire .....	911	National Poison Hotline .....	800.222.1222
Ambulance .....	911	Lincoln/Logan ESDA .....	217.732.9491
Hospital (Lincoln) .....	217.732.2161	Campus Safety .....	217.737.4477

#### **4. Emergency Authority**

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

#### **5. Missing Student Policy and Protocol**

- a. If a member of the Lincoln College community has reason to believe that any student who resides in on-campus housing is missing, he or she should contact the Office of Student Affairs immediately at 217-735-7302, or the LC Security at 217-737-4477. The Office of Student Affairs will then notify the Director of Campus Safety and Security and the Dean of Students. At that point the Lincoln College Missing Student Protocol (see below) will be implemented and an investigation will be initiated. The Dean of Students (or designee) will lead the investigation. After investigating a missing student report, if Lincoln College determines that the student has been missing for 24 hours, the College will notify the Lincoln Police Department and the student's emergency contact and/or parent/guardian no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, the College will notify the student's parent or legal guardian immediately after it has been determined that the student is missing.
- b. Anyone believing that any student is missing should contact the Office of Student Affairs immediately. The Office of Student Affairs will notify the Office of Residence Life along with the Vice President of Enrollment Management and Student Affairs and the Lincoln College Missing Student Protocol will be implemented.
- c. When the Office of Student Affairs is informed that a student is allegedly missing, the Dean of Students and/or the Director of Residence Life should immediately do the following:
  - i. Document every aspect of the investigation. Document all calls, contacts and information gathered.
  - ii. Attempt to contact student via student's cell phone.
  - iii. Inquire with known friends, roommates, etc., about the student's whereabouts.
  - iv. Use social network websites if possible. (Facebook/MySpace)
  - v. Conduct a well-being check of the student's residence. A Residence Hall Director or a member of the Office of Student Affairs will go to student's residence to attempt to locate.
- d. If the student is still not located:
  - i. The Office of Student Affairs will keep the Vice President of Enrollment Management and Student Affairs apprised of the situation.
  - ii. 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.
  - iii. 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 Affairs 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.
- e. 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.



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

## 6. Lincoln College - Lincoln Higher Education Opportunity Act 2018 Campus Fire Safety Annual Compliance Report

- a. 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.
- b. *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 and a sprinkler system. 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 and a sprinkler system. 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.
  - **Lynx village:** Lynx Village is a residence hall composed of pods with three, four and five students. Lynx Village has a total capacity of 39 beds available for students. A sprinkler system is each room and in all common areas as well.
- c. *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.
- d. *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.

e. *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.

f. *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 College 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 College 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.

- g. 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.

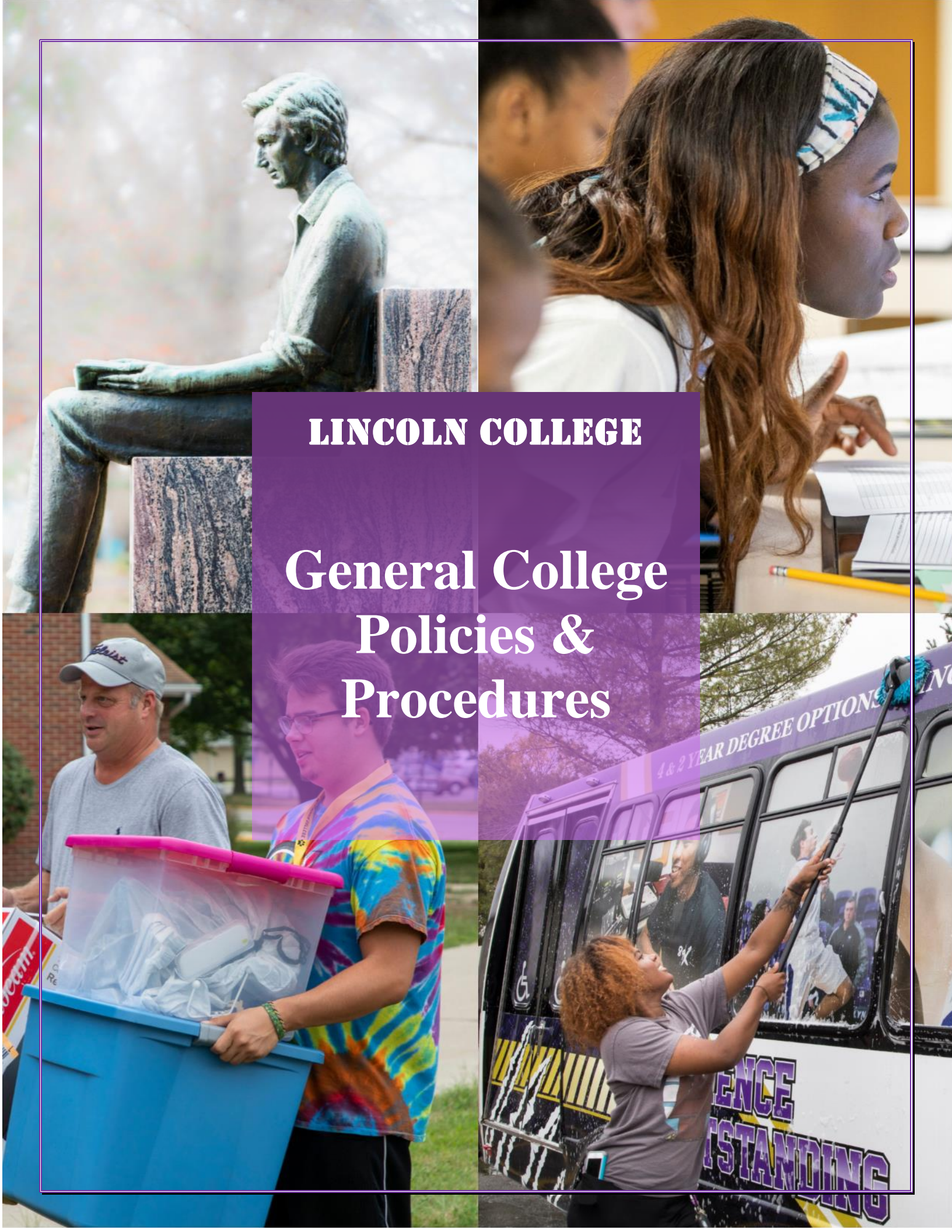
h. *Summary of Fires*

Name of Facility	2017			2018			2019		
	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
Lynx Village	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

i. *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.





**LINCOLN COLLEGE**

# General College Policies & Procedures

## **II. GENERAL COLLEGE POLICIES AND PROCEDURES**

### **A. ATHLETIC EVENT SPORTSMANSHIP POLICY**

- a. The Lincoln College Athletic Department enthusiastically endorses the ideals of the NAIA on the priority of good sportsmanship at collegiate athletic events. We want our student and alumni fans to recognize how much their support means to the men and women who represent Lincoln College in athletic competition. All our student-athletes enjoy the atmosphere of an enthusiastic home crowd. However, we want to define and reinforce what is appropriate in demonstrating that support. Simply put, we ask the Lynx faithful to be positive in the support of our Lincoln College teams without being derisive or disrespectful toward opponents.
- b. Our coaching staff is committed to the priority of representing Lincoln College with class on and off the field or court. We remind student-athletes that this responsibility goes with the privilege of wearing a Lincoln College uniform. We expect our sports programs to be respected not only because we win, but also because we do so with class. We expect no less from our fans and we expect that effort to be led by those who are student-athletes.
- c. Lincoln College has an obligation to ensure safety of participants and spectators as well as the integrity of the event. The College is also accountable to the NAIA for compliance with sportsmanship guidelines for each organization. Guidelines which apply to all athletic events hosted at Lincoln College include:
  - i. No alcoholic beverages are allowed at the site of athletic events. Persons possessing alcohol will be removed from the event. Persons exhibiting symptoms of intoxication and/or underage persons exhibiting symptoms of consumption will be subject to college disciplinary action and/or arrest.
  - ii. No signs, banners, shirts, etc., may contain profane, vulgar or inappropriate personal references. Persons carrying or wearing such items will be removed from the event.
  - iii. Organized chants may not contain profanity, vulgarity or inappropriate personal references. Individuals using profanity or inappropriate language or gestures will be subject to removal from the event.
  - iv. Fans who directly confront, challenge or intimidate opposing players, coaches, fans or game officials will be removed from the event. Such fans will be prohibited from attending future athletic events.
  - v. Fans who disregard or interfere with the directions of security personnel, game administrators or other college officials will be removed from the event, subject to disciplinary action and/or arrest and be prohibited from attending future athletic events.

### **B. DRUG AND ALCOHOL POLICY**

#### **1. Illegal Drug Use**

- a. 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.
- b. 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.



- c. 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.

## **2. Federal Drug – Free Schools and Communities Act**

- a. Lincoln College takes seriously the abuse of alcohol and illegal or controlled substances. Therefore, in order to ensure a safe, secure, and healthy environment for its community and to comply with its obligations under the Federal Drug - Free Schools and Communities Act, Lincoln College prohibits students from unlawfully possessing, using, consuming, purchasing, distributing, manufacturing, dispensing, or selling alcohol or illegal or controlled substances on the College premises or as a part of any College activities.

## **3. School Reporting of Drug Violations Act**

- a. *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."*
- b. 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.

## **4. Alcohol Use**

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. LC prohibits:

- a. Possession, possession by consumption, or service of alcoholic beverages or containers by underage (under 21 years of age) students, guests, or visitors is prohibited on all Lincoln College property (including the residential buildings) and at Lincoln College student-sponsored events. This includes containers that are empty but originally contained an alcoholic beverage(s).
- b. Hosting, serving, and/or procurement of alcohol for underage students, guests, or visitors is prohibited.
- c. Being intoxicated in public or in a public area and/or being disorderly or destructive during or following the consumption of alcohol is prohibited. Intoxicated behavior (including, but not limited to; vomiting, unsteady on his/her feet, slurring his/her words, etc.), will be considered in violation of the College Alcohol policy.
- d. Kegs (including cooler balls) and/or any other sources of alcohol distribution in College residence halls/apartments or on College property are prohibited.
- e. Likewise, improvised mixes of liquor and other ingredients (i.e. jungle juice, hunch punch, etc.) intended to be served for group consumption are not permitted in designated residence halls or on College property in general.



- f. Paraphernalia related to high risk and/or abusive alcohol consumption (i.e. funnels, beer bong, etc.) are not permitted on College property.
- g. Alcohol drinking games/contests shall not be included in any social event or activity. Drinking games/contests include, but are not limited to; card games, beer pong, quarters, flip cup, etc.
- h. Lincoln College's name, logo, or the names of organizations affiliated with the College may not be used with any commercial sponsorship relating to alcohol: i.e., beer distributors, bars, or beverage companies without prior approval from the Dean of Students.
- i. No trophy bottles or alcohol related containers or packaging may be kept for display purposes in any college facility (including all residence halls) regardless of student's age.
- j. No alcohol is allowed at student activities and events (registered student organizations or otherwise).

## 5. Alcohol Policy for Students 21 and Over

- a. Alcohol is **only** to be allowed in limited quantities and specified types, as defined by the policy, in designated residence halls that are occupied by students 21 years of age or older only.
- b. All students and or guests in the designated residence hall where alcohol is present must have an ID on their person reflecting their date of birth. Acceptable IDs include, but are not limited to; state issued ID, driver's license, military ID or passport.
- c. Students and/or guests consuming alcohol must do so in a responsible manner. The ultimate definition of responsible personal use is left to the discretion of the Residence Life Staff.
- d. Alcohol is to be kept in the designated residence hall room only, with the door shut. No alcohol is to be taken outside or consumed outside of the designated residence hall, and no open containers of alcohol are allowed outside of the designated residence hall room. This includes interior hallways and stairwells.
- e. No minors are to be present in a designated residence hall room when alcohol is present. Any person in the room when alcohol is present must be 21 or older (including guests, who must also be registered).
- f. When alcohol is present in a designated residence hall room, there may only be one open container per person over the age of 21.

Maximum quantities of alcohol allowed per student who is 21 years of age or older in the Lynx Village Pods A-D/Nicholson Road (student may only possess one of these types at once):

- Beer: maximum of 6 – 12 oz containers of beer, or;
- Malt beverages: maximum of 1 - 40 oz container, or equivalent quantity in terms of ounces, or;
- Wine: one 750 ml (25.4 oz) container, or;
- Distilled spirits: one 375 ml (12.7 oz) container (80 proof or less)

Guests, **regardless of age**, are not permitted to bring alcohol on campus. Registered guests, 21 years of age and over, who are being hosted by a student who is also 21 years of age and over, and who lives in a designated residence hall, may only share in that host student's alcohol allotment as described above.

Alcohol must be transported to living quarters in closed containers and not visible.

## 6. Resources for Substance Abuse

- a. 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 Affairs Office may also be available to suggest referrals to substance abuse and/or rehabilitation agencies.

## **C. GRAFFITI, HATE CRIMES AND INTOLERANCE**

### **1. Graffiti/Vandalism**

- 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.

### **2. Hate Crime**

- a. **The College is committed to providing an environment that is free from hate and one in which civility and diversity can flourish.** 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.

### **3. Procedure for Reporting Racist or Intolerant Graffiti**

- a. Members of the Lincoln College community are urged to report to Campus Safety 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.

## **D. LITTER POLICY**

### **1. Expectation**

- a. Lincoln College takes pride in maintaining the beauty of its campus. Improper disposal of any form of litter is strictly prohibited on its main campus and all regional locations. Litter is any waste material, garbage, or rubbish, including but not limited to food, food wrappers, paper, cans, bottles, cigarette butts, ashes, or discarded debris. All members of the Campus community and visitors are required to utilize trash receptacles to dispose of any unwanted items or debris. Intentional disposal of waste material except in designated receptacles is a violation of the law, college policy, and the Student Code of Conduct. Compliance with this policy is expected from all College students, faculty, staff, visitors and contractors.

### **2. Sanctions**

- a. Student violators will be fined and referred to the Office of Student Conduct for disciplinary action as appropriate. Faculty, staff, contractors or visitors who violate this policy will be reported to the relevant college department/office.
- b. Violations of this policy will result in the following sanctions:
  - i. First Offense - \$25 fine and 10 hours of community service (litter pickup)
  - ii. Second Offense - \$50 fine and 15 hours of community service (litter pickup)
  - iii. Third Offense - \$100 fine and 20 hours of community service (litter pickup)

- iv. Fourth Offence – Probation & Suspension
- c. Egregious or repeat offenders may be subject to additional sanctions, including dismissal from Lincoln College.

## **E. GRIEVANCE POLICY AND PROCEDURES**

### **1. Grievances Procedures:**

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 Affairs. The Vice President of Enrollment Management and Student Affairs shall investigate the allegations.
- c. The Vice President of Enrollment Management and Student Affairs 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 Affairs will consider the information obtained by the investigation. At this point, the College may do one of the following:
  - v. Deny the grievance
  - vi. Recommend a specific outcome to the accused with cause
  - vii. Convene a formal review

If denying the grievance, all parties will be notified of the decision and the complainant may appeal this decision to the President

If the Vice President of Enrollment Management and Student Affairs 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.

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.

### **2. Grievance Process Concerning Grades**

Grade appeals by students concerning individual assignments, test grades, and/or final course grades may be made by the following procedure:

- a. The student meets with the faculty member, who explains why the student received the grade.
- b. 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.
- c. 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.

- d. 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.

## **F. NO CONTACT ORDERS**

- a. College administrators are authorized to issue a No Contact Order (NCO) prohibiting contact between students when there exists a reasonable concern that physical or psychological harm may result from such contact.
- b. The College will consider all facts and circumstances that may be relevant to whether an NCO should be issued, including, but not limited to, the following factors:
  - When there are allegations, threats, or evidence of physical violence by one student against another;
  - When there are allegations, threats, or evidence of emotional abuse or harassment by one student of another;
  - When there is a substantial risk of emotional harm from continued contact between students;
  - When continued contact between students may have an impact on campus disciplinary proceedings;
  - When requested or agreed to in good faith by both students involved; and
  - When there are allegations of serious college policy violations.
- c. All NCO's shall provide that neither student may have contact with the other. "Contact" includes, but is not limited to, in-person contact, non-verbal gestures, telephone calls, email, texts and other forms of electronic communication, social media-based messages or postings, and third party communications including through proxies.
- d. NCO's may include additional protective measures or other term specific to the safety, well-being, or other needs of either or both students subject to the NCO, when deemed necessary by the College. Any additional terms shall be expressly stated in the NCO. Additional protective measures of other terms need not be reciprocal. They may include, but not limited to the following:
  - Restricting a student from being in close proximity to the other student;
  - Restricting a student's access to certain campus locations, including the other student's residence hall;
  - Restricting the time in which a student may be present in on-campus dining facilities;
  - Requiring that the students not be enrolled in the same academic course(s); and
  - Requiring that the students not participate in the same co-curricular or extra-curricular activities.

NCO's may be issued by the following administrators:

- For matters pertaining to the Code of Student Conduct: Dean of Student Affairs, or his/her designee;
- For matters pertaining the Sexual Misconduct Policy: The Title IX Coordinator, or his/her designee.
- e. The College will review all NCO's annually. Each NCO will remain in effect until the graduation or withdrawal of at least one of the parties, unless the NCO expressly provides otherwise or is modified or rescinded by the College. A student seeking the modification or rescission of an NCO shall so request the administrator who issued the NCO. The issuing administrator shall consult with both parties before determining whether or not to modify or rescind the NCO.
- f. Violations of No Contact Orders are subject to discipline under the Code of Student Conduct or the retaliation provisions of the Sexual Misconduct Policy, as appropriate.

## G. POLICY AND PROCEDURES FOR STUDENT COMPLAINTS

- a. Lincoln College is committed to respecting all members of our community and providing a quality educational experience and living environment for all our students. Occasionally, a student will encounter a College-related problem that he or she does not know how to resolve. When this happens, students should always try to work out the problem by first discussing it with those directly involved with the issue. If, however, an issue or problem still exists, there is a formal complaint process that students may initiate.
- b. All formal complaints must be put in writing using the online Student Complaint Form. If a form is submitted without a student's name, the complaint will not be considered. The objective of the Student Complaint Policy is to ensure that the concerns and complaints of all students are addressed fairly and are resolved promptly.
- c. The Student Complaint Form may be found at <https://students.lincolncollege.edu/ics>

### *Exclusions:*

This form should not be used to submit complaints or grievances regarding the following. Instead report to the person listed:

#### *Identity-based Bias/Title IX*

Kristen Robinson – Director of Human Resources  
Harts Science – Lower Level  
217-735-7224  
[krobinson@lincolncollege.edu](mailto:krobinson@lincolncollege.edu)

#### *Disabilities*

Susan Boehler – Vice President for Enrollment Mgt. and Student Affairs  
University Hall – 108  
217-735-7227  
[sboehler@lincolncollege.edu](mailto:sboehler@lincolncollege.edu)

#### *Grade appeals*

Michelle Baldwin – Dean of Faculty and Instruction  
University Hall – 104  
217-735-7377  
[mbaldwin@lincolncollege.edu](mailto:mbaldwin@lincolncollege.edu)

#### *Student Conduct appeals*

Bridgett Thomas – Dean of Students  
Student Affairs Building  
217-735-7302  
[bthomas@lincolncollege.edu](mailto:bthomas@lincolncollege.edu)

#### *Emergency situation*

Campus Safety  
217-737-4477

A record of all complaints and their resolution will be documented and the records will be kept in the Dean of Students Office located in the Student Affairs Office. The Dean of Students maintains a composite spreadsheet of student complaints and tracks the number of issues that result in a formal grievance each year. The tracking form includes information on the student who made the complaint, the nature of the complaint and the resolution. Complaints are categorized by type and reviewed annually for trends and issues that need to be addressed. Resulting concerns are addressed in individual professional development plans as well as departmental goals.

## H. PROTECTION OF MINORS ON CAMPUS POLICY

- a. Lincoln College is dedicated to the welfare and safety of Minors who visit the College's campus and who participate in College Programs. To promote the protection of Minors, this policy 1) describes the requirements of administrators, faculty, staff, students, volunteers and others who interact with Minors and 2) informs all members of the College community of their obligation to report any instances of known or suspected abuse or neglect of Minors.

### 1. DEFINITIONS

- a. *Child Abuse/Neglect*  
Child abuse and/or Neglect exist when there is endangerment of a Minor's physical or mental health due to acts of commission (physical, sexual or psychological abuse) or omission (child neglect). Under Illinois law, all individuals employed and/or appointed by the College, including but not limited to faculty, staff, student employees, and volunteers are considered Mandated Reporters of child abuse and neglect when child abuse/neglect is suspected. For more information on child abuse and child neglect examples, see Appendix A, "Code of Conduct for Interacting with Minors and Identifying Child Abuse."

*Minor:* a person under the age of eighteen (18).

*Program:* includes, but is not limited to, a planned and/or regular event that includes Minors such as a camp, laboratory experience or internship, campus visit, club, workshop, project, lesson, team, practice, or tour.

*Program Director:* individual who manages or coordinates the program and/or activity.

### 2. REPORTING REQUIREMENTS

- a. Every member of the College community (not limited to individuals who interact with Minors) is required by law to report known or suspected instances of the abuse or neglect of Minors. Members making a report in good faith will be protected from criminal and civil liability for making the report. Additional policy requirements include the internal reporting of abuse or maltreatment of or inappropriate interactions with (including conduct code violations) a Minor in a Lincoln College Program or at an event on campus. It is important to understand that every member is required to report any type of suspected abuse, neglect or inadequate care rather than just child sexual abuse. This policy includes disclosures of abuse which may or may not involve Lincoln College personnel.

#### *Reporting Child Abuse and/or Neglect*

The Illinois Abused and Neglected Child Reporting Act (325 ILCS 5/1, et seq.) states that "personnel of institutions of higher education" and others have a duty to immediately report or cause a report to be made whenever they have "reasonable cause to believe that a child known to them in their professional or official capacity may be abused or neglected." Lincoln College employees have a legal obligation to immediately report or cause a report to be made to the Illinois Department of Children and Family Services (DCFS) at (800) 25-ABUSE (800-252-2873).

#### *External Report*

Illinois law requires all personnel of higher education institutions to make a report when they suspect sexual or physical abuse or neglect of a Minor. Failure to report is a Class A misdemeanor for the first violation and a Class 4 felony for the second or subsequent violation. Child abuse or neglect is reported by calling the Child Abuse Hotline (800-252-2873) and submitting a Written Confirmation of Suspected Child Abuse/Neglect Report to DCFS within 48 hours utilizing the form and instructions received from the Hotline.

Pursuant to the legislation, all employees must sign and return the Illinois Department of Children and Family Services Acknowledgement of Mandated Reporter Status Form.



To access additional information or to report abuse please visit the Department of Children & Family Services website.

#### *Internal Report*

In addition to an external report, every member of the College community has a further obligation to report known or suspected abuse, neglect, maltreatment, exploitation, or inappropriate interactions with (including conduct code violations) a Minor on campus or in a College Program immediately to Lincoln College. Internal reporting steps include:

- i. Immediately contact the Program Director (where appropriate) and/or the Director of HR & Risk Management.
- ii. Program Directors receiving any report of concern of abuse to a Minor must report the concern to the Director of HR & Risk Management. This includes if the Program Director has already made a referral to the Department of Children and Family Services as outlined in the external reporting procedure above.

#### *Other Concerns Regarding Minors*

All concerns affecting the safety and well-being of a Minor on campus and/or participating in a Lincoln College Program should be reported via the internal methods described above.

### **3. SCOPE**

#### *a. Minors Participating in a Lincoln College Program*

Regardless of their physical locations, Lincoln College Programs, including but not limited to athletic camps, academic camps, recreational camps, intern and observer placements, campus visits, and student organizations that involve service to Minors, fall within the scope of this policy. All Lincoln College Programs that involve Minors—whether they are time-limited, part of an operational process, or involve the housing of visiting Minors in residence halls—fall within the scope of this policy.

#### *Minors Participating in a Third Party Program on Lincoln College's Campus*

Third party and external organizations providing Programs that involve Minors on Lincoln College's campus fall within the scope of this policy, require proper notification, and are subject to compliance and reporting requirements. Third party agreements should include, language to address compliance with mandatory reporting, insurance requirements, individual background clearances and child protection training.

#### *Visiting Minors or Minor guests not Participating in a Lincoln College or a Third Party Program*

Lincoln College is generally not a proper environment for Minors who are not directly accompanied by a parent or guardian unless they are participating in a Program planned for Minors and adequately supervised by adults who have the appropriate training and credentials.

Accordingly,

- Visiting Minors under the age of 16 are not permitted on any student residential housing floors or student rooms on campus, unless accompanied by their parent/legal guardian or Lincoln College enrolled student sibling.
- For day and/or overnight visits, the hosting student is responsible for the Minor guest throughout the visit.
- Pursuant to other College policies and/or Federal and/or State laws and regulations, Minors should not be present in certain facilities and environments. If a parent or guardian brings his or her Minor child to work, the parent or guardian is responsible for the Minor's supervision and welfare and must ensure that the Minor child does not visit such restricted facilities or environments.

#### *Overnight Minor visitors in residential housing:*

- i. Lincoln College students who have a Minor relative, friend or other guest age 16 or 17 visit them on campus overnight must register the visitor at least 24 hours in advance of the stay by following the Guest Registration process. The student must provide the age of the guest and documentation that the Minor's parent or guardian approves the visit.
- ii. Minors under the age of 16 are not permitted to spend the night in Lincoln College student residential housing; any exception for siblings or children of enrolled students must be approved in advance by the Director of Residence Life.

#### *Supervision*

Minors must not be left unsupervised on Lincoln College's campus. It is the responsibility of those who bring Minors to campus (including Lincoln College Program Directors or those individuals designated by third party programs) to ensure appropriate and continuous supervision. Residential Programs should increase staffing ratios to cover overnight monitoring (see Policy Operational Guidelines).

Visiting Minors' procedures do not apply to Minors who are enrolled full-time as students at Lincoln College.

### **4. Employment of Minors under the age of 18**

- a. Lincoln College does not employ Minors in regular full-time positions.
- b. It may be appropriate to hire individuals who are under 18 years of age in temporary, part-time positions. Any position which would provide payment to a Minor, such as a stipend, student work, or other non-employee pay requires review and approval from the Director of HR & Risk Management.
- c. Due to safety concerns, Minors may never work in chemistry or biology laboratories or operate power-driven woodworking machines, power-driven hoisting apparatuses, power-driven metal forming, punching, and shearing machines, power-driven meat processing machines, power-driven bakery machines, and any other machines listed under the Child Labor Provisions of the Fair Labor Standards Act. The appropriate office will be consulted for approval if there is a concern for exposure/risk to a Minor.

### **5. Identifying Child Abuse**

**The mandatory reporting requirement under Illinois law does not require confirmation of the presence of abuse; if there is a reason to believe abuse has occurred, the abuse must be reported. The appropriate authority will complete an investigation.**

Different forms of child abuse include physical abuse, neglect, sexual abuse, and emotional abuse. General definitions of abuse are listed below.

Note that the possession, viewing and distribution of child pornography and solicitation of a Minor are forms of child abuse and shall be reported in accordance with Illinois Law and Lincoln College institutional policy.

#### *a. Physical Abuse*

Non-accidental trauma or physical injury of a child, or failure to protect a child from harm.

Physical abuse may be detected by signs such as:

- Injuries such as burns, marks, and scalds.
- Bruising which is repeated and on parts of the body where accidental injury would be unlikely to occur.
- Untreated injuries.

#### *Neglect*

Failure to provide for a child's physical survival needs to the extent that there is harm or risk of harm to the child's health or safety.

Neglect may be detected by signs such as:

- A Minor failing to attain age-appropriate development. Neglect may be a long term problem, so in addition to awareness of a lack of care, it is important to notice physical and behavioral signs.
- A Minor being left alone and unsupervised.
- A Minor's basic physical needs (food, shelter, clothing) not being met.

### *Sexual Abuse*

Includes penetration or external touching of a child's intimate parts, oral sex with a child, indecent exposure or any other sexual act performed in a child's presence for sexual gratification, sexual use of a child for prostitution, and the manufacturing of child pornography. Child sexual abuse is also the willful failure of the parent or the child's caretaker to make a reasonable effort to stop child sexual abuse by another person.

Warning signs differ by the age of the Minor. You should be aware of the following possible warning signs:

- Sexual behavior or language that is not appropriate for the child's age.
- Overly compliant behavior.
- Withdrawal or depression.
- Unexplained anger.
- Refusal to be left alone.
- Finding reasons not to go home.
- Finding reasons to avoid being with a specific person that the Minor used to spend time with.
- Self-mutilation.
- Failing grades or a change in school behavior.
- Bed-wetting or bowel-movement accidents in children who have previously outgrown it.

### *Sexual Exploitation and Solicitation*

Possession of material that includes a Minor engaged in sexual activity or simulated sexual activity that is patently offensive.

To knowingly promote, employ, use, assist, transport or permit a minor to participate in the performance of, or in the production of, acts or material that includes the minor engaging in sexual activity or simulated sexual activity that is patently offensive.

It is an offense for a person eighteen (18) years of age or older, by means of oral, written or electronic communication, electronic mail or Internet service, including webcam communications, directly or through another, to intentionally command, hire, persuade, induce or cause a minor to engage in sexual activity or simulated sexual activity that is patently offensive, where such sexual activity or simulated sexual activity is observed by that person or by another.

### *Emotional Abuse/Psychological Harm/Neglect*

A repeated pattern of caregiver behavior or extreme incident(s) that convey to children that they are worthless, flawed, unloved, unwanted, endangered, or only of value in meeting another's needs and may include both abusive acts against a child and failure to act, or neglectful behavior when age-appropriate action is required for a child's health development.

Emotional abuse includes:

- Persistent lack of love or affection.
- Shouting, taunting, or making negative remarks directed at the Minor.

## **I. STUDENT CLASSROOM AND COURSE-RELATED BEHAVIOR**

### **1. Introduction**

- a. Promoting and maintaining academic integrity is an essential goal of higher education. In order to maintain a professional environment in which academic and individual growth and expression can thrive, the College expects students to avoid engaging in “disruptive behavior,” as outlined in course syllabi, the Student Handbook and the Academic Catalog, which markedly detracts from the learning experience of other class members. Likewise, students are expected to refrain from any form of academic dishonesty, which inherently dishonors the spirit and practices of higher learning.

The College is committed to supporting collaboration between students and faculty in the prevention, identification, and the prosecution of infractions of academic dishonesty and behavior that noticeably disrupts the learning process.

Students and Faculty each have responsibility for maintaining an appropriate learning environment. Students who fail to adhere to behavioral standards may be subject to discipline. Faculty have the professional responsibility to treat students with understanding, dignity, and respect, to guide classroom discussion and to set reasonable limits on the manner in which students express opinions.

Disruptive students in the academic setting hinder the educational process. Although disruptive student conduct is already prohibited by the Student Code of Conduct, the purpose of this policy is to clarify what constitutes disruptive behavior in the academic setting; what actions faculty, and Dean of Academics may take in response to disruptive conduct, and the authority of the Dean of Students Office to initiate disciplinary proceedings against students for disruptive conduct.

### **2. What Constitutes Disruption?**

- a. “Disruption” as applied to the academic setting, means behavior that a reasonable faculty member would view as interfering with normal academic functions. Examples include, but are not limited to:
  - persistently speaking without being recognized or interrupting other speakers
  - behavior that distracts the class from the subject matter or discussion
  - ringing of cell phones or using a cell phone to talk or send messages
  - using electronic devices in the classroom for non-course related purposes
  - sleeping in class
  - eating/drinking in class without permission
  - chronically entering late/leaving early, moving about the classroom
  - filming, taping the classroom, without the faculty’s permission
  - showing up to class under the influence of alcohol/drugs
  - destruction of property
  - or in extreme cases, physical threats, harassing behavior or personal insults, or refusal to comply with faculty direction.

Civil expression or disagreement with course faculty member, during times when the faculty member permits discussion, is not in itself disruptive behavior and is not prohibited.

Some disruptive students may have emotional or mental disorders. Although such students are protected under the Rehabilitation Act/ADA, they are held to the same standard of conduct as any student.

### **3. Policy**

- a. Students are required to adhere to the behavior standards listed in the Student Handbook (Code of Conduct) and to refrain from disrupting classes and other academic settings.
- b. If a student is disruptive, the faculty member may ask the student to stop disruptive behavior and warn the student that such disruptive behavior can result in academic or disciplinary action.

- c. A faculty member is authorized to ask a student to leave the classroom or other academic site if the faculty member deems it necessary. If the faculty member does this, s/he shall file an Early Alert. The report is received by the Director of Student Success & Academic Advisement and then forwarded to the Academic Affairs Office for further review. The follow-up and disciplinary action if deemed necessary are forwarded to the Early Alert System for the reporting faculty to view.
- d. A faculty member may also exclude the student from the classroom or other academic area pending resolution of the matter by: (1) informing the student of the exclusion, (2) informing the student of his/her rights to request an expedited review of the exclusion, and (3) by immediately referring the matter to the Academic Affairs Office by submitting the Early Alert Incident Report and informing the Dean of Students. If such exclusion occurs, and if the student requests a review, the Dean of Students Office shall review the exclusion within three business days of the date the student requests the review.
- e. Nothing in this policy prohibits an immediate call to the Campus Safety Office, as deemed appropriate by the faculty member.

#### **4. Possible Sanctions**

- a. Authority of Faculty and the Dean of Faculty
  - Warning
  - Exclusion from the Faculty's classroom or academic area
  - Academic sanction, if course participations is a component of the final grade and is indicated in the course syllabus

##### **Authority of the Dean of Students Office**

- Warning
- Educational Sanctions, such as classes, papers or campus services hours
- Disciplinary Probation
- Suspension
- Expulsion
- Exclusion from any part of or all of the campus

##### **Authority of the Vice President of Academics and Vice President Student Affairs**

- Summary Suspension
- Suspension
- Expulsion
- Exclusion from any part of or all of campus

#### **5. Documentation**

- a. Faculty should be aware that notes of the dates, times, witnesses and details of the incidents of disruption, and the impact of the disruption on those present, may be important in any future proceedings which may be necessary. Referrals require written documentation containing factual and descriptive information. The student is entitled to see this documentation.

#### **J. WEAPONS POLICY**

- a. A weapon is defined as any instrument or device designated or likely to produce bodily harm or property damage including but not limited to a handgun or firearm, dangerous chemical, an explosive device of any description, compressed air guns, pellet guns, BB guns, knives, stun guns, electric shock devices, metal or brass knuckles, bow and arrows, swords, slingshots or any other item modified from its original purpose to be used as a weapon.

- b. The College reserves the right to further determine the definition of a “weapon” and may prohibit other devices on an individual basis.
- c. Violations of this policy will result in disciplinary action.





**LINCOLN COLLEGE**

**Sexual  
Misconduct  
Policies &  
Procedures**



# Lincoln College Sexual Misconduct (Title IX) Policies and Procedures

## Statement of Purpose

Lincoln College is committed to creating, fostering and maintaining an educational, employment, business and campus environment that is free of discrimination on the basis of sex, including sexual misconduct, as required by Title IX and other laws. Lincoln College does not tolerate discrimination on the basis of sex, sexual orientation, and gender identity or expression and is dedicated to prohibiting such conduct in all aspects of college life consistent with the College's Mission Statement, Vision Statement, Values Statement and Strategic Plan as well as the provisions of Title IX of the Education Amendments of 1972 and all other applicable state and federal laws.

**Advisor:** An advisor is an individual selected by the complainant or respondent to accompany and assist him/her throughout the College's process. The advisor will not be permitted to speak for the complainant or respondent during the investigation process or interfere with the investigation process, but will be required to do cross-examination in a live hearing, if such hearing is determined necessary.

**Consent: According to Illinois Law,** consent is a freely given agreement to the act of sexual penetration or sexual conduct in question.

- The lack of verbal or physical resistance or submission by the victim resulting from the use of force or  
by the accused shall not constitute consent.
- The manner of dress of the victim at the time of the offense shall not constitute consent.
- A person who initially consents to sexual penetration or sexual conduct is not deemed to have consent to  
any sexual penetration or sexual conduct that occurs after he or she withdraws consent during the course  
of that sexual penetration or sexual conduct.

**Consent: According to Lincoln College is as follows:**

Consent is **unambiguous, clear, knowing, and voluntary approval given by mutually understandable words or demonstrated actions to engage in sexual activity.**

Consent is an informed decision made freely and actively by all parties. Relying solely upon nonverbal communication can lead to miscommunication. It is important not to make assumptions; if confusion or ambiguity regarding the issue of consent arises anytime during a sexual interaction, it is essential that each participant stops and clarify, verbally, their willingness to continue.

Students should understand that consent may not be inferred from silence, passivity, or lack of active resistance alone. Furthermore, a current or previous dating or sexual relationship is not sufficient to constitute consent, and consent to one form of sexual activity does not imply consent to other forms of sexual activity.

Conduct is considered “without consent” if no clear consent, verbal or nonverbal, is given. An individual is “unable to freely give consent” when the individual is incapacitated (arising, for example, from the use of alcohol or other drugs or when the individual is passed out, asleep, unconscious, or mentally or physically impaired). An individual is “unable to freely give consent” when the individual is coerced into sexual activity, such as for example, through the use of physical force, threat of physical or emotional harm, undue pressure, isolation, or confinement.

Consent to some form of sexual activity does not necessarily imply consent to other forms of sexual activity. Mutually understandable consent must be obtained by the initiator at every stage of sexual interaction.

The use of alcohol or other drugs can impair effective communication about consent to sexual activity and can hinder one’s ability to resist an assault and to pick up on cues that a situation may be dangerous. Alcohol or other drugs can also lower inhibitions and create an atmosphere of confusion over whether consent is freely and effectively given. Consent while under the influence of alcohol or drugs is not valid consent.

The use of alcohol or drugs does not minimize a student’s responsibility for violations of the Sexual Misconduct Policy. In particular, it does not mitigate or nullify a charge of sexual assault or any other form of prohibited conduct. The use of alcohol or drugs does not, in and of itself, remove a student’s responsibility to communicate their feelings and ensure that any consent given is valid.

**Incapacitation:** A state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (i.e. to understand the “who, what, when, where, why, or how” to their sexual interaction).

**Complainant:** The complainant is an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

**Reporting Party:** The reporting party is any individual other than the complainant who reports an incident of sexual misconduct.

**Respondent:** The respondent is the individual who has been reported to be the perpetrator of conduct that constitutes sexual misconduct.

**Sexual Misconduct:** Sexual misconduct can occur both on and off campus and take many forms. The misconduct may be subtle and indirect or blatant and overt. Such misconduct can

also occur in person or via electronic, print or other media. It may consist of repeated actions or may arise from a single incident if sufficiently severe. The complainant, as well as the respondent, may be male or female and the complainant does not have to be of the opposite sex of the respondent.

Sexual Misconduct includes each of the specific types of conduct specifically noted in the Sexual Misconduct Policy Violations section below:

**Title IX:** Title IX of the Education Amendments of 1972 (29USC 1681-1688) provides “No person in the United States, shall on the basis of sex be subject to discrimination under any educational program or activity receiving federal financial assistance.”

Essentially, Title IX provides that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training or other educational program or activity operated by the College. Title IX also provides that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment, or recruitment, consideration, or selection therefore, whether full-time or part-time, under any education program or activity operated by the College. The College acknowledges its obligations under Title IX and is committed to complying with all Title IX requirements.

#### **Sexual Misconduct Policy Violations:**

**Dating Violence:** Dating violence is violence committed by a person

- who is or has been in a social relationship of a romantic or intimate nature with the victim; and

- where the existence of such a relationship shall be determined based on a consideration of the following

factors:

- the length of the relationship;
- the type of relationship;
- the frequency of interaction between the persons involved in the relationship.

**Use of the term “sexual misconduct” throughout this policy includes dating violence.**

**Domestic Violence:** Domestic violence includes felony or misdemeanor crimes of violence committed by

- a current or former spouse of the victim,
- a person with whom the victim shares a child in common,
- a person who is cohabitating with or has cohabitated with the victim as a spouse,
- a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction,

- any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of jurisdiction.

**Use of the term "sexual misconduct" throughout this policy includes domestic violence.**

**Non-Consensual Sexual Contact:** Non-consensual sexual contact is defined as:

- any intentional sexual touching;
- however slight;
- with any object;
- by a person upon another person;
- that is without consent and/or by force.

Sexual touching includes, but is not limited to, any bodily contact with breasts, groin, genitals, mouth or other bodily orifice of another individual, or any other bodily contact in a sexual manner.

**Use of the term "sexual misconduct" throughout this policy includes non-consensual sexual contact.**

**Non-consensual Sexual Intercourse:** Non-consensual sexual intercourse is defined as:

- any sexual penetration or intercourse (anal, oral, or vaginal);
- however slight;
- with any object;
- by a person upon another person;
- that is without consent and/or by force.

Sexual intercourse includes, but is not limited to, vaginal or anal penetration by a penis, tongue, finger, or object, or oral copulation by mouth to genital contact or genital to mouth contact.

**Use of the term "sexual misconduct" throughout this policy includes non-consensual sexual intercourse.**

**Sexual Exploitation:** Sexual exploitation occurs when an individual takes non-consensual or abusive sexual advantage of another for his/her own benefit or advantage, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include:

- Invasion of sexual privacy;
- Prostitution;
- Non-consensual video or audio-taping of sexual activity;
- Going beyond the boundaries of conscience, such as letting your friends hide in a closet to watch intercourse;
- Knowingly transmitting an STI or HIV to another individual.

**Use of the term “sexual misconduct” throughout this policy includes sexual exploitation.**

**Sexual Harassment:** Sexual harassment is a form of discrimination on the basis of sex. Sexual harassment is:

- unwelcome, gender based verbal or physical conduct of a sexual nature that is determined by a reasonable person to be so severe, pervasive, and objectively offensive that it
- unreasonably interferes with, denies or limits someone’s ability to participate in or benefit from his/her employment with the College or the College’s educational program and/or activities, and/or is
- based on a power differential (quid pro quo/this for that), the creation of a hostile environment, or retaliation.

Sexual harassment is unwelcomed conduct of a sexual nature. Unwelcomed conduct includes conduct that an individual did not solicit or incite and that the individual regarded as undesirable or offensive. Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic status;
- Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting such individual;
- Such conduct has the purpose or effect of substantially interfering with an individual’s work or academic performance or creating an intimidating or hostile work or educational environment.

In light of the power differential inherent in the relationship between faculty and students and between a supervisor and subordinate and the potential for either intentional or unintentional misuse of that professional power differential, the College strongly advises against dating, romantic, and/or sexual relationships between faculty and students, between staff and students, or between supervisors and subordinates. It should be noted that in such cases “consent” may not constitute a defense.

**Use of the term “sexual misconduct” throughout this policy includes sexual harassment.**

**Stalking:** Stalking refers to a course of conduct directed at a specific person that would cause a reasonable person to (a) fear for his/her safety or the safety of others, or (b) suffer substantial emotional distress.

**Use of the term “sexual misconduct” throughout this policy includes stalking.**



## **Procedures**

### **Handling of Complaints Covered by this Policy**

The Title IX Coordinator is responsible for coordinating the College's compliance with Title IX as well as other complaints brought concerning violations of this policy. The Title IX Coordinator's responsibilities include overseeing, recording and cataloguing all the Title IX reports of sexual misconduct and identifying and addressing any patterns or systemic problems that arise during the review of such reports. To assist the Title IX Coordinator, the College has designated Title IX Deputy Coordinator's, who are authorized to conduct investigations. The Title IX Coordinator will provide supportive services to the Deputy Coordinator's and investigators in such aspects of the investigation process as deemed necessary and appropriate, including gathering documentation, disseminating information and assuring compliance with the procedures outlined in the policy.

#### **The College has designated the following individual as Title IX Coordinator:**

Kristen Robinson  
Director of Human Resources  
Harts Science – Lower Level  
Lincoln College  
300 Keokuk St., Lincoln, IL 62656  
Phone: 217-735-7224  
Fax: 217-732-7395  
Email: [krobinson@lincolncollege.edu](mailto:krobinson@lincolncollege.edu)

#### **The College has designated the following individuals as Title IX Deputy Coordinator's:**

Bridgett Thomas  
Dean of Students  
Student Affairs Office  
Lincoln College  
300 Keokuk St., Lincoln, IL 62656  
Phone: 217-735-7302  
Fax: 217-735-5214  
Email: [bthomas@lincolncollege.edu](mailto:bthomas@lincolncollege.edu)

#### **The College has designated the following individual(s) as Title IX Investigators:**

Quentin Brackenridge  
Director of Residence Life  
Student Affairs Office  
Lincoln College

300 Keokuk St., Lincoln, IL 62656  
Phone: 217-735-7299  
Fax: 217-735-5214  
Email: [gbrackenridge@lincolncollege.edu](mailto:gbrackenridge@lincolncollege.edu)

Darek Hollis  
Student Conduct Coordinator  
Student Affairs Office  
Lincoln College  
300 Keokuk St., Lincoln, IL 62656  
Phone: 217-735-7301  
Fax: 217-735-5214  
Email: [dhollis@lincolncollege.edu](mailto:dhollis@lincolncollege.edu)

Peggy Antoine  
Associate Director of Admissions  
Admissions Office  
Lincoln College  
300 Keokuk St., Lincoln, IL 62656  
Phone: 217-735-7250  
Fax: 217-732-7715  
Email: [pantoine@lincolncollege.edu](mailto:pantoine@lincolncollege.edu)

Tiffany Jones  
Academic Advisor  
Advising Office  
Lincoln College  
300 Keokuk St., Lincoln, IL 62656  
Phone: 217-735-7271  
Email: [tnjones@lincolncollege.edu](mailto:tnjones@lincolncollege.edu)

All students, faculty, staff and external individuals, who have concerns about discrimination on the basis of sex, Sexual Misconduct policy violations or requirements, including any concerns pertaining to sexual misconduct covered by this policy, are encouraged to seek the assistance of either the Title IX Coordinator or a Title IX Deputy Coordinator. The coordinator and deputy coordinators are knowledgeable about and will provide information on all options for addressing and resolving such reports or concerns. Those options may vary depending on the nature of the incident; whether the complainant is a student or employee; the wishes of the complainant regarding confidentiality; and whether the complainant prefers to proceed formally or informally. Together, the coordinators play an integral role in carrying out the College's commitment to create, foster, and maintain an educational, employment, business and campus environment that is free of discrimination on the basis of sex.

### **Reporting of Complaints Covered by this Policy**

### **Title IX Coordinator**

All students, faculty, staff, applicants, volunteers, vendors and agents are strongly encouraged to report any incidents of violations of this policy. Reports may be made orally or in writing to the Title IX Coordinator or a Title IX Deputy Coordinator. The Title IX Coordinator and Title IX Deputy Coordinator are exclusively designated as officials who have the authority to institute corrective measures on behalf of the institution.

Reports may also be made to any employee, including Residence Hall Directors, of the College. Such personnel who receive reports of violations of this policy (excluding Confidential Contacts) are strongly encouraged, but not required to forward those reports to the Title IX Coordinator or Title IX Deputy Coordinator.

### **Confidential Contact**

If you wish to report a violation of this policy but would like your information to remain confidential you may choose to report to the following individual listed below. This employee has a confidentiality privilege to protect your personal identification and will only make general reports for statistical purposes and pattern tracking, but will not divulge personally identifiable information. Please note that if you report to a Confidential Contact and request confidentiality, your information will not be shared with the Title IX Coordinator and an investigation will not be initiated.

### **The College has designated the following as Confidential Contacts:**

Ken Krueger  
Coordinator of Counseling Services  
Lincoln College  
300 Keokuk Street, Lincoln, IL 62656  
Phone: 217-735-7293  
Email: [kkrueger@lincolncollege.edu](mailto:kkrueger@lincolncollege.edu)

Prairie Center Against Sexual Assault  
24/7 Hotline: 217-753-8081

In addition to the foregoing, all faculty and staff who become aware of or suspect sexual abuse of a minor (under the age of 17) must report that information to the Title IX Coordinator or a Title IX Deputy Coordinator who shall then inform local, state and /or federal law enforcement officials of such incidents as required by law.

### **Amnesty Policy**

The College will not pursue the conduct process for possible violations of the College's Alcohol and Substance Abuse Policies against a student who reports an alleged violation of the College's Title IX Policy when conduct that violates the College's Alcohol and Substance Policies is

revealed during the course of the student's report, provided that such consumption did not or does not place the health or safety of any other person at risk or if the possible violation is otherwise egregious.

## **Support Services**

### **Options of Reporting and Availability of Support**

In addition to reporting the matter to the Title IX Coordinator, Title IX Deputy Coordinator or a supervisor, persons may also need to address immediate physical and/or emotional trauma associated with the harassment or assault. Importantly, a victim should contact any of the following immediate care support providers:

- Emergency Call 911
- Lincoln Police Department 217-732-2151
- Lincoln Hospital 217-732-2161
- Prairie Center Against Sexual Assault 24/7 Hotline 217-753-8081
- Counseling Center – 217-735-7293
- Diane Stephenson, Health Services – 217-735-7340
- LC Security – 217-737-4477
- LC Security can also reach the Title IX Coordinator or Deputy Coordinator at this number 217-737-4477

## **Investigation**

In order for the institution to initiate the investigation process, the Title IX Coordinator or Deputy Coordinator must have actual knowledge of a formal complaint.

**Formal Complaint:** A formal complaint is a document filed and signed physically or digitally by the complainant or signed by the Title IX Coordinator or Deputy Coordinator alleging sexual harassment against a respondent and requesting that the institution investigate the allegation of sexual harassment. At the time of the complaint, the complainant must be participating in or attempting to participate in the education program or activity of the institution with which the formal complaint is filed.

• **Preliminary Inquiry:** Upon receipt of a report of a complaint covered by this policy, the Title IX Coordinator or the Deputy Coordinator shall evaluate the complaint to determine if it is covered by the Sexual Misconduct Policy. If the complaint is determined to be covered by the College's Sexual Misconduct policy, the Title IX Coordinator or the Deputy Coordinator will send a notice to the respondent informing them of the allegation. The Title IX Coordinator or the Deputy Coordinator will inform both the complainant and respondent about:

- The option to have supportive measures implemented

- Their Title IX rights;
- Their grievance rights;
- Their right to an informal resolution process;
- Their right to file a criminal complaint, if applicable.

The Title IX Coordinator shall provide the complainant and respondent with a copy of this policy and applicable grievance procedures identified herein.

Additionally, the Title IX Coordinator or the Deputy Coordinator may make a preliminary, non-binding assessment of the information contained in the report, and any supplement to the report, to determine whether that information, if true, would pose an imminent threat of immediate harm to the complainant or others. If there is imminent threat of immediate harm, then consistent with the grievance procedures identified below, temporary measures may be imposed against the respondent to mitigate the threat during the pendency of the investigation. The need for such temporary measures will be reevaluated on a regular basis during the pendency of the investigation to ensure that need for such temporary measures remain present. Respondents will also be provided notice of the opportunity to challenge the decision immediately following the temporary measures imposed.

The College may dismiss any formal complaint or allegations if at any time during the investigation, informal resolution, or live hearing: a complainant wishes to withdraw the formal complaint or allegations, the respondent is no longer enrolled or employed by the College, or specific circumstances prevent the College from gathering evidence sufficient to reach a determination as to the formal complaint or allegations. In the case of a dismissal, the Title IX Coordinator will promptly send written notice of the dismissal and reason(s) simultaneously to both parties.

**Supportive Measures:** Supportive measures are offered whether a formal or informal complaint is made and are non-disciplinary and non-punitive. Supportive measures must be reasonably available and provided at no cost to the complainant and the respondent. Supportive measures may include counseling, extensions of deadlines or other course related adjustments, modifications of work or class schedules to avoid contact with the respondent or complainant, campus escort services, mutual restrictions of contact between the parties, changes in work or housing locations, leaves of absence, increased security or monitoring of certain areas of campus, and other similar measures. The implementation of supportive measures will remain as confidential as reasonably possible.

• **Investigation:** Upon receipt of a report of a complaint covered by this policy, the assigned Title IX Investigator will conduct a prompt, thorough and impartial investigation of the incident consistent with the applicable grievance procedures identified below. Such investigations shall, barring exigent circumstance, be completed within thirty (30) calendar days.

The complainant and respondent are both entitled to one advisor of his/her choosing to accompany and assist him/her throughout Lincoln College's investigation process. The advisor can be a friend, parent, faculty mentor, attorney, or any person the complainant or respondent

wishes. If a student wishes to have an advisor, but has not been able to identify one, then the Title IX Coordinator will assist the student in identifying an individual that can serve as the student's advisor.

During investigation proceedings, advisors are able to speak with the complainant/respondent when present during interviews, but they cannot speak for the complainant/respondent. Advisors may not interfere in any way with the progress of the investigation.

In all investigations the Title IX Coordinator shall monitor compliance to ensure the parties are provided with a parity of protections. Additionally, all investigations shall utilize a preponderance of the evidence (more likely than not) standard in determining whether or not a violation of the Sexual Misconduct policy occurred.

Prior to the completion of an investigative report, the investigator will provide each party and the party's advisory, if any, all evidence collected and provide the parties 10 calendar days to submit a written response, which the investigator will consider prior to the completion of an investigative report.

- **Informal Resolution or Live Hearing:** Both the complainant and the respondent have the option to proceed with either an informal resolution or a live hearing.

**Informal Resolution Process:** Both parties can at any time prior to reaching a determination of responsibility, request an informal resolution process that does not involve a full investigation and adjudication process. If both parties give voluntary, written consent to an informal resolution process, the Title IX Coordinator or designee will facilitate the informal resolution process. Informal resolution processes are not available in cases involving an employee that has sexually harassed a student. Both parties have the right at any point during the informal resolution process prior to agreeing to a resolution to withdraw the request for the informal resolution and resume the grievance process with respect to the formal complaint.

**Live Hearing:** If either party requests a live hearing, the investigator will complete the investigation report and at least 10 calendar days prior to the hearing, will provide the report to both parties and their advisors. At the request of either party the hearing can be held with each party in separate rooms and technology will be used to facilitate the hearing across rooms. At the hearing, each party must have an advisor present who will directly, orally and in real time be able to ask the other party and all witnesses all relevant questions and follow up questions, including those challenging credibility (cross-examination). All evidence will be provided at the live hearing for reference for each party and can be included in cross-examination. If either party does not have an advisor present at the hearing, the College will provide an advisor for the party.

The decision maker at the hearing will determine whether a question asked by an advisor is relevant before it is answered by the party or witness. The decision maker will explain any decision to exclude a question. If a party or witness does not submit to cross examination at the



hearing, the decision maker must not rely on any statement made by the party or witness in determining responsibility and must not draw an inference about the determination regarding responsibility based solely on the party or witness's absence or refusal to submit to cross-examination.

At the conclusion of the live hearing, the decision maker, using a preponderance of evidence as the standard of evidence, must issue a written determination of responsibility. The written determination must include identification of the allegations, all procedural steps taken from the receipt of the formal complaint, findings of fact supporting determination, conclusions regarding the application of the College's Sexual Misconduct policy to the facts, a statement of and rationale for the result of each allegation including determination of responsibility and related sanctions, any remedies provided to the complainant, and the College's procedures and permissible bases for the complainant and respondent to appeal.

The Title IX Coordinator shall provide the complainant and respondent with the written determination from the decision maker simultaneously within seven (7) business days of the live hearing. When allowed for by applicable State and Federal law the written determination delivered to the complainant will include any sanction(s) imposed upon the respondent.

If resolution of the complaint is reached following the live hearing or informal resolution process, the investigating Deputy Coordinator or Title IX Coordinator will file the investigation report.

**Appeal of Dismissal or Determination:** If a resolution is not reached or a formal complaint is dismissed and either party wishes to appeal the decision, the complainant or the respondent may appeal the decision to the Title IX Coordinator. The appeal must be made in writing within seven (7) calendar days of receipt of notification of dismissal or determination.

If either party chooses to appeal the dismissal or determination pursuant to this policy procedure the appeal shall be conducted as follows:

*Appeals can have three grounds:*

- That a procedural error or omission occurred that significantly impacted the outcome of the hearing
  - Examples: The investigation and related actions did not correctly follow Lincoln College's policies and procedures or there was substantial bias.
- To consider new evidence, unknown or unavailable during the original investigation and hearing or at the time the dismissal was made, that could substantially impact the outcome of the matter.
  - A summary of this new evidence and its potential impact must be included in the appeal letter.
  - Failure to participate at the time of the investigation cannot constitute an appeal on new evidence.

- That the Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

*If there is an appeal, the Title IX Coordinator will call together the appeal committee consisting of:*

- Three members from the campus community who have been trained on Lincoln College's Sexual Misconduct Policy.
- The appeal committee members must be current staff or faculty of Lincoln College and cannot have been persons providing any information for the investigation, involved in the incident under investigation, the investigator(s), the decision-maker(s), or the Title IX Coordinator.
- None of the appeal committee members may be attorneys.

If one party appeals the decision, the other party involved will be notified and will have seven (7) calendar days upon notification to respond to the submitted appeal in writing. Once the response is received or the seven (7) calendar days allowed for responding have expired, the appeal committee will then have seven (7) calendar days to meet, review all investigation evidence, notes, etc. and both the written appeal and written response to the appeal. After discussion of the information reviewed, the appeal committee will make a decision, by vote if necessary. The majority rules.

The appeal committee may choose from the following decisions for the Title IX Coordinator to implement:

- To affirm the decision and actions taken by the Title IX Coordinator or the investigator(s) and decision-maker(s) and to direct implementation of the committee's decision.
- To return the case to the investigator(s) with instructions for further investigation or return it to the decision-maker for reconsideration of particular issues and/or recommendation of different sanctions to be imposed.
- To return the dismissal to the Title IX Coordinator for reconsideration or assign a different individual to evaluate the complaint for dismissal if there is a conflict of interest with the Title IX Coordinator.
- To assign the case for further investigation by a different investigator(s) or to a different decision-maker(s) if there is a conflict of interest with the original investigator(s) or decision-maker(s).

The appeal committee will issue a written decision describing the result of the appeal and the rationale for the result. The written decision will be provided to both parties simultaneously. After the appeal process is exhausted and the Title IX Coordinator directs implementation of the decision, the decision is final.

If it is determined that a violation of the Sexual Misconduct policy did occur and the student that violated the Sexual Misconduct policy is an athlete, then the final decision and any

sanctions will be shared with the Athletic Director. The Athletic Director may then determine that additional sanctions must be imposed on the athlete in accordance with the Student Athlete Handbook.

### **Sanctioning Statement**

Not all violations of the Sexual Misconduct policy are equally serious offenses, and the College reserves the right to impose different sanctions, ranging from verbal warning to expulsion, depending on the severity of the offense. The College will consider the concerns and rights of both the complainant and the respondent.

### **Additional Procedures or Considerations for Sexual Misconduct**

A person who believes he/she may have been the victim of sexual misconduct should understand that under some circumstances designated officers of the College to whom such incidents are reported, may be required by state or federal law or College policy to pursue a complaint by the process described above, even if the person making the allegation does not wish to do so.

At any time during the mediation or investigation of complaints brought pursuant to this policy, a complainant or respondent may request that the College provide interim actions or supportive measures to relieve them from intimidating work, classroom, or living situation which relate specifically to the alleged policy violation.

While any member of the College community who believes he or she has been the victim of sexual misconduct is strongly encouraged to use the procedures established by the College to make a complaint about such misconduct, such a person may also elect to make a complaint outside the College by initiating civil and/or criminal charges against the accused party or parties.

A complainant has the right to contact the U.S. Department of Education's Office of Civil Rights (OCR), Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) about filing a formal complaint regarding harassment or retaliation. An OCR and IDHR complaint must be filed within one hundred eighty (180) days of the alleged incident. A complaint with the EEOC must be filed within three hundred (300) days of the alleged incident. In addition, an appeal process is available through the Illinois Human Rights Commission (IHRC) after the IDHR has completed its investigation of the complaint.

### **Administrative Contacts**

Office for Civil Rights (OCR)

Sex Discrimination under Title IX

Phone: 800-872-5327

Email: [ocr@ed.gov](mailto:ocr@ed.gov)

Website: <http://www.ed.gov/about/offices/list/ocr/complaintintro.html>

Illinois Department of Human Rights (IDHR)  
Sexual Harassment in Education  
Chicago: 312-814-6200  
Chicago TTY: 866-740-3953  
Springfield: 217-785-5100  
Springfield TTY: 866-740-3953  
Website: <http://www2.illinois.gov/dhr/FilingCharge>

### **Confidentiality**

A complainant may report or make a complaint pursuant to the policy, yet request confidentiality. If the complainant requests confidentiality or asks that the report not be pursued, the College will take all reasonable steps to investigate and respond to the report consistent with the request for confidentiality or request not to pursue the investigation – as long as doing so does not prevent the College from responding effectively to the complaint and preventing recurrence of the Sexual Misconduct policy violation.

Upon a request for confidentiality, the College shall inform the complainant:

- If the College cannot ensure confidentiality;
- That a confidentiality request may limit the College's ability to respond to the report;
- That the College prohibits retaliation and that such retaliation is subject to disciplinary action under this policy.

Notwithstanding the foregoing, should the report concern an instance of sexual misconduct involving a minor (under the age of 17), then in that event, the College shall investigate the report without regard to the request for confidentiality and shall inform local, state and/or federal law enforcement officials of such incident as required by law.

### **Amnesty for Sexual Misconduct Policy Violation Complainants and Witnesses**

Lincoln College encourages reporting of Sexual Misconduct policy violations and seeks to remove any barriers to making a report. The College recognizes that an individual who has been drinking or using drugs at the time of the incident may be hesitant to make a report because of potential consequences for their own conduct. To encourage reporting, an individual who makes a good faith report of sexual misconduct that was directed at them or another person will not be subject to disciplinary action by the College for a conduct or policy violation that is related to and revealed in the sexual misconduct report or investigation, unless the College determines that the violation was serious and/or placed the health or safety of others at risk. The College may, however, initiate an educational discussion or pursue other educational interventions regarding alcohol or other drugs. These interventions do not include involuntary leaves for students from the College. Amnesty does not preclude or prevent action by police or other legal authorities. This Amnesty provision shall also apply to student groups making a report of sexual misconduct.

**Retaliation**

It is a violation of this policy for any person to retaliate against, interfere with, coerce or take any other adverse action against a student, faculty, staff, applicant or other third party that:

- Seeks advice concerning a violation of this policy;
- Makes a report of a violation of this policy;
- Assists or supports another individual that makes a report of a violation of this policy;
- Participates as a witness or in the investigation of a report made pursuant to this policy.

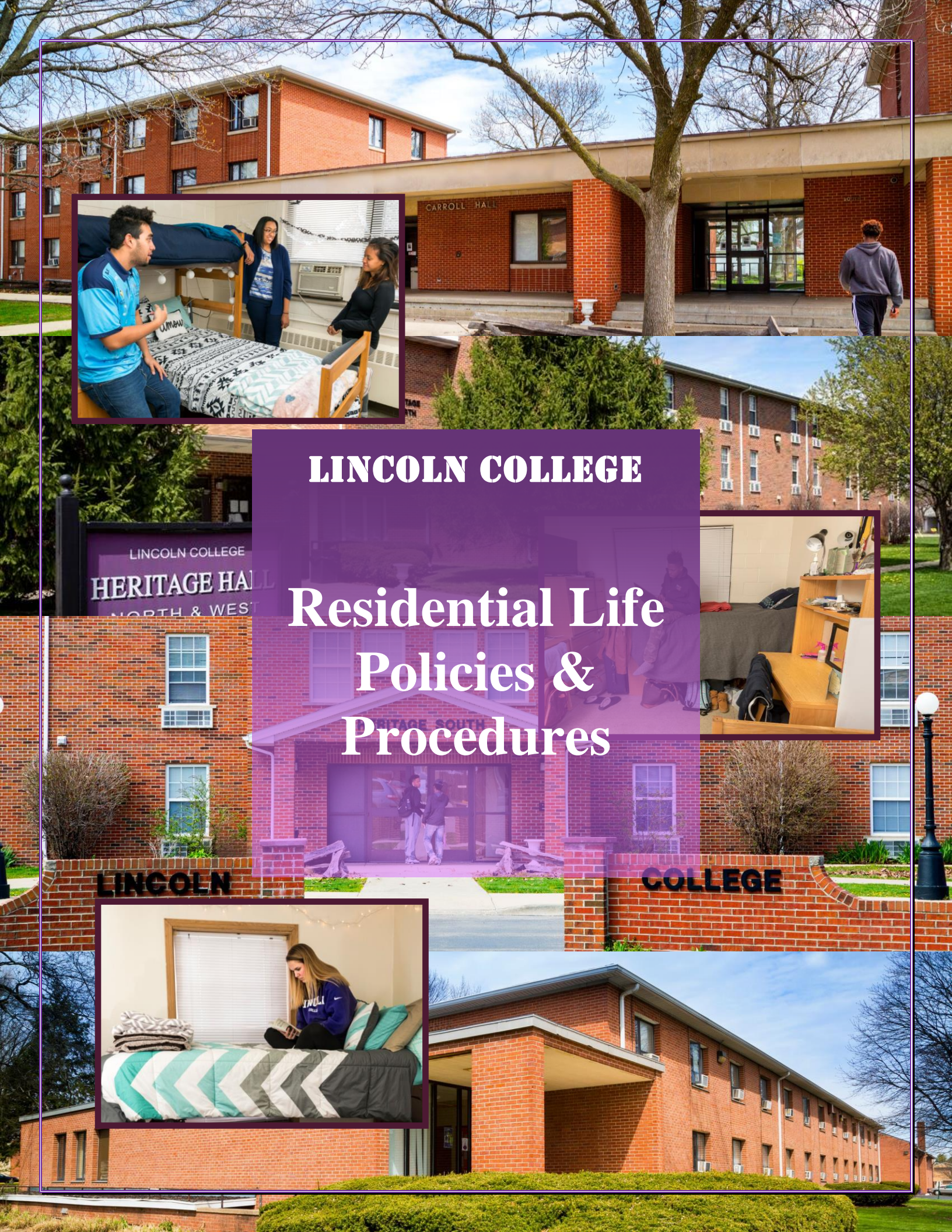
Such conduct is in violation of this policy and will be treated the same as any other violation. Acts of alleged retaliations should be reported immediately to the Title IX Coordinator and will be promptly investigated and adjudicated accordingly.

**Malicious, False Accusations**

A report of a violation of this policy that is known to be false by the person reporting is a serious violation and will be investigated and adjudicated accordingly.

(August 1, 2020 Updated)





# LINCOLN COLLEGE

## Residential Life Policies & Procedures





### **III. RESIDENTIAL LIFE POLICIES AND PROCEDURES**

#### **A. RESIDENCY REQUIREMENTS**

- a. Students who do not live with his/her parent(s) or guardian(s) within 45 miles of the College and who are under 23 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 Director of Residence Life, by August 1 of each academic year. All students must maintain 12 or more credits to live in the Lincoln College residence halls. Under exceptional circumstances, students may petition their Academic Advisor and the Director of Residence Life to continue to live on campus if the student drops below 12 credit hours.

Exemptions to live off campus includes the following:

- i. Will commute from the home of a parent or adult relative located within a 45 mile radius from the College.
- ii. Will be married or have child that will be living with you while attending Lincoln College
- iii. Will be a senior (22 years or older) or 5th year senior
- iv. Will be 23 year or older
- v. Currently residing off campus as a resident within 45 minutes of the College
- vi. Other subject to the discretion of the Director of Residence Life

#### **B. COMMUNITY EXPECTATIONS**

- a. Residential life is a significant part of the Lincoln College community. Professional and student staff develop 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.

#### **C. POLICY AND PROCEDURES**

##### **1. Alcohol, Drugs and Controlled Substances**

- a. Students are prohibited from the use, possession, distribution or sale of alcohol, marijuana, cocaine, amphetamines or any other controlled substances 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>
- b. If a student is confronted for a drug or other controlled substance, any paraphernalia found may be confiscated including but not limited to the drug itself, bowls, bongs, electronic devices designed for the use of drugs or other controlled substances etc.

- c. Alcohol consumption is only permitted by students 21 years of age residing or visiting in the Alcohol Responsible Citizens community. All students must adhere to college, state, local and federal laws regarding limits and consumption of alcohol.
- d. Students who violate this expectation will face disciplinary actions as listed in the Alcohol and Drug Sanctioning Chart.

## 2. Bed Bug Policy

- a. The Residence Life Staff and Facilities Management are committed to an effective and efficient response to students who suspect they may have bed bugs. Lincoln College utilizes an investigation and, most often, heat treatment method for bed bugs. The investigation step of the process will dictate the removal method that is used. For the safety and comfort of all students living in the residence halls, our staff will adhere to the following guidelines:
  - i. Don't panic.
  - ii. **Notify** the Residence Hall Director or the Director of Residence Life **immediately**. Maintenance will be notified immediately through the work order system by either the Director of Residence Life or the Residence Hall Director. It is imperative to notify a member of the Residence Life Staff, even on the weekend, during break or on a holiday immediately upon each sighting.
  - iii. Do **not** attempt to control the assumed bed bugs on your own. Do **not** use sprays or pesticides. A licensed pest exterminator will be contacted to inspect and confirm suspected cases of bed bug infestation. Residence Life and Facilities Management works with the licensed exterminator to develop an effective pest control plan.
  - iv. Do **not** relocate yourself to another room or area within the residence halls or off-campus. This will help prevent any further transport of the bug.
  - v. Facilities Management will contact the College's exterminator to perform a thorough inspection of the area in question. Students may not, at any time, deny the College's exterminator or Facilities Management staff access to their living space.

### *Exterminator Findings*

- i. If the exterminator finds that there are no bedbugs present:
  - o The student will be asked to continue monitoring the living space, and to notify a member of the Residence Life Staff and a work order will be completed **immediately** if there are further concerns
  - o No further actions will be taken at this time.
- ii. If the exterminator concludes that there is an issue related to bed bugs:
  - o Residence Life Staff, and/or Maintenance will provide the affected student(s) with next-step instructions in order to prepare the area for treatment.
  - o The Residence Life Department, and/or the College, will not cover the cost of anything a student wished to dry clean or have laundered by an outside vendor.

Lincoln College is not responsible for personal property that may be damaged due to bed bugs or the treatment of bed bugs.

Only the College's exterminator can confirm or deny the presence of bed bugs.

Bed bugs can be a serious community issue. Students are expected to comply with all instructions given to them within 24 hours once bed bugs have been confirmed within, or around, their living space. Failure to comply in a timely manner (within 24 hours) with directives issued by members of the Residence Life, Maintenance or the licensed exterminator, could result in actions through the college judicial system and/or a fine being issued.

### **3. Break Housing**

- a. Housing may be provided for the fall break, Thanksgiving break and spring holiday (Easter) break. All halls are closed for winter break, spring break and summer break. Each residence hall will reopen after the break ends. Students must submit an extended term housing agreement if they wish to stay over any break. *\*Note: Dining services may not be offered during breaks*

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 Director of Residence Life without any disciplinary sanctions attached with their occupancy.

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.

### **4. Care of Student Rooms and Common Areas**

Students are responsible for the rooms to which they are assigned. Simple health habits, cleanliness and respect for roommates and neighbors will promote good living conditions for all.

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.

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.

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.

Damages that occur in common areas including lounges, hallways, stairwells and building entranceways may be assessed after completed investigation to each resident of that specific floor, hall or building.

The bulletin boards are to be used for signs, pamphlets and other literature. Such items should not be posted on the walls or bulletin board by anyone except a Residential Life staff member or approved student organization.

### **5. Check-In and Checkout Procedures**

- a. Upon checking into the residence halls, a Room Condition Report (RCR) 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 must return this report to their Residence Hall Director within 24hrs of them moving into their assigned space. The resident will have approximately 1 week from the date they move into their housing assignment to contact their residence hall director about any changes to their RCR.

This same RCR is used when checking out of the residence hall. Residence Life staff will conduct walk-through of each individual space and note any damages in the room. The completion of this walkthrough does not signify that a student has been released from any damage charges. Any damages that are found in the room will be assessed by facilities and hall staff. Final charges for damages will be posted to the student's account after the assessment has been completed.

Express checkout is a process where residents may choose to complete an express form for checking out of their room without scheduling an appointment with hall staff. All damages must be listed on this form and the responsible person. If there are no damages that are listed by the student but found later by hall staff, a resident may be assessed the appropriate charge. Students choosing to complete the express checkout process agree to waive their right to appeal any damage charges assessed to their student account.

A residence hall staff member may officially check each student out of his/her room using the traditional checkout process with the student present. Students who leave the residence halls without properly checking out will be subject to a minimum \$50 assessment, in addition to other charges for damage and keys not returned.

## **6. College Provided Furniture**

- a. All rooms are furnished with standard furniture including, a bed frame and mattress, dresser, desk, chair and a closet/wardrobe. 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 rooms when bringing belongings to the residence halls.

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, other furnishing, or part of the residence hall room.

Furniture should never be placed over heating/cooling units in rooms. Furniture should be at least one foot away from these units to prevent any heating/cooling issues. Damages to these units caused by furniture placement will be charged to the resident of this space.

Students may not remove College furniture from public, floor or hall lounges for their private use in their rooms. All furniture in student rooms, including beds, dressers, etc., should never be removed. Such an occurrence may result in disciplinary action.

## **7. Compliance with Requests from Residence Life Staff and Behavior Standards**

- 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 and their guest is expected to respond appropriately to requests from staff and fellow residents concerning behavior that disrupts this secure atmosphere.

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.

Residents and their guest are expected to treat others with respect and consideration and to maintain a comfortable and safe living environment. Residents are required, as a condition of continued residence, to comply with the Student Code of Conduct.

## **8. Damage Assessment, Fees and Proration Charges**

- a. Specific charges for hall/pod damage are provided to the student(s) it affects. Students are financially responsible for any furniture and/or property damage. Damage to shared living areas or public spaces will be assessed equally among the occupants unless one or more students admits/accepts responsibility for the damage.
- b. Students who wish to appeal a damage assessment fee or charge must do so within **7 days** of the initial billing to the Director of Residence Life.

## **9. Earthquakes, Tornadoes, and Severe Weather**

### **a. *Earthquakes***

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. Residence Life staff will attempt to account for everyone from the residence halls/pods. The Maintenance Department will work with Emergency Services Personnel to turn off gas, water, and/or electrical power sources to building(s) as necessary.

### **b. *Tornadoes***

Lincoln College Residential Life staff will inform the residence halls/pods 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:

- i. The WATCH alerts persons that atmospheric conditions are ripe for tornadoes, although none have been sighted;

- ii. 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. Stay close to the floor as much as possible. 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). 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

### **c. *Special Considerations for Persons with Disabilities***

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.

## **10. Escorts**

- a. All people visiting a residence hall where they do not reside must be escorted at all times by a current resident of that hall.
- b. Campus residents must have an escort to and from the front lobby in any residence hall in which they do not currently reside.

## **11. Fire Hazards/Fire Safety**

- 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.
- c. Lighting fires in the residence halls is a serious offense that may result in suspension or dismissal from the College. Information concerning arson in the residence halls/pods is given to the appropriate city department and can lead to criminal charges. Withholding evidence concerning a fire will result in disciplinary action.
- d. Tampering with, damaging, or inhibiting the use of emergency equipment in any residence hall is expressly prohibited. Residents may not use emergency equipment for any purpose other than emergency use. This includes fire extinguishers, sprinklers, heat and smoke detectors, fire hoses or water lines, public address systems, fire doors, exit lights or panels, or any other emergency equipment. Violations of this policy are considered serious and may result in severe consequences including fines up to \$500.00 per instance and any additional charges per the Lincoln Fire Marshall. Individuals violating this policy may be billed for any repair costs and/or face criminal charges. Students are urged to respect these lifesaving devices and must respond to all alarms accordingly.
- e. In case of a fire, it is important to know the location of the nearest fire exit and fire-fighting equipment. 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.
- f. Failure to evacuate the hall/apartment when the fire alarm sounds may result in disciplinary action in addition to possible criminal charges.

## **12. 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.
- b. 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.
- c. Guests under 18 years of age are not permitted to stay overnight in residence halls without a letter of permission from a parent/guardian addressed to Residential Life staff. Guests under 16 years of age normally are not permitted for overnight stays and require additional written permission from the Director of Residence Life.



- d. Overnight night guests are only allowed on the weekends during the active academic year. Overnight guest may be approved at the discretion of Residence Life and must be registered with Student Affairs by the Wednesday prior to the weekend at 4pm. Guests are required to present an acceptable form of identification and must carry their guest pass at all times. Acceptable forms of identification include:
  - i. Drivers' License
  - ii. State ID / US Passport/ US Passport Card
  - iii. Foreign Government Issued Passport
  - iv. US Military ID card
  - v. Permanent Resident Card

### **13. 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 cheerleading, bowling or men's volleyball 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. Students 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:
  - o 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. A Tdap vaccine must be given within the last 10 years.
  - o 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.

The following immunizations are recommended but not required.

- o Meningitis (Meningococcal) Immunization – 1 or 2 doses
- o Chickenpox (Varicella) Immunization – 1 or 2 doses
- o Hepatitis B Immunization – series of 3
- o Hepatitis A Immunization – series of 2
- o HPV (Human Papillomavirus) Immunization – series of 3
- o Meningococcal B Immunization – a booster dosage for age 16-23 – series of 2

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.

### **14. 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.

## **15. 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.
- 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. If a student loses his/her key(s), he/she should report this to their Residence Hall Director or the Director of Residence Life. A replacement fee per key will be charged.
- c. 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.

## **16. No Refund of Housing Balance Due to Disciplinary Action**

- a. The Residence Hall Contract is effective for 1 full academic year. Students who lose the privilege of on-campus housing due to disciplinary action will forfeit the remaining housing balance on their account. Students will be responsible for any remaining balances or fees for the duration of the contract. Students may reapply for campus housing after two semesters following the disciplinary action.

## **17. Noxious Odor**

- a. A noxious odor is ANY aroma of such intensity that it becomes apparent to others.
- b. Any odor may become noxious or offensive when it is too strong. Examples include but are not limited to: cigarette, marijuana, cigar or pipe smoke, perfume, air freshener, body odor or large amounts of dirty laundry.
- c. When the source of a noxious odor can be traced to a particular room or source, the occupants of that room may be subject to disciplinary action. Residence Life staff reserves the right to conduct a room search upon confirming a particular area in which the noxious odor exists. Any drugs/controlled substances or paraphernalia found for the use of drugs will be confiscated.

## **18. Pets**

- a. Residents may keep small fish in their rooms provided these fish are kept in a good living environment. Tank size is limited to a maximum of 5 gallons. No other pets of any kind are allowed in residence hall rooms at any time. 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 and fines may be assessed.

## **19. 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 by living in an environment free from disturbances caused by loud stereos, shouting and similar disruptive behavior. Residence hall quiet hours are:
  - i. Sunday - Thursday 11:00 p.m. - 10:00 a.m.
  - ii. Friday – Saturday 12:00 a.m. - 10:00 a.m.
  - iii. Special Quiet hours may be instated on weekends when special events are hosted by the college. These hours are determined by the Residence Hall Association subject to the approval of the Director of Residence Life.

- iv. The Quiet Zone may also set their floor hours earlier than the listed quiet hours to foster an environment conducive to the goals of that community.
- v. Finals Week- 20hr quiet hours are implemented during finals week of both semesters. The Residence Hall Association may set “normal” hours between 12pm-2pm and 6pm-8pm. All students must strictly adhere to these hours to create an atmosphere for studying and preparation for exams.

Courtesy hours are the hours outside of the listed Quiet Hours. During all hours of the day, Residents are expected to acknowledge and respect the rights and needs of others. If you are confronted for noise during Courtesy Hours, you are expected to comply with the request as if it were Quiet Hours. Courtesy Hours are in effect 24 hours/day.

\*Residence Life reserves the right to relocate or remove students after continued violation of the Quiet and Courtesy Hours Policy.

Weight lifting equipment is prohibited in the residence halls. 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.

## **20. Residence Hall Security**

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

## **21. Room Assignment, Room Occupancies, Roommates and Room Changes**

- a. Assignments and mutual requests for roommates are made insofar as space permits and at the discretion of the Director 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 are not registered for fall classes and/or have not made a request for roommates prior to the June 1 priority deadline will be assigned, without prior consultation, to available rooms.

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 maximize space occupancy and assign a roommate. 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 may be assigned a roommate at any point during the semester or academic year.

A student may request an ADA compliant room or other housing accommodations based on room availability and review of reasonable requests. ADA rooms are available for students with permanent or temporary physical challenges. Contact the Office of Residence Life for further information. Housing accommodations are encouraged to be submitted by July 1 in order to ensure space availability.

Students wishing to move from one location to another should contact their Residence Hall Director to make a request. 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 Director of Residence Life.

Residence Life implements a room freeze at the beginning of each semester. This freeze is scheduled for the first two weeks of each semester. No room changes will occur during this time period other than those at the discretion of the Director of Residence Life based on emergency situations.

Room Swap/Room Change Process: A room change is a request to move into an available space while a room swap is a mutual agreement between two students to exchange housing assignments. This process begins following the room freeze at the start of each semester.

## **22. Room Consolidation**

- a. All students without roommates paying for double room occupancy will be consolidated. The consolidation procedure is as follows:
  - i. Students paying for double room occupancy without a roommate will receive a list of students who are in the similar situation from the Office of Residence Life.
  - ii. Students will be given at least three working days to choose a new roommate from the list provided.
  - iii. If no roommate is chosen within the specified time allowed, one will be selected by the Department of Residence Life.
  - iv. Once a new roommate has been selected, the person who is chosen to move out must report to the Office of Residence Life to complete the proper paperwork. All students will be given three working days to have the move completed.

Failure to follow policy may result in students being billed for a single room and disciplinary action.

## **23. Room Occupancy Limits**

- a. THE MAXIMUM NUMBER OF PERSONS PERMITTED TO ASSEMBLE IN AN STUDENT ROOM IS 8.
- b. According to local fire and safety codes, the formula requires 15 square feet per person in a room or area with furniture. Using that formula, the room occupancy limits have been determined.
- c. No individual or group of individuals may position themselves or any object so that free movement to an exit is restricted or blocked.
- d. *Lynx Village*
  - i. Nicholson Units (A-D)
    - o Maximum of 8 people in the common area;
    - o no more than 28 people total at once in the entire Pod
  - ii. Wichita Units (E-K)
    - o Maximum of 8 people in the common area;
    - o no more than 28 people total at once in the entire Pod

## **24. 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, Director of Residence Life or designee, Residence Life Staff member, or College Safety, 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, Director of Residence Life or designee, Residence Hall Staff member, or College Safety. 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.

## **25. 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. Safety inspections will be made at least as often as the residence halls close for a break period. Notification of this inspection will be given at least 24hrs prior. 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. If no response is received, the room may be entered to make appropriate inspections as necessary.
- b. Violations of College regulations discovered during a room inspection will be reported to the Office of Residence Life 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) In the event of an emergency such as fire, tornado, flood, well-being check, etc. or 3) 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 and storage containers on campus are subject to inspection by the Residential Life staff.

## **26. Selling, Soliciting and Peddling**

- a. Selling, soliciting or peddling in College residence halls/pods are strictly prohibited. Door-to-door campaigning is prohibited as well. College groups must make arrangements through the Office of Student Affairs for permission to sell in other areas on campus.

## **27. Sports/Skateboards/Hoverboards**

- a. Sporting activities and throwing of balls and other projectiles are not allowed inside the buildings.
- b. 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 skateboarder.



- c. 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.

## **28. Smoking/Vaping/E-Cigarettes**

- a. All residence halls and academic buildings are completely smoke-free. Residents and their guests may not smoke in the interior of any campus building.
- b. No lighting or heating device that produces an open flame or smoke is allowed or may be used in any on-campus residence. This includes candles, incense, open flames, kerosene, electric or propane heaters, hot plates and fuel containers.
- c. Residents may possess an electronic cigarette/vape pens/similar devices used for tobacco but may not use devices in the residence halls. Residence Life may confiscate such device if used in the residence halls.
- d. The activation of fire alarms due to student smoking will be considered tampering, and the responsible students will be fined per the written policy.

## **29. Storage**

- a. Limited storage of personal items is available to International students only. 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 or following the departure of a resident from campus housing. For storage, non-international students should contact storage companies in Lincoln.

Any items left behind after the departure of a resident will be discarded or donated within ten days max.

## **30. Traffic Signs**

- a. 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."

## **31. 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 Proration Charges."
- b. Students are encouraged to report information regarding specific acts of vandalism to their residence hall director, the Residence Life Department and/or Student Affairs. Vandalism may result in severe consequences including monetary fines, probation, suspension, dismissal and/or criminal charges.

## **32. Vending Machines**

- a. Vending machines are installed for the convenience of students in all residence halls/pods. Mechanical devices of this sort are subject to occasional breakdown. Refunds and malfunctions of the machine should be reported immediately to residence life staff. An outside vendor services this equipment.

### 33. Windows, Roofs, Ledges, Elevators, Doors

- a. Windows and screens are to remain in place at all times. Students are not allowed to place anything on or 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 missing or damaged screens.
- b. For reasons of safety, students are not allowed on the roofs or ledges of residence halls except during a fire emergency.
- c. 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).

## D. HOUSING CONTRACT

1. **REGULATIONS:** By signing this Residence Life Contract, the undersigned student agrees to comply with (1) all local, state, and federal laws; (2) the policies and procedures set forth in the Student Handbook for 2020-21 including, but not limited to, the Residential Life Policies and guidelines, as well as any and (3) the terms and conditions below.

2. **CHECK-IN PROCEDURE:** Students with residence hall contracts must report to the Office of Residence Life and complete the check-in procedure. Residents will be asked to participate in a contactless check-in process which allows limited interaction with staff and the ability for the student to complete their own room condition report via an online tool. **AN ADDITIONAL ROOM FEE OF \$50.00 PER DAY WILL BE CHARGED TO THOSE WHO MOVE IN BEFORE THE DESIGNATED DAY WITHOUT PROPER COLLEGE APPROVAL.**

3. **CHECK-OUT PROCEDURE:** Each resident student completing degree requirements or leaving the campus at the conclusion of first semester must vacate his/her space on the day of their last final examination in the Fall semester or upon completion of their academic requirements for the semester. Likewise, each student not completing degree requirements in the Spring must vacate his/her space on the day of their last final examination or upon completion of their academic requirements for the semester. Resident students completing degree requirements in the spring may remain in their space until 6:00 p.m. on Commencement day **if participating in the graduation ceremony**. Check-out processes may be contactless and residence life staff will complete walk-throughs and damage assessment after the student's departure from campus.

4. **CONDITION OF ROOM UPON DEPARTURE:** All trash will be bagged and removed by the assigned resident(s). The failure to remove trash from the room, or leaving the room in an unacceptable condition, will result in cleaning costs assessed against responsible parties on a pro rata basis. Moreover, if the common areas on the hall (hallway, bathrooms, etc.) are left in disrepair, a charge for returning the common area to its original condition will be equally divided among all responsible parties. All personal belongings must be removed from the space assigned upon departure. Damages found in the rooms will be assessed by facilities and residence life staff. Charges will be posted to the responsible student's account after the assessment is complete. **The College will not assume responsibility for belongings left in the space assigned after a student has departed Lincoln College for whatever reason.** Such property will be considered abandoned and after 10 days, all items will be disposed and/or donated to a local charity. Students are responsible for returning any books or property belonging to the College.

5. **ROOM KEY:** Upon departure from the residence hall, the room key must be returned to the Residence Hall Director or Office of Residence Life. Failure to do so will subject the resident(s) to a lock replacement charge of **\$100.00/\$125.00**. A unauthorized duplication of a key will be grounds for discipline. If the room key is lost or stolen during the term of occupancy, a lock replacement charge of **\$100.00/\$125.00** will be made to the student's college account.

**6. ROOM INVENTORY:** The resident(s) of the space assigned shall be responsible for any unassigned loss, damage, repair, or replacement of the furniture, furnishing(s), door(s), window(s), wall(s) and other contents and features of the space during the term of occupancy. Upon arrival and departure, the resident(s) will inspect the space and conduct an inventory of the contents and features of the space with a representative of the Office of Residence Life. The last resident of the space to leave has the responsibility to arrange with a representative of the Office of Residence Life to inspect and secure (lock) the space after the inventory is completed. **ROOM INSPECTION:** To ensure all furniture, furnishings and the other contents remain in the space throughout the year; a member of the College staff will inspect the space during fall break, Thanksgiving break, the winter interim, spring break, Easter break, and at departure. The resident(s) will be billed the current replacement values of those items missing, damaged or broken following each inspection period. Residence Hall Directors or College staff members will also conduct an inspection each month to ensure rooms meet fire and safety requirements and the resident(s) will be responsible to make necessary changes within one day. Violations of the Student Handbook found during any inspection will be grounds for discipline.

**7. DINING HALL:** Dining service, including where and how it will be offered to residential students is subject to the discretion of the College and is subject to modification to address public health concerns. Due to the health and safety guidance, the College may limit the occupancy of the dining hall, limit the amount of times students may reside in the dining hall or make any other necessary adjustments needed to address health concerns.

**8. COMMUNITY RESPONSIBILITIES/CLEANING:** Since living in a residence hall is a privilege accompanied by certain responsibilities associated with community living, the occupants assume responsibility for loss or damage to any property in the public area (lounge(s), hallway, bathrooms, etc.) within the community. The charge for replacing items stolen or damaged will be divided equally among all applicable residents. Moreover, residents are required to take their trash to the central drop off location for their building or area. The College will continue to implement and modify their protocols to address cleaning and sanitizing throughout the residence halls and campus. The College will educate and inform residential students on appropriate cleaning protocols within their assigned spaces to minimize the spread of any disease including COVID-19.

**9. INDIVIDUAL RESPONSIBILITIES:** Each occupant of a space assumes responsibility for any act, behavior or conduct that originates from that space. We expect all members of the Lincoln College community to act in a manner that demonstrates respect and consideration for those around you including the health and safety of all community members. Residential students are required to comply with health and safety laws, orders, guidelines and expectations adopted by the College relating to public health, including COVID-19. This will evolve as the public health crisis evolves and may include, social distancing, limitations on gatherings, wearing of face coverings, contact tracing, disinfection protocols, and quarantine/isolation spaces. Adherence to these guidelines applies to all members of the community and areas of residence life.

**10. VACATION/BREAK CLOSINGS:** Residence Halls are closed during official College breaks, including, Thanksgiving, Winter, and Spring Breaks. These periods are not included in the housing contract and all residents must plan ahead and vacate by the closing time during breaks. Residents will need to vacate the residence halls at Thanksgiving Break and will be allowed to return at the start of the Spring semester. **A resident occupying his/her room without authorization is subject to a \$50.00 per day fee.**

**11. SECURITY-OVERNIGHT GUESTS:** Lincoln College and Residence Life have temporarily suspended the visitation of day time guests and overnight guests until further notice. Any visitor (Lincoln College student with ID) that visits another residential room or area on campus must wear a face covering at all times when they are not present in their assigned residence hall room.

**12. SPECIAL ROOM ENTRY:** The College reserves the right to enter any residence hall space for building service work; life safety inspections; emergencies; or if there is reasonable suspicion to believe that a violation of College policy, or local, state, or federal law has occurred or is occurring. Entrance to a residence hall space under any other circumstances (except as noted above in #8 of this contract) is subject to conditions stated in the current Student Handbook.

**13. PERSONAL INSURANCE:** You are responsible for the security of your own property. The College will not be responsible for the theft, loss, or damage by fire or otherwise of money, valuables, computers, or any personal property of any student, either in the student's residence hall space or in College storage areas.

Students are urged to purchase their own insurance to cover such losses. Since family Home Owner's Insurance Policies sometimes provide coverage for the personal property of a family member away at school, each student is also encouraged to check with his/her family's insurance agent regarding policy coverage.

14. **REASSIGNMENT/CONSOLIDATION PROCESS:** The College reserves the right, to reassign students temporarily or permanently at any time during the term of occupancy. No student will be permitted to occupy a space if such occupancy is beyond the normal capacity of such space unless approved by the College and the Director of Residence Life. **All students without roommates paying for double room occupancy will be consolidated.** In the case of a room consolidation, resident will be notified by the Office of Residence Life at least 24hrs in advance. In the case of an emergency reassignment/consolidation or de-densifying effort due to public health concerns, students may be relocated to alternative housing and will be notified at the exact time or after the completion of the move.

15. **ROOM CHANGES:** Unauthorized reassignments are prohibited; that is, a student may not move from his/her assigned space to another in the hall or another hall without the prior knowledge and approval of the Office of Residence Life. This includes unauthorized moving of furniture. **Each student in violation of this provision will be subject to a fine of \$100, cancellation of his/her space assignment and/or reassignment by the Office of Residence Life.**

16. **VIDEO RECORDING POLICY:** Lincoln College Dean of Students Office and The Office of Residence Life employ video recording cameras (no audio) throughout the campus to enhance overall safety and security. The existence of video cameras does not guarantee the prevention or absence of crime or misdeeds, but is only one of the College's security measures used to protect student safety. Members of the Lincoln College community are advised that the existence of cameras does not guarantee one's safety. Each individual is expected to exercise care for their own safety.

17. **NONDISCRIMINATION:** Lincoln College expressly prohibits any form of unlawful harassment or discrimination based on race, creed, color, religion, sex, national origin, age, disability, gender, sexual orientation (including gender identity), marital status, military discharge status, veteran status, veteran [sic] or status in any group protected by state or local law in admission to and participation in its educational programs, college activities and services, or its employment practices in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other College-administered programs. It complies with the prohibitions against discrimination on the basis of sex contained in Title IX of the Educational Amendments of 1972. By entering into the Lincoln College Housing Contract, each resident student agrees to honor and support the College's commitment to these standards. Discrimination or harassment of others in violation of this commitment will be cause for dismissal from the residence halls. In employment of both students and staff, Lincoln College is an Affirmative Action and Equal Opportunity Employer.

18. **SUSPENSION/RE-ASSIGNMENT:** This contract may be immediately suspended, and I may be required to vacate the premises, when circumstances indicate that my continued presence in the assigned space may constitute danger or threat of danger to property, yourself, or others in the housing unit; and in lieu of contract suspension, I may be assigned to another housing space, be restricted from entering specified housing areas or units, and/or be restricted in other privileges normally allowed to me in student housing units.

19. **TERMINATION/FORCE MAJEURE:** The College reserves the right to terminate this contract due to emergency needs and other occurrence beyond the reasonable control of the College, including any act, order, regulation, or request of any governmental authority or agency; or other occurrences including, but not limited to, natural disasters, floods, fires, tornadoes, riots, epidemics, pandemics or quarantines. If the College invokes these force majeure rights the College will notify the impacted residents as soon as practicable.

[Optional: The College will offer fair and reasonable credits of fees paid by impacted residents as appropriate and based on information available at that time.]

20. **PROHIBITED ITEMS:** Alcohol, controlled substances, illegal drugs, firearms, fireworks and pets are all prohibited in all College student housing.

21. **MISCELLANEOUS:**

a. Changes to Contract

The College reserves the right to make changes to this Residential Life Contract during the term of this contract with 30 days' written notice.

b. Legal Document/Amendment

This contract is a legal document binding upon you and upon your parents or guardian if you are under 18 years of age. No proposed amendment to this contract shall be valid unless made in writing and signed by an authorized College representative.

c. Severability

If any provision of this contract is held to be unenforceable by a court of competent jurisdiction, the provision shall be severed from this contract so long as severance does not affect the enforceability or essential purpose of the remainder of the contract.

d. Waiver

The failure of the College to enforce any provision of this contract shall not waive the College's right to later enforce any provision of this Contract.

e. Applicable Law

This contract shall be interpreted and enforced pursuant to Illinois law.

f. Ambiguities

Any rule of construction that would resolve ambiguities against the drafting party shall not apply in interpreting this contract.

g. Integration

This contract with any attachments, amendments, and incorporated references constitutes the parties' entire agreement regarding the subject matter.

h. Photo Release

From time to time the College may photograph or record activities in which you may be participating in and around the residence halls. By signing this contract, you consent to the College's photographing and recording of your image and voice and the College's use of such photographs and recordings for any lawful purpose, including but not limited to educational, fundraising, advertising, and publicity purposes. You waive all claims to compensation and damages based on the College's use of the photographs and recordings, and you waive all rights that you may have now or in the future to inspect or approve the finished photograph and recording, or the final publication.

If you do not consent to the College's use of such photographs and recordings including my image, you must notify the Director of Residence Life.

**CONTRACT DEADLINE: This contract must be completed (with signature) and submitted by each resident student by the start of each academic year or beginning of the spring semester for transfer/new students.**

**Residence Hall Closings:** Students must vacate the assigned residence hall by 5:00pm on the last day of classes before a break period and the same day following his/her last final examination at the end of any semester.

**Policies:** By signing this agreement a Student accepts and agrees to all of the College/Residence Hall Rules and Regulations, and be subject to the Standards of Conduct outlined in the current Lincoln College Student Handbook found in the Student Affairs Section on the Lincoln College website.



**Agreement/Cancellation:** The Housing Contract is a binding agreement which obligates the student to live in college operated residence halls for a full academic year or remainder thereof, exclusive of vacation periods. This Contract may not be cancelled after July 1, of any given year unless a student withdraws from the college, or is graduating. Cancelling this contract after July 1 will result in retaining the housing deposit and/or pre-payment of \$125.00 as a cancellation fee.





**LINCOLN COLLEGE**

# Code of Student Conduct



## **IV. LINCOLN COLLEGE CODE OF STUDENT CONDUCT**

### **A. INTRODUCTION**

- a. Within Lincoln College's mission to help students realize 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).

### **B. RESPONSIBLE CITIZENSHIP**

- a. Responsible Citizenship is recognizing one's accountability to a larger community by acting "responsibly", respectfully and with integrity, while managing one's actions, decisions and behaviors.



### **C. 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 terms “disciplinary officer” “conduct 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.
- l. The terms “complainant” and “aggrieved party” refers to any person or persons who have filed disciplinary charges against a student.
- m. The term “accused student” refers to any student or students who have had disciplinary charges filed against them.
- n. The term “school day” refers to any weekday when school is in session or non-holiday business day when school is not in session.
- o. 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.
- p. The term “shall” is used in the imperative sense.
- q. The term “may” is used in the permissive sense.
- r. 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.

#### **D. 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 Affairs 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 Affairs 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 to 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.

## **E. COLLEGE REGULATIONS**

### **1. Protecting the rights of the individual**

a. *Safety Regulations.*

Including but not limited to, students shall not:

- i. falsely report a fire, bomb, or any other emergency by means of activating an alarm or by any other means.
- ii. engage in unauthorized possession, use or alteration of any College-owned emergency or safety equipment.
- iii. fail to evacuate a building or other structure during an emergency, or during emergency drills.
- iv. 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:

- i. 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, students shall not:

- i. 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.
- ii. 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.

h. *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.

i. *Sexual Misconduct.*

Including but not limited to, students shall not:

- i. 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 more information see Section III of the student handbook.

j. *Arson.*

Including but not limited to, students shall not:

- i. 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.

## **2. 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:

- i. 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.
- ii. 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.
- iii. Students are prohibited from conversation or other communication in examinations except as authorized by the instructor.
- iv. Using without acknowledgement and authorization another's assignment, in written or digital form.
- v. 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.
- vi. Submit the same paper for more than one College course without the prior approval of the instructors.
- vii. 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.
- viii. Substitute for another student in any quiz or examination.
- ix. Be involved in the advertisement, solicitation, sale or ghost-writing or writing assignments or research papers

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 over view 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.

#### *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 academic/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.

#### *College Records.*

Including but not limited to, students shall not:

- i. Students shall not forge, alter, or misuse any official College record or College-issued instrument of identification.

*Academic Materials.*

Including but not limited to, students shall not:

- i. Knowingly alter, tear, mark, render imperfect, or otherwise damage or destroy or wrongfully appropriate College-owned or held academic materials.

*Other Regulations.*

Including but not limited to, students shall not:

- i. 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.

### **3. 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 in which each individual shall be held responsible. Violations will result in disciplinary action.

*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.

*Failure to Comply.*

Including but not limited to, students shall not:

- i. Fail to comply with the reasonable and lawful requests or directives of College officials acting in performance of their official duties.
- ii. knowingly interfere with College officials acting in performance of their official duties.
- iii. Fail to show proper identification upon the demand of a College official. (Students are required to maintain and carry a current student ID card for the entire period that they are affiliated with Lincoln College.)

*Disorderly Conduct.*

Including but not limited to, students shall not:

- i. Engage in conduct that is disruptive, lewd, or indecent, regardless of intent, which breaches the peace of the community.

*Residence Hall Regulations.*

Including but not limited to, students shall not:

- i. Violate any regulation established within the Student Handbook or the housing contract, or any supplemental rules communicated by Residence Life.

*Guest Policy.*

Including but not limited to:

- i. Students are responsible for the actions of their guests who violate College regulations.
- ii. Students are expected to take reasonable action to prevent their guests from violating College regulations.

*Alcohol Policy.*

Including but not limited to, students shall not:

- i. Consume, possess, possess by consumption, purchase, distribute, or sell any alcoholic beverages or maintain containers regardless of age except in designated areas.

#### *Drug Policy.*

Including but not limited to, students shall not:

- i. 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.

#### *Drug Paraphernalia.*

Including but not limited to, students shall not:

- i. 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.

#### *Gambling.*

Including but not limited to:

- i. Organized gambling is not allowed on campus. Social games of chance on equal terms with other participants are permitted.

#### *Abuse of the Disciplinary System.*

Including but not limited to, students shall not:

- i. Fail to attend meetings required by any conduct officer or College Review Board.
- ii. Knowingly provide false, inaccurate, or misrepresented information to any conduct 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 conduct officer or member of a College Review Board prior to, and/or during the course of a disciplinary proceeding.
- vii. Intimidate or harass any conduct 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.

### **4. Violation of Law and College Discipline**

- a. 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.
- b. 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.

## **F. DISCIPLINE PROCEDURES**

### **1. Reporting**

- 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 Student Conduct Coordinator, 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 Student Conduct Coordinator, you may report it directly to the Dean of Students. 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 individual for filing a 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 the 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 fake report or who gave the false information.

## 2. Disciplinary Process

- a. *Incident Reports:* Incident reports are informational documentation of a staff member's perspective of the incident in question.  
Once submitted by a staff member, incident reports are sent to the Student Conduct Coordinator. The Student Conduct Coordinator reviews the report and determines whether to schedule a disciplinary conference.
- b. *Notification:* Notification is when a conduct officer provides communication to a student that a conduct hearing will be necessary to discuss and resolve an incident. If a student is documented for allegedly violating a policy, the student is sent a notification to their Lincoln College e-mail address, contacted via phone, or talked to in person that they must schedule to meet with a conduct officer. If the notified student fails to schedule or attend the disciplinary conference, the designated conduct officer may review the evidence in support of the charges and render a decision.
- c. *Disciplinary Conference:* A disciplinary conference is when one or more conduct officers and student meet to discuss the incident in questions. Each student thought to be involved in said incident will meet individually with one or more conduct officers. During the hearing, the student and the hearing officer will review the process, incident report(s), and the policies involved. The hearing officer listens to the student's explanation and asks questions to collect additional information before making a decision on each policy in question. The hearing officer will also seek to clarify any misunderstandings about the involved policies, the student's role in the community, and the impact the incident had on the community. In determining whether or not a student violated the Code, all conduct 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).
- d. *Outcome Letter:* An outcome letter is a notification sent by the conduct officer with their decisions from the disciplinary conference. After a conference, the conduct officer will decide the student's responsibility for the policy violation/s and their Lincoln College social conduct status. If the student is found responsible for a violation, the hearing officer will assign appropriate sanction/s. All sanctions must be completed by the deadline or further disciplinary action may result. Students with incomplete sanctions will have a student conduct hold placed on their student account. This hold will prevent students from conducting specific university business, such as enrolling in classes for upcoming semesters. A hearing summary letter will be sent to the student's Lincoln College e-mail address or be delivered in person.



### 3. Disciplinary Sanctions

- j. Sanctions may for each incident based on a number of factors including but not limited to: the severity of the policy violation, the level of harm to self or others, degree of disruption, damage to facilities, repeated or pattern behavior, the totality of conduct record, local / state / federal law enforcement involvement in the matter, as well as other factors. Lincoln College has the right to incur multiple sanctions as result of a policy violation, and / or create an appropriate sanction to correspond with a policy violation. Failure to complete sanctions by the assigned due date may result in further conduct action, a hold on the student's account, and/or removal from the institution. A hold on a student's account will prevent the student from engaging in certain university business, such as future enrollment or making record requests until the sanction is complete.
- k. Timed sanctions correspond with enrollment: for example, if an individual was given a three-month disciplinary probation in April, the summer months will not be counted if the student is not enrolled in summer session, and therefore disciplinary probation would continue when the fall semester resumes.
- l. Potential sanctions for individuals who are involved in an incident include but are not limited to:
  - i. **Reprimand** – Verbal or written notice that the individual's behavior has violated a Lincoln College policy and that the behavior is unacceptable to the campus community. Written documentation of verbal reprimands will be placed into student's discipline file.
  - ii. **Educational Project** – The individual may be assigned a project on a specific topic to be completed by a reasonable date.
  - iii. **Campus Service** – The individual is assigned a certain number of campus service hours to be completed by a reasonable date.
  - iv. **Counseling Referral** – Individuals will be required to attend counseling session(s). The appointment will be confidential between the individual and the disciplinary officer.
  - v. **Alcohol Education Session/Class** – Individuals will be required to complete an alcohol education session as assigned by the conduct officer or designee, the cost of which will be the student's responsibility.
  - vi. **Alcohol/Drug Assessment by a Substance Abuse Professional** – The individual will be required to have an alcohol/drug assessment completed by a Substance Abuse Professional. Confidentiality about the session will be kept between the individual and the Substance Abuse Professional.
  - vii. **Parental/Legal Guardian Notification** – The parents or legal guardian of the individual will be contacted and informed about the details of the policy violation that occurred and any related sanctions.
  - viii. **Restitution** – The individual may make amends for the policy violation by compensating the other party for loss, damages or injury caused.
  - ix. **Monetary Fine** – The individual will be assessed a monetary fine depending on the policy violation as determined by the conduct officer or designee.
  - x. **Disciplinary Probation** – Disciplinary Probation is a serious encumbrance on the student's good standing in the College community, and serves as a "near removal" status. Disciplinary Probation will last at least one semester and any subsequent violations during the probationary period will be viewed as both a violation of College regulations and a violation of the probation.

- xi. **Restricted Access to College Properties/Activities** – The individual may be prohibited from engaging in a certain action or from moving to a certain location. Examples of Restrictions include, but are not limited to: an individual may be prohibited from entering one or more of the residential halls, playing basketball with other individuals on campus, or operating sound equipment (stereo, TV, etc.) in their residential hall.
- xii. **Relocation** – The individual will be required to relocate to another residential hall should their behavior warrant a move.
- xiii. **Loss of Residential Housing Privileges** – The removal, indefinitely or for a designated period of time, of a resident student from college residential halls. During this period, the student will not be permitted to reside on campus, will not be allowed to be present on the residential portion of campus, and must find accommodations to reside off-campus. Lincoln College reserves the right to revoke a housing contract at any time. The parent / legal guardian of financially dependent students will be notified of this sanction. Students may lose future housing privileges. Students removed from residential halls for disciplinary reasons will not receive a refund.
- xiv. **Suspension** – A student may be suspended for cause by the Dean of Students upon recommendation from the Director of Residence Life or Student Conduct Coordinator. Disciplinary suspension shall be defined as total separation from the Lincoln College including all participation in extracurricular activities for a prescribed period (usually one semester to one year). Students who are suspended may not visit the campus or attend any activity sponsored by Lincoln College regardless of its location. The parent / legal guardian of financially dependent students will be notified of this sanction. Suspended students will be held responsible for all tuition and fees.
- xv. **Expulsion** – A student may be expelled from Lincoln College for cause by the Dean of Students upon recommendation from the Director of Residence Life or Student Conduct Coordinator. Expulsion shall be defined as permanent separation from Lincoln College and all its activities. Students who are expelled may not visit the campus or attend any activity sponsored by Lincoln College regardless of its location. The individual will never be permitted to apply for readmission to the institution. The parent / legal guardian of financially dependent students will be notified of this sanction. Expelled students will be held responsible for all tuition and fees. Visitation to Lincoln College property upon expulsion will be considered trespassing and therefore local law enforcement will be contacted to correct the situation.

#### 4. Expectations

- a. *Accused Student's Rights*
  - i. A student should expect that all disciplinary proceedings will be handled fairly. All Lincoln College students shall be given the following expectations:
  - ii. A student shall be treated with dignity and compassion by the disciplinary officer, College Review Board, and by all persons involved in the disciplinary process.
  - iii. A student shall have information pertaining to the College disciplinary process.
  - iv. A student shall have information pertaining to counseling services available to her/him.
  - v. Student reviews will be conducted by an unbiased College Review Board. A student will be given the opportunity to object for cause to a conduct officer or member of a College Review Board.
  - vi. 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:
    - vii. the advisor is employed by the College.
    - viii. the advisor is employed by the student. Attorneys at law may serve under the same restrictions as other advisors.

- ix. 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.
- x. 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.
- xi. A student will receive a written copy of the report(s) stating the circumstances and allegations involved.
- xii. A student may choose not to present information against herself/himself.
- xiii. 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.
- xiv. 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.
- xv. A student will have written notification of the results of the review no later than ten school days after the review.
- xvi. 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.

#### *Aggrieved Party's Expectations*

- i. 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.
- ii. The aggrieved party shall be treated with dignity and compassion by the College Review Board, and by all persons involved in the disciplinary process.
- iii. The aggrieved party shall have information pertaining to the College disciplinary process and appropriate referrals for information on the criminal or civil process.
- iv. The aggrieved party shall have information pertaining to counseling assistance available to her/him.
- v. 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.
- vi. 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.
- vii. 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.
- viii. 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)
- ix. The aggrieved party should expect privacy throughout the disciplinary process with respect to campus and other media, and from all other uninvolved parties.
- x. 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.

- xi. 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).

## **5. Student Organization Cases**

### *a. Conduct Procedures for Recognized Student Organizations*

The Office of Student Engagement or designee may initiate disciplinary proceedings against recognized student organizations involving allegations of misconduct. Lincoln College requires recognized student organizations to adhere to all Lincoln College policies, RSO Handbook policies, and local, state, and federal laws. Additionally, individual members may also be referred individually to the conduct process for alleged violations of the Student Code of Conduct. An organization may be subject to an interim suspension or other interim action pending adjudication of a complaint.

### *Jurisdiction and Applicability of Procedures*

Recognized student organizations are expected to comply with all Lincoln College policies, including the Student Code of Conduct and all additional policies pertaining to RSOs, whether on campus or off. An RSO shall be responsible for the behavior of its collective group of members from the time membership begins until membership has ended or members have been awarded their degree. In the case of RSO conduct violations involving members who have since disaffiliated or graduated before the conduct violation is reported, the current RSO will be subject to endure any sanctions from such report.

The decision to hold a group or organization responsible as a whole is ultimately determined by examining all the circumstances of a situation and by taking into account factors including, but not limited to, whether the actions:

- i. Were committed by one or more officers or authorized representatives acting in the scope of their organization capacities;
- ii. Involved, were committed by, or were condoned by (actively or passively) a significant number of RSO members, alumni, or guests;
- iii. Occurred at or in connection with an activity or event funded, sponsored, publicized, advertised, or communicated about by the RSO;
- iv. Occurred at a location over which the RSO had control at the time of the action;
- v. Occurred at or in connection with an activity or event that reasonable people would associate with the RSO;
- vi. Should have been foreseen by the RSO or its officers, but reasonable precautions against such actions were not taken;
- vii. Were the result of a policy or practice of the organization;
- viii. Would be attributable to the organization under the RSOs own constitution or policies (including local and national guidelines);
- ix. Were taken by individuals who, but for their affiliation with the RSO, would not have been involved in the incident; or
- x. The RSO, or any member acting on its behalf, fails to satisfactorily complete the terms of any disciplinary sanction or outcome.

### *Disciplinary Procedures for Recognized Student Organization Misconduct*

Lincoln College procedures for imposing administrative and educational sanctions are designed to:

- i. Provide students the guarantees of due process and procedural fairness,
- ii. Ensure equal protection for all students,
- iii. And provide for the imposition of similar sanctions for similar acts of misconduct.

At the same time, the procedures reflect the need to be concerned about the individual student involved in a particular case. The procedures therefore provide that the imposition of disciplinary sanctions must also be based upon a consideration of all circumstances in a particular case, including a student's prior record of misconduct, if any.

#### *Due Process.*

Due process will be afforded to all Lincoln College Recognized Student Organizations when charged with violating Lincoln College regulations or policies. Due Process for RSOs includes:

- i. notice in writing of the allegation,
- ii. notice of any proceeding,
- iii. an explanation of the allegation, an opportunity to respond to the allegation, and an opportunity to appeal the decision.

#### *Compliance Letters.*

At the discretion of the Director of Student Engagement or designee, RSO registration and other administrative management complaints may be informally addressed through a letter requiring compliance by a specified date. Failure to comply with the outlined requirement(s) by the deadline will result in the complaint being referred to the RSO Conduct Process for formal resolution.

#### *Initiation of Proceedings.*

- i. A report that an RSO has committed an act of misconduct and/or is in violation of RSO/College policy may be filed by an individual.
- ii. A report that an RSO has committed an act of individual misconduct must be submitted in writing to the Director of Student Engagement or appropriate designees.
- iii. After reviewing the complaint, the Director of Student Engagement has the discretion to decide whether disciplinary proceedings should be instituted.

#### *Interim Action.*

After reviewing the complaint, the Director of Student Engagement or designee may impose interim action(s) if it is determined that the student's or RSO's continued presence on the campus constitutes a direct threat to their membership, others, or property. This action will remain in effect until the conduct process is complete.

- i. When an interim action is imposed, the Director of Student Engagement or designee shall notify the RSO via email to the assigned email account of the President and hard copy via the RSOs Mailbox. Other College officials or National Office professionals may be copied in this letter at the Director of Student Engagement or designee's discretion.
- ii. Any organization faced with an interim action has the opportunity to appeal the interim action to the Dean of Students within seven (7) days of the issuance of the interim action letter.
- iii. The appeal must be issued in writing and address one of the following criteria:
  - o The reliability of the information concerning the RSO's alleged misconduct including the matter of their identity,
  - o Whether the alleged misconduct can reasonably be associated with the organization,
  - o Whether lesser actions can sufficiently address the Director of Student Engagement or designee's concerns regarding the organization's continued presence and/or activities.

#### *Investigation.*

After reviewing the complaint, the Director of Student Engagement or designee has the discretion to decide whether an investigation is needed.

#### *Notice.*

*Please Note:* Lincoln College considers it a student's responsibility to check their mail and Lincoln College email regularly and respond to disciplinary notification appropriately.

- i. The Director of Student Engagement or designee shall send notice of the conduct conference to the RSO President's Lincoln College email account and hardcopy via the RSOs Mailbox. Other College or organizations professionals may be copied in this letter at the Director of Student Engagement or designee's discretion.
- ii. These notices shall inform the RSO of the following:
  - 1) A summary of the allegations of the case



- 2) The requirement to schedule a Conduct Conference with the Director of Student Engagement or designee within fourteen (14) days of the notice.
- 3) The opportunity to respond to the reports and to offer any additional information which might help in the resolution of the case.
- 4) The opportunity to present witnesses who may substantiate information related to the incident. The conduct case manager reserves the right to limit the number of witnesses based on the relevancy to the facts of the case. Character witnesses are generally considered irrelevant.

#### *Conduct Conference.*

- i. The RSO president will be required to schedule a Conduct Conference with the Director of Student Engagement or designee within fourteen (14) days of the notice being issued. The RSO on-campus Advisor and/or additional members of the RSO may be asked to attend per discretion of the Director of Student Engagement or designee and relevance to the case. Conduct conference are closed to the public.
- ii. The conduct conference will be coordinated by the Director of Student Engagement or a designee.
- iii. The Director of Student Engagement or designee may question any witness.
- iv. When it appears necessary to avoid undue hardship, the Director of Student Engagement or designee may, at their discretion, grant a reasonable postponement of the conduct conference, especially in circumstances where additional immediate support services are required.
- v. The decision of the Director of Student Engagement or designee shall be based solely upon matters presented and introduced at the conduct conference and must be based upon a preponderance of the evidence (a determination whether the violation was more likely to have occurred than not).
- vi. The Director of Student Engagement or designee shall make a finding as to whether the RO has committed only the violation(s) as charged based on a preponderance of the evidence. If the Director of Student Engagement or designee, after review of any disciplinary record the RSO may have, require one or a combination of the disciplinary sanctions (Administrative or Educational).
- vii. If the RSO fails to schedule or attend their conduct conference after proper notification by the Director of Student Engagement or designee, the conduct conference will proceed and a decision may be made in the absence of the RSO.
- viii. The Director of Student Engagement or designee shall make a finding as to whether the RO has committed only the violation(s) as charged based on a preponderance of the evidence (a determination whether the violation was more likely to have occurred than not). If the Director of Student Engagement or designee reaches a finding of “responsible”, the Director of Student Engagement shall, after review of any disciplinary record the RSO may have, assigned sanctions to the RSO.

#### *Notice of Outcome and Sanctions*

- i. The Director of Student Engagement or designee will send a decision letter detailing the outcome of the Conduct Conference. All follow up communication and/or notice of sanctions will be sent via email to the Lincoln College email account of the RSO President and via hard copy to the Presidents on-campus mail box. Other College or organization affiliated professionals may be copied in this letter at the Director of Student Engagement’s discretion.
- ii. A RSO that has been found responsible for violations will be issued sanctions as appropriate to ensure the safety of its members and the campus community. Along with sanctions that will provide educational benefits so as to prevent reoccurring violations.
- iii. A RSO that has been found responsible, at a minimum, will be placed in probation status until completion of all sanctions. A written notice of all sanctions will be provided via Lincoln College email account of the RSO President and via hard copy to the RSO assigned Mailbox.

- iv. When required by law, a complainant may also be notified of the outcome and sanctions of a Conduct Conference.

#### *Appeals*

- i. Should the RSO wish to appeal the decision of the conduct conference, they have the right to appeal the decision to the Dean of Students or their designee within seven (7) days of receiving a decision letter based on the following criteria:
  - 1) Failure to be provided due process, or a procedural error in the conduct process which may be substantial enough to change the outcome; and/or
  - 2) The discovery of substantive new evidence which was unknown to the Director of Student Engagement at the time of the conduct conference that could have a significant effect on the outcome; and/or
  - 3) The severity of the sanction (only in cases involving RSO suspension or higher).
- ii. The Dean of Students may choose to render a decision on the appeal based on the appeal criteria or institute a hearing conducted by a different professional under the Dean of Students Office.

#### *Failure to comply with assigned sanctions*

- i. Registered student organizations that are assigned sanctions as a result of the student conduct process for RSOs, and who fail to comply with those assigned sanctions are subject to further disciplinary action to include suspension of all privileges and activities, including intake of new members (or) revocation of recognition.
- ii. Subsequent appropriate sanctions following failure to comply are determined by the Director of Student Engagement.

#### *Recognition Status*

- i. Good Standing  
The organization is in compliance with the Office of Student Engagement and Lincoln College policies and regulations.
- ii. Probation  
The recognized student organization will be placed on probation for a specified period of time. Conditions of probation will be determined by the Director of Student Engagement or designee and outlined in writing for the organization. The probationary term will be monitored by the Office of Student Engagement.
- iii. Suspension  
The organization will be suspended as a recognized student organization. The terms of the suspension shall be defined in the sanction, including criteria that the organization must meet within a specified period of time to be considered for renewal of recognition status.
- iv. Revocation  
The organization will have its status as a recognized student organization revoked indefinitely, with loss of all recognition and privileges. If applicable the national office of an organization so affiliated will be requested to revoke the charter of the organization.

## **6. College Review Board Procedures**

### *a. Review Procedures*

The College Review Board shall review cases under the following procedures:

- i. 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.
- ii. Reviews shall be closed to the public.

- iii. Admission of any person to the review shall be at the discretion of the College Review Board and its advisor.
- iv. 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.
- v. 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.
- vi. 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.
- vii. 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 Affairs. 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.
- viii. 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.
- ix. 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.
- x. 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:
  - xi. In Violation of the College policy.
  - xii. Not in Violation of the College policy.
  - xiii. In Violation of the College policy with an explanation.
- xiv. The complainant(s) and accused student(s) shall have the privilege of presenting witnesses, subject to the right of questioning by the Board.
- xv. Both the accused student(s) and aggrieved party have the privilege to question all witnesses at the conclusion of such questioning by the Board.
- xvi. Pertinent records, exhibits, and/or written statements may be accepted for consideration at the discretion of the Board.
- xvii. All procedural questions are subject to the final decision of the Board in consultation with the advisor.
- xviii. 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.
- xix. 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.
- xx. 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.
- xxi. 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.

- xxii. 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 Affairs.

### *Appeals Procedures*

Appeals of administrative reviews shall be subject to the following procedures:

- i. Only decisions involving suspension or expulsion may be appealed.
- ii. A decision may be appealed by the accused student to the Vice President of Enrollment Management and Student Affairs 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 Affairs.
- iii. 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.
- iv. 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:
  - 1) Procedural Error  
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.
  - 2) Unsupported Conclusion  
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).
  - 3) Disproportionate Sanction  
To determine whether the sanction(s) imposed were appropriate for the violation of the Code that the student was found to have committed.
  - 4) New Information  
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.
- v. The designated disciplinary official, after reviewing all available and relevant information, may elect to:
  - 1) Affirm the finding and sanction originally determined.
  - 2) Affirm the finding and modify the sanction. In cases where the accused student is the appealing party, the sanction may not be increased.
  - 3) Return the case to the College Review Board for a new conference, except in cases where the aggrieved party is the appealing party.
  - 4) Dismiss the case, except in cases where the aggrieved party is the appealing party.
- vi. 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.

## **G. DISCIPLINARY SANCTIONS**

### **1. Purpose and Determination**

- 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.

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.

The student conduct process is designed to address inappropriate behaviors that are not consistent with Lincoln College policies. During this process, a student should expect that all disciplinary proceedings will be handled fairly. Students are all treated with dignity and compassion by all members involved in the disciplinary process.

### **2. Status Based Sanctions**

The following sanctions may be imposed by a conduct officer upon any student found to have violated the Student Code of Conduct:

#### *a. Disciplinary Reprimand*

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.

#### *Disciplinary Probation*

Disciplinary Probation is a status between good standing and suspension or dismissal from the College. 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 College 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.

#### *Suspension from the College*

Suspension from the College is an involuntary separation of a student from the College 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 College. Students returning to the College after suspension may be placed on disciplinary probation for up to one full academic year.

#### *Disciplinary Dismissal from the College*

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

#### *Restrictions*

A restriction takes away a privilege that the student may or may not otherwise have had, including but not limited to:

- i. hosting guests on campus
- ii. access to college property/events



- iii. possession of certain property while on campus
- iv. remain on campus while under the influence of alcohol
- v. contact with specified individuals or organizations in the College community

### **3. Interim Disciplinary Action**

- a. In certain circumstances, the Vice President of Enrollment Management and Student Affairs may impose a Summary Suspension, residence hall suspension, termination of housing contract, mandated room reassignment 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 b.
- b. 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.
- c. Summary Suspension  
 The Vice President of Enrollment Management and Student Affairs 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.

During an summary 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 Affairs may determine to be appropriate.

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 Affairs.

### **4. Education Based Sanctions**

- a. Conduct officers are strongly encouraged to impose educational sanctions that promote learning and understanding. These sanctions may be developed as necessary by a conduct 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
  - vii. Judicial Educator Online Module

### **5. Disciplinary Fines**

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

## **6. Persona Non Grata**

- 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 Affairs, who is authorized to make the final decision on these requests.
- b. A conduct 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 Director of Residence Life.

## **7. 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 conduct officer for resolution.
- c. Incidents taking place after spring commencement shall be reviewed by a designated conduct 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 Affairs. 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 Affairs 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 conduct 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.

## **8. 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 9 below.

## **9. Parental and Public Notification**

- a. *Parent Notification*  
Lincoln College recognizes students' developing independence, responsibility and accountability. However, the Dean of Students or his/her designates has the authority and reserves the right to notify parents or guardians in the following circumstances and conditions:

i. Emergencies

The College reserves the right to notify parents or guardians, regardless of age, status, or conduct, in health and safety emergencies, hospitalizations, or when in our judgment, the health or well-being of a student or others is or may be at risk.

ii. Student Conduct

The College reserves the right to inform parents or guardians of students when:

- They have been involved in activity on or off campus where a student group or organization is found to have violated College policy with respect to the possession or use of alcohol or drugs.
- There has been a disturbance of others on or off campus.
- There has been a disruption of students' education or neighbors.
- The student demonstrates a disregard for his or her personal safety or the safety of others, the student was harmed or injured, or harmed or injured others.
- There was damage or the potential of damage to property.
- The violation involved an arrest in which the student was taken into custody.
- The incident involves a serious violation that could result in the student being removed from the residence halls, or suspension or expulsion.
- The student has demonstrated a pattern of violations, even if they are minor.
- The student who committed the violation became physically ill and/or required medical intervention as a result of alcohol or drugs.

iii. Alcohol and Drugs

In the matter of drug or alcohol use or possession, or when alcohol or drugs are provided to others, the College reserves the right to inform parents or guardians when:

- Dependent students under the age of 21 have committed a violation of College policies related to alcohol or drugs.
- Second offense of the alcohol policy for possession or use.
- First offense of the alcohol policy for providing alcohol to underage drinkers or possession of a single source container.
- First offense of the drug policy.
- Students 21 years old or older have committed a violation of College policies related to alcohol or drugs. Parental notification may routinely happen at the:
- First offense of the College's alcohol policy for providing alcohol to underage drinkers or possessing a single source container.
- First offense of the College's drug policy.

*Student Notification*

Whenever possible, students will be informed that parental notification is planned in advance of parents or guardians receiving notification so that they have an opportunity to discuss it with the Dean of Students or his/her designate.

*Public Notification*

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.

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.

# LINCOLN COLLEGE-STUDENT DEVELOPMENT

## SANCTIONING CHART

The following information on this chart should be considered as a general guideline for disciplinary actions and represents minimum sanctions. Any single violation may result in more serious sanctions depending on the severity of that specific incident. Lincoln College has the right to issue multiple sanctions as result of a policy violation, and / or create an appropriate sanction to correspond with a policy violation. All students are held accountable for their behavior. **Lincoln College student conduct correspondence is delivered via LC email accounts. Failure to read email will not be accepted as a reason to appeal a student conduct outcome.** The College encourages students to make responsible decisions as well as adhere to the Student Code of Conduct , federal, state and local laws.

### Alcohol Policy Violations

(FOR BEHAVIOR ON OR OFF CAMPUS)

Offense	Violation	Sanctions
Any Level	Being in presence of alcohol with no possession/use	Judicial Educator M. 26
1st Offense	Possession/consumption of alcohol	\$75 fine Judicial Educator M. 8
	Distribution/sale of alcohol	\$125 fine <b>Disciplinary Probation</b>
2nd Offense	Possession/consumption of alcohol	\$125 fine Judicial Educator M. 15
	Distribution/sale of alcohol	\$175 fine <b>Disciplinary Probation</b>
3rd Offense	Possession/consumption of alcohol	\$175 fine Alcohol Workshop <b>Disciplinary Probation</b>
	Distribution/sale of alcohol	\$225 fine <b>Disciplinary Probation</b>
4th Offense	Possession/consumption of alcohol	<b>Disciplinary Suspension</b> (one semester minimum)
	Distribution/sale of alcohol	<b>Disciplinary Dismissal</b> (permanent expulsion)

Sanctioning is a cumulative process. Students with multiple violations across categories will generally be subject to greater levels of sanctioning. These sanctions will include the sanction as well as the assignment of one or more active (educational) sanctions.

Violations in multiple areas may result in 1 or more maximum sanctions.

Some of these sanctions may include a written portion including but not limited to a reflection paper, journal, research paper or essay questions.

First and second offenses will be heard by the Residence Hall Directors. Further or repeat offenses will be heard by the Student Conduct Coordinator, Director of Residence Life or designee. Dangerous behavior such as arson, physical or sexual assault, or possession of firearms will be referred to the Dean of Students with a recommendation for suspension. Drug violations involving 30g<sub>2</sub> will be referred to the Dean of Students will possible local law enforcement involvement.

### Drug Policy Violations

(FOR BEHAVIOR ON OR OFF CAMPUS)

Offense	Violation	Sanctions
Any Level	Being in presence of drugs with no possession/use	Judicial Educator
1st Offense	Possession/use of marijuana (≤15g)	\$75 fine Judicial Educator M. 9
	Possession/use of marijuana (≥15g ≤30g) and/or other illicit drugs	\$125 fine <b>Disciplinary Probation</b>
	Distribution/sale of marijuana (≤15g)	\$125 fine <b>Disciplinary Probation</b>
	Distribution/sale of marijuana (≥15g ≤30g) and/or other illicit drugs	\$175 fine <b>Disciplinary Suspension</b> (two semester minimum)
2nd Offense	Possession/use of marijuana (≤15g)	\$125 fine <b>Disciplinary Probation</b> (two semester minimum) Drug Workshop
	Possession/use of marijuana (≥15g ≤30g) and/or other illicit drugs	\$175 fine <b>Disciplinary Suspension</b> (two semesters minimum)
	Distribution/sale of marijuana (≤15g) and/or other illicit drugs	\$175 fine <b>Disciplinary Suspension</b> (two semesters minimum)
	Distribution/sale of marijuana (≥15g ≤30g) and/or other illicit drugs	<b>Disciplinary Dismissal</b> (permanent expulsion)
3rd Offense	Possession/use of marijuana (≤15g)	\$175 fine <b>Disciplinary Suspension</b> (two semester minimum)
	Possession/use of marijuana (≥15g ≤30g) and/or other illicit drugs	\$225 fine <b>Disciplinary Suspension</b> (two semesters minimum)
	Distribution/sale of marijuana (≤15g)	<b>Disciplinary Dismissal</b> (permanent expulsion)
4th Offense	Possession/use of marijuana (≤15g)	<b>Disciplinary Dismissal</b> (permanent expulsion)



## LINCOLN COLLEGE-STUDENT DEVELOPMENT

### Residence Life Discipline and Sanctions CHART

The following information on this chart should be considered as a general guideline for disciplinary actions and represents *minimum* sanctions. Any single violation may result in more serious sanctions depending on the severity of that specific incident. Lincoln College has the right to issue multiple sanctions as result of a policy violation, and / or create an appropriate sanction to correspond with a policy violation. All students are held accountable for their behavior. Lincoln College student conduct correspondence is delivered via LC email accounts. Failure to read email will not be accepted as a reason to appeal a student conduct outcome. The College encourages students to make responsible decisions as well as adhere to the Student Code of Conduct , federal, state and local laws.

Policy Violations				
(FOR BEHAVIOR ON OR OFF CAMPUS)				
Policy	1st Offense	2nd Offense	3rd Offense	4th Offense
Alcohol	See Alcohol and Drugs Sanctioning Chart	See Alcohol and Drugs Sanctioning Chart	See Alcohol and Drugs Sanctioning Chart	See Alcohol and Drugs Sanctioning Chart
Drugs	See Alcohol and Drugs Sanctioning Chart	See Alcohol and Drugs Sanctioning Chart	See Alcohol and Drugs Sanctioning Chart	See Alcohol and Drugs Sanctioning Chart
Fighting	Director of Residence Life or Dean of Students depending on circumstances			
Fire Safety	Warning Educational Sanction	Warning Educational Sanction	Probation Educational Sanction	Director of Residence Life
Tampering with equipment	\$150.00 fine	\$250.00 Fine	Director of Residence Life	
Intentionally setting a false alarm, discharged extinguisher	Director of Residence Life Probation \$500.00 fine		Dean of Students	
Fire Setting	Suspension Restitution			
Failure to Respond	Warning \$25.00 fine Educational Sanction	Warning \$50.00 fine Educational Sanction	Dean of Students	
Harassment/Hazing	Dean of Students			
ID Cards Misuse	Warning	Warning \$20.00 fine	Director of Residence Life/ Dean of Students/Designee	
Noise/Quiet Hours	Warning	Warning Judicial Educator M. 3	Probation \$25.00 fine Educational Sanction	Director of Residence Life (Possible relocation)
Non-compliance	Warning	Warning Educational Sanction	Probation Educational Sanction	Dean of Students
Occupancy	Warning Judicial Educator M. 7	Warning Educational Sanction	Director of Residence Life (Possible relocation)	
Pets (other than small fish)	Warning Removal of pet within 24hrs	Probation \$50+\$25 fine each additional day until animal is removed	Dean of Students	
Smoking in residence halls	\$50.00 fine Judicial Educator M. 16	\$100.00 fine Educational Sanction	Probation \$150.00 fine	Dean of Students (Possible removal from housing)
Fire alarm evac.	\$100.00 fine	\$200.00 fine	\$500.00 fine	Dean of Students
Theft (≤ 100)	Director of Residence Life			
(≥ 100)	Dean of Students			
Visitation	Warning	Warning Removal of guest/visitor	Director of Residence Life Probation Restriction of guest privileges	
Weapons (case by case)	Warning Confiscation Educational Sanction	Director of Residence Life Probation Confiscation	Dean of Students	
Firearms or explosives	Dean of Students Suspension			

\* This list of discipline issues and sanctions are not all exclusive. Additional violations and sanctions may be applied in accordance to the Student Code of Conduct.



## **H. 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 Affairs.

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.

## **I. 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.

In order to insure that the student disciplinary and grievance processes remain effective, an annual review of the Code shall be conducted.