Lynn University

POLICY MANUAL

VOLUME II

Community Policies

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TABLE OF CONTENTS
Volume II
Community Policies

2.0 INTRODUCTION 1

2.1 General Institutional Policies 1
2.1.1 Appearances before Governmental Agencies 1
2.1.2 Children on Campus 1
2.1.3 Credit Card Marketing 2
2.1.4 Demonstrations 3
2.1.5 Disability (ADA) Policies 3
2.1.5.1 Disability Defined 3
2.1.5.2 Employees and Applicants with Disabilities 4
2.1.5.3 Students with Disabilities 4
2.1.5.4 Campus Visitors with Disabilities 4
2.1.6 Discrimination and Harassment 4
2.1.6.1 Definitions 5
2.1.6.1.1 Discrimination 5
2.1.6.1.2 Discriminatory Harassment of a Non-Sexual Nature 5
2.1.6.1.3 Sexual Harassment 5
2.1.6.1.4 Sex-Based Harassment 6
2.1.6.2 Reporting Complaints 6
2.1.6.3 Investigation of Complaints and Responsive Action 7
2.1.6.4 Additional Reporting 8
2.1.6.5 Confidentiality 9
2.1.6.6 Anti-Retaliation Statement 9
2.1.6.7 Title IX Officer 9
2.1.7 Equal Opportunity 10
2.1.8 Federal Educational Rights and Privacy Act 10
2.1.8.1 Directory Information 11
2.1.8.2 Students' Access to Educational Records 12
2.1.8.3 Release of Confidential Records 12
2.1.8.4 Academic Files 14
2.1.8.5 Right to File a Complaint 14
2.1.9 Gambling 14
2.1.10 Gramm-Leach-Bliley Act and Identity Theft Prevention Program 15
2.1.10.1 Gramm-Leach-Bliley Act 15
2.1.10.1.1 Information Security Plan 15
2.1.10.1.1.1 Information Security Plan Coordinator 15
2.1.10.1.1.2 Risk Assessment and Safeguards 16
2.1.10.1.1.3 Securing Information 16
2.1.10.1.1.4 Employee Training and Education 17
2.1.10.1.1.5 Oversight of Service Providers and Contracts 17

2.1.10.1.1.6 Evaluation and Revision 17
2.1.10.2 Identity Theft Prevention Program 18
2.1.10.2.1 Guidelines for Identity Theft 18
2.1.10.2.2 Responding to Detection of Identity Theft 19
2.1.10.2.3 Periodic Review 20
2.1.10.2.4 Periodic Assessments 20
2.1.10.2.5 Compliance Oversight 20
2.1.11 Legal Liability 21
2.1.12 Political Activities 21
2.1.12.1 Lynn University Political Activity Policy 21
2.1.12.2 Policy Regarding Facility Use by Candidates for Political Office 22
2.1.13 Reservation of University Facilities 23
2.1.13.1 Reservation of Facilities 24
2.1.13.2 Terms of Use 25
2.1.13.3 Use Fees 26
2.1.14 Romantic or Sexual Relationships 26
2.1.14.1 Supervisor and Subordinate Relationships 26
2.1.14.2 Employee-Student Relationships 27
2.1.15 Solicitations 28
2.1.15.1 Lynn University Community Members 28
2.1.15.2 Non-Lynn University Community Members 29
2.1.16 Tape Recording 29
2.1.17 Use of the Lynn University Name, Seal, Logo, Trade and Service Marks 29

2.2 Health and Environmental Safety Policies 30
2.2.1 Health Policies 30
2.2.1.1 Alcohol and Other Drugs 30
2.2.1.1.1 Alcohol and Drug Use 30
2.2.1.1.1.1 Drug and Alcohol Free Workplace 30
2.2.1.1.1.2 Student Alcohol Use 30
2.2.1.1.1.3 Student Drug Use 30
2.2.1.2 Serving Alcohol at Lynn University Sponsored Events 30
2.2.1.2.1 Use of Alcohol at Athletic Events 31
2.2.1.3 Communicable Diseases 31
2.2.1.4 Health Insurance Portability and Accountability Act (HIPAA) 33
2.2.1.5 Smoking 33
2.2.2 Environmental Safety Policies 33
2.2.2.1 Control of Hazardous Energy Program 33
2.2.2.1.1 Purpose 33
2.2.2.1.2 Definitions 33
2.2.2.1.3 Discussion 34
2.2.2.1.4 Procedures 34
2.2.2.2 Exposure to Blood Borne Pathogens 36
2.2.2.2.1 Compliance Methods 36
2.2.2.2.1.1 Contaminated Equipment 37
2.2.2.2.1.2 Laundry Procedures 37

2.2.2.2.1.3 Personal Protective Equipment 38
2.2.2.2.1.4 Needles 39
2.2.2.2.1.5 Containers for Reusable Sharps 39
2.2.2.2.1.6 Specimens 39
2.2.2.2.1.7 Work Area Restrictions 40
2.2.2.2.2 Hepatitis B Vaccine 40
2.2.2.2.3 Post-Exposure Evaluation Follow-up 40
2.2.2.2.3.1 Interaction with Health Care Professionals 41
2.2.2.2.4 Training 41
2.2.2.2.5 Record Keeping 42
2.2.2.3 Hazardous Materials Program 42
2.2.2.3.1 Hazard Determination 43
2.2.2.3.2 Container Labeling 43
2.2.2.3.3 Chemical Inventory and Material Safety Data Sheets 43
2.2.2.3.4 Training 44
2.2.2.3.5 Rights of Employees and Students 45
2.2.2.4 Old Equipment Disposal 45
2.2.2.5 Personal Protective Equipment 45
2.2.2.5.1 Hazard Assessment 46
2.2.2.5.2 Training 46
2.2.2.5.3 General Guidelines 46
2.2.2.5.4 Monitoring 48
2.2.2.6 Spill Prevention, Control, and Countermeasure Plan 48

2.3 Campus Security Information and Policies 48
2.3.1 Department of Campus Safety and Security 48
2.3.2 Federal Campus Safety Disclosure Policies 49
2.3.2.1 Campus Crime Reporting (Clery Act) 49
2.3.2.2 Campus Fire Safety Reporting 49
2.3.2.3 Campus Sex Crimes Prevention Act 49
2.3.3 Campus Safety and Security Policies 49
2.3.3.1 Access to Campus 49
2.3.3.1.1 General Procedures 49
2.3.3.2 Alarm Response 50
2.3.3.2.1 Responsibilities 50
2.3.3.2.2 Special Conditions 52
2.3.3.3 Campus Alerts 52
2.3.3.4 Campus Closings and Cancellations 52
2.3.3.5 Crisis Management Plan 53
2.3.3.5.1 Communication 53
2.3.3.5.2 Campus Community Roles 53
2.3.3.6 Emergency Notification System 53
2.3.3.7 Emergency Wardens 54
2.3.3.7.1 Responsibilities 54
2.3.3.8 Hurricane Plan 55
2.3.3.9 Incident Reporting 56

2.3.3.9.1 Accidents 56
2.3.3.9.2 Fire 57
2.3.3.9.3 Violations of University Policy 57
2.3.3.10 Lighting Horns 57
2.3.3.11 Motor Vehicle Policies 58
2.3.3.11.1 Driving Regulations 58
2.3.3.11.1 Motorcycles, Mopeds, Bicycles, Rollerblades, or Skateboards 58
2.3.3.11.2 Parking Regulations 59
2.3.3.11.3 Traffic Regulations 59
2.3.3.12 Lost Contact/Missing Student Protocols 59
2.3.3.12.1 General Procedures 60
2.3.3.12.2 Objectives 60
2.3.3.12.3 Process 60
2.3.3.13 Persona Non Grata 61
2.3.3.14 Pets and Animals 61
2.3.3.15 Pool Regulations 62
2.3.3.16 Safety Tips and Security Awareness Programs 62
2.3.3.16.1 Safety and Property Protection Tips 62
2.3.3.16.1.1 In the Office 62
2.3.3.16.1.2 Property Protection 63
2.3.3.16.1.3 Residence Halls 63
2.3.3.16.1.4 Vehicles 64
2.3.3.16.1.5 While Walking 64
2.3.3.16.2 Safety and Security Programs 64
2.3.3.16.2.1 Blue Light Safety Emergency Phones 64
2.3.3.16.2.2 Community Service Officer Program 64
2.3.3.16.2.3 On-Campus Shuttle 64
2.3.3.16.2.4 Safe Ride 65
2.3.3.16.2.5 Safety and Security Educational Programs 65
2.3.3.17 Telephone Numbers 65
2.3.3.18 Sexual Assault 65
2.3.3.18.1 Assistance 66
2.3.3.18.2 Whom to Contact 66
2.3.3.18.3 Preserving Evidence 66
2.3.3.19 Unauthorized Handling of Safety Equipment 66
2.3.3.20 Weapons 67

2.4 Information Technology Policies 67
2.4.1 Acceptable Use 67
2.4.2 Account Creation 69
2.4.3 Account Revocation 69
2.4.4 Card Office 69
2.4.5 Change Management 69
2.4.6 Computing Security Responsibilities 70
2.4.7 E911 Services 71
2.4.8 Electronic Devices 71

2.4.9 Encryption 72
2.4.10 Network Connectivity 72
2.4.11 Password Maintenance 72
2.4.12 Peer to Peer File Sharing Programs 73
2.4.13 Wireless Network Use 73
2.4.13.1 Policy 73
2.4.13.2 Enforcement 74

2.5 Public Relations and Advancement Policies 74
2.5.1 Public Relations Policies 74
2.5.1.1 Office of Marketing and Communication 74
2.5.1.2 Communications Policy 74
2.5.1.3 External Communications 75
2.5.1.3.1 Crisis Communication 75
2.5.1.3.1.1 Lynn Students, Faculty and Staff Emergency Contact Information 75
2.5.1.3.2 Media Relations 76
2.5.1.3.2.1 Contacting News Media 76
2.5.1.3.2.2 Speaking as a Lynn Representative 76
2.5.1.3.3 Print and Electronic Communications for External Audiences 76
2.5.1.3.4 Social Media Opportunities and Requirements 76
2.5.1.3.4.1 Faculty and Staff 76
2.5.1.3.4.2 Student Clubs/Organizations 78
2.5.1.3.4.3 Organizational (Office/College/Program) 78
2.5.1.4 Internal Communication 79
2.5.1.4.1 myLynn 79
2.5.1.4.1.1 Content Submission Guidelines 79
2.5.1.4.2 Lynn Minute 80
2.5.1.4.3 Broadcast “Everyone at Lynn” and “All Students” E-mails 80
2.5.1.4.3.1 Guidelines for Broadcast E-mails 80
2.5.1.4.4 Event Notifications 81
2.5.1.4.5 Student Notifications 81
2.5.1.5 Lynn University Web Site and myLynn 81
2.5.1.5.1 Philosophy 81
2.5.1.5.1.1 Development Guidelines 82
2.5.1.5.1.2 Maintenance 82
2.5.1.5.1.3 Web Team Services 82
2.5.1.5.2 Making Changes to Lynn.edu and myLynn 83
2.5.1.5.3 Website Advertising 83
2.5.1.5.4 Web Style Guide 84
2.5.1.6 Photography 84
2.5.1.6.1 Requesting a Lynn Photo 85
2.5.1.6.2 Requesting a Faculty Portrait for the Web and Media 85
2.5.1.6.3 Event Photography 85
2.5.1.6.4 Permission to Photograph 85
2.5.1.6.5 Using Stock Images 85
2.5.2 Institutional Advancement Policies 86

2.5.2.1 Development Office Commitment....86
2.5.2.2 Mission Statement....86
2.5.2.3 Gift Acceptance and Processing Policies....87
2.5.2.3.1 Authority to Solicit and Accept Charitable Gifts.... 87
2.5.2.3.2 Gift Acceptance 87
2.5.2.3.3 Outright Contributions.... 88
2.5.2.3.4 Pledges 91
2.5.2.3.5 Planned Gifts.... 92
2.5.2.4 Naming Opportunities....94
2.5.2.5 Suggested Giving Amounts for Named Endowed Funds 95
2.5.2.6 Glossary of Terms....96

2.6 Human Subject Research 98

2.7 Copyright Policies 98
2.7.1 Copyright 98
2.7.1.1 Some Important Guidelines 99
2.7.1.1.1 Audiovisuals 99
2.7.1.1.2 Prohibited Use.... 99
2.7.1.1.3 Photocopying 99
2.7.1.1.4 Prohibited Copying 100
2.7.2 Digital Millennium Copyright Act.... 100
2.7.2.1 Procedure to Resolve the Matter....100
2.7.3 Intellectual Property.... 101
2.7.3.1 Works of Authorship....101
2.7.3.2 Inventions and Discoveries 102
2.7.3.3 Confidential or Proprietary Information 103
2.7.3.4 Trademarks and Service Marks and Logos....103
2.7.3.5 Dispute Resolution Process....103

2.8 Eugene M. and Christine E. Lynn Library 104
2.8.1 Vision.... 104
2.8.2 The Library Mission 104
2.8.3 General Library Policies 104
2.8.3.1 Library Computer and Equipment 104
2.8.3.2 Library Visitors....104
2.8.3.2.1 Children in the Library.... 105
2.8.4 Information Literacy 105
2.8.5 Main Service Desk.... 105
2.8.6 Resources Development.... 106
2.8.6.1 Responsibility for Selection....106
2.8.6.2 Order Process 106
2.8.6.3 Curriculum Committee 106
2.8.6.4 Resources Selection Criteria 107
2.8.6.4.1 Textbooks.... 107
2.8.6.4.2 Duplicate Copies.... 107
2.8.6.4.3 Faculty and Graduate Publications 107

2.8.6.4.4 Dissertations 107
2.8.6.5 Resource Removal 107

2.9 Public and SACS Related Complaints 108
2.9.1 Public Complaints 108
2.9.1.1 Informal Complaints 108
2.9.1.2 Formal Complaints 108
2.9.2 Complaint to the Southern Association of Colleges and Schools 108
2.9.3 Substantive Change Policy 109

2.0 Introduction

The policies provided in Volume II of the *Lynn University Policy Manual* apply to all members of the Lynn University community. General policies that affect all Lynn University employees are set forth in Volume III. Those policies that pertain only to members of the faculty are set forth in Volume IV. Academic policies are published in Volume V and student life policies can be found in Volume VI of the *Lynn University Policy Manual*.

Volume II of the *Lynn University Policy Manual* has been developed to describe some of the expectations of members of the Lynn University community, as well as outline the University's community policies and programs. It is intended to be used as a guideline and does not create an expressed or implied contract. It supersedes all previous community related policies and procedures published in prior personnel and/or student handbooks.

While Lynn University has made this edition of Volume II of the *Lynn University Policy Manual* as comprehensive as possible, it is not possible to foresee every situation that may occur. Therefore, circumstances not specifically addressed in the *Lynn University Policy Manual* will be handled on a case-by-case basis by the appropriate vice president.

As Lynn University continues to grow, the need may arise to improve, modify, revise, supplement, or rescind, suspend, terminate, or change policies, procedures, programs, or portions of this volume. Additionally, state and federal laws affecting University operations may require changes to the volume. Therefore, Lynn University reserves the right to make any changes at its sole and absolute discretion as deemed necessary. The campus community may receive updated information concerning these changes from time to time.

2.1 General Institutional Policies

2.1.1 Appearances before Governmental Agencies

Subject to specific control by the Board of Trustees, all official dealings on behalf of Lynn University with federal, state, and local government offices, boards, and agencies shall be under the direction of the President or an authorized designee. Unauthorized appearances on behalf of Lynn University before federal, state, and local government offices, boards, and agencies are prohibited and subject to appropriate discipline.

2.1.2 Children on Campus

Campus grounds and infrastructure are designed to provide an environment conducive to academic and work activities performed by students and employees. For reasons that include safety of minor[1] children and assuring professional efficient performance of academic pursuits,

[1] The University considers a minor to be a child under the age of 18, with the exception of properly enrolled students.

operations, and services, the University will not accommodate minor children in campus workplaces, classrooms, laboratories, and physical plants. This policy does not prohibit children from the campus when the purpose of their visit is to attend classes or to participate in activities specifically approved and scheduled for their benefit (*i.e.*, Lynn University athletic camps, sponsored family activities, etc.).

The University recognizes there may be an occasion when it becomes necessary to accommodate a minor child on campus. When those circumstances arise, the following guidelines shall be followed:

1. Children visiting campus for any reason must be under direct supervision at all times. A student, staff, or faculty member bringing a child to campus is solely responsible for the child's supervision, safety, and actions and may not ask another student, staff, or faculty member to accept responsibility for looking after the child.
2. The University cannot and will not accept liability for the child's presence on campus.
3. Children shall not be brought to campus as a replacement for childcare services. If an emergency situation arises that requires faculty, staff, or students employees to obtain alternate childcare, Lynn University will make a reasonable effort to provide the employee with a reasonable amount of time away without pay for arranging alternate childcare.
4. Lynn University recognizes and respects the need to accommodate lactating mothers who choose to express breast milk, without discrimination. Lactating mothers may have an infant brought to campus periodically for breastfeeding in an area specifically designated for this purpose by the employee's supervisor or student's instructor. Employees may leave work to breastfeed an infant during a break time or lunch hour. Mothers may also pump breast milk in appropriate areas. The University is not equipped to address sanitation or food safety concerns and shall not take responsibility for the storage or safekeeping of pumped breast milk.

2.1.3 Credit Card Marketing

Lynn University prohibits the advertising, marketing, or merchandising of credit cards to students on University owned, operated, or controlled property, and at any University-sponsored events without approval from the Vice President for Student Life. This prohibition applies to all banks and other commercial entities (including their third-party representatives) that engage in the on-campus marketing of credit cards to students through solicitation activities.

Upon receiving written approval from the Vice President for Student Life (or a designee), the bank or commercial entity's solicitation activities shall adhere to the following:

1. The bank or commercial entity's representatives or agents (including their third-party representatives) shall be confined to specific sites and times as designated by the Vice President for Student Life.
2. The bank or commercial entity's representatives or agents (including their third-party representatives) will be required to display appropriate signage identifying the bank or commercial entity they represent.

The bank and commercial entity's representatives or agents (including their third-party representatives) must verify they have registered with the University, display and make available

a copy of this policy, as well as provide debt education materials noting the responsible use of credit cards.

In addition to the above, the following conditions shall apply:

1. All banks and other commercial entities (including their third-party representatives) are prohibited, while on campus, from collecting personal information from students specifically for credit card application purposes (including, but not limited to, completed credit card application forms and similar material), either at the time of solicitation or subsequently. Completed application materials may be mailed or hand-delivered by students once they have read and considered the materials and are in a position to make an informed decision to an off-campus office of the bank or other soliciting entity.
2. All banks and other commercial entities (including their third-party representatives) are prohibited from offering gifts to any student in exchange for completing a credit card application.

2.1.4 Demonstrations

Demonstrations by members of the Lynn University community must be registered and approved in writing 72 hours in advance by the Vice President for Student Life or a designee. The Vice President for Student Life shall notify the Department of Campus Safety and Security of the approval.

For purposes of the policy, "Demonstrations" shall include the presence of one or more persons in a University location with the intent to express a particular point of view in a manner that attracts attention, as in protests, rallies, sit-ins, vigils, or similar forms of expression.

All demonstrations (and expression of any form) on Lynn University must be peaceful and orderly and confined to campus. Demonstrations may be organized and led only by members of the Lynn University community. Demonstrations or other forms of expression may not compromise the rights of other members of the Lynn University community, nor interfere materially with the general operation of the University. Free speech is a cherished foundation of academia. Forms of expression, however, may not demean or degrade individuals on the basis of race, color, religion, sex, sexual orientation, age, national origin, ancestry, citizenship, disability, pregnancy, genetic disposition, veteran or military status, marital status, familial status or any other legally protected characteristic in accordance with federal and Florida State law. Violators of this policy are subject to appropriate discipline.

2.1.5 Disability (ADA) Policies

Lynn University is committed to complying with all applicable provisions of the Americans With Disabilities Act of 1990 ("ADA"), the Rehabilitation Act of 1973 and state and local disability laws, as applicable.

2.1.5.1 Disability Defined

An individual with a disability is defined as any person who (1) has a physical or mental impairment which substantially limits one or more major life activities; (2) has a record of such impairment; or (3) is regarded as having such an impairment.

2.1.5.2 Employees and Applicants with Disabilities

It is the University's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of that individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, the University will provide reasonable accommodations to a qualified individual with a disability who has made the University aware of his/her disability, provided that the accommodation does not constitute an undue hardship on the University.

Employees and applicants with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should follow the procedures outlined in Volume III, Subsection 3.3.10 of the *Lynn University Policy Manual*.

2.1.5.3 Students with Disabilities

In accordance with our mission and federal and applicable state laws, the University is committed to making reasonable accommodations for qualified applicants for admission and enrolled students with disabilities. It is the policy of the University not to discriminate on the basis of disability in any of its educational services, programs, or activities. Students seeking more information regarding reasonable accommodations or any other related issues should refer to Volumes V, paragraph 5.5.5.3 (academic accommodations) and VI, Subsection 6.3.2 (all other accommodations) of the *Lynn University Policy Manual*.

2.1.5.4 Campus Visitors with Disabilities

Lynn University provides reasonable accommodations to campus visitors with disabilities. For information regarding campus accessibility and accommodations for University sponsored events, please contact the event sponsor at least ten days prior to the event/visit.

2.1.6 Discrimination and Harassment

Lynn University is committed to a work, academic, and residential environment in which all individuals are treated with respect and dignity. Each individual has the right to work, study, and live in a professional, academic, and residential atmosphere that promotes equal employment and educational opportunities and prohibits discriminatory practices, including harassment. Therefore, Lynn University expects that all relationships among persons in the workplace, academic, and residential environment will be free of bias, prejudice, and harassment.

This policy applies to all employees, students, and independent contractors, vendors, and others doing business with Lynn University. Furthermore, it prohibits unlawful discrimination in any form, including verbal, physical, and visual harassment. It also prohibits retaliation of any kind against individuals who file valid complaints or who assist in a Lynn University investigation.

2.1.6.1 Definitions

2.1.6.1.1 Discrimination

Lynn University takes positive action to insure that students and employees are treated in compliance with applicable laws and regulations governing non-discrimination on the basis of race, color, religion, sex, sexual orientation, age, national origin, ancestry, citizenship, disability, pregnancy, genetic disposition, veteran or military status, marital status, familial status or any other legally protected characteristic in accordance with federal and Florida State law. It is therefore a violation of University policy to discriminate in the provision of educational or employment opportunities, benefits, programs, activities, or privileges; to create discriminatory work or academic conditions; or to use discriminatory evaluative standards in employment or educational settings if the basis of that discriminatory treatment is, in whole or part, the person's race, color, religion, sex, sexual orientation, age, national origin, ancestry, citizenship, disability, pregnancy, genetic disposition, veteran or military status, marital status, familial status or any other protected characteristic as established by law.

2.1.6.1.2 Discriminatory Harassment of a Non-Sexual Nature

It is the University's policy to prohibit discriminatory harassment of a non-sexual nature, which includes verbal, physical, or graphic conduct that denigrates or shows hostility or aversion toward an individual or group on the basis of race, color, religion, sex, sexual orientation, age, national origin, ancestry, citizenship, disability, pregnancy, genetic disposition, veteran or military status, marital status, familial status or any other protected characteristic as established by law and that:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive employment, educational, or living environment; or
2. Has the purpose or effect of unreasonably interfering with an individual's work performance or a student's academic performance.

Prohibited behavior may, for example, include conduct or material (physical, oral, written, or graphic, including e-mail messages posted or circulated in the community) involving epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation of written or graphic material (including through electronic means) that denigrates or shows hostility or aversion toward an individual or group.

2.1.6.1.3 Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any of the above contacts or communications is not mutually agreeable to both parties and any of the following conditions apply:

1. Submission to such conduct, communication, or solicitation is made either explicitly or implicitly a term or condition of an individual's employment, academic or residential status or progress;

2. Submission to or rejection of such conduct, communication, or solicitation by an individual is used or threatened as the basis for employment, academic or student/residential life decisions affecting such individual; or
3. Such conduct, communication, or solicitation has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working, academic, or residential living environment.

Sexual harassment does not refer to occasional compliments or conduct of a socially acceptable nature. Nor does it refer to the use of materials or discussion related to sex and/or gender for scholarly purposes appropriate to the academic context. Rather, it refers to any remarks or actions of a sexual nature that are not welcome and are likely to be viewed as personally offensive.

2.1.6.1.4 Sex-Based Harassment

Sex-Based Harassment — that is, harassment not involving sexual activity or language (*e.g.*, male manager yells only at female employees and not males) — may also constitute discrimination if it is severe or pervasive and directed at employees <u>because of their sex</u>.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, sexual orientation, age, national origin, ancestry, citizenship, disability, pregnancy, genetic disposition, veteran or military status, marital status, familial status, or any other characteristic protected by law or any other protected characteristic as established by law or that of his/her relatives, friends or associates, and that:

1. Has the purpose or effect of creating an intimidating, hostile or offensive work, academic or residential life environment;
2. Has the purpose or effect of unreasonably interfering with an individual's work or academic performance; or
3. Otherwise adversely affects an individual's employment or academic opportunities.

2.1.6.2 Reporting Complaints

Lynn University strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced conduct that they believe is contrary to Lynn University's policy or who have concerns about such matters should file their complaints within 60 days of the event to the appropriate official at the University as set forth below:

1. Students: Students with complaints of sexual harassment against faculty members and staff members in academic departments, divisions or support units should contact the Vice President for Academic Affairs or the Director of Employee Services. Students participating in internships, field/practicum placements, student teaching, or similar academic experiences in settings off campus should report complaints of sexual harassment to the University faculty member providing supervision or to the Vice President for Academic Affairs. Student complaints of discrimination or harassment outside of academic departments,

divisions or support units should be addressed to the Vice President for Student Life. The vice presidents shall report the allegations to the Director of Employee Services.

2. Employees: Employees who believe they have experienced conduct that they believe is contrary to Lynn University's policy or who have concerns about such matters should file their complaints with the Director of Employee Services or the employee's Department Vice President *before* the conduct becomes severe or pervasive. Individuals should not feel obligated to file their complaints with their immediate supervisor first before bringing the matter to the attention of one of the other Lynn University designated representatives identified above.
3. Vendors, Contractors, 3rd Parties: Vendors, Contractors, and 3rd Parties should report complaints of discrimination and harassment to the Vice President for Business and Finance, who shall report the complaint to the Director of Employee Services.

Upon receipt of the complaint, the individual listed above will immediately forward the complaint to the University's Title IX Officer with a copy to the Office of General Counsel. Please note that if the designated administrator listed in paragraphs (1) through (3) above is the subject of the discrimination or harassment allegations, or the complainant is otherwise uncomfortable approaching the designated administrator, the complainant should direct the complaint to the University's Title IX Officer (see paragraph 2.1.6.7 for information regarding the Title IX Officer). In the event the complaint involves the Title IX Officer, the complaint should be directed to the Vice President for Business and Finance.

Individuals who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this complaint procedure. Failure to fulfill this obligation could affect the individuals' rights in pursuing legal action. Also, please note, federal, state and local discrimination laws establish specific time frames for initiating a legal proceeding pursuant to those laws.

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of discrimination and harassment. Therefore, Lynn University strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. Lynn University will make every effort to stop alleged harassment before it becomes severe or pervasive, but can only do so with the cooperation of its employees and students.

The availability of this complaint procedure does not preclude individuals who believe they are being subjected to harassing conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

2.1.6.3 Investigation of Complaints and Responsive Action

The Title IX Officer (or designee) will promptly conduct a preliminary investigation over the next 20 calendar days. The purpose of the investigation is to establish whether there is a reasonable basis for believing that the alleged violation has occurred. The Title IX Officer (or designee) shall promptly provide the person against whom the complaint is made with a copy of the formal complaint and shall notify the appropriate University officer or supervisor of the nature of the complaint and of the identity of the parties. In conducting the investigation, the Title IX Officer (or designee) may interview the complainant, the person against whom the complaint is made, and any other persons believed to have relevant factual knowledge. At all

times, the investigator shall make a demonstrated and documented effort to maintain confidentiality. The parties and any notified University officer or supervisor shall maintain strict confidentiality as well.

If the investigation reveals that there is insufficient evidence to support the allegation, the complaint will be dismissed.

If, however, the Title IX Officer (or designee) determines that there is sufficient evidence to support the allegation, the Title IX Officer shall proceed as follows:

1. If the respondent is a student, the Title IX Officer (or designee) will consult with the complainant about informal methods of resolving the complaint, including discussing the allegations with the respondent. If the complainant does not wish to participate in an informal resolution or if an informal resolution is not successful, the Title IX Officer (or designee) will forward the report to the Vice President for Student Life for resolution under the *Student Conduct of Conduct and Conduct Review*.
2. If the respondent is a staff employee, the Title IX Officer (or designee), in conjunction with the respondent's immediate supervisor, will consult with the complainant about informal methods of resolving the complaint, including discussing the allegations with the respondent. If the complainant does not wish to participate in an informal resolution or if an informal resolution is not successful, the Title IX Officer (or designee) will forward the report to the respondent's supervisor for resolution under the Corrective Action and/or Termination policies outlined in Volume III of the Policy Manual.
3. If the respondent is a faculty member, the Title IX Officer (or designee), in conjunction with the faculty member's immediate supervisor, will consult with the complainant about informal methods of resolving the complaint, including discussing the allegations with the respondent. If the complainant does not wish to participate in an informal resolution or if an informal resolution is not successful, the Title IX Officer (or designee) will forward the report to the Vice President for Academic Affairs for resolution under the Dismissal for Cause and/or Corrective Discipline policies outlined in Volume IV of the Policy Manual.

Appeals: If either the complainant or the accused party disagrees with the resolution or sanction, an appeal may be made to the University's General Counsel within 15 working days of receipt of the written report. The University's General Counsel shall review all such appeals and has discretion to further investigate the matter. The University's General Counsel shall issue a decision within 15 working days of receiving the appeal.

2.1.6.4 Additional Reporting

The Equal Employment Opportunity Commission ("EEOC") may also investigate and process complaints of sexual and other unlawful discriminatory harassment. In addition, any person who is dissatisfied with the University's internal procedures utilized for handling complaints, or who is dissatisfied with the result of the investigation or the sanctions imposed, may seek redress through the EEOC, to the extent allowed by law. In the event that a complaint is filed with an external agency or court, the University reserves the right to determine, in its discretion, whether the University's internal complaint resolution procedure should be discontinued or continued separately.

2.1.6.5 Confidentiality

Investigations under this policy shall be conducted in a manner that will protect, to the extent possible, the confidentiality of all parties. Lynn University, however, cannot guarantee complete confidentiality where it would conflict with the University's obligation to investigate meaningfully and, where warranted, take disciplinary action.

2.1.6.6 Anti-Retaliation Statement

Retaliation against anyone who files a complaint, serves as a witness, or otherwise participates in the enforcement of this policy is strictly prohibited. Initiating a complaint of harassment or discrimination will not affect a complainant's employment, compensation or work assignments or, in the case of students, grades, class selection, or any other matter pertaining to student status. Distinguishing between harassing or discriminatory conduct and conduct that is purely personal or social without a harassing or discriminatory work or educational effect requires a determination based on all of the facts pertaining to the situation.

False accusations of harassment or discrimination can seriously injure innocent people. It is a violation of this policy, therefore, for anyone knowingly to make false accusations of harassment and discrimination. If, during the conducting of the investigation, it is determined that the evidence demonstrates the accusation was made falsely, appropriate disciplinary action will be instituted by the University. A determination that a complaint is not meritorious, however, is not necessarily equivalent to a false allegation. A finding for the accused does not constitute a finding the complaint was in bad faith.

Finally, these policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business, work-related, student or residential life social activities or discussions in order to avoid allegations of harassment. The law and the policies of Lynn University prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and perquisites of employment or admission as a student. The prohibitions against harassment, discrimination and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

2.1.6.7 Title IX Officer

The **Director of Employee Services** has been designated as Lynn University's Title IX Officer and is charged with the primary responsibility for coordinating the University's Title IX compliance efforts. Pursuant to Title IX, no person in the United States shall, on the basis of sex, be excluded from participation in, or denied the benefits of or be subject to discrimination under any educational program or activity receiving federal aid.

The Title IX Officer oversees monitoring of University policy in relation to Title IX law developments; implementation of complaint procedures, including notification, investigation and disposition of complaints; provision of educational materials and training for the campus community; conducting and/or coordinating investigations of complaints received pursuant to Title IX; ensuring a fair and neutral process for all parties; and monitoring all other aspects of the University's Title IX compliance. In addition, the Title IX Officer will prepare annual statistical

reports for the campus community on the incidence of sexual harassment. No information that identifies individuals will be reported in the annual statistical reports.

2.1.7 Equal Opportunity

Lynn University is committed to providing equal access to education and employment opportunities to all regardless of race, color, religion, sex, sexual orientation, age, national origin, ancestry, citizenship, disability, pregnancy, genetic disposition, veteran or military status, marital status, familial status or any other protected characteristic as established by law. The University is committed to compliance with federal and state laws, regulations, and policies governing equal access and equal opportunity.

In addition, Lynn University is committed to and actively supports the spirit and the letter of equal opportunity as defined by federal, state, and local laws. It is the policy of Lynn University to ensure equal opportunity in administration of its educational policies, admissions policies and employment policies without discrimination on the basis of race, color, religion, sex, sexual orientation, age, national origin, ancestry, citizenship, disability, pregnancy, genetic disposition, veteran or military status, marital status, familial status or any other protected characteristic as established by law.

Individuals who believe they have been discriminated against or harassed in violation of this policy should follow the reporting procedures set forth in the University's Discrimination and Harassment Policy (see Subsection 2.1.6 above).

2.1.8 Federal Educational Rights and Privacy Act

The Family Rights and Privacy Act of 1974 (commonly called the Buckley Amendment) is designed to, with certain exceptions, protect the privacy of education records, establish the rights of students to inspect and review their records, and provide a means of correcting inaccurate and misleading data. Lynn University makes every effort to comply with this legislation.

Certain information is considered public and is released at the University's discretion. Unless a student files written notification to withhold disclosure, the University will release directory information (see paragraph 2.1.8.1 below for additional information). This includes announcements of graduation, honors and awards, and verification of the dates of attendance and conferring of degrees. Names, addresses, phone numbers, and other directory information will be released for use within the University community. Only transcripts of academic records and statement of academic status pertaining to Lynn University course work are released to third parties and then only with the written authorization of the student. Parents of a dependent student have the right of access to educational records.

A student or eligible parent has the right to challenge any content of the student's education record which is considered to be inaccurate, misleading, or in violation of the student's privacy or other rights. Such challenge may be directed to the University Registrar in writing and clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. Please note, however, that Lynn University is not required to consider requests for amendment under FERPA that seek to change a grade, disciplinary decision, or the opinions or reflections of a school official or other person reflected in an education record.

1. If the University decides not to amend the record as requested by the student or eligible parent, the Registrar will notify the student or eligible parent of the decision and advise the student or parent of the right to a hearing regarding the request for amendment.
2. The request shall be in writing and presented to the Vice President for Academic Affairs. A hearing officer appointed by the Vice President for Academic Affairs will conduct the hearing. The hearing will be conducted within a reasonable time frame after the request for the hearing has been received. The hearing officer will notify the student or eligible parent, reasonably in advance, of the date, place, and time of the hearing.
3. The student or eligible parent will be afforded a full and fair opportunity to present evidence relevant to the issue raised. One or more other persons may accompany the student or parent. Such individuals, however, are not permitted to address the hearing officer. The hearing officer will make a decision in writing based upon the evidence presented at the hearing within a reasonable time. The decision will include a summary of the evidence presented and the reasons for the decision.
4. If the hearing officer supports the challenge request, the education record will be amended accordingly and the student or eligible parent will be so informed. If the hearing officer decides not to amend the education record, the student has the right to place in the education record a statement commenting on the challenged information and/or stating the reasons for disagreement with the decision. This statement will be maintained as part of the education record as long as the contested portion of the record is maintained, and whenever a copy of the education record is sent to any party, the student's statement will be included.

A student's permanent record consists of the transcript, application for admittance, and semester grade reports. These are maintained in the Office of the Registrar. All documentation used in the admission and placement processes, while considered nonpermanent, also is maintained in the Office of the Registrar during the period of the student's enrollment.

2.1.8.1 Directory Information

Directory information, including the following data, may be released without the student's written or notification.

1. College or school of enrollment;
2. Student's full name;
3. Class;
4. Full/part-time status;
5. Date of graduation;
6. Degrees and/or honors awarded;
7. Majors;
8. E-mail;
9. Merit scholarship;
10. Dates of attendance.

In order to withhold the release of the above information, the student must present a letter to the Registrar's office within two weeks of the registration period. This information will be withheld until the student releases it.

2.1.8.2 Students' Access to Educational Records

All students and former students have access to their educational records upon written request to the Office of the Registrar. Educational records include academic records, applications, high school transcript, letters of recommendation, and judicial files. With respect to former students, the term education records excludes records that are created or received after an individual is no longer a student in attendance at Lynn University and are not directly related to the individuals attendance as a student. An example of a record excluded from the definition would be alumni services. Any student who requests access to any educational record is expected to present valid identification.

There are some records to which the student has no right of access. These are:

1. Professional mental health treatment records to the extent necessary, in the judgment of the attending physician or professional counselor, to avoid detrimental effects to the mental health of the student or of others. These records may, however, be reviewed by a physician or other appropriate professional of the student's choice.
2. Financial information furnished by the student's parents in support of an application for financial aid.
3. Confidential letters of recommendation that were placed in the student's file prior to January 1, 1975.
4. Confidential letters of recommendation concerning admission, employment, or honorary recognition, for which the student has waived access. (Lynn University may not require a student to sign a waiver in order to obtain services, but a person writing a recommendation may insist on a waiver as a condition for writing it).
5. Personal notes made by a faculty member or counselor that are accessible only to that person and are not shared with others.
6. Materials in any admissions files, until the student has been admitted to, and has attended Lynn University.

2.1.8.3 Release of Confidential Records

The University will not release any confidential records concerning any student or former student unless a written statement authorizing such a release is supplied by the student or former student. Exceptions to this policy are:

1. Faculty and staff members with legitimate educational interests in the record: One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests.
    a. A school official is a person employed by Lynn University in an administrative, supervisory, academic or research, or staff position (including Campus Safety and Security personnel and health staff); a person or company with whom the University has

contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing official tasks.

b. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill the official's professional responsibility.

c. Additionally, education records may be released to contractors, consultants, volunteers, and other outside service providers used by the University to perform institutional services and functions, that it would otherwise use employees of the University to perform. The University must use "reasonable methods" to ensure that the school official obtain access to only those education records-paper or electronic-in which they have legitimate educational interests and the burden falls to the institution to justify access if questioned.

2. Authorized federal and state officials in the process of administering educational programs: The regulations clarify that educational agencies and institutions may provide personally identifiable information within education records to federal or state auditors without prior consent without violating FERPA.

3. Administration requirements of the financial aid program.

4. Accrediting organizations carrying out their accrediting functions;

5. Parents of a dependent student: The regulations clarify that the University may disclose educational records to the student's parents without student consent if the student is a dependent for Federal Income Tax purposes.

6. Organizations conducting studies on educational programs, providing that the identity of the student is not revealed;

7. Emergency situations involving the health or safety of students or other persons: In making a determination under the health and safety exception, which allows educational institutions to disclose education records in the case of a health or safety emergency, institutions are now allowed to exercise judgment as follows:

   a. The University may take into account the "totality of the circumstances" pertaining to a threat to the safety or health of a student or other individuals.

   b. If the University determines there is an "articulable and significant threat" to the health or safety of a student or others, it may disclose information from education records to third parties, whose knowledge of the information is necessary to protect them, including the health and safety of the student or others.

   c. If, based on the information available at the time, there is a rational basis for that determination at the time the decision is made.

   d. In addition, the University is permitted to allow disclosure of personally identifiable information from an education record to "appropriate parties," including parents of a student, if knowledge of the information is necessary to protect the health and safety of the student or other individuals.

e. The Department of Education will require that the University involved in a disclosure under these circumstances to record the nature of the threat and the parties to whom it disclosed information under the "health and safety" emergency section.

f. FERPA also allows disclosure to parents if the student has violated any Federal, State, or local law, or any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance, if the institution determines that the student has committed a disciplinary violation regarding the use or possession and the student is under twenty-one at the time of the disclosure.

8. Disclosure made in compliance with judicial order or lawfully issued subpoena;

9. Disclosure made pursuant to federal and state law, including **complying with the Campus Sex Crimes Prevention Act**. To conform to the requirements of the Campus Sex Crimes Prevention Act, University officials are permitted to release information they received from a state community notification program about a student registered as a sex offender in the State.

10. Information designated by the University as directory information.

11. Disclosure to Other Colleges, Universities and/or schools to which a student is transferring: The authority to disclose or transfer education records to a student's new school does not cease automatically the moment a student has enrolled in the new school and continues to be enrolled at any future point in time so long as the disclosure is for purposes related to the student's enrollment or transfer. This means that the University may disclose any records or information, including health and disciplinary records, that the University could have disclosed when the student was seeking or intending to enroll in the new school.

2.1.8.4 Academic Files

Students' permanent academic files, including all official transcripts, are maintained in the Office of the Registrar. Students needing access to their files must contact the Office of the Registrar.

2.1.8.5 Right to File a Complaint

In addition to the above rights, the act also affords students the right to file a complaint with the U.S. Department of Education concerning alleged failures by Lynn University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW., Washington, D.C., 20202-5920.

For a complete description of FERPA regulations, please visit: http://www.ed.gov/policy/gen/guid/fpco/index.html, which is a link to Family Policy Compliance Office in the Department of Education.

2.1.9 Gambling

Playing or engaging in any non-University sponsored, illegal gambling activity, including but not limited to gambling on University-athletic events, while on University property is not acceptable

behavior or permitted. Violators shall be subject to appropriate disciplinary action. The Vice President for Student Life and the Vice President for Development and Alumni Affairs must approve all raffles and sales for charitable purposes.

2.1.10 Gramm-Leach-Bliley Act and Identity Theft Prevention Program

2.1.10.1 Gramm-Leach-Bliley Act

In compliance with the Gramm-Leach-Bliley Act (GLB), Public Law 106-102 (1999), Lynn University protects the private non-public information of consumers, students, and employees. Lynn University collects information such as:

1. Name;
2. Social Security Number;
3. Date and location of birth;
4. Sex;
5. Financial status;
6. Salary history;
7. Personal Check Information;
8. Credit Card Numbers;
9. Drivers License Information.

Lynn University's policy is to identify and safeguard this information with the appropriate procedures to insure compliance with the GLB Act. Lynn University will manage private non-public information in accordance with all applicable state and federal guidelines relating to the use, disclosure and retention of private non-public information.

2.1.10.1.1 Information Security Plan

GLB mandates that Lynn University appoint an Information Security Plan Coordinator; conduct a risk assessment of likely security and privacy risks; institute a training program for all employees who have access to covered data and information; oversee service providers and contracts; and evaluate and adjust the Information Security Program periodically.

2.1.10.1.1.1 Information Security Plan Coordinator

In order to comply with GLB, Lynn University has designated an Information Security Officer (ISO) to act as the Information Security Plan Coordinator for the GLB Act. The ISO works closely with the Chief Information Officer (CIO), the Vice President for Business and Finance, Information Technology staff, and relevant academic and administrative departments throughout the University.

2.1.10.1.1.2 Risk Assessment and Safeguards

The ISO must work with all relevant areas of Lynn University to identify potential and actual risks to security and privacy of information. Each department head, or a designee, will conduct an annual data security review, with guidance from the ISO. Department heads will be asked to identify any employees in their respective areas that work with covered data and information. In addition, Information Technology staff will conduct a quarterly review of procedures, incidents, and responses, and will publish all relevant materials except in those cases where publication may likely lead to breaches of security or privacy. Publication of these materials is for the purpose of educating the Lynn University community on network security and privacy issues.

In order to protect the security and integrity of the Lynn University network and its data, Information Technology staff will develop and maintain a registry of all computers attached to Lynn University network. This registry will include, where relevant, IP address or subnet, MAC address, and operating system. Information Technology staff will also develop a plan to ensure that all electronic covered information is encrypted in transit and that the central databases are strongly protected from security risks.

In addition, Information Technology staff will develop written plans and procedures to detect any actual or attempted attacks on covered systems and will develop incident response procedures for actual or attempted unauthorized access to covered data or information.

Social security numbers are considered protected information under both GLB and the Family Educational Rights and Privacy Act (FERPA). By necessity, student social security numbers still remain in the University's student information system. Lynn University will conduct an assessment to determine who has access to social security numbers, in what systems the numbers are still used, and in what instances students are inappropriately being asked to provide a social security number. This assessment will cover Lynn University employees as well as subcontractors.

Finally, the Information Security Officer will periodically review Lynn University' computer security, disaster recovery program, and data-retention policies and present a report to the CIO, the Vice President for Business and Finance, and the President's Cabinet.

2.1.10.1.1.3 Securing Information

Other specific safeguarding practices that departments must assess and implement, if applicable, include:

1. Maintaining physical security by locking rooms and file cabinets where customer and sensitive information is stored. Ensuring windows are locked and using safes when practicable for especially sensitive data such as credit card information, checks, and currency;
2. Maintaining adequate key control and limiting access to sensitive areas to those individuals with appropriate clearance who require access to those areas as result of their job;
3. Securing the personal work area to discourage casual viewing of customer data by unauthorized individuals;

4. Using and frequently changing passwords to access automated systems that process sensitive information;
5. Protecting the confidentiality of passwords by not sharing or posting such passwords;
6. Using firewalls and encrypting information when feasible;
7. Users of mobile computing and storage devices must diligently protect such devices from loss of equipment and disclosure of private information belonging to Lynn University, its students, faculty, administrators, and staff. At a minimum, any such information contained on a portable device shall be password protected, and encrypted, where feasible;
8. Protecting the confidentiality of electronic information that might be accessed remotely either from home or in travel status. Under no circumstances should safeguarded information be "viewable" by unauthorized individuals;
9. Referring calls and mail requesting customer information to those individuals who are familiar with safeguarding information;
10. Shredding and erasing customer information when no longer needed;
11. Encouraging employees to report suspicious activity to supervisors and law enforcement authorities;
12. Ensuring that agreements with third-party contractors contain safeguarding provisions and monitoring those agreements to oversee compliance.

2.1.10.1.1.4 Employee Training and Education

While department heads and supervisors are ultimately responsible for ensuring compliance with information security practices, Information Technology staff will work in cooperation with Employee Services to develop training and education programs for all employees who have access to covered data.

2.1.10.1.1.5 Oversight of Service Providers and Contracts

GLB requires Lynn University to take reasonable steps to select and retain service providers who maintain appropriate safeguards for covered data and information. We will review and request any of our third party vendor's policies to insure that they are in compliance with the GLB Act.

2.1.10.1.1.6 Evaluation and Revision

GLB mandates that this Information Security Plan be subject to periodic review and adjustment. The most frequent of these reviews will occur within Lynn University Office of Information Technology. Processes in other relevant offices such as data access procedures and the training program should undergo regular review. The plan itself as well as the related data retention policy may be reevaluated annually in order to assure ongoing compliance with existing and future laws and regulations.

2.1.10.2 Identity Theft Prevention Program

This guidance has been developed as required by the Identity Theft Prevention policy. It outlines methods for detecting, preventing, responding to, and mitigating identity theft. This guidance will be updated as risks change.

The Federal Trade Commission (FTC), the federal bank regulatory agencies, and the National Credit Union Administration (NCUA) have issued regulations (Red Flags Rules) requiring financial institutions and creditors to develop and implement written identity theft prevention programs, as part of the Fair and Accurate Credit Transactions (FACT) Act of 2003. They must provide for the identification, detection, and response to patterns, practices, or specific activities (known as "red flags") that could indicate identity theft.

2.1.10.2.1 Guidelines for Identity Theft

These guidelines are extensive and may not apply to all departments.

All departments are required to write a formal policy and procedure on the processing, safeguarding, and updating of personal information (specifically: name changes, social security number changes, and address changes). The policy should also include how the training of staff will be conducted and how often. It should also include how to detect irregularities and how to report them.

Please review this guidance and adopt policies and procedures where applicable.

1. Alerts, notifications or other warnings received from a Consumer Reporting Agency or service provider.
2. Presentation of suspicious documents: This may include, but is not limited to:
    a. Documents provided for identification appear to be forged or altered;
    b. The photograph, description of the consumer or other information on the identification is inconsistent with the appearance of the consumer who is presenting the identification;
    c. Other information on the identification is not consistent with the information on the identification provided by the person when the application was presented;
    d. Other information provided is inconsistent with information on file; or
    e. An application appears to be altered or destroyed and reassembled.
3. Presentation of suspicious personal identifying information, such as a suspicious address change. This may include, but is not limited to:
    a. Personal information provided is inconsistent when compared to external information sources, such as:
        i. Personal information is internally inconsistent, such as a social security number that is inconsistent with a student or employee's date of birth;
        ii. Personal information is provided that has also been provided on a fraudulent application;

iii. Personal information provided is of a type associated with fraudulent activity, such as a fictitious address (i.e., mail drop or a prison) and an invalid phone number (i.e., pager or answering service);

iv. The address, social security number, and phone number have been submitted by another student or employee;

v. The student or employee fails to provide all required information on an application;

vi. Personal information is not consistent with information on file; or

vii. The student or employee cannot provide authenticating information, other than what would be available from a wallet.

4. The unusual use of, or other suspicious activity related to, a student account: This may include, but is not limited to:

   a. An account is used in a manner inconsistent with established patterns of activity, such as nonpayment when there is no history of late or missed payments;

   b. Mail sent to the member is returned repeatedly as undeliverable even though transactions on the account continue to be conducted;

   c. We are notified that we have opened a fraudulent account for a person engaged in identity theft.

5. Notice from members, ID Theft victims, law enforcement, or other persons regarding possible ID Theft: We are notified by a:

   a. Member;

   b. Victim of ID Theft;

   c. Law Enforcement Authority; or

   d. Any other person that it has opened a fraudulent account for a person engaged in ID Theft.

Departments shall apply the following procedures and processes in detecting "red flags" in connection with opening a student account:

1. New employee or student: Departments shall cross reference other operating policies and procedures for obtaining and identifying information about, and verifying the identity of, a person opening a student account;

2. Existing employee or student: Departments shall cross reference the detection of "red flags" in connection with existing student accounts by validating change of address;

3. Personal information changes will not be accepted via fax;

4. Address changes can be done only through the campus web or in person. If in person, they must present a picture ID.

2.1.10.2.2 Responding to Detection of Identity Theft

As always, the safety of our students and employees is first and foremost. Please keep this in mind when reviewing this guidance and adjusting your internal policies and procedures. It is our

policy to request identification when assisting a student. If they cannot produce picture identification and it is an emergency, we may provide the service to the student. It may be more appropriate to provide the emergency assistance and notify security and the Information Technology office immediately afterwards.

If identity theft is detected, departments must submit a high priority email to the University General Counsel, Vice President of Business and Finance and the Chief Information Officer within one business day. One or more of the following steps may be taken:

1. Monitoring a "student account" for evidence of Identity Theft;
2. Contacting the student or employee;
3. Asking the student or employee to review their student or financial records to ensure they are accurate;
4. Changing any password, security code, or other security devices;
5. Reopening a student account with a new account number;
6. Closing an existing student account;
7. Not attempting to collect on a student account or not turning a student account to a debt collector;
8. Notifying law enforcement; or
9. Determining that no response is warranted under the particular circumstance(s).

2.1.10.2.3 Periodic Review

The various personnel (University General Counsel, Vice President of Business and Finance, CIO, Registrar, SAS, Employee Services, Dean of Students, Academic Dean, and Vice President of Academic Affairs) shall periodically update the overall program and provide guidance to the departments regarding updates to the policies and procedures relevant to their operations to reflect changes in risk, based on factors such as:

1. Experience with Identity Theft;
2. Changes in methods of Identity Theft; or
3. Changes in methods to detect, prevent, and mitigate Identity Theft.

2.1.10.2.4 Periodic Assessments

The various personnel (University General Counsel, Vice President of Business and Finance, CIO, Registrar, SAS, Employee Services, Dean of Students, Academic Dean, and Vice President of Academic Affairs) shall also periodically assess departments to ensure compliance. Where gaps exist, they will assist departments with compliance.

2.1.10.2.5 Compliance Oversight

The University's Chief Information Officer will provide oversight for this program after written approval from the Board of Trustees has been obtained. Oversight may include the following:

1. Requesting reports prepared by staff regarding compliance with this policy. These reports may contain:
    a. The effectiveness of the policies and procedures that address the risk of identity theft in connection with the opening of new student accounts or existing student accounts;
    b. Service provider arrangements;
    c. Significant incidents of Identity Theft and management's response to these incidents; and
    d. Recommendations for material changes to the program.
2. The Office shall also provide a written annual report.

Please Note: As a result of their responsibility to the University, third party vendors who have access to personal identifiable information for our students and employees will have to comply with the Federal Trade Commission – Identity Theft Prevention Program. We will review and request any of our third party vendor's policies to insure that they are in compliance with the Federal Trade Commission – Identity Theft Prevention Program.

2.1.11 Legal Liability

Lynn University is not legally liable for damages or loss of personal property or failure or interruption of services due to weather or acts of God. Moreover, Lynn University does not assume responsibility for lost, stolen, or damaged property. This policy covers not only personal possessions, but also those items in an individual's charge (*i.e*., keys, laptops, etc.).

2.1.12 Political Activities

Lynn University supports open dialogue on political issues. Lynn University reserves the right to support or oppose issues that affect its values, welfare, the University itself, and/or values and welfare of higher education. Lynn University encourages its faculty, staff, trustees, students, and recognized campus organizations to participate actively in political activities on an individual basis. The policies of Lynn University do not restrict the rights and privileges of faculty, staff, trustees, students, and recognized campus organizations to express their opinions freely. Lynn University is committed to preserving and encouraging a diversity of point of view and political opinion.

Political activities on any Lynn University campus or facility, however, must be conducted in a neutral and nonpartisan manner, and in furtherance of the University's legitimate exempt function (education).

To preserve the integrity of Lynn University and to protect the neutrality of the University in political contests, the following guidelines shall apply. The Director of Public Relations is responsible for monitoring the guidelines.

2.1.12.1 Lynn University Political Activity Policy

1. In order to preserve not for profit (IRS Section SOl(c)(3)) status, the law requires that Lynn University not participate in or intervene in any political campaign on behalf of any candidate for public office.

2. Lynn University shall not endorse any candidate for political office.
3. All address lists used by the University are considered confidential and shall not be shared with candidates or parties. Individuals may personally deliver campaign literature, but mail facilities are not to be used for addressing or distributing political materials.
4. No campaign posters shall be posted in or on any of the Lynn University buildings or on any campus grounds prior to or during election times, with the exception of those used for historical displays or educational purposes.
5. Campus organizations may use campus communications to announce political forums and discussions sponsored by officially constituted campus groups.
6. No campus political activities, including services and materials, may be paid for with Lynn University funds.
7. Use of Lynn University properties is subject to the University's Reservation policy (see below).
8. Funds or contributions for political candidates or campaigns may not under any circumstances be solicited in the name of Lynn University or on any University facility, and Lynn University resources may not be used in soliciting such funds. If Lynn University students, faculty, or staff make political contributions, they must do so as individuals and not on behalf of the University.
9. Lynn University communications systems, including any postal service, phone system, or computer network, shall not be used in support of one particular candidate.
10. Lynn University students are free to express their individual and collective political views provided they understand and make clear they are not speaking for or in the name of Lynn University. Endorsement of a particular candidate by a registered student group is not permissible.
11. Lynn University's name, logo, and insignia may not appear on stationery or any other material used or intended for support of a particular candidate. This prohibition also applies to any Lynn University entities supported in whole or part by Lynn University funds, such as registered student organizations.

2.1.12.2 Policy Regarding Facility Use by Candidates for Political Office[2]

In service to its local community, its students and its employees, Lynn University offers declared candidates for local, regional, state and national office the opportunity to utilize its facilities during a campaign to engage and educate supporters, opponents and undecided voters, including the campus community. However, such events must conform to the requirements stated below.

1. The appearance of a candidate for public office on the Lynn University campus must be for an educational or informational talk to the University community and must be sponsored by a registered student, faculty, or staff organization. Appearances must be coordinated with Lynn

[2] Lynn University's "Policy Regarding Facility Use by Candidates for Political Office" was adapted, with appreciation, from similar guidelines prepared and distributed by Rochester Institute of Technology (Rochester, NY) and Allegheny College (Meadville, Pa.).

University, who will ensure that opportunities to appear on campus are extended to all viable candidates running for a particular public office. The moderator shall make it clear that the institution does not support or oppose the candidate appearing.

2. All events held on the Lynn University campus featuring candidates for public office shall be open to the general university community. An "open" event is defined as one for which no fewer than one-half the available seats or spaces are available to the general university community based on a non-biased distribution of tickets (such as first-come, first-served).
3. The university shall consider all requests for facility use by campaigns to be rental requests. Though the university may waive all regular rental fees for approved campaign appearances, a candidate/campaign will be responsible for any costs related to their proposed events (including staging, security, catering, etc.). "Approved campaign appearances" will be those that are classified as open meetings.
4. Lynn University buildings and grounds shall not be rented or used for political fund raising. For example, a meeting on campus with an organizer for a specific candidate that is focused on recruiting campaign workers from the student population would be a violation of these guidelines. On the other hand, a Lynn University graduate now working for a particular candidate speaking on campus to a group of students about what it has been like to be in the political arena, and what the candidate's particular experience has been, would be allowable.
5. Requests for facility use shall be denied if:
    a. A suitable facility is unavailable at the time/date requested;
    b. The appearance is determined to be disruptive, given its time, topic or projected headcount, to the University's educational mission;
    c. The candidate appearing commonly espouses views or beliefs that would, were he/she a student, violate the University's employee or student codes of conduct (such as so-called "hate speech").

Candidates, their campaigns or sponsoring Lynn student organizations, shall file any rental or space requests with the Office of Administration (director of auxiliary services by calling 561-237-7699). Formal requests shall be answered within two business days of receipt.

2.1.13 Reservation of University Facilities

Lynn University facilities are held and made available for internal University use as the first priority. All space utilization is scheduled using the University's space utilization software. Academic space is assigned by the Registrar's Office. Internal use is scheduled by the Office of Special Events. External requests will be considered and, when appropriate, efforts will be made to accommodate requests as received. The Office of Auxiliary Services handles all space requests and reservations for outside groups and organizations. Priority for room or facility utilization is given in the following order: classroom instruction, University events, state agencies, non-profit organizations, for-profit organizations. The University reserves the right to accommodate or deny availability at its sole discretion.

2.1.13.1 Reservation of Facilities

The sponsor of an event is classified under one of the three categories: internal, co-sponsored, or external.

1. Internal: Internal events are official Lynn University activities. Internal users are required to have a representative from their department or organization in attendance throughout the event. For internal University activities, faculty members, administrators, students, University sanctioned organization, and staff may reserve classrooms and other campus facilities at any time, subject to general availability.

   a. Using facilities for personal purposes or under the pretense that there is a substantive relationship between the Lynn University department/organization and the event is considered to be "fronting." Fronting is not permitted. For personal events, Lynn University faculty and staff members may request to reserve the University space as an external requestor.

   b. Student organizations requesting the use of any facility as an internal user must have written authorization from the proper student organization advisor prior to submitting a written request to the Office of Special Events.

2. External: External events are not Lynn University internal activities. Requests must be submitted in writing at least 30 days in advance to the Office of Auxiliary Services. External requests for reservations may be granted if:

   a. The event does not conflict with a campus activity.

   b. The event is appropriate to the mission of Lynn University.

   c. The event is appropriate to the facility requested.

   d. The external applicant agrees to abide by the University's Terms of Use (see below) and accepts all costs incurred, including the facility use fee, housekeeping, security, traffic, table and chair rental, etc. fees.

   e. The external applicant agrees in advance to accept full responsibility for liability, injury, or damage to person, property, or equipment. The applicant shall hold the University and the University's employees harmless from any claims, damages, or actions caused by the use of a Lynn University facility or equipment.

   f. A vetting sheet is prepared by the Office of Auxiliary Services and shared with the Office of Marketing and Communication, Office of the Senior Vice President of Administration and other areas deemed appropriate based on the location and type of function. Following approval by these various areas the vetting sheet is submitted to the Office of General Counsel for creation of a Facilities Use Agreement.

3. Co-Sponsorship: Co-sponsored events are defined as Lynn University-related events between community organizations and representatives of Lynn University. Co-sponsored events promote academic or professional development of students, faculty, and staff to benefit Lynn University and/or the community. Requests for a co-sponsored event must be submitted in writing at least 30 days in advance to the Office of Auxiliary Services. It is the responsibility of the sponsoring University department/organization to:

a. Be directly involved in the coordination of the event from beginning to end and to accept all costs incurred, including the facility fee, housekeeping, security, traffic, table and chair rental, etc. These costs will be charged to the sponsoring Lynn University departments' budget, or the community organization.

b. Ensure that the community organization adheres to all Lynn University policies and guidelines. Special attention shall be given to compliance with the University's policies regarding alcohol use and the handling of cash.

c. Have a Lynn University representative in attendance, from the beginning of the event until the end.

2.1.13.2 Terms of Use

1. General Conditions: Lynn University policies, rules, and regulations must be respected and followed by all users of facilities. These include, but are not limited to, the following:

   a. Users may not engage in activity that interferes with the Lynn University mission, programs, and freedom of movement by the campus community.

   b. The University logo, insignia, trade, and service marks may not be used in conjunction with events that are not sponsored or co-sponsored by the University.

   c. Alcoholic beverages may not be served or consumed in Lynn University facilities unless approved in advance by the Office of General Counsel.

   d. Lynn University reserves the right to dismiss any event if deemed necessary.

   e. Lynn University reserves the right to impose additional or special restrictions on facility usage as needed.

   f. Smoking is prohibited in all campus facilities.

   g. The use of candles is prohibited.

   h. Organizations are responsible for leaving all facilities used in neat and orderly condition. Failure to do so may result in a service charge to the organization for cleaning or re-setting the facility.

   i. When an external or co-sponsored event is open to the public, is outdoor, involves more than 150 people, or the nature of the activity so indicates the need, a Campus Security officer may be assigned to the event. The sponsoring organization shall be responsible for all appropriate fees.

   j. Only those facilities assigned on the dates and times specified may be used.

   k. The number of participants shall not exceed the authorized room capacity.

   l. The organization shall be responsible for the conduct of its members.

   m. Requests to move special properties, decoration, or scenery, etc. into the University or onto the grounds prior to or on the date of the event must be approved in writing by the Senior Vice President for Administration.

   n. Building keys will not be provided to any group.

o. Signage may be provided by the organization to direct participants to the event, but must be removed immediately after the event.

p. Furniture may not be relocated during the event. Furniture setups will be handled by the University if advance notification is given.

q. Parking shall be restricted to designated areas only.

r. Individuals must adhere to any other rules and regulations specific to the building or facility being reserved.

2. Promotional Disclaimer: External users may not state or imply Lynn University sponsorship or endorsement of their activities without the University's consent. Promotional material and advertising for non-University sponsored activities must include the following disclaimer: "That is not a Lynn University program."

2.1.13.3 Use Fees

The use of Lynn University facilities by non-University related groups is subject to a fee to cover utilities, maintenance, security (if necessary), parking, and other costs. If the use requires special services or equipment from the Lynn University, additional charges may be made for these services. Fees are determined and approved by the Office of the Senior Vice President for Administration. In the event of a cancellation, written notification must be given at least 48 hours in advance in order to be eligible to receive a refund.

2.1.14 Romantic or Sexual Relationships

Consenting "romantic" or sexual relationships between a supervisor and a subordinate employee or employee and student may raise issues of conflict of interest, abuse of authority, favoritism, or sexual harassment because the voluntariness of the consent may be questioned when a power differential exists between the individuals in the relationship. For these reasons, the University had adopted the following policy governing these type of relationships.

2.1.14.1 Supervisor and Subordinate Relationships

In general, it is deemed unprofessional, inappropriate, and a violation of Lynn University policy for any supervisor to engage in a dating or sexual relationship, whether or not consented to, with an employee over whom the supervisor oversees, directs or evaluates, now or in the foreseeable future.[3] Moreover, no University supervisor should participate in the hiring, promotion, supervision, or evaluation, or in the setting of wages or salaries, for any University employee with whom the supervisor has or has had a romantic or sexual relationship.

In rare instances, academic or administrative considerations may make it desirable that one party be allowed to work in a setting supervised by the other, subject to appropriate conflict

[3] In the event that a prohibited consensual relationship is in existence at the time of the adoption of this policy, the supervisor must disclose the relationship to the appropriate superior and initiate arrangements to address any conflict of interest issues.

management procedures. Accordingly, no supervisor should hire a person with whom he or she has or has had a romantic or sexual relationship unless:

1. The hiring has been approved in advance by the President,
2. The President (or designee) has approved procedures to avoid or reasonably manage conflicts of interest. Such procedures shall ordinarily include arrangements to exclude the supervisor from decisions concerning promotion, setting of wages or salaries, evaluation, or promotion of the other party to the relationship.

If, notwithstanding this policy, a romantic or sexual relationship between a supervisor and an employee should develop, it shall be the responsibility and mandatory obligation of the supervisor to promptly disclose the existence of the relationship to the employee's next level supervisor. The supervisor shall then report the relationship to the Director of Employee Services. The employee may make the disclosure as well, but the burden of doing so shall be on the supervisor. Violation or failure to promptly disclose and correct violation of this policy is grounds for corrective action, up to and including termination from employment.

In addition, and in order for the University to deal effectively with any potentially adverse consequences such a relationship may have for the working environment, any person who believes that s/he has been adversely affected by such a relationship, is encouraged to make his or her views about the matter known to the Director of Employee Services or the employee's Department Vice President.

2.1.14.2 Employee-Student Relationships

The relationship between an instructor and student must be protected from influences or activities that can interfere with learning and objective evaluation. Accordingly, no instructor shall enter into a romantic or sexual relationship with a student over whom the instructor has academic responsibility or is likely to have academic responsibility in the future, regardless of whether the relationship is consensual. Moreover, no instructor shall exercise academic responsibility over a student with whom the instructor has or has had a romantic or sexual relationship, regardless of whether the relationship was consensual.

In addition, because of the heightened risk of a real or perceived power imbalance where undergraduate students are involved, no instructor shall have a romantic or sexual relationship with a Lynn University undergraduate student.

Similarly, no staff member shall have a romantic or sexual relationship, regardless of whether the relationship is consensual, with a student for whom that staff member currently has an advising, mentoring, coaching, evaluation, or student organization management responsibility. Moreover, no staff member shall advise, mentor, or evaluate a student with whom that employee has had a romantic or sexual relationship in the past, regardless of whether the relationship was consensual.

Even where an employee does not have direct responsibility for a student as described above, romantic or sexual relationships between Lynn University employees and students in the same college or department should generally be avoided.

In rare circumstances, the President (or designee) may make an exception to this policy, provided that appropriate conflict management procedures are implemented.

If, notwithstanding this policy, a romantic or sexual relationship between an employee and student should develop in violation of this policy, it shall be the responsibility and mandatory obligation of the supervisor to promptly disclose the existence of the relationship to the Director of Employee Services. Violation or failure to promptly disclose and correct violation of this policy is grounds for corrective action, up to and including termination from employment.

2.1.15 Solicitations

In order to avoid disruption in the workplace and in the academic setting, Lynn University has developed rules regarding the solicitation of products or services, distribution of literature or information, and collection of monies on University property in person or by means of its systems, supplies, services, and equipment including telephones, voice mail, e-mail, computer systems, FAX, interoffice mail, and bulletin boards.

1. Fund-raising activities may not conflict with Lynn University's own efforts to raise funds for the institution as a whole. Soliciting alumni, business, industry, government, foundations, students, employees, or donors and prospects is strictly prohibited except with written approval from the Office of Development and Alumni Relations or the President. See Subsection 2.5.2 for additional information regarding Lynn University's Institutional Advancement policies.
2. Individuals not employed by Lynn University or not currently enrolled as students are prohibited from any form of solicitation or distribution of literature on University property at any time in any manner unless granted specific authorization by the Vice President for Business and Finance.
3. Bulletin boards may not be used to distribute any solicitous material for the purpose of advertising, promoting, or drawing attention to off-campus events that has not been recognized by the University unless otherwise approved by an appropriate University department.
4. Products being sold must be of good quality and from a reputable firm as determined by the Vice President for Business and Finance.
5. Potentially hazardous or dangerous items, as determined by the Vice President for Business and Finance, may not be sold.

This policy is not intended to infringe on the rights of members of the University as individuals to freely express and exchange views and to associate with others. Rather, the policy is intended to ensure the continuity of University work and operations; to avoid the misuse of University facilities or resources in ways which would impair its nonprofit, independent, and nonpolitical status; and to preserve both the fact and the appearance of the University's impartiality. See also the University's Political Activities Policy in Subsection 2.1.12 above.

2.1.15.1 Lynn University Community Members

Employees: Employees are expected to adhere to the University's Solicitation, Distribution and Use of Bulletin Boards Policy (see Volume III, Subsection 3.3.22).

Students: The Office of Development and Alumni Relations must approve any solicitation by a student or registered student club/organization in advance. Please refer to the University's

Student Participation in University Fundraising Policy in Volume VI, paragraph 6.7.1.3 for additional information. Individual students may not engage in solicitation for personal profit on Lynn University property in person or by means of its systems, supplies, services, and equipment including telephones, voice mail, e-mail, computer systems, FAX, interoffice mail, and bulletin boards. Moreover, no student or student organization may serve as the agent or representative of any off-campus agency for the purpose of selling or promoting the sale of goods or services on the Lynn University campus unless the Vice President for Student Life gives advance approval.

Solicitation in the residence halls is strictly prohibited. Please see Residence Life's Sales, Solicitation, and Canvassing Policy in Volume VI, paragraph 6.5.3.30 for additional information.

2.1.15.2 Non-Lynn University Community Members

Solicitation or distribution of literature on Lynn University property at any time and in any manner is prohibited by non-members of the Lynn University community unless explicit written permission is granted by the Vice President for Business and Finance.

2.1.16 Tape Recording

It is a violation of Lynn University policy to record conversations with a tape recorder or other recording device (including a mobile telephone) unless all parties to the conversation give their consent.

The purpose of this policy is to eliminate a chilling effect on the expression of views that may exist when one person is concerned that his or her conversation with another is being secretly recorded. This concern can inhibit spontaneous and honest dialogue especially when sensitive or confidential matters are being discussed.

Violation of this policy will result in disciplinary action, up to and including immediate termination.

2.1.17 Use of the Lynn University Name, Seal, Logo, Trade and Service Marks

Members of the Lynn University community, either individually or collectively, shall not officially use the name, seal, logo, or trade, and service marks of Lynn University in any activity outside of the regular work of the University. Violation of this rule is regarded as sufficient cause for dismissal or expulsion. Lynn University's name, seal, logo, trade and service marks are the exclusive property of Lynn University and, consequently, may not be used in connection with goods or services offered by any outside organization without the prior permission of the Vice President for Marketing and Communication.

Use of official Lynn University stationery, as well as the University name, seal, logo, woodmark, trade or service mark must be utilized in conformance with the Marketing and Communication Resource and Policy Handbook.

2.2 Health and Environmental Safety Policies

2.2.1 Health Policies

2.2.1.1 Alcohol and Other Drugs

2.2.1.1.1 Alcohol and Drug Use

2.2.1.1.1.1 Drug and Alcohol Free Workplace

To further its interest in avoiding accidents, to promote and maintain safe and efficient working conditions for its employees, to protect its business, property, equipment, and operations, and in compliance with the Drug Free Workplace Act, the University has established a Drug and Alcohol Free Workplace policy concerning the use of alcohol and drugs (see Volume III, paragraph 3.3.9.1) by employees. As a condition of continued employment with the University, each employee must abide by the policy.

2.2.1.1.1.2 Student Alcohol Use

Lynn University respects the rights of those students 21 years of age or older to consume alcohol. Therefore, with regard to on-campus consumption of alcohol, only students 21 years of age or older may consume and possess alcohol, and only if done so in the privacy of their rooms or at specifically designated functions. Students under the age of 21 are not permitted to have alcohol on campus or at any designated University function. Students found in violation of this policy will have the alcohol confiscated and have conduct code charges filed against them. Alcohol is not permitted in public areas. The use of bulk or keg containers is prohibited. Please refer to the University's Alcohol and Other Drugs Policy (see Volume VI, paragraph 6.6.1.2) for additional information.

2.2.1.1.1.3 Student Drug Use

The University does not condone the illegal possession, use, abuse of prescription drugs, provision, or sale of drugs, including marijuana. Students found using drugs will be subject to appropriate discipline. Students found selling drugs will be expelled. Please see the University's Alcohol and Other Drugs Policy in Volume VI, paragraph 6.6.1.2 and/or the Alcohol and Other Drug Policy booklet for complete details.

2.2.1.2 Serving Alcohol at Lynn University Sponsored Events

If alcohol is to be served at a Lynn University sponsored and approved event, approval must be obtained one month in advance. Student organization must obtain written approval from the Vice President for Student Life. All other events must be approved in writing by the Vice President for Administration.

All guidelines and regulations contained in the University's Alcohol and Other Drugs policy must be strictly observed. Any student organization seeking to serve alcohol at an event must complete a registration form and designate a staff or faculty sponsor for the event. The staff or

faculty sponsors assumes the responsibility of adhering to Lynn University guidelines and state law, and insuring that appropriate behavior is maintained at all times.

The following guidelines will be observed for all approved events serving alcohol:

1. For on-campus events, alcoholic beverages are to be consumed only in the designated room(s) approved for the event.
2. Proof of legal drinking age will be required.
3. Individuals are not permitted to bring their own alcoholic beverages to an on-campus event.
4. Lynn University encourages low risk use of alcohol. No person will be served alcohol if they are already visibly intoxicated.
5. Drinking games will not be allowed.
6. No person may purchase or obtain alcohol for another person unless the person is present at the time of service, regardless of whether they are of legal drinking age.
7. Soft drinks and food are made available for the duration of any activity where alcoholic beverages are served.
8. Lynn University will discourage the inappropriate use of alcohol by any member of its community.

2.2.1.2.1 Use of Alcohol at Athletic Events

Alcoholic beverages may not be possessed, consumed or served at University intramural or intercollegiate athletic contests.

2.2.1.3 Communicable Diseases

An occurrence of a communicable disease can threaten the health and welfare of the entire Lynn community. Such infectious diseases include, but are not limited to:

1. Measles;
2. Tuberculosis;
3. Hepatitis;
4. Meningitis;
5. Chicken Pox;
6. Influenza;
7. Pneumonia;
8. Mononucleosis.

It is the intent of the University to reasonably guard the Lynn community from exposure to communicable diseases while simultaneously protecting the rights of an infected student or employee.

With that purpose in mind, it is mandated that any student diagnosed with a communicable disease will directly notify the Director of the University Health Center or the Dean of Students.

Employees diagnosed with a communicable disease must directly notify their immediate supervisor or the Employee Services Office, who in turn shall notify the Director of the University Health Center. Depending upon the nature of the illness, the director may in turn notify the appropriate University officials, as well as the Palm Beach County Public Health Department (as required by law). As long as medical evidence indicates that the involved student or employee does not pose a risk to himself/herself or others, all reasonable accommodations will be made to permit the student or employee in question to continue his or her academic studies or return to work. This decision will be made on a case-by-case basis with the advice of medical professionals. In reaching the decision, these factors will be considered:

1. The condition of the individual and the individual's ability to perform job duties or academic responsibilities;
2. The probability of infection of co-workers, students, or other members of the Lynn University community based on the expected interaction of the person in the Lynn University setting;
3. The possible consequences to co-workers, students, and other members of the Lynn University community, if infected;
4. Possible reasonable accommodations and modifications or other obligations to take account of the condition;
5. Risk to the individual's health from remaining in the academic setting, on the job, or in the Lynn University community; and
6. Other appropriate factors.

Any determination with respect to an employee or student will be made following consultation with the affected employee or student, the employee or student's treating physician (if available), and such other persons as need to be involved in such a situation.

A student who requires an extended absence (greater than three school days) should notify the Dean of Students. The Dean of Students will determine whether the excuse is warranted. The student will be required to fill out a Student Absence Form. Any student experiencing a medical circumstance which does not permit him or her to remain a part of the University community for an extended period of time may apply for a medical withdrawal. Employees who require an extended absence should confer with Employee Services to determine which of the University's leave policies should be utilized.

Any student that has been diagnosed with a communicable disease and is no longer contagious will provide the University Health Center with documentation from his or her treating health care provider. Employees should provide such documentation to Employee Services. The documentation should reflect that the individual is not contagious and that he or she is capable of returning to the rigors of academic studies or work as applicable.

The returning student and employee will also comply with all follow up care as described by the medical provider. Procedures for handling pandemic outbreaks are described in detail within the Lynn University Crisis Management Plan.

2.2.1.4 Health Insurance Portability and Accountability Act (HIPAA)

Lynn University complies with all laws that govern employee and students' medical records, their review and their dissemination. The University will not require individuals to waive their health privacy rights as a condition for treatment, payment, enrollment in the health plan, and/ or eligibility for benefits. Lynn University will not intimidate, threaten, coerce, discriminate against, or take other retaliatory action against an individual for exercising health privacy rights.

For more detailed information, please refer to the website for the United States Department of Health and Human Services as http://www.hhs.gov/ocr/hipaa.

2.2.1.5 Smoking

The Florida Clean Air Act, effective as of Oct. 1, 1993, prohibits smoking within any state university system educational facility, including residence hall rooms, apartments, and facilities. Smoking is prohibited in all residence hall rooms and facilities, including elevators, interior and exterior stairwells, lounges, etc. Individuals may only smoke outside of buildings, with the exception of the courtyards of Assaf and Ritter, which are designated non-smoking areas.

2.2.2 Environmental Safety Policies

2.2.2.1 Control of Hazardous Energy Program

2.2.2.1.1 Purpose

To establish procedures for ensuring safe work practices when servicing or maintaining equipment that possess, or has the potential of, hazardous energy. Commonly referred to as Lockout/Tagout, this program has been expanded to include other energy sources.

2.2.2.1.2 Definitions

1. Energy Source: All sources of actual or potential energy. This may include electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other.
2. Lockout: Is the physical protection placed on equipment and/or systems to prevent the flow of energy from a power source to a piece of equipment and keep it from operating. This can include a covering device to prevent movement of valves or electric control, but must include a locking mechanism that only one person has be ability to remove.
3. Tagout: Is the placement of numbered and tracked informational warning tags on lock out devices indicating why the device is locked out and who locked the equipment.
4. OSHA: Occupational Safety and Health Administration.
5. Authorized Employees: Individuals trained in lockout/tagout and other energy control procedures and are qualified or licensed to work on specific systems.
6. Affected Employees: Individuals affected by equipment being locked out or energy controlled, they too must trained in the purpose of lockout/tagout and other energy control procedures.

2.2.2.1.3 Discussion

1. OSHA requires all energy sources that can be locked out or controlled during service, maintenance, or repair will be accomplished by the servicing technician. **(Note: installed guards and/or internal devices are not considered legal substitutes for energy control procedures and do not comply as such.)**
2. In conjunction with these procedures, training and random inspections apply. Training will be conducted annually for those responsible to the program. Should an employee observe an instance where service or maintenance work is being done and these procedures are not followed, they should immediately notify the Director of Auxiliary Services.
3. All maintenance personnel will be instructed and trained in the requirements of this program. Only certain employees, with current training, are authorized to lockout/tagout or otherwise control energy to equipment. This primarily involves the electricians, oil burner, HVAC, plumber, and mechanical trades personnel. Others needing energy control assistance shall contact those authorized to exercise lockout/tagout control or their supervisor.
4. Maintenance personnel are required to utilize the Control of Hazardous Energy Procedures when working on equipment that has uncontrolled energy potential. The Director of mechanical Services is responsible for ensuring that control devices are available for each trained employee and are used during maintenance activities and other potentially hazardous activities.
5. Appropriate surveillance of the work area conditions and degree of employee exposure shall be the responsibility of the Director of Mechanical Services or his/her assigned representative. Inspections of work sites where control devices are used shall be made to ensure compliance with this program.
6. This program and these procedures will be reviewed annually against applicable federal and state guidelines for safety and revised as needed.

2.2.2.1.4 Procedures

1. These procedures shall cover:
   a. Notifications;
   b. Preparing for shutdown;
   c. Performing shutdown;
   d. Isolating equipment;
   e. Discharge of residual energy;
   f. Applying controlling devices;
   g. Power verification;
   h. Restoring power;
   i. Outside contractors;
   j. Personnel changes;

k. Power sources that cannot be controlled;

l. Equipment information through electronic reporting (MP2);

m. Records and record keeping.

2. **Notifications** shall be initiated early to ensure supervisors and affected personnel are aware of the energy source being locked out or controlled. This notification should also include the anticipated duration of the shutdown. Authorized personnel will also advise on any support equipment that may be impacted, additional safety precautions being taken, and the type of control device being used.

3. **Preparations for the shutdown** shall begin after all notifications have been made. Authorized personnel must be fully aware of the type and magnitude of the energy involved, associated hazards of the energy involved, and control methods of the energy involved. Authorized personnel shall refer to owner/service manuals as needed to ensure they are fully aware of any and all potential hazards associated with the equipment they are working on.

4. **Performing the shutdown**, authorized personnel shall first advise affected personnel that shutdown is taking place. Locate the energy source **(Always look for hidden energy sources)**. Some machines have more than one power source. Follow the procedures established to shut down the equipment as prescribed in the appropriate service manual. Paragraph #13 of these procedures addresses where additional power sources may be located for the equipment being serviced.

5. **Isolating equipment** is the next step in the process. The machine(s) or equipment energy sources to be shut down out should already be capable of being controlled. Initial isolation should begin by turning off the energy at the main power source. This process should continue until all power sources have been turned off. Paragraph #13 of these procedures addresses additional energy source information from electronic reporting.

6. **Discharge of residual energy** will be performed prior to applying any controlling devices. The purpose is to release any residual hazardous energy (real or potential) before work commences that may pose a threat to technicians.

7. **Applying controlling devices**, every power source capable of being locked out shall be identified and appropriately locked out. Authorized personnel shall maintain a supply of lockout devices specific for their trade and area of expertise. Additional devices can be obtained from the lockout/tagout center located at the facilities shop. Locks, color code identified to individual technicians, will be kept at the facilities shop. This will include key-sets and tagout information. In the event that two or more trades are needed to work on the same equipment at the same time, each will affix a controlling device and lock to the energy control. As each technician completes their portion the work, they will remove their lock only.

8. **Power verification**, once satisfied that all sources are controlled, technicians should attempt to restart the device to guarantee that the power is shut off **(Remember to return the switch back to the off position.)**

9. **Restoring power** should only occur after all work has been completed. Ensure all tools are removed from the immediate work area and replace all machine guards that may have been removed for servicing. Remove the control device and tag, reconnect energy sources, and

ensure proper operation of the equipment and/or system. *The controlling device and tag shall be removed only by the technician who attached them.* Only after this has been completed should notification be made the equipment/system is back in service.

10. **Outside contractors** performing work at the university (requiring use of or around controlled energy equipment) will be fully informed of this process. Where conflicts arise in exercising this policy, both Facilities Management and contractor supervisor will consult to resolve the issue. Contractors may opt to use their own control devices, but will first notify facilities management of their use. Using their own devices in no way voids their adherence to these established procedures.
11. **Personnel changes**, as in normal shift change, dictate the need to change locks on the device. If the oncoming individual is not qualified/licensed in that specific trade, the equipment may remain locked out by the initial worker until the next working day. Any equipment being locked out overnight shall be brought to the attention of the supervisor.
12. **Power sources that cannot be controlled** will be very rare. Should a technician or contractor be confronted with a situation, Facilities Management will be notified. It will be the supervisor's decision if tagout alone will be a sufficient safety measure.
13. **Equipment information through electronic reporting** will be used to the greatest extent possible. Information contained will include: location of energy sources, location of secondary or hidden power sources, preferred control devices and locations, and any vital safety information. UMF Facilities Management uses the MP2 system for electronic reporting and work processing.
14. **Records and record keeping** shall be performed by facilities management personnel and kept on file with the Auxiliary Services, Office Manager. Those employing lockout/tagout procedures shall fill out the log and denote the identification number of the tag on the log sheet. In addition, the name of the facility, equipment and signature are required on the log sheet. Log sheets shall be retained for a period of three years.

2.2.2.2 Exposure to Blood Borne Pathogens

In accordance with the Occupational Safety and Health Administration's (OSHA) federal standard for Blood Borne Pathogens, those members of the campus community identified at high risk for the transmission of infectious disease include members of the Health Center, the Athletic Department, Campus Safety and Security and Physical Plant. These members of the campus community must comply with all segments of this policy. Failure to do so may result in discipline leading up to and including dismissal.

Universal precautions shall be observed to prevent contact with blood or other potentially infectious materials. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials.

2.2.2.2.1 Compliance Methods

1. Universal precautions will be observed in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.

2. Work practice controls will be utilized to eliminate or minimize exposure to employees. Where occupational exposure remains after implementation of these controls, personal protective equipment shall also be utilized. The following controls will be utilized:
   a. Protective gloves will be worn during patient contact.
   b. Needles will be disposed of in sharps containers.
   c. Specimens and disposable equipment will be disposed of in appropriately marked containers.
   d. Protective gloves will be worn when cleaning rest rooms.
   e. Bodily fluid spill kits are available in all custodial closets.
   f. Double gloves should be worn when cleaning bodily fluid spills.
   g. Infectious waste will be placed in red biohazard bags and then placed in designated red biohazard containers.
3. The above controls will be examined and maintained on a regular schedule. The schedule for reviewing the effectiveness of the controls is as follows:
   a. Physical Plant personnel are responsible for reviewing the effectiveness of controls in cleaning rest rooms, repairing plumbing fixtures, and other maintenance related tasks.
   b. The Physical Plant will also ensure that bodily fluid spill clean-up kits are available in all custodial closets.
4. Hand-washing facilities are available to the employees who incur exposure to blood or other potentially infectious materials. OSHA requires that these facilities be readily accessible after incurring exposure.
5. Immediately after removal of personal protective gloves or as soon as feasible, employees and students shall wash hands and any other potentially contaminated skin area with soap and water.
6. If employees or students incur exposure to their skin or mucous membranes, those areas shall be washed or flushed with water as appropriate as soon as feasible following contact.

2.2.2.2.1.1 Contaminated Equipment

1. Equipment which has become contaminated with blood or other potentially infectious materials shall be examined prior to servicing or shipping and shall be decontaminated as necessary unless the decontamination of the equipment is not feasible.
2. Everything is either disposable or can be decontaminated.

2.2.2.2.1.2 Laundry Procedures

Laundry contaminated with blood or other potentially infectious materials will be handled as little as possible. Such laundry will be placed in marked bio hazard bags at the location where it was used. Such laundry will not be sorted or rinsed in the area of use. All employees who handle contaminated laundry will utilize personal protective equipment to prevent contact with blood or other potentially infectious materials.

2.2.2.2.1.3 Personal Protective Equipment

All personal protective equipment used at the University will be provided without cost to employees. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials. The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach the employees' clothing, skin, eyes, mouth, or mucous membranes under normal conditions of use and for the duration of the time that the protective equipment will be used.

Personal protective equipment is kept in all areas designated as having the potential for exposure. Gloves are worn on all occasions where there is potential for contact with bodily fluids. Utility gloves are kept with cleaning supplies and worn by custodians when cleaning restrooms.

All personal protective equipment will be cleaned, laundered, repaired, replaced, and/or disposed of by the employer at no cost to employees.

The OSHA standard also requires appropriate protective clothing to be used, such as lab coats, gowns, aprons, clinic jackets, or similar outer garments. All garments that are penetrated by blood shall be removed immediately or as soon as feasible. All personal protective equipment will be removed prior to leaving the work area. All personal protective equipment is disposable and shall be disposed of in properly marked, red biohazard bags and then placed in red receptacles located throughout campus. All reusable equipment is disinfected in a disinfectant solution after each use.

Gloves shall be worn where it is reasonably anticipated that employees will have hand contact with blood, other potentially infectious materials, non-intact skin, and mucous membranes.

Gloves shall be worn for any procedure with the potential for contact with body fluids.

Disposable gloves used at the University are not to be washed or decontaminated for re-use and are to be replaced as soon as practical when they become contaminated or immediately if they are torn, punctured, or when their ability to function as a barrier is compromised. Utility gloves may be decontaminated for re-use provided that the integrity of the glove is not compromised. Utility gloves will be discarded if they are cracked, peeling, torn, punctured, or exhibits other signs of deterioration or when their ability to function as a barrier is compromised.

Masks in combination with eye protection devices, such as goggles or glasses with solid side shield, or chin length face shields, are required to be worn whenever splashes, spray, splatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can reasonably be anticipated.

University facilities will be cleaned and decontaminated according to the following schedule:

1. Custodians do routine cleaning depending on room usage;
2. Rest rooms are cleaned daily.

Decontamination will be accomplished by utilizing approved disinfectants.

All contaminated work surfaces will be decontaminated after completion of procedures and immediately, or as soon as feasible, after any spill of blood or other potentially infectious materials, as well as the end of the work shift if the surface may have become contaminated since the last cleaning.

All bins, pails, cans, and similar receptacles shall be decontaminated following each use. The person using these receptacles shall be the one responsible for its cleaning. The person doing the clean-up shall wear gloves and use appropriate disinfectant.

Any broken glassware which may be contaminated will not be picked up directly with the hands. Glass shall be collected with dustpan and broom from blood spill kit, located in each area, and placed in red bag container for disposal. The broom and dustpan will be soaked in a disinfectant after use.

All contaminated sharps shall be discarded as soon as feasible in sharps containers.

Regulated waste other than sharps shall be placed in appropriate containers.

2.2.2.2.1.4 Needles

Contaminated needles and other contaminated sharps will not be bent, recapped, removed, sheared or purposely broken. OSHA allows an exception to this if the procedure would require that the contaminated needle be recapped or removed and no alternative is feasible and the action is required by the medical procedure. If such action is required then the recapping or removal of the needle must be done by the use of a mechanical device or a one-handed technique. All contaminated needles and other sharps are disposed of in red, marked, puncture resistant, leak-free containers.

2.2.2.2.1.5 Containers for Reusable Sharps

Immediately after use, or as soon as possible, reusable contaminated sharps are to be placed in appropriate sharps containers. All contaminated needles and sharps that are not to be reused, shall be disposed of in red, marked, puncture resistant, leak-free containers.

2.2.2.2.1.6 Specimens

1. Specimens of blood or other potentially infectious materials will be placed in leak-proof containers during collection, handling, processing, storage, and transport of the specimens.
2. The container used for this purpose will be red in color in accordance with the requirements of the OSHA standard. (Note that the standard provides for an exemption for specimens from the labeling/color coding requirement of the standard provided that the facility utilizes universal precautions in the handling of all specimens and the containers are recognizable as containing specimens. This exemption applies only while the specimens remain in the facility.) Universal precautions will be observed at all times.
3. Any specimens that could puncture a primary container will be placed within a secondary container that is puncture resistant.
4. Sharps containers, all contaminated equipment, and all specimens are placed in a red bag that is placed in an appropriately labeled box. These are disposed of through collection by a qualified medical waste disposal service.
5. If outside contamination of the primary container occurs, the primary container shall be placed within a secondary container that prevents leakage during the handling, processing, storage, transport, or shipping of the specimen.

2.2.2.2.1.7 Work Area Restrictions

1. In work areas where there is a reasonable likelihood of exposure to blood or other potentially infectious materials, employees and students are not to eat, drink, apply cosmetics or lip balm, smoke, or handle contact lenses. Food and beverages are not to be kept in refrigerators, freezers, shelves, cabinets, or on counter tops or bench tops where blood or other potentially infectious materials are present.
2. Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited.
3. All procedures will be conducted in a manner that will minimize splashing, spraying, splattering, and generation of droplets of blood or other potentially infectious materials. Methods at the University to accomplish this include:
    a. Contaminated sharps and other contaminated equipment are disposed of in appropriate containers;
    b. Covers are placed on centrifuges and/or coverings are placed on specimen containers.

2.2.2.2.2 Hepatitis B Vaccine

All employees who have been identified as having exposure to blood or other potentially infectious materials will be offered the Hepatitis B vaccine, at no cost to the employee.

The vaccine will be offered within 10 working days of their initial assignment to work tasks involving the potential for occupational exposure to blood or other potentially infectious materials unless the employee has previously had the vaccine or wishes to submit to antibody testing which shows the employee to have sufficient immunity.

Employees who decline the Hepatitis B vaccine will sign a waiver.

Employees who initially declined the offer to be vaccinated, but who later request it, may have the vaccine provided at no cost.

The Director of the Health Center is responsible for ensuring that employees have been previously vaccinated, receive the vaccine, or sign waivers declining the vaccination. The vaccine is administered by the Health Center. Records documenting the vaccination, or the signed waiver, shall be completed by the Health Center and maintained in the employee's personnel file.

2.2.2.2.3 Post-Exposure Evaluation Follow-up

When the employee incurs an exposure incident, it shall be reported to the employee's supervisor and the Director of Employee Services, or their respective designees, within 24 hours.

All employees who incur an exposure incident will be offered post-exposure evaluation and follow-up in accordance with the OSHA standard.

This follow-up will include the following:

1. Documentation of the route of exposure and the circumstances related to the incident.
2. If possible, the identification of the source individual and, if possible, the status of the source individual.

3. The blood of the source individual will be tested (after consent is obtained) for HIV/HBV infectivity.
4. Results of testing of the source individual will be made available to the exposed employee and the exposed employee will be informed about the applicable laws and regulations concerning disclosure of the identity and infectivity of the source individual.
5. The employee will be offered the option of having blood collected for testing of the employee's HIV/HBV serological status. The blood sample will be preserved for up to 90 days to allow the employee to decide if the blood should be tested for HIV serological status.
6. However, if the employee decides prior to that time that testing will or will not be conducted, the appropriate action can be taken and the blood sample discarded.
7. Note: Any employee who wants to participate in the medical evaluation program must have blood drawn.
8. The employee will be offered post exposure prophylaxis in accordance with the current recommendations of the U.S. Public Health Service.
9. The employee will be given appropriate counseling concerning precautions to take during the period after the exposure incident. The employee will also be given information on what potential illnesses to be alert for and to report any related experiences to the appropriate personnel.
10. The Director of Auxiliary Services and the Director of the Health Center have been designated to assure that the policy outlined here is effectively carried out as well as to maintain records to this policy:

2.2.2.2.3.1 Interaction with Health Care Professionals

A written opinion shall be obtained from the health care professionals who evaluate employees of the University. Written opinions will be obtained in the following instances:

1. When the employee is sent to obtain the Hepatitis B vaccine/results.
2. Whenever the employee is sent to a health care professional following an exposure incident.
3. Health care professionals shall be instructed to limit their written opinions to:
    a. Whether the Hepatitis B vaccine is indicated and if the employee has received the vaccine.
    b. That the employee has been informed of the results of the evaluation, and that the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials. (Note that the written opinion to the employer is not to reference any personal medical information).

2.2.2.2.4 Training

Training for all employees will be conducted prior to initial assignment to tasks where occupational exposure may occur and then annually. Training for employees will include the following explanation of:

1. The OSHA standard for Blood Borne pathogens.
2. The Epidemiology and symptomatology of Blood Borne diseases;
3. The modes of transmission of Blood Borne pathogens.
4. This exposure control plan, i.e., points of the plan, lines of responsibility, how the plan will be implemented, etc.
5. Control methods that are used at the University to control exposure to blood or other potentially infectious materials.
6. Personal protective equipment available and who should be contacted concerning exposure.
7. Post-exposure evaluation and follow-up.
8. Signs and labels used at the University.
9. Hepatitis B vaccine program at the University.
10. Rubella titer for positive antibodies.
11. Physical to assess physical status.

2.2.2.2.5 Record Keeping

The Office of Employee Services maintains all records required by the OSHA standard. These records will include:

1. Exposure Plan;
2. Observance of Universal Precautions;
3. Hepatitis B Vaccination;
4. Post-exposure Evaluation and Follow-up;
5. Hazard Communication;
6. Information and Training;
7. Record keeping.

2.2.2.3 Hazardous Materials Program

The Hazardous Materials Program of Lynn University fulfills the Hazard Communication Standard promulgated by the Occupational Safety and Health Administration.

The University's Hazardous Materials Program applies to employees who are exposed to hazardous chemicals under normal operating conditions or in the event of a foreseeable emergency. A review of all departments and employee positions has been completed to determine which have reasonable potential for occupational exposure to hazardous materials during the performance of work. Listed below are those departments or programs that employ individuals covered by the hazard communication program:

Facility Services
Mechanical Services
Grounds Dept.

Food Services
Athletic Trainer
Aviation
Culinary Lab
Science
Health Services

In general, the hazard communication program does not apply to administrative office employees.

The OSHA Hazard Communication Standard has five primary components that Lynn University must fulfill:

1. Hazard determination;
2. Written program;
3. Container labeling;
4. Material Safety Data Sheets (MSDS); and
5. Training.

The University maintains a copy of the OSHA Hazard Communication Standard, available for employee review during regular business hours at Auxiliary Services. A copy of the standard is also accessible on the internet at www.osha.gov.

2.2.2.3.1 Hazard Determination

Chemical manufacturers must evaluate their products to determine associated hazards. The information about the chemicals' hazards must be given to each purchaser of that chemical. Hazard warnings and other information are commonly provided on the container label and the Material Safety Data Sheets ("MSDS").

2.2.2.3.2 Container Labeling

As required by federal OSHA regulations, containers (e.g., spray bottles, 1-gallon jugs, 5-gallon pails, drums, etc.) of hazardous chemicals must be clearly labeled with the following information:

1. Chemical or Product Name;
2. Chemical formulas and acronyms are not acceptable forms of labeling when used alone;
3. Manufacturer Name, Address, and Telephone Number;
4. Applicable Hazard Information (e.g., "Flammable," "Corrosive," etc.);
5. Appropriate Health Hazard Warnings (e.g., "Inhalation Hazard," "Eye Irritant," etc.).

2.2.2.3.3 Chemical Inventory and Material Safety Data Sheets

As required by OSHA regulations, all employees must have unobstructed access to an MSDS for each chemical product they may use or potentially be exposed to during their work. The

Director of Auxiliary Services is the administrator of the chemical inventory and MSDS for all of Lynn University. The position is to maintain the inventory in a computerized file and make the inventory available whenever requested by University personnel. In addition, MSDS for each chemical is available. It is the direct responsibility of each individual area around campus to supply their on-hand inventory and MSDS three (3) times per year on the first Monday in February, May and October of each calendar year directly to the Director of Auxiliary Services.

The areas responsible for collecting and reporting chemical inventory and MSDS are as follows (this includes vendors operating on campus within these areas that store material on campus):

Area	**Responsible Person**	**Divisional Vice President**
Facility Services	Director of Facility Services	Vice President of Administration
Mechanical Services	Director of Mechanical Services	Vice President of Administration
Grounds Dept.	Grounds Manager	Vice President of Administration
Food Services	Food Service Manager	Vice President of Administration
Athletic Trainer	Head Trainer	Vice President of Administration
Aviation	Dean, College of Aviation	Vice President of Academic Affairs
Culinary Lab	Instructor, Culinary Lab	Vice President of Academic Affairs
Science	Chair of Science Department	Vice President of Academic Affairs
Health Services	Head Nurse	Vice President of Student Life

Responsible areas are to use the template provided by the Director of Auxiliary Services and submit their inventory electronically via email. Any questions regarding this SOP are to be addressed to the Director of Auxiliary Services.

2.2.2.3.4 Training

To effectively educate employees, Lynn University's has developed a training program to meet the training requirements of the Hazard Communication Standard. It is the responsibility of each department/program/division to provide its employees training for processes that are unique to that department/program/division. Department Heads therefore discuss the University's Hazardous Materials Program with employees on a periodic basis. Additional information will be provided whenever the potential for exposure to hazardous chemicals is altered or whenever new and significant information is received by the department/program/division concerning the hazard of a chemical. New or newly assigned employees shall be provided training before working with or in a work area containing hazardous chemicals.

Students registered in courses where they may be exposed to hazardous chemicals under normal operating conditions or foreseeable emergencies should be provided training before working with or in a work area containing hazardous chemicals/materials. Training is the responsibility of the instructor.

The training program shall include but is not limited to the following: information on interpreting labels and MSDS and the relationship between these two methods of hazard communication; how to obtain a MSDS, introduction to toxicology and risk assessment, acute and chronic effects, safety handling, protective equipment to be used, first aid treatment with respect to the hazardous chemicals used by faculty, staff and students; and general safety instructions on handling, cleanup procedures, and disposal of hazardous chemicals.

Departments/program/division and individuals providing training shall keep a record of the dates of training sessions and the names of the employees and/or students attending. Copies of training records shall be submitted to the Employee Services Office within 5 working days of the training session.

2.2.2.3.5 Rights of Employees and Students

1. Employees and students shall not be required to work with a hazardous chemical from a container that does not have a label, except for a portable container intended for immediate use by the employee or student who performs the transfer.
2. Employees that are routinely exposed to hazardous chemicals shall be informed of such exposures and shall have access to MSDS for the hazardous chemicals. In addition, employees shall receive training on the hazards of the chemicals and on measures they can take to protect themselves from those hazards.
3. The University shall provide, at no expense to employees, appropriate personal protective equipment to protect employees from exposures to hazardous chemicals. Students may be required to purchase routine personal protective equipment (e.g., eye protection, lab coats, etc.); however, departments or division shall provide specialized personal protective equipment (e.g., respirator, face protection, gloves, barrier creams, etc.).
4. No department/program/division shall discharge, cause to discharge, or otherwise discipline or in any manner discriminate against an employee because the employee has filed a complaint, assisted an inspector of the State or Federal government, or has instituted or caused to be instituted any proceeding under or related to the Occupational Safety and Health Act or the Right to Know Act or has testified or is about to testify in any such proceeding or because of the exercise of any rights afforded pursuant to the provisions of the Act on behalf of the employee or on behalf of others, nor shall pay, position, seniority or other benefits be lost for exercise of any right provided by the Act.
5. An employee or authorized representative may request, in writing, copies of all environmental monitoring records.

2.2.2.4 Old Equipment Disposal

All old A/C and mechanical equipment that is to be disposed of will be disposed of by Lynn University staff. Equipment removed from its operational position is to be moved to the maintenance yard. All hazardous materials are to be removed by and properly disposed of by the University or its vendors. The University or its authorized vendors can remove parts from the equipment prior to its ultimate disposal. Parts are to be properly labeled and stored in inventory for future use.

2.2.2.5 Personal Protective Equipment

This policy is designed to cover any Lynn University employee, who during the course of their duties must perform tasks in work areas where recognized hazards are present and personal protective equipment (PPE) may be required. PPE may not be necessary in areas where administrative or engineering controls are feasible and can provide protection equal to or greater

than that offered by PPE. This procedure should serve as written compliance with OSHA's "Personal Protective Equipment" regulations. PPE will always be used in accordance with manufacturer's instructions as an interim measure until other control measures are identified so as to reduce the frequency and severity of injuries or illnesses.

2.2.2.5.1 Hazard Assessment

Auxiliary Services will conduct work site/task analysis to identify hazardous exposures to employees. The analysis will be reviewed semi-annually or updated when the hazardous exposures change. In those work sites/tasks that expose personnel to hazardous conditions that cannot be eliminated or controlled by other measures, PPE usage is the joint responsibility of both department heads and employees.

2.2.2.5.2 Training

Auxiliary Services is responsible for seeing that all personnel who are, or are likely to be, exposed to hazardous conditions are appropriately trained, supervised, and required to follow PPE safety rules. Auxiliary Services will certify and maintain records of training. Employees are responsible to use, maintain and dispose of PPE appropriately. Employees shall check the condition of their equipment before each shift. Employees should provide feedback to their supervisors about fit, comfort and suitability of PPE being selected. Employees must notify their supervisors any time they have a question concern about their safety of the safety of others.

Minimum training shall include:

1. When the use of PPE is necessary.
2. What PPE is appropriate.
3. How to properly put on, adjust, use, and remove PPE.
4. Limitations of PPE.
5. Where to get PPE.
6. The proper care, maintenance, useful life, and disposal of PPE.

Once training is completed, employees must demonstrate correct use, care, etc. of PPE. Retraining is necessary when any employee fails to properly utilize PPE or as conditions change, or PPE needs change.

2.2.2.5.3 General Guidelines

1. Ears: Employees shall use appropriate hearing PPE when required due to noise hazards associated with their job or workplace.
2. Eyes and Face: Employees shall wear appropriate protective safety glasses, goggles, or face shields when:
    a. Working in or near areas where laser, ultraviolet, or other intense illumination is present.
    b. Flying debris may strike the eyes.
    c. There may be splashing of biologic agents including blood and other body fluids.

d. There may be chemical splashes, mists, gases, or vapors that may cause illness, injury, or impairment.

Additionally, safety glasses, goggles, and face shields shall provide protection from flying debris entering from the side of the PPE and shall accommodate prescription lenses, either by fitting over prescription lenses, or by incorporating them into its design.

Prescription eyeglasses, alone, normally do not meet the requirements of this section. Employees should discuss prescription safety glasses with their eye-care provider to ensure that they meet all relevant standards. The University is not responsible for the cost of purchasing or providing prescription safety glasses.

3. Feet: Employees shall wear appropriate shoes or boots when:
   a. Working in or near areas where heavy objects may fall onto the feet.
   b. Working with or near objects that may penetrate footwear and cut or puncture the feet.
4. Head: Employees shall wear appropriate protective hard hats or helmets when:
   a. Working in or near areas where falling or moving objects may strike the head.
   b. Working on or near exposed electrical conductors that could come into contact with the head.
5. Hands: Employee's shall wear appropriate protective gloves to protect their hands from:
   a. Materials that may be absorbed through the skin or may damage the skin.
   b. Objects that may cut or puncture the skin.
   c. Biological agents.
   d. Human or animal tissues.
   e. Radioactive materials.
   f. Other hazard that may cause illness, injury, or impairment.

Protective lotions or creams are not adequate substitutes for gloves.

Gloves shall be chosen according to the type of work to be completed (*i.e.,* Gloves used for chemical work shall be chosen for resistance to specific solvents or other compounds and for adequate break through time; gloves used for general cleaning and trash removal shall be cut and puncture resistant).

6. Electrical Protection: Electrical protective equipment such as insulating blankets, matting, covers, lines hoses, gloves, and sleeves must be provided to employees who are exposed to electrical hazards.
7. Fall Protection: Fall protection must be provided when employees are exposed to a vertical fall of six feet or more over a lower level or at any height above dangerous equipment. Fall protection will consist of either passive (*i.e.*, safety net) or active (*i.e.*, lifelines, body belts, harnesses, or lanyards) fall preventing devices.
8. Respiratory System Protection: Employees will use appropriate respiratory protection when adequate ventilation, substitution of less toxic materials, or other primary control measures is not possible.

2.2.2.5.4 Monitoring

Department heads will monitor work site tasks for the introduction of new hazards or changes in existing hazards. If new hazards are discovered, task analysis will be conducted to identify appropriate PPE. Department heads at least semi-annually will conduct a work site inspection of PPE use and maintenance.

Auxiliary Services will monitor the effectiveness of this plan and make recommendations for improvement.

2.2.2.6 Spill Prevention, Control, and Countermeasure Plan

Lynn University is required to prepare, maintain and follow a Spill Prevention, Control and Countermeasure Plan ("SPCC") since greater than 1,320 gallons of petroleum products are stored above ground and the release of oil in harmful quantities could potentially affect the nearest body of water, which are the seven (7) freshwater lakes on campus and the L.W.D.D. Canal L-43 to the north of the campus. Lynn University's SPCC Plan, which has been written to comply with the regulations defined under 40 CFR Part 112, is available for inspection in Auxiliary Services.

2.3 Campus Security Information and Policies

2.3.1 Department of Campus Safety and Security

The primary responsibility of the Department of Campus Safety and Security at Lynn University is to foster a safer campus environment, to enforce the University's policies, and to aid students, faculty, and staff if there is a concern for their safety and health.

The Department of Safety and Security works cooperatively with all University departments and organizations as well as the Wackenhut Security Corporation in a collaborative effort in all matters involving student behavior, safety, and emergency situations.

The security supervisors and dispatchers are highly trained professionals with vast police and security experience. These University employees have a background of over 100 years of combined service in police and military work which enhances their knowledge of security and safety issues, in addition to the year-round training in which they participate. They are supported by officers from the Wackenhut Security Corporation. Wackenhut is a global corporation with operations in 55 countries, and maintains a strong presence in South Florida. The high quality of service that the Wackenhut Corporation is able to provide is truly a valuable asset to the Lynn University community.

The security staff has a cooperative relationship with the City of Boca Raton Police and Fire departments, Palm Beach County Sheriff's Office, and state agencies. Law enforcement agencies can arrest students and employees who violate the law on the Lynn University campus.

2.3.2 Federal Campus Safety Disclosure Policies

2.3.2.1 Campus Crime Reporting (Clery Act)

The Student Right To Know Act and Campus Security Act of the Higher Education Amendment of 1992 require institutions to publish campus policies and statistics relating to campus safety and security. In compliance with this act, the University publishes a Campus Safety and Security Guidelines Handbook annually. Members of the University community are required to read the handbook to further acquaint themselves with the University's policies and procedures. If you have any questions concerning the material or have not been given a handbook, please contact the appropriate office for assistance.

2.3.2.2 Campus Fire Safety Reporting

In accordance with the Campus Fire Safety Right-to-Know Act, a publication is distributed to all students and staff containing the University's fire safety practices, statistics, and all fire-related events to students and their families. The University's fire statistics and fire safety practices are also published on the Lynn University website.

2.3.2.3 Campus Sex Crimes Prevention Act

To comply with the Campus Sex Crimes Prevention Act, the University must notify the campus community where they can find information concerning registered sex offenders. This information can be obtained from the Boca Raton Police Department or the FDLE Web site.

2.3.3 Campus Safety and Security Policies

2.3.3.1 Access to Campus

Because Lynn University is a private institution, individuals wishing to enter the campus should have a legitimate purpose for their visit or be an invited guest of a student, staff or faculty member. This includes the members of the news media who are required to register with the Department of Campus Safety and Security upon arrival on campus.

Between the hours of 11 p.m. and 7 a.m., all persons, student or non-student, entering the campus must provide the Department of Safety and Security with a valid form of photo identification (Lynn ID card, Lynn OneCard, or driver's license). This requirement also pertains to all passengers and guests in a vehicle. The Military Trail entrance is accessible 24 hours/day, while the Potomac Road entrance will close each evening at 11 p.m. until 7 a.m. the following morning. All traffic entering or leaving the campus during these hours must use the main entrance on Military Trail.

2.3.3.1.1 General Procedures

Between the hours of 7 a.m. and 11 p.m.: Visitors, students, faculty, and staff are permitted access to campus.

Between the hours of 11 p.m. and 7 a.m., 7 days a week:

1. All vehicles will be stopped and the driver and all passengers (regardless of status) will be required to show a photo ID. Residential students or staff will be permitted to enter campus with a Lynn ID.
2. Non-students will be noted and reminded of the campus visitation policy.
3. Hosts are responsible for their guests.
4. During an emergency lockdown, no visitors will be permitted to access the campus.
5. During any hour or time of the day, any vehicle may be stopped and questioned.

2.3.3.2 Alarm Response

Fires, explosions, bomb threats, and chemical spills are among the occurrences that may require emergency evacuation of University facilities. The continuous sound and flashing of fire alarm horns and strobes, in any University owned, leased or operated facility, is the evacuation signal. Everyone who is alerted by this alarm is required to evacuate the facility as quickly and as calmly as possible.

The University's "Zero Tolerance Fire Alarm Response Protocol" demands that all facility occupants respond to the alarm signal by immediately initiating the evacuation procedures outlined below:

1. Conclude activities immediately.
2. Follow facility EXIT signs to the nearest safe exit. Do not use elevators! Special care should be taken with some footwear, such as clogs, that could hamper rapid and safe descent.
3. Walk briskly down stairs. Do Not Run! Stay on the right in order to allow emergency response personnel clear access up the stairs, along the left side.
4. As you approach the landing of each floor, allow evacuees from that level to enter the stairwell.
5. If evacuation becomes difficult via a chosen route, because of smoke, flames or blockage, re-enter the facility on a safe floor. Continue evacuation via the nearest safe exit route.
6. Once you have exited the facility, move away from the building. Stay clear of the building and exit doors!
7. Do not, under any circumstances, re-enter the facility unless authorized by a Campus Safety and Security Officers, fire department personnel, or until a recognized University authority broadcasts the "All Clear" directive.

2.3.3.2.1 Responsibilities

1. Chief of Campus Safety and Security: Based on the scope and impact of an "occurrence" or life safety threat, the Chief of Campus Safety and Security may authorize the notification of the Crisis Management Team (CMT) and/or activation of the Crisis Management Plan.
2. Employees, Students, and Facility Occupants:
   a. Shall familiarize themselves with the University's, and their units, emergency response procedures.

b. Shall cooperate with University Campus Safety and Security Officers, fire department personnel, and designated emergency response personnel charged with responding to, or investigating an occurrence or any other life safety threats.

c. Shall notify Campus Safety and Security and/or activate the nearest fire alarm pull station to alert others if a life safety threat, such as the presence of smoke or flames is detected.

d. Shall notify the Campus Safety and Security of any individuals with mobility limitations who intend to take refuge in stairwells or specific areas for rescue assistance.

3. Campus Safety and Security:

a. Shall immediately dispatch an officer under "Code 3" to the facility reported as the location of occurrence.

b. Shall confirm transition of the alarm to Simplex and that BRFD has been notified by Simplex.

c. Shall provide subsequent notification to the following:

i. Auxiliary Services or Facilities Management or on-call personnel;

ii. Director of Auxiliary Services;

iii. Select members of the Crisis Management Team, as appropriate (based on building involved).

d. The responding officer, upon arrival at the building from which the alarm originated, shall conduct a threat evaluation by attempting to verify the existence of a fire or life safety threat.

e. Whenever it is possible to clearly establish that the signal/situation under evaluation is a "False Alarm", the officer shall immediately notify the Dispatcher, who will immediately notify the Fire Department and other agencies.

f. If a fire or life safety threat is suspected or verified, the officer shall immediately notify the Dispatcher of his or her observations. The Dispatcher shall immediately relay this information to the Fire Department and other emergency response agencies and shall provide as much relevant additional information as is available.

g. Fire alarms shall not be silenced unless/until the threat evaluation has been completed by the responding personnel of the BRFD.

h. Fire Department Personnel are the only persons authorized to silence, or to grant authorization to silence a fire alarm.

4. Facilities Management:

a. Shall respond to the appropriate location, upon receipt of notification from the Campus Safety and Security Dispatcher.

b. Facilities Management personnel shall remain accessible and await the authorization from the Campus Safety and Security or Fire Department Personnel to silence or reset fire alarm and other building systems that may require reactivation.

c. Shall maintain University fire alarm system at optimal functional effectiveness.

d. Shall assure that timely and widespread notification is provided to the University community regarding any and all scheduled testing of the fire alarm system in any University facility.

5. Housing and Residence Life Staff:

   a. Shall familiarize themselves with the University's emergency response procedures.

   b. Housing and Residence Life staff members who are in the alarm location shall immediately evacuate the building. While exiting the building, each staff member shall knock on each door and loudly alert all residents to evacuate.

   c. Once outside of the building, all Housing and Residence Life staff shall assist with crowd control and moving the evacuated persons to the designated gathering area.

   d. Shall cooperate with University Campus Safety and Security Officers, fire department personnel, and designated emergency response personnel charged with responding to, or investigating an occurrence or any other life safety threats.

   e. Shall notify Campus Safety and Security and/or activate the nearest fire alarm pull station to alert others if a life safety threat, such as the presence of smoke or flames is detected.

   f. Shall notify the Campus Safety and Security of any individuals with mobility limitations who intend to take refuge in stairwells or specific areas for rescue assistance.

2.3.3.2.2 Special Conditions

Persons with Disabilities: It is the responsibility of each person with a physical limitation, likely to impair their ability to safely and independently evacuate a building at the time of an emergency, to make the necessary arrangements with the Office of Disability Services, and/or the Campus Safety and Security Department to provide assistance as may be appropriate to facilitate their safe and timely evacuation of University facilities at the time of an emergency.

2.3.3.3 Campus Alerts

The University will post warnings with regard to ongoing threats to the safety and security of the campus community. These warnings will be communicated via e-mail, telephone, campus media and the University Web site.

2.3.3.4 Campus Closings and Cancellations

If there is a threat of hurricane, severe storm, or any other event that requires the campus to close:

1. The Crisis Management Leader will keep students and employees informed about procedures to be followed by utilizing the text, phone and University PA system as applicable. Residential students will receive information on procedures from their resident assistants. If students feel they need to leave campus for the duration of a storm, they must fill out a campus departure form online at www.lynn.edu/hurricaneform.

2. University community members who live off campus will receive information through the University's Web site, telephone, local radio, television, and newspapers. Students needing additional assistance are to report to the Office of Student Life.

2.3.3.5 Crisis Management Plan

Lynn University has a standing Crisis Management Team that actively monitors, measures and enhances the University's emergency response capabilities and infrastructure. This team is comprised of administrators, staff, and faculty representing virtually every area of campus, including the President's Office, Student Life, Safety and Security, and Facilities, among many others.

The team utilizes a comprehensive, five-part Crisis Management Plan, to guide the University's response to threats ranging from hurricanes to avian flu epidemics. This plan, which was built specifically for the University, is continually updated to assure the crisis team is armed with the best information to assure the safety and security of its students, employees, and facilities.

2.3.3.5.1 Communication

Lynn has gone to great lengths to ensure the safety of its campus, while being mindful to maintain the collegial environment that makes our University a home away from home for our students, and our employees. Should an emergency occur on campus, the University's Office of Safety and Security is able to articulate emergency information to the entire campus via a campus-wide voice alert system. At the same time, the University's Crisis Response Team utilizes a three-channel emergency alert system to update students, faculty, and staff of any campus events that may affect them or the University calendar (such as tropical weather-related closings). This system allows the University to issue updates and alerts via the appropriate combination of e-mail, voice, and text messages.

2.3.3.5.2 Campus Community Roles

One of the main tenets of the plan is that every member of the Lynn community has a role to play when it comes to safety. One small thing that every student and employee can do is keep their emergency contact information up-to-date. That information can be updated on myLynn at any time by clicking on the "Emergency Contact Information" tab under "Helpful Links." All students and staff are able to include up to four phone numbers (including numbers for parents or friends) in that system.

2.3.3.6 Emergency Notification System

Lynn University has several notification systems available if it were necessary to alert the campus community of an immediate or perceived emergency situation. The University has the ability to contact student, faculty, and staff through e-mail, text messaging, cellular telephone, landline telephone or public address system. It is recommended that all members of the University community ensure their registration by accessing the University's myLynn portal, www.lynn.edu/myLynn and select the "Emergency Contact Information" link in Employee Links or Student Links within the Personal tab. Should an alert be sounded or communicated, each

person is responsible for securing themselves and others in an appropriate and safe manner. Assist all persons with disabilities when possible.

The emergency notification systems would be used in the following instances, including but not limited to:

1. Lockdown: All persons on campus are to immediately lock all doors and windows and remain vigil as to possible violent behavior on campus. Once the campus is placed in lockdown, no persons may enter or exit the premises. All persons are to remain in lockdown until notification is made by Campus Safety and Security officials.
2. Evacuation: All persons on campus will be advised of dangers requiring partial or total evacuation from the campus.
3. Communicable/Pandemic Disease: All persons on campus will be advised of possible health problems and their effects as well as prevention measures to minimize the impact and severity of the disease. All persons should also monitor media notifications and alerts.
4. Severe Weather Conditions: Students, faculty and staff will be made aware through campus alerts as to weather conditions and campus activity status.
5. Shelter in Place: Specific areas of the campus may be required to shelter in place and remain secured in this location based upon a perceived threat requiring this partial lockdown.
6. Any serious suspicious or criminal activity.

2.3.3.7 Emergency Wardens

Emergency Wardens will be designated for each floor or area for all University Buildings. Emergency Wardens are trained and coordinated by the Director of Auxiliary Services and Chief of Campus Security and Safety. Once trained, Wardens will assist the evacuation of their building during a fire or other emergency. It is recommended that Emergency Wardens select persons on each floor to assist them during floor searches. These people are volunteers and do not require any training. The volunteer and Emergency Warden should search as a team. Emergency Wardens should become familiar with their buildings evacuation plan and the location of exits on their floors.

2.3.3.7.1 Responsibilities

1. Emergency Warden's responsibilities before a fire alarm sounds or emergency evacuation occurs:
   a. Know the location of all disabled and hearing or sight impaired persons on the floor (including those that are temporarily disabled, such as with a broken leg, etc.).
   b. Coordinate with other Emergency Wardens on the floor to determine assigned search areas. Establish a list of persons who normally work in that search area. Establish and maintain a notification process to ensure that when an Emergency Warden is out of the building or off campus, the search area for that Emergency Warden will be covered.
   c. Insure that all volunteer searchers are:
      i. Physically capable of conducting a search under stress.

ii. Clearly understand what is their area to search.

iii. Understand the search is always conducted in pairs with the Emergency Warden.

d. Maintain a list of persons working on your floor.

2. Emergency Warden's responsibilities when a fire alarm sounds or emergency evacuation occurs:

   a. Conduct an orderly evacuation of their immediate area by directing all persons to the nearest unobstructed exit stairwell or Area of Rescue Assistance for persons who cannot evacuate on their own.

   b. Check occupants at work that day with your list of normal workers on the floor, and note anyone not present.

   c. Monitor searchers to ensure that the entire floor is searched and evacuated safely. The Emergency Warden(s) and volunteer(s) will leave the floor together by the nearest exit.

   d. The Emergency Warden will report the location of the source of the alarm (if known) and the condition of the floor's fire exits and stairwells to the Building Evacuation Supervisor in the ground floor lobby of the building. It is critical that the Emergency Warden advise the Building Evacuation Supervisor of any disabled persons remaining in Areas of Rescue Assistance located in building elevator lobbies or stairwells on the floor if the fire is located on the floor where the person requiring assistance is located. Also report to the Building Evacuation Supervisor any persons who are unaccounted for or who have refused to evacuate the building. This information should also be forwarded to the University emergency personnel.

   e. Wear your Emergency Warden vest so building occupants, University Security, and the Boca Raton Fire Department will know who you are.

3. Building Evacuation Supervisor:

   a. The first Emergency Warden to reach the ground floor lobby of the building will assume the responsibilities of the Building Evacuation Supervisor.

   b. The Building Evacuation Supervisor will take up station near the first floor lobby main entrance, guard desk or Fire Command Center and record the reports of the Emergency Wardens as they exit the building. A clipboard with forms will be provided at the guard desk or near the fire alarm panel/building entrance if there is no security guard. This form should be used by the Building Evacuation Supervisor to record fire alarm and other evacuation information.

   c. Upon arrival of the Boca Raton Fire Department, the Building Evacuation Supervisor will report the fire condition (if known), the extent of the evacuation and the location of persons with disabilities requiring evacuation from stairwells to the fire officer in charge.

2.3.3.8 Hurricane Plan

Florida's hurricane season is from June 1 until Nov. 30. Lynn has a comprehensive hurricane preparedness plan which is continually updated and is put into action by a team of university leaders representing every facet of the campus.

Leading up to, during and after a storm, we keep our students, families, staff and faculty well-informed of the condition of campus, if and when classes will be cancelled and when we are scheduled to return to regular operation.

Parents, students, and employees who want updated information on our preparations before a storm and campus conditions during and after a storm should utilize the resources listed below.

Campus Resources

Web site: The Lynn Hurricane Response Team actively tracks all storms that may pose a threat to our region. Parents, students, and employees can find the most up-to-date information on those storms – and the University's preparations – on a dedicated Lynn alerts page. This page will be available via a link at the Lynn home page. This page will provide detailed information on our preparations, current conditions, school closing and re-opening information, provide links to area news media sites and include other helpful information. The Hurricane Page is updated regularly – even hourly – as announcements are made and conditions warrant.

Campus Alert System: In the event of a hurricane or an emergency, Lynn uses an automated alert system to send a detailed voice, e-mail and text messages to students, faculty and staff. Therefore, it's important for students and employees to keep their contact information updated at all times. Students and employees should update their information on myLynn (Lynn's intranet portal) using the "Emergency Contact Information" form (under the "Helpful Links" tab).

Hurricane Hotline: In addition to the campus alert system, live and recorded information is available 24-hours a day by calling the main Lynn University main telephone number, 561-237-7000. During normal business hours (Monday - Friday, 9 a.m. to 5 p.m.) parents can call this number and ask for Residence Life to get updated information. After normal business hours, 561-237-7000 will have a pre-recorded message. If the University loses local phone service due to a major storm, an emergency backup system allows the 561-237-7000 phone number to be answered out of state and continue to have updated pre-recorded messages.

Local TV and Radio: Students should keep their radios and televisions tuned to local stations for storm advisories and general information. Most South Florida radio stations simulcast local TV coverage during a storm threat or hurricane.

2.3.3.9 Incident Reporting

2.3.3.9.1 Accidents

All accidents that result in injury, however slight, must be reported to Security or the Health Center. An accident report will be filed with the Health Center. Should you be in a serious accident, do not move until help arrives. Try to remain as calm as possible.

Should you find someone injured, do not move the victim. Have someone call for medical attention. If you are certified in first aid or CPR, proceed to stabilize the injured person. Once a representative from the Department of Campus Safety and Security or the Health Center arrives on the scene, complete a report stating what occurred.

Anyone observing unsafe conditions should report those conditions to the Department of Campus Safety and Security immediately.

If your vehicle is damaged: Immediately upon finding your vehicle damaged, report the incident to the Department of Campus Safety and Security Department.

2.3.3.9.2 Fire

If you see a fire:

1. Immediately evacuate the building. Do not use elevators. Follow exit signs. As you exit the building, pull the fire alarm. Call 911 to report the fire, and inform them if you are aware of any person with a disability who may still be in the building.
2. Remain outside the building at a safe distance. Do not re-enter the building until an official says it is safe to do so.

If you hear the fire alarm sound:

1. Treat all sounded fire alarms as if they were real fires. Evacuate the building immediately.
2. ALWAYS EVACUATE THE BUILDING IMMEDIATELY. THOSE FEW MINUTES MAY SAVE YOUR LIFE.
3. PLEASE ASSIST OTHERS WITH DISABILITIES IN LEAVING THE BUILDING.

2.3.3.9.3 Violations of University Policy

Any member of the University community may file a complaint against an individual or group who violates University regulations, policies and/or is breaking the law. The allegation must be filed in writing and should include:

1. A statement of the policy, rule, or regulation that is alleged to have been violated;
2. A statement of the facts and evidence in support of the claim, made with sufficient clarity to disclose the time and place of the occurrence and the actions or behavior of the accuse;
3. A statement naming witnesses to the alleged violation (if any).

Such written complaints or allegations should be presented to the Department of Campus Safety and Security or the Assistant Dean of Students. The Security Command Center is located between Freiburger and E.M. Lynn Residence Hall.

2.3.3.10 Lighting Horns

The Thor Lightning Detection System senses lightning within 2.5 to 5 miles from the Lynn University campus. The system will alert the campus of lightning in the area by sounding one (1) long horn blast. Once the horn sounds, all individuals on intramural and athletic fields must take shelter inside a building. The lightning horns are solely a warning device and its activation does not cancel events or classes. Once lightning is clear from the local area, three short horn blasts will sound.

2.3.3.11 Motor Vehicle Policies

2.3.3.11.1 Driving Regulations

All persons at Lynn University who park or operate a motor vehicle on campus do so under the laws of the State of Florida and the rules of the University. Any unsafe or illegal operation of a motor vehicle may be considered a violation of University policy and subject to appropriate discipline.

All persons who drive automobiles and/or motorcycles while attending Lynn University must obtain a parking permit (decal). The appropriate decal may be obtained in the Office of Safety and Security.

Parking in the designated lots on campus is considered a revocable privilege. The University reserves the right to ask anyone to remove a vehicle at any time. All unregistered motor vehicles will be ticketed and towed at the owner's expense.

2.3.3.11.1 Motorcycles, Mopeds, Bicycles, Rollerblades, or Skateboards

Riding motorcycles, motorized scooters, bicycles, mopeds, rollerblades, skateboards, or other conveyances in rooms, hallways, courtyards, lounges, and lobbies, as well on all University steps and stairways, presents an immediate hazard to all members of the University community and their use in these areas is therefore prohibited. All motorcycles and mopeds must be parked in an appropriate parking lot. Motorcycles and mopeds may not be parked or driven on sidewalks at any time. Bicycles can be stored in one's room or locked on bike racks located outside of buildings. Bicycles may not be secured to trees, light poles, posts, handrails, or buildings.

In addition to the above, the following regulations must be observed:

1. No person shall operate a skateboard, rollerblades, or a bicycle on a sidewalk or walkway that duly interferes with pedestrian traffic; caution is to be exercised at all times and the right of way yielded to pedestrians.
2. Motorized vehicles, other than wheelchairs, may not be operated on sidewalks.
3. No person shall operate a motorcycle, motorized scooter, bicycle, moped, rollerblades, skateboard, or other conveyance on any artificial or specially prepared surface (i.e., running tracks and basketball courts).
4. Any person who operates a motorcycle, motorized scooter, bicycle, moped, rollerblades, skateboard, or other conveyance on campus is expected to comply with and is subject to any state or local ordinances or campus regulations, including adhering to all posted warning, caution, or speed limit signs.
5. In the absence of posted speed limits, operators are expected to act in a responsible manner and in respect of local conditions.

Violators will be subject to appropriate discipline.

2.3.3.11.2 Parking Regulations

The Lynn University Department of Safety and Security enforces parking and driving regulations and conduct on all property owned and controlled by the University. Students and employees parked in non-designated University areas will be ticketed. Motorcycles must be parked in the appropriate, specifically designated areas.

Parking spaces marked for handicapped use may only be used by persons who have a valid handicap permit issued by a government agency. Any vehicle parked in a handicapped area without a valid permit or parked in a marked fire lane will be ticketed by the Department of Safety and Security and/or the Boca Raton Police Department. Vehicles may also be towed at the owner's expense in accordance with the City of Boca Raton fire codes.

Lynn University is private property and reserves the right to tow a vehicle at the owner's expense should the vehicle be parked in non-designated areas, be in violation of University and/or state and local parking regulations or be a chronic offender of the parking policy.

Individuals wishing to discuss a ticket issued by the Department of Campus Safety and Security, may do so by filing a request with the Office of Student Life in the E.M. Lynn Residence Center.

2.3.3.11.3 Traffic Regulations

1. Pedestrians have the right-of-way on campus.
2. Maximum speed limit on campus is 15 miles per hour.
3. All loading zones must be cleared after loading and/or unloading of vehicles is complete.
4. Driving is permitted only on designated roads.
5. All vehicles are to STOP at intersections marked with a stop sign. Vehicles must come to a full stop before proceeding.
6. Driving, stopping or parking on a lawn or sidewalk is prohibited.
7. Drivers must have their vehicles under control at all times.
8. The driver and vehicle must be properly registered in accordance with the State of Florida statutes.
9. Reckless driving of any kind, including but not limited to, persons endangering pedestrians or riding on the outside of car, may result in loss of campus driving privileges.

2.3.3.12 Lost Contact/Missing Student Protocols

This policy establishes a framework for cooperation among members of the Lynn University community aimed at locating and assisting students who are reported missing. A student shall be deemed missing when reported absent from the University for more than 24 hours without any known reason.

2.3.3.12.1 General Procedures

1. All students will have the option of identifying an individual(s) to be contacted by the University no later than 24 hours after the person is deemed to be missing, per University protocols.
2. The University will provide each student a means to register such confidential information to be used if a student is determined to have been missing for a period of more than 24 hours.
3. For any student under the age of 18 years of age and not an emancipated individual, the University will contact a custodial parent or guardian after the 24-hour time period has elapsed.

2.3.3.12.2 Objectives

1. Safety of missing person;
2. Family and campus community support;
3. Campus life continuity;
4. Communication to all parties involved, to include students and staff.

2.3.3.12.3 Process

1. Interested parties (family, roommate, friend) shall immediately contact Campus Safety and Security when a student is missing.
2. A campus communication report will be initiated.
3. Campus Safety and Security will begin an investigation within campus community immediately.
4. Campus Safety and Security will determine the length of time since the student was last seen or contact was made by person(s) making the report.
5. Campus Safety and Security will attempt to contact any person who may have information or has any type of relationship with the missing student, including roommates, friends, instructors, resident life staff, and teammates.
6. The University administration will be made aware of the situation as information becomes available.
7. Campus Safety and Security will determine if there are extenuating circumstances involved. If the investigation reveals any unusual activity or information, then the local police will be contacted immediately.
8. If the 24-hour period of time has lapsed, then local authorities will be contacted per Lynn University policy.
9. Confidential emergency contact person will be made aware of the situation and any information available at the time of notification will be reported.
10. The University will cooperate with any investigating agency to assist in locating the missing person.

If contact is re-established:

1. Local investigating agencies will be contacted with the appropriate information.
2. The confidential emergency contact person will be contacted and advised of the situation.
3. University administration will be made aware of the situation as known to security at time of re-contact.

If contact is not re-established:

1. The University security and staff will assist any group in all reasonable efforts to find the missing person.
2. The University administration will be updated on the situation when information becomes available.
3. The family/contact person will be kept informed of the University's information without disrupting any outside agency investigations.

2.3.3.13 Persona Non Grata

In matter of clear and present possible physical harm to any Lynn University student, employee, or visitor or property at Lynn University, the President (or a designee) has authority to declare an individual, or individuals, *persona non grata* at the University. Such individuals will be escorted off campus and shall not return to the campus without permission unless and until such status is removed by the President.

2.3.3.14 Pets and Animals

The University reserves the right to require immediate removal of any pet from University property and to charge the individual hosting the animal for all costs incurred in removal of the pet(s) and the costs associated with housing the pet. University staff and/or an outside agency can remove the pet at any time. Any cost associated with the possession of a pet (*i.e*. damaged furniture, cleaning, pest control, etc.) will be charged to the responsible individual(s).

In addition, the following guidelines shall be enforced:

1. With the exception of service animals, pets and animals are not permitted in offices, buildings, residence halls (with the exception of professional live-in staff with the approval of Vice President of Student Life), Lynn University NCAA athletic events, or in any University facility.
2. In those rare circumstances where a pet is allowed on campus grounds (e.g., Take Your Dog to Work Day), the pet must be on a leash, under control of the owner, and present no hazard to people. Its owner shall not regard the wearing of a muzzle by a dog as control. Further, dogs may never be tethered on campus.
3. Pets must have a valid license and tags as evidence of current rabies vaccinations.
4. Strays shall be reported to Campus Safety and Security.

Feeding stray animals (*i.e.* ducks, rabbits, raccoons, cats, dogs, etc.) is a health and safety hazard and is prohibited.

2.3.3.15 Pool Regulations

All persons using the pool facility are responsible for the following posted rules at poolside, including, but not limited to:

1. Swimmers enter the pool at own risk.
2. The pool is open from dawn to 11:00 pm.
3. Jumping or diving from pool buildings, lounge chairs or lifeguard chairs is prohibited.
4. The maximum number of swimmers allowed in each pool is 81.
5. No food or glass containers are allowed in the pool area unless approved.

Individuals abusing pool privileges will have pool privileges revoked.

Special Notice: Thunderstorms with severe lightning develop very quickly in Florida and are extremely dangerous. For safety purposes, please vacate the pool area immediately upon seeing lightning or hearing thunder.

2.3.3.16 Safety Tips and Security Awareness Programs

Buildings and grounds are inspected regularly to monitor safety and security concerns. Lighting surveys are routinely performed, fire equipment is checked routinely, and maintenance issues regarding doors and locks are submitted for repairs.

Individuals who are a victim of a crime should file a report with Campus Safety and Security or by calling the police directly. Campus Safety and Security is available to assist all members of the University community in contacting local municipal authorities if requested.

2.3.3.16.1 Safety and Property Protection Tips

Personal safety involves knowing how to avoid being a victim; keeping alert to your environment; not taking chances; being safety-conscious all the time; being alert for dangerous situations and suspicious persons; not taking your safety for granted; and learning how to protect yourself and your property.

Take precautions in your residence, as well as while walking, driving and in unfamiliar places.

Know what to do if you are being followed or assaulted; become alert to and conscious of fire hazards; and know what to do if you become a victim.

2.3.3.16.1.1 In the Office

If you are working in an office, lock your office door whenever you leave, even if you will be gone for a few minutes. Keep your purse, wallet and other valuables in a secure container such as a locked desk or file cabinet.

If you are entrusted with a key to a specific area, never lend it to anyone. Report any suspicious person loitering in your area to your supervisor.

Hang up immediately if you receive an annoying or obscene phone call. Do not engage in conversation. Write down the time, what the caller said and notes of any background noises you may have heard. Report the incident to your supervisor and Security immediately.

If working alone at night, keep outside doors locked. Contact the Department of Campus Safety and Security informing them that you are there. When you are ready to leave, call the Department of Campus Safety and Security and ask for an escort to your car.

2.3.3.16.1.2 Property Protection

Your property is your responsibility. Protect it from theft. While in or out of a room or vehicle, keep your doors locked at all times. Do not leave your belongings unattended while you are in a public place. Always chain your bicycle to one of the bicycle racks located around campus. Record the serial numbers of all electronic equipment for identification purposes.

Require authorization and identification from service personnel before allowing them to remove an item for servicing.

Keep as few valuables as possible. Students should check their own or their parents' insurance policy to see if their valuables are protected while at school. Mark your valuables to uniquely identify them. University insurance does not cover your personal property (e.g., furniture in your room) entrusted to your care. Should University property need to be repaired, contact the Office of Residence Life. If problems go unreported, the residents of that room will be responsible for the damage.

2.3.3.16.1.3 Residence Halls

1. Keep your doors locked at all times. Do not admit strangers to your room or residence hall. Find out who is knocking before opening the door. Never open a door to someone you do not know.
2. Ask for identification of repairmen and verify it by telephone. If you are suspicious, call the Office of Residence Life during the day and the Department of Campus Safety and Security on evenings or weekends.
3. Never leave your room or residence hall door propped open. Do not leave notes attached to your door concerning your destination, how long you will be away, when you will return or where the key is located.
4. Never lend your room key. If your keys are stolen or lost, report it to Security and your resident assistant immediately. "Lost and Found" is located in the Dean of Students Office in the E.M. Lynn Residence Center.
5. If you receive nuisance, obscene or prank calls, hang up immediately. Do not engage in conversation. If these types of calls persist, contact the local telephone company. Save all nuisance or dangerous voice and electronic messages as evidence to be reviewed by the proper authority.
6. Be alert when using elevators and be careful when riding with strangers. Never dress in front of an open window. Save all nuisance or dangerous voice and electronic messages as evidence to be reviewed by the proper authority.

7. Draw blinds after dark.

2.3.3.16.1.4 Vehicles

Never leave valuables on seats or exposed in your vehicle. Cover them or place them in your locked trunk. Park your vehicle in areas that are and will be well lit when you return. Be sure that your doors are locked and windows are completely closed. When returning to your vehicle, be aware of your surroundings, have your key ready, and check the back seat for someone hiding there.

2.3.3.16.1.5 While Walking

1. Do not walk alone at night. Always walk with several people at night, and never leave anyone in your group alone at an isolated spot.
2. Be aware of your surroundings. Walk only on sidewalks or streets. Note possible hiding places such as building corners, parked cars and shrubbery. If someone stops to ask you for directions, keep a safe distance from the car.
3. Do not accept rides from strangers. Do not hitchhike! If you find yourself stranded, call a friend, a taxi, the Department of Campus Safety and Security or Safe Ride. A shuttle is available from the north parking lot from 8 p.m. to 6 a.m.

2.3.3.16.2 Safety and Security Programs

2.3.3.16.2.1 Blue Light Safety Emergency Phones

Safety emergency phones have been installed in strategic locations on the campus for use by members of the university community who find themselves in need of emergency assistance. The outside phones are located on poles with a blue light and are clearly marked "EMERGENCY." The user need only to press the activation button and will be automatically connected with the Department of Campus Safety and Security.

The interior phones are marked "EMERGENCY PHONE" and are attached to the wall. The phone connects automatically to the security booth. Tell the officer about the difficulty and await instructions.

2.3.3.16.2.2 Community Service Officer Program

The CSO Program is designed to assist students in crime prevention education so that the community has a better knowledge of personal safety and security. These officers conduct programs in the residential community throughout the academic year.

2.3.3.16.2.3 On-Campus Shuttle

There is a complimentary shuttle service provided to all Lynn University community members from the North parking lot to the residence halls daily from 8 p.m. through 6 a.m. The shuttle pick-up location is the main entrance of the de Hoernle Sports and Cultural Center.

2.3.3.16.2.4 Safe Ride

Lynn University offers a shuttle service to students who are in need of an escort to campus or to their home from the Boca Raton area during designated evening hours. This service is designed for the safety of students. Time and distance limitations do apply.

If you need to use Safe Ride, please call 1-800-675-6349 and press 1.

2.3.3.16.2.5 Safety and Security Educational Programs

Each year, the Department of Campus Safety and Security along with other on and off-campus constituencies, provide programs to further promote personal safety. These programs include but are not limited to: campus safety forums, community outreach, town hall meetings, the "lock it or lose it" program, and sexual assault prevention and awareness information.

2.3.3.17 Telephone Numbers

Within the Community:

American Red Cross	561-994-2060
Fire – Emergency	911
Poison Control	1-800-282-3171
Police – Emergency	911
Police – Non-emergency	561-338-1333

Regarding Sexual Assault:

P.B. County Sexual Assault Victim Services Center	561-996-1647
P.B. County Sheriff's Department	561-276-1301
Sexual Assault Program 24-Hour Rape Hotline	561-930-1234
Boca Raton Community Hospital	561-395-7100

On Campus:

University Counseling Center	561-237-7237
Department of Campus Safety and Security	561-237-7226
Dean of Students Office	561-237-7230
Health Center	561-237-7231
Residence Life	561-237-7236
Safe Ride	1-800-675-6349
Emergency (from any University phone)	222

2.3.3.18 Sexual Assault

Sexual assaults violate the standards of conduct expected of every member in the Lynn University community. Sexual assault is a criminal act, which subjects the perpetrator to criminal and civil penalties under state and federal law. In all cases, Lynn University will abide by and cooperate with local, state, and federal sanctions. Lynn University disciplinary action may include termination, suspension or expulsion depending on the seriousness of the situation.

While no one likes to think of the possibility of being sexually assaulted, unfortunately these crimes do occur. As members of the Lynn community, you should be aware of what procedures to take if this crime should happen to you.

2.3.3.18.1 Assistance

In the event you are sexually assaulted, on-campus counseling is available to you. This service may help you discuss the feelings and emotions you have following an assault. The University community is here to assist you, so please use the services available.

If you would prefer, there are a number of off-campus centers and local agencies that provide assistance, such as the Rape Crisis Hotline and the Palm Beach Rape Crisis Center. Sexual Assault Crisis Team (SACT) members will assist you in contacting these agencies for additional support.

Often, the assailant is someone you know. In order for you to feel safer in your living and academic environment, the Director of Residence Life and Vice President for Academic Affairs will work cooperatively with you to provide immediate room changes and classroom changes, if necessary. Employee Services will work with employees.

2.3.3.18.2 Whom to Contact

If you are a victim of physical or sexual assault of any kind, you should immediately call 911 and the Department of Campus Safety and Security at 561-237-7226. The University has a response team, the SACT (Sexual Assault Crisis Team). The team is composed of the Dean of Students, the Assistant Dean of Students, the Director of Residence Life, the Director of Counseling, the Director of Campus Safety and Security, and the Director of the Health Center, who are available to help you.

Any SACT member will assist you in contacting local, state, or federal agencies to report a sexual assault.

2.3.3.18.3 Preserving Evidence

After the assault, you may be in a state of shock. Your first reaction may be to disrobe, take a shower, and brush your teeth and hair. DON'T. The evidence that you carry in your body may be the most important evidence in the conviction of your assailant.

2.3.3.19 Unauthorized Handling of Safety Equipment

The unauthorized alteration, misuse or tampering with of any equipment or device intended for use in preserving or protecting the safety of members of the Lynn University community, including but not limited to keys, exit signs, fire extinguishers, fire alarms, fire boxes, standpipes, first aid equipment or telephones, is prohibited. Violation of this policy is subject to appropriate discipline.

2.3.3.20 Weapons

Lynn University recognizes the importance of a safe and secure environment for all persons on University premises. Accordingly, the possession and/or use of weapons or other instruments that can be used as weapons are strictly prohibited on University premises, including University parking lots, or at any other location while engaged in University business regardless of whether the person is licensed to carry a weapon or not. This policy applies to all University employees, students, visitors, customers, and contractors on University property, regardless of whether they are licensed to carry a concealed weapon or not. The only exceptions to this policy are security guards or other persons who have been given written consent by the University to carry a weapon on the property and police officers. This policy also prohibits weapons at any University-sponsored function.

For the purposes of this policy, weapons or dangerous instruments are broadly defined to include, but are not limited to: rifles, shotguns, machine guns, semiautomatic rifles, B.B. guns, dart guns, pellet guns, and other firearms; stilettos, razors and other knives capable of inflicting harm. For the purposes of this policy, a firearm is broadly defined as a weapon capable of firing a projectile and using an explosive charge as a propellant. Individuals with questions about whether an item is covered by this policy, have the responsibility to contact Campus Safety and Security.

For purposes of this policy, "University property" includes, without limitation, all University owned or leased buildings, and surrounding areas such as sidewalks, walkways, driveways, and parking lots under the University's ownership or control. University-owned or leased vehicles are covered by this policy at all times regardless of whether they are on University property at the time.

Violators of the University's Weapons policy are subject to immediate corrective discipline, including termination or expulsion as applicable.

2.4 Information Technology Policies

Below please find information technology policies that apply to all users of Lynn University's computing assets. In addition to these policies of general applicability, the University has developed employee and student specific information technology policies that must be followed whenever these constituencies utilize University's computing assets. Information technology policies that apply specifically to employees are set forth in Volume III, Subsection 3.3.6 of the Lynn University Policy Manual. Student information technology policies are located in Volume VI, Subsection 6.3.12 of the *Lynn University Policy Manual*. Should you have questions about University information technology policies, please do not hesitate to contact the Lynn University Information Technology Department.

2.4.1 Acceptable Use

It is the policy of Lynn University to maintain access for its community to local, national, and international sources of information and to provide an atmosphere that encourages the open exchange of ideas and sharing of information. Access to this environment and the University's information technology resources is a privilege and must be treated with the highest standard of ethics and in accordance with all applicable laws.

The University expects all members of the community to use computing and information technology resources in a responsible manner, respecting the public trust through which these resources have been provided, the rights and privacy of others, the integrity of facilities and controls, state and Federal laws, and University policies and standards.

This policy outlines the standards for acceptable use of University computing and information technology resources by faculty, staff, students, guests, external organizations and affiliated individuals which include, but are not limited to, equipment, software, networks, data, and telephones whether owned, leased, or otherwise provided by the Department of Information Technology (IT) at Lynn University.

The Information Technology department is responsible for the maintenance and distribution of all University owned Laptop and Desktop computers. As the owners of the University computers, the Information Technology department is also responsible for the management, distribution and approval of all software and software licenses. The installation of any non–University owned or approved software on any University owned computer is strictly prohibited.

Preserving the access to information resources is a community effort that requires each member to act responsibly and guard against abuses. Therefore, both the community as a whole and each individual user have an obligation to abide by the following standards of acceptable and ethical use:

1. Use only those computing and information technology resources for which you have authorized;
2. Protect the access and integrity of computing and information technology resources;
3. Abide by applicable laws and university policies and respect the copyrights and intellectual property rights of others, including the legal use of copyrighted software;
4. Use computing and information technology resources only for their intended purpose;
5. Respect the privacy and personal rights of others

Failure to comply with the appropriate use of these resources threatens the atmosphere for the sharing of information, the open exchange of ideas, and the secure environment for creating and maintaining information property, and subjects one to discipline. Any member of our community found using information resources for unethical and/or unacceptable practices has violated this policy and is subject to disciplinary proceedings including revocation of system privileges, expulsion from school, termination of employment and/or legal action as may be appropriate.

IT reserves the right to limit or restrict the use of its computing and information technology resources based on institutional priorities and financial considerations, as well as when it is presented with evidence of a violation of University policies, contractual agreements, or state and federal laws.

Although all members of the community have an expectation of privacy, if a user is suspected of violating this policy, his or her right to privacy may be superseded by the University's requirement to protect the integrity of information technology resources, the rights of all users and the property of the University. The University, thus, reserves the right to examine material stored on or transmitted through its resources if there is cause to believe that the standards for

acceptable and ethical use are being violated by a member of the University community or a trespasser onto its systems or networks.

Individuals using computer systems owned by the University do so subject to applicable laws and University policies. The University disclaims any responsibility and/or warranties for information and materials residing on non-University systems or available over publicly accessible networks. Such materials do not necessarily reflect the attitudes, opinions, or values of the University, its faculty, staff, or students.

2.4.2 Account Creation

Utilizing the Lynn University owned network, IT infrastructure and/or information is a privilege, not a right. The IT Department extends this privilege to staff, faculty, students and other authorized users by creating a unique network identifier (user account Id) to access the network at the University. Network accounts will be requested, granted and created following IT procedures and guidelines. The University recognizes the importance of maintaining user accounts in an organized, secure manner to achieve maximum performance of our network. The University retains the right to revoke this privilege or to conduct in-depth examinations into the use of (this privilege) the network or user accounts at any time.

2.4.3 Account Revocation

Utilizing the Lynn University owned network, IT infrastructure and/or information is a privilege, not a right, and it can be revoked at anytime. In the event that a staff member, faculty, student or other authorized user is separated, terminated or otherwise no longer affiliated (has a relationship) with the University, all network, IT infrastructure and/or information privileges may be revoked, deactivated and/or removed.

In addition any misuse or non-compliance with Lynn University agreements (policies/procedures) may result in the revocation, deactivation or removal of network access.

2.4.4 Card Office

The University requires and issues an official Lynn University photo identification card to all Staff, Faculty, Student, Alumni and other affiliated individuals. The identification card is recognized as the primary form of identification on campus and is required to gain access to University facilities and services.

The loss of a University issued identification card may result in a fee to obtain a replacement card; notification of loss of identification card should be reported to the Card Office as soon as possible.

2.4.5 Change Management

The primary objective of this policy is to ensure that a consistent and systematic approach is used for modifying Lynn University's IT services and resources. The intent is to streamline processes while mitigating security vulnerabilities and potential loss due to system outages. Modifications to IT services require serious forethought, testing, appropriate communication and post-change

evaluation. Changes to University IT resources must have intended impact and avoid unintended consequences.

Any change that might affect IT services upon which University personnel rely to conduct normal business operations are within the scope of this policy. The following non-exhaustive list show common types of change:

1. Software upgrades, updates or additions;
2. IT Infrastructure changes;
3. Preventative maintenance;
4. Security patches;
5. System architecture and configuration changes;
6. Hardware upgrades;
7. Product management;
8. New System Implementations.

The IT department has defined change as "The addition, modification or removal of anything that could have an effect on IT Services."

Any change to the University's IT resources will be documented, coordinated, communicated and approved with all stakeholders as well as adhere to the University's Change Management Procedures and Guidelines. The CIO, IT Units, and Change Management Team (CMT) approval will be obtained prior to updating or modifications being made to any IT resource.

2.4.6 Computing Security Responsibilities

User of Lynn University's computers and networks must take necessary steps to protect the University from unwanted viruses. Recommended processes to prevent virus problems include but are not limited to:

1. NEVER open any files or macros attached to an email from an unknown, suspicious or untrustworthy source. Delete these attachments immediately, then "double delete" them by emptying your Trash.
2. Delete spam, chain, and other junk email without forwarding, in accordance with Lynn University's *Acceptable Use Policy*.
3. Never download files from unknown or suspicious sources.
4. Avoid direct disk sharing with read/write access unless there is absolutely a business requirement to do so.
5. Keep your machine, especially laptops, physically secured. Confidential and sensitive information must be safeguarded. Take appropriate measures (e.g., encryption for electronic information, physically secure physical media) to prevent unauthorized disclosure.
6. Be alert and aware of information stealing methods such as: social engineering, phishing scams, and shoulder surfing to obtain personal and sensitive information about you.

7. Implement credible and reputable anti-virus software, perform continuous and/or scheduled scanning, and keep it up-to-date.
8. Implement anti-spyware to protect private personal information.
9. Implement current technology security preventive solutions to protect your computers from unwanted threats.
10. Enable the built-in firewall that is included in major operating systems and/or install a firewall application.
11. When logged into the network, remember to log out after you are finished. Also, enable a password-protected screen saver when leaving your computer temporarily.
12. Never download or open any files or macros attached to an email from an unknown, suspicious or untrustworthy source. Delete these attachments immediately, and then permanently delete them by emptying your trash.
13. Delete spam, chain and other junk email without forwarding it.
14. Avoid creating shared folder with open or full access.

2.4.7 E911 Services

The University utilizes an electronic 911 solution for its telephone users, to facilitate emergency responders with a finer geographic location within the University. This service advises emergency responders regarding general building locations, such as floors and areas within buildings. It will not provide room or exact locations.

The e911 solution does have some specific limitations:

1. In order for e911 calls to be properly directed to emergency services using the University phone system, Lynn University must have the correct location of the telephone programmed in its solution. If a user moves to a different location without consulting and notifying, IT calls may be directed to the wrong geographic location.
2. The University phone system uses electrical power. If there is an electrical power outage or interruption, the University phone system will fail and users will not be able to make 911 calls.
3. Telephone calls, including 911 calls, on the University phone system may not be completed if there is a problem with network facilities, including network congestion, network/equipment failure or scheduled outages, or other technical problems.

2.4.8 Electronic Devices

Cellular phones, pages, and other electronic devices shall not be used in a manner that causes disruption in the classroom, library, or within any Lynn University owned or operated facility. Abuse of cellular devices with photographic and videotaping capabilities for purposes of photographing test questions or other notes and materials is prohibited and considered a violation of the University's Academic Honesty Policy (see Volume V, Subsection 5.4.11). Photographing or videoing individuals in secured areas such as bathrooms, locker rooms, residential halls or other areas where there is a reasonable expectation of privacy, and/or taking

photographs of an individual against their will is strictly prohibited. Electronic transmission of photographs of any person without express permission is strictly prohibited. Please refer to the University's Photography Policy for additional information. Moreover, photographing or videoing confidential or sensitive University information is strictly prohibited.

Violators of this policy are subject to appropriate corrective action.

2.4.9 Encryption

It is Lynn University's IT Department policy to limit the use of encryption to those algorithms that have received public review and acceptance, and must have been proven to work effectively. All requests to encrypt hard drives, files, databases or any other information technology resource must be submitted and approved by the IT Department.

All web sites; public or private, hosted by Lynn University or hosted by 3rd parties, collecting personal information require the use of SSL certificates. The issuing and maintenance of certificates must be made to the IT Department and are assigned and implemented by the IT department.

2.4.10 Network Connectivity

This policy describes the security measures implemented at Lynn University to safeguard access to the network by authenticated users.

Every device receiving an IP address and connected to the Lynn University network via wireless or wired should meet the following requirements:

1. The latest hotfixes, patches and service packs should be installed on all devices in a timely manner and set to automatically download and install.
2. Complex passwords should be used for any account on the device which has administrative privileges.
3. A host based firewall for all computers must be installed and configured.
4. An anti-virus product should be installed and running on the latest definition file.
5. If FTP services are installed and used; Lynn University will not allow the use of anonymous login to the FTP site.
6. All shares should be secured as the use of everyone access will not be allowed.

2.4.11 Password Maintenance

Password maintenance is the most important activity a user can participate in to secure institutional data. Passwords help protect against misuse by seeking to restrict use of University systems and networks to authorized users. Each authorized user of the University is assigned a unique password that is to be protected by that individual and not shared with others. The University has implemented a password maintenance policy that requires authorized users to maintain a password in accordance with a minimum acceptable password standard. The password should be changed on a regular basis to prevent the accidental exposure of a password to others.

2.4.12 Peer to Peer File Sharing Programs

In accordance with the Higher Education Opportunity Act (HEOA), Lynn University must make an annual disclosure informing students that illegal distribution of copyrighted materials may lead to civil and/or criminal penalties. Also, the HEOA requires institutions to take steps to detect and punish users who illegally distribute copyrighted materials. In an effort to comply with these requirements, Lynn University prohibits the installation and use of peer-to-peer file-sharing programs (P2P) that violates copyright material on computers using the Lynn University network. Moreover, the installation or operation of any program or service that assists others in the use of copyright violations is likewise prohibited. Users will be considered in violation of this policy if their internet traffic is identifiable as using a prohibited P2P programs or protocols. Lynn University reserves the right to suspend or terminate network access to any campus user if the violation is deemed severe. Likewise, network access will be suspended if any user is impacting the operations of the network. Repeat or severe violations are also subject to appropriate corrective action and may be reported to appropriate authorities for criminal or civil prosecution.

2.4.13 Wireless Network Use

This policy describes the usage and security measures implemented at Lynn University to safeguard wireless access to the network by authenticated users. In addition, it outlines the practices that must be adhered to when using Lynn University wireless access points.

2.4.13.1 Policy

All client PC's wanting to access the Lynn University Campus Network will be required to use Unencrypted Wireless Network (Stunet) Separate Vlan from wired network.

In addition, the following practices must be adhered to when using Lynn University wireless access points:

1. All wireless access points within the University's firewall must be approved and centrally managed by the IT Department. The addition of new wireless access points within campus facilities will be managed at the sole discretion of IT. Non-sanctioned installations of wireless equipment or use of unauthorized equipment on campus premises are strictly forbidden.
2. The IT Department will occasionally conduct sweeps of the wireless network to ensure there are no rogue access points present.
3. The IT Department reserves the right to turn off without notice any access point connected to the network that it feels puts the University's systems, data, and users at risk.
4. Any device or equipment found to be interfering with access point signals may be subject to relocation or removal, including cordless phones, microwave ovens, cameras, light ballasts, etc.
5. All computer equipment and devices used to connect to the University's network must display reasonable physical security measures. Users are expected to secure their University-connected devices when they are physically at their machines as well as when they step away.

6. Wireless access users agree to immediately report to the University's IT Department any incident or suspected incidents of unauthorized access point installation.
7. Use of the wireless network is subject to the same guidelines as the University's Acceptable Use Policies.

2.4.13.2 Enforcement

Any computer requiring wireless will be required to install a certificate for the networks secured via WPA2 as well as install the a policy key. For computers requiring access to the other wireless networks, users will have to authenticate via Checkpoint and install a policy key. Failure to comply with the Wireless Security Policy may result in the suspension of wireless access privileges and possible disciplinary action.

2.5 Public Relations and Advancement Policies

2.5.1 Public Relations Policies

2.5.1.1 Office of Marketing and Communication

Lynn University employs a central office for the external and internal distribution of key institutional messages, news and other articles, publications, videos and Web sites. All large-scale (non-personal) on- and off-campus messaging must be approved by, and/or communicated through, this department.

2.5.1.2 Communications Policy

Design and/or editorial approval from the Marketing and Communication office is required for all communications that:

1. Bear the name of Lynn University;
2. Are to be paid for with Lynn University funds;
3. Are intended for distribution off campus.

The following items also must receive approval from Marketing and Communication:

1. Use of the university seal, logotype or wordmark by internal or external persons or groups;
2. Deviations from the Lynn University Marketing and Communication Resource and Policy Handbook.

Items exempt from this policy include

1. Materials produced by student organizations not bearing the Lynn University name or logo;
2. Scholarly publications;
3. Person to person internal correspondence;
4. Internal reports (exception: report covers and reports with off-campus distribution).

All communications shall reflect the non-biased, non-discriminatory nature of Lynn University.

2.5.1.3 External Communications

2.5.1.3.1 Crisis Communication

The Office of Marketing and Communication - and specifically its PR and media relations team - operate as the University's crisis communication arm. In the event of a campus emergency, inclement weather event or similar occurrence, the office will contact the campus community (faculty, staff and students, and those individuals they've registered as their emergency contacts) using an appropriate combination of vehicles including:

1. An **e-mail** to all current students, faculty and staff;
2. A **broadcast voice mail message** (distributed to all emergency contact numbers currently on file with the university);
3. The university's opt-in **text message alert system**;
4. An alert message announced over the campus' **outdoor emergency horn system**;
5. Emergency notifications posted on **myLynn** and **lynn.edu**.

These channels will be tested no less than twice per year, with one of those tests occurring on or before the annual start of the Atlantic hurricane season (June 1).

2.5.1.3.1.1 Lynn Students, Faculty and Staff Emergency Contact Information

To verify or update emergency contact information for these alerts, students, faculty and staff members must:

1. Log in to myLynn (https://my.lynn.edu/) using your usual username and password.
2. Once logged in, scroll down to the "Helpful Links" box on the bottom left (this field exists on every tab within myLynn).
3. Click on "Emergency Notification."
4. When the form pulls up, update your contact e-mail address, home and cell phone numbers, as well as numbers for up to four others (parents, family members or friends) you'd want contacted in the event of a campus emergency, weather-related closure or schedule change.

All Lynn students and employees are strongly encouraged to also put a check mark in the box next to "Receive Text Messages." This will allow the system to send you a text message with important information in the case of an emergency.

Please Note: The information provided on this Emergency Notification form will only be used for emergency notification purposes (or tests of emergency alert systems). Please update your contact information (including backup contact phone numbers) whenever this information changes.

2.5.1.3.2 Media Relations

2.5.1.3.2.1 Contacting News Media

Lynn University's director of public relations/spokesperson and public relations specialist are the initial point of contact for all media requests, inquiries, pitches, etc. These two university officers alone should direct, initiate and nurture any activities with all media personnel, be they individuals or institutions, traditional outlets or citizen journalists, bloggers, etc.

Members of the Lynn community interested in publicizing an event to the general public, sharing an individual or office/college success story, or otherwise communicating their news to off-campus audiences should contact news@lynn.edu or 561-237-7779.

2.5.1.3.2.2 Speaking as a Lynn Representative

Lynn faculty, staff and students will be routinely called upon—and encouraged—to speak with members of the media through the facilitation of the Public Relations Office. In all instances, students and employees (when they are willing and able) will be made available by the public relations office to offer their honest opinions, speak about issues related to their field and expertise, and otherwise help support the news media's coverage of a particular issue through their participation.

Any employee or student receiving media inquiries directly should first forward such requests to the public relations office for clearance and tracking purposes. Please contact the Director of Public Relations or Public Relations Specialist.

2.5.1.3.3 Print and Electronic Communications for External Audiences

To ensure a consistent and unified representation of the Lynn University brand, anyone producing print and electronic communications for an external audience is required to use the writing and design services of Marketing and Communication. Individual units are not authorized by the University to initiate design or printing projects for any external audiences. External materials may include, but are not limited to, broadcast e-mails, social networking sites, ads, brochures, posters, postcards, and other collateral pieces that market the University to an external audience(s).

No student, faculty or staff member or University department or organizational unit may purchase a domain name or create a Web site that explicitly or implicitly represents Lynn University, any unit within the University or individual representing the University without approval by the Vice President for Marketing and Communication.

2.5.1.3.4 Social Media Opportunities and Requirements

("Social Media" tools include Facebook, MySpace, Twitter, Linked In, message boards, etc.)

2.5.1.3.4.1 Faculty and Staff

The Office of Marketing and Communication at Lynn University encourages faculty and staff to embrace and use appropriate social media tools to enhance the classroom experience and facilitate an ongoing dialogue with students and external constituents.

That said, Lynn employees should be mindful of the risks and best practices associated with these activities to ensure that they enhance Lynn's public image (and their own) and the learning experience, and foster institution-wide collegiality. Social media tools are all public channels and therefore are searchable via standard Web browsers. The impressions made by virtue of the material's quality or the discourse will reflect on Lynn University. Additionally, anything published to these sites may be closely monitored by parents, current and potential students, and the media. Accordingly, the use of social media tools must be consistent with Lynn University's IT and employment policies, including but not limited to, the University's Blogging and Other Public Internet Communication and Employee Acceptable Use policies (see Volumes III, Sections 3.3.5 and 3.3.6.1, respectively).

Personal Use: Lynn employees are encouraged to use social media tools such as Facebook and Twitter to accentuate their personal interactions with colleagues and students. However, all Lynn employees must use such tools under their own identify, and not under the guise of their office, college, or Lynn University as a whole. Moreover, the use of such tools during working hours is prohibited unless specifically authorized by a University official. Please see the University's Blogging and Other Public Internet Communication Policy (Volumes III, Sections 3.3.5) for additional information.

Please Note: As a rule, neither the Information Technology nor Marketing and Communication Office at Lynn can provide technical assistance related to any off-site communication tools including Facebook and Twitter. Additionally, employees using social media tools do so at their own risk and will be responsible for any and all content and exchanges occurring within the pages/tools under their purview.

The Office of Marketing and Communication welcomes any questions, requests or feedback regarding appropriate use of these tools.

Examples of appropriate use include:

Facebook Personal Profiles: Using the Facebook personal profile (available to everyone) as a tool for communicating with colleagues and students is permissible. As with e-mail, Blackboard and other communication tools, employee use is governed by Lynn University's IT and employment policies, including but not limited to, the University's Blogging and Other Public Internet Communication and Employee Acceptable Use policies (see Volumes III, Sections 3.3.5 and 3.3.6.1, respectively).

Example profile name: Jane Doe (Lynn affiliation and contact information permissible within "Info" tab and elsewhere)

Profile Picture: Up to user.

Facebook 'Groups': Faculty members especially may find a Facebook group to be a reliable and easy-to-use tool for staying in touch with students and facilitating class-related discussions. These groups should be set up to coincide with a particular class or event. Using a Facebook group to promote an academic unit, team or university function, however, is not permissible without clearance via the Office of Marketing and Communication.

Example group name: COM411@LynnU: PR Practicum – Hughes (Note that class is clearly identified, as is instructor)

Group Logo/Photo: Employees and student groups may not use the Lynn University seal, wordmark, or official University photos (those obtained and used by the Marketing and Communication office) for these groups. Please refer to the University's Use of the Lynn University Name, Seal and Logo policy for additional information.

**This same approach applies to the setup of YouTube channels, blogs, etc. by university employees.*

Twitter Accounts: Twitter is emerging as an exciting communication tool that may also be of particular interest to faculty and staff as a way to closely track research, trends and industry- or discipline-specific publications and dialogue. Of course, it can also be used to connect with students directly.

Example Twitter account name: Real Name. Example Twitter "handle": ProfRealName

Twitter Bio: If you intend to use this tool with students or as a professional development venture, you are encouraged to include Lynn University and your title in your bio.

Account Photo: Employees and student groups may not use the Lynn University seal, wordmark or official University photos, logos, or images for these accounts pictures or designs (backgrounds). Please refer to the University's Use of the Lynn University Name, Seal and Logo policy for additional information.

Please Note: Employees are able to use social media or Internet-based vehicles for their personal and even professional use. However, employees are urged to exercise caution and great discretion in their use of external communication vehicles, such as Facebook or Twitter, that identify them as members of the Lynn community (whether by "network," job title or topic discussions). Because of their public nature, all groups and other pages set up by Lynn employees serve to represent the University to some degree to the internal and external community.

2.5.1.3.4.2 Student Clubs/Organizations

Student-led organizations are encouraged to use Facebook groups for their membership. These have proven to be reliable and easy-to-use conduits for group promotions and discussions.

The University will not actively monitor the use of social media by our student organizations, so long as they do not misrepresent their purpose or the institution. As in their campus communications, students and student groups must adhere to the Student Social Networking Policy outlined in Volume VI, subparagraph 6.6.1.8.1 of the Lynn University Policy Manual when using social media. Should the Office of Marketing and Communication see evidence of inappropriate use, the Division of Student Life will be notified and will alone oversee any actions resulting from inappropriate use.

2.5.1.3.4.3 Organizational (Office/College/Program)

Organizations, offices, and colleges will use as their primary promotional vehicles their evolving sections on the Lynn University Web site. Any employee unit or individual wishing to have a Facebook page, group or profile, for example, that indentifies their program, office, college, and the university, must route a request through the Office of Marketing and Communication.

Requests for these tools will be evaluated based on their:

1. Alignment with Lynn University goals;
2. Impact on the Lynn University brand;
3. Suitability given requester's stated goals;
4. Opportunities for — and obstacles to — successful implementation;
5. Cost; and
6. Other factors.

Put briefly, the office will be hesitant to grant individual offices, colleges or organizations Lynn-sanctioned Facebook pages, free-standing YouTube channels, etc. The office must manage the institutional brand of Lynn and ensure that all public channels successfully promote the breadth and depth of our offerings, without overemphasizing particular areas at the cost of others or the university brand as a whole.

Any such tools approved for use will be set up by the Office of Marketing and Communication, who will provide usage training to administrators in the college/office/program and support them in their efforts to use this tool. Requests for these pages are welcome and will be evaluated on a case-by-case basis with consultation from the Information Technology division.

Requests should be submitted via e-mail to the Director of Public Relations. Please include contact information and reason for request. All requests will be answered and investigated.

2.5.1.4 Internal Communication

2.5.1.4.1 myLynn

myLynn is the University's intranet and serves as an internal resource for all Lynn students, faculty and staff. Information posted includes any university-sponsored or affiliated information, including event and activity announcements, student and employee accomplishments (Lynn People), post-event coverage, items for sale (LynnBay), and any other campus-related information.

2.5.1.4.1.1 Content Submission Guidelines

1. All news and information submissions for myLynn should be sent to news@lynn.edu.
2. All submissions are subject to editing by the editor of myLynn.
3. Most submissions are posted within 48 hours.
4. All copy should be typed and submitted as raw text (please *do not* send pdf, Publisher, Adobe or other application programs).
5. Attachments of graphics and photos may be sent with your submission in a jpg format.
6. Before an event is posted, a request form must be submitted and approved through University Events (with the publicity box checked).*

7. Lynn People items (accomplishments - *i.e.*, papers published/presented, conferences attended, awards won) are posted after the event has taken place.
8. LynnBay items must include name and contact information (phone and/or e-mail); if an item is for sale, prices should be included. You may submit photos to news@lynn.edu.
9. LynnBay is a private, university service; submissions are limited to Lynn students, faculty and staff members.
10. LynnBay *does not* accept any 3rd party submissions and reserves the right to refuse any submissions that do not meet the guidelines.

Many applications found on myLynn - Blackboard, Help Desk, Cashnet, etc. - are supported by the IT department. Questions about those should be directed to IT Support Services at itsupport.lynn.edu or 561-237-7979.

*Event Publicity: Once an event is approved through University Events and posted on the R25 calendar system, the Office of Marketing and Communication will then publicize the event through other avenues and formats it deems appropriate.

2.5.1.4.2 Lynn Minute

This weekly e-mail to all employees produced by the Office of Marketing and Communication is a digest of information gathered from our various communication outlets (Facebook YouTube, myLynn, lynn.edu, news clips and blogs) and includes a "Seen & Heard" column with people news. As the information is taken from content already in place, no submissions are requested. You may, however, send in a "people" tip for the column.

2.5.1.4.3 Broadcast "Everyone at Lynn" and "All Students" E-mails

The Office of Information Technology and Office of Marketing and Communication restrict broadcast e-mail rights to a select group of university staff and administrators. These restrictions are in place for two reasons:

1. To limit the amount of e-mail traffic within the campus network; and
2. To avoid diminishing the effectiveness of e-mail communications (which are a primary channel for communicating emergency information), among other things.

The following guidelines are meant to further outline appropriate usage:

2.5.1.4.3.1 Guidelines for Broadcast E-mails

Information communicated by broadcast e-mail will be distributed by the Office of Marketing and Communication. Appropriate messages include:

1. Announcements impacting the health and/or safety of employees and students;
2. Information regarding emergency closings and reopenings, such as those occurring during the hurricane season;
3. Urgent announcements of IT system problems or changes affecting employees and/or students;

4. Communications from the Office of the President (including condolence notices).

Please note: Individuals and/or campus groups, departments, offices, etc. must not circumvent this policy by creating individual lists, sending out e-mails in "batches" around campus, etc.

2.5.1.4.4 Event Notifications

Information regarding university-sponsored events should not be communicated via broadcast e-mail. Such messages are intended instead for distribution using myLynn and should be submitted to news@lynn.edu. See the Internal Communications section (link) for additional details.

2.5.1.4.5 Student Notifications

The offices of Academic Affairs, Registrar, Student Account Services and Student Life (to name a few examples) may have reason to occasionally communicate directly with students regarding an important federal deadline, advising requirement, etc. These offices are permitted to use their All Students privileges for these purposes. Such communications, however, should not include event-related notifications or other notices more appropriately communicated via myLynn, through faculty announcements or on Blackboard.

The Office of Marketing and Communication will consider requests for sending global or broadcast e-mail for any other purpose on a case-by-case basis. All such requests, along with the message that needs to be communicated, must be forwarded via e-mail to the Director of Public Relations, the University's crisis communications officer in the Office of Marketing and Communication, whose decision is final.

2.5.1.5 Lynn University Web Site and myLynn

2.5.1.5.1 Philosophy

The Lynn University Web Team in the Office of Marketing and Communication applies a user-centered design methodology to the production and maintenance of the Web sites under its control. "Usable" is defined by the ISO (International Organization for Standardization) as "the extent to which a [Web site] can be used by specified users to achieve specified goals with effectiveness, efficiency and satisfaction." Keeping that definition in mind, our team expends considerable effort in:

1. Defining specific target audiences and their specific goals; and
2. Measuring the effectiveness of achieving those goals via Web metrics analysis and user testing and feedback.

The Web Team also adheres to the following heuristic guidelines or "rules of thumb" when designing an interactive experience:

1. Be consistent;
2. Provide accelerators;
3. Give feedback;

4. Avoid errors; offer recovery;
5. Enable user control;
6. Support recognition over recall;
7. Keep it simple;
8. Speak to the user.

2.5.1.5.1.1 Development Guidelines

Change requests for lynn.edu and myLynn are managed via the production management process detailed in the Making Changes to Lynn.edu or myLynn policy below.

Web content is managed via the appropriate content management systems by the Marketing and Communication office as well as select Web Watchers.

All source code produced by the Web Team is managed by the Web Team's Subversion (SVN) repository. All code is tested in at least one development environment as well as the TestLab (testing) environment before being deployed to production. The Web Team schedules minor maintenance releases as well as feature enhancement releases regularly. All releases are labeled with a release number (for example Release 1.1) for documentation as well as for "rollback" purposes should a reversion be required.

The Lynn University Web Team emphasizes adherence to coding standards compliance:

1. XHTML 1.0 Transitional;
2. CSS 2.

The Lynn University Web Style Guide contains more specific details (see "Web Style Guide" section of the Lynn University Marketing Handbook).

2.5.1.5.1.2 Maintenance

The Marketing and Communication Office relies on the Web Watcher program and the designated Web Watchers to stay updated on any changes that impact Web content.

It is the appropriate Web Watcher's responsibility to be aware of published content related to their department and to notify Marketing and Communication of any changes via the process defined in the of Making Changes to Lynn.edu or myLynn policy below.

Note on the Phone Directory: Only full-time employees of the university are listed as part of the lynn.edu Campus Directory. The Employee Services department must verify any changes to position or title. Employee Services also notifies Marketing and Communication of any new hires or departures that impact the campus directory. Web Watchers maintain the accuracy of all other information in the phone directory for their department.

2.5.1.5.1.3 Web Team Services

Though the Web Team's primary responsibilities are the maintenance and upkeep of lynn.edu and myLynn, the Web Team also offers its services as a consulting group.

Consulting services include:

1. Information architecture and design;
2. User interface and interactive design;
3. User testing and feedback;
4. Style guide compliance;
5. "Best practices" consulting and adherence;
6. Search engine optimization, search engine marketing.

2.5.1.5.2 Making Changes to Lynn.edu and myLynn

Changes to lynn.edu or myLynn are made via the Web Watchers, individuals from various departments who ensure the accuracy of their unit's information online. If you are not a Web Watcher, send your request to your department's Web Watcher (link). If you have questions about who your Web Watcher is, ask the Web Team at webteam@lynn.edu.

Steps for Web Watchers: Web Watchers may submit change requests via e-mail or print, whichever way is easiest. Here are the steps:

1. Use our e-mail template to submit modifications to existing content or print it out and mark it up to deliver by hand or interoffice mail. Either way, please send large blocks of new text electronically.
2. If your changes overlap with content from other departments, please coordinate the changes with the Web Watchers for those areas.
3. Send e-mails to webteam@lynn.edu. If we require more information we will contact you.

If your request is considered minor (bad link, typo, small text changes, etc.), we will do it within 2 business days and notify you when it is complete.

If your request entails more than a simple edit, it will be placed on our task list to be completed within 2 weeks. We will notify you when your request is complete, unless it:

1. Impacts the site navigation;
2. Involves new pages/areas of content;
3. Affects multiple parts of the site;
4. Involves multiple Marketing and Communication team areas (writing, graphics, Web and media).

2.5.1.5.3 Website Advertising

Lynn University's Website[4] must not be used for commercial, non-mission-related purposes. Accordingly, advertising for commercial purposes by businesses, organizations, entities, or individuals not associated with Lynn University is generally prohibited. For purposes of this

[4] For purposes of this policy, a Lynn University "website" includes the Home Page, pages developed by academic departments, centers, and offices, and administrative divisions or departments as signified by the address "Lynn.edu".

policy, “advertising” refers to any situation in which Lynn University or one of its departments, divisions, or colleges receives payment or in-kind gifts in exchange for a link or brand placement on a Lynn University Web page.

While advertising cannot be sold at any level, links to vendors or other commercial entities may be made in the following specific situations upon written approval from the Vice President for Development and Alumni Affairs as determined on a case-by-case basis:

1. Links to a Contracted Vendor: The logo or link is to a vendor or other entity separately contracted to provide services to the University.
2. Sponsorship Recognition: The logo or link acknowledges a vendor or other entity’s support of a University mission related activity through sponsorship. The sponsorship announcement must meet IRS guidelines and be exempted from unrelated business income tax assessments; payment may not be accepted for the link or logo.
3. Educational Purposes: The text link provides information for educational or other mission-related purposes and the University has received no consideration for incorporating that link.
4. Links to Licensed Software Required for Web Viewing: The logo or graphic represents licensed software that represents a core function of the page at issue, e.g., Adobe Acrobat Reader.

In all of these cases, the link, as approved by the Vice President for Development and Alumni Affairs, shall provide information for educational or other mission-related purposes and the University cannot have received financial consideration for incorporating the link.

Such links should in no way imply endorsement of products or services offered by the external commercial vendor or entity. Moreover, approval of links to web pages of commercial vendors and entities does not convey or imply approval to use the Lynn University seal, logos, or other images without specific permission from the Vice President for Marketing and Communication (see Volume II, Subsection 2.1.17 for the University’s Use of Lynn University Name, Seal, Logo, Trade and Service Marks Policy).

In cases where a group of external hyperlinks is included, the following language shall be included: “*Links to websites external to Lynn University should not be considered endorsement of those websites or any information contained therein by Lynn University.”*

2.5.1.5.4 Web Style Guide

Please refer to the Web Style Guide section of the Lynn University Marketing Handbook for guidelines that will assist you in creating content for lynn.edu and myLynn.

2.5.1.6 Photography

The Office of Marketing and Communication maintains a large collection of photos that best portray the university. These photos are used for marketing purposes and media exposure. Photographs are stored in the database for 3 years and are then sent to the archives department.

2.5.1.6.1 Requesting a Lynn Photo

We are proud of the beauty of our campus and its diverse population. Using a Lynn University picture appropriately in a project can certainly assist in building a positive image. In order to protect the content and subject of any Lynn University photo, however, anyone interested in using a photo from our database must contact the Office of Marketing and Communication in writing specifying the purpose of their usage. Photos and graphics appearing in printed or electronic communications may not be reproduced for any other purpose without proper authorization.

2.5.1.6.2 Requesting a Faculty Portrait for the Web and Media

Faculty and staff photos will be displayed on the Lynn University Web site and in any public relations/marketing material sent on behalf of Lynn University. These photos are of much higher quality than standard ID photos and require less than 10 minutes of your time. They are taken in the photography studio in the Lynn College of International Communication with specialized lighting and backdrops. Two to 4 headshots are taken, and you may select the one of your preference. Please note that an appointment is required; call 561-237-7802 to schedule your photo.

2.5.1.6.3 Event Photography

For those organizing events and wishing to arrange photography, the Office of Marketing and Communication maintains a resource list of area photographers. In most cases, departments requesting professional photography will be responsible for its cost. On a case-by-case basis, the Office of Marketing and Communication will send a photographer to cover the event at no cost. These photos will then be used for marketing and media purposes.

2.5.1.6.4 Permission to Photograph

Lynn University is located on private property; thus, any professional photographers or videographers who are not members or agents of the University or members of the University community, including media members, may obtain photos/video on University property only with permission of the subject(s) of their photography and the Office of Marketing and Communication.

Amateur photography by members of the University community and guests/visitors at University events are generally allowed provided the photographer has permission of the photo subjects or is photographing general crowd shots of an event considered open to the public (i.e., athletic events). If any photography is deemed disruptive, intrusive, or out of compliance with Lynn University policies, University faculty or staff are empowered to restrict and/or forbid photography anywhere on campus. Prior to confronting the individual, however, an effort should be made to contact a Campus Safety and Security officer.

2.5.1.6.5 Using Stock Images

Stock images can be a good resource in developing marketing collateral when an original Lynn University photo is not available to illustrate a concept. The Internet offers a variety of stock

photography and clip art sites that offer subscription plans at various rates. Please be aware that you must abide by the terms and conditions of purchase and copyright laws once acquiring an image from a stock photography vendor. You are responsible for proper usage and license agreements. Under no circumstances may composition images or low-resolution files be used in any material developed on behalf of Lynn University without proper purchase. If you are interested in obtaining a stock photo or clip art, please consult the Office of Marketing and Communication for a list of resources.

2.5.2 Institutional Advancement Policies

2.5.2.1 Development Office Commitment

At Lynn University, philanthropy is a tradition of giving to the university's priorities and for its general fiscal strength. To ensure that philanthropy merits the respect and trust of our community, our donors and prospective donors, Lynn University's Office of Development and Alumni Affairs is committed to standards as follows:

1. Constituents are informed of Lynn University's mission, vision and strategic plan including the university's fundraising priorities.
2. Constituents are informed of the identity of those serving on the university's Board of Trustees.
3. Philanthropic files and personal records are confidential.
4. Gifts are used for the purposes designated by the donor.
5. Prompt acknowledgement and appropriate recognition is provided by the university.
6. Individuals representing Lynn University are professionals.
7. "Anonymous" donors and gifts are appreciated and directives are followed and respected.
8. The university and its development office follow the "best practices" guidelines and procedures as provided by the Association of Fundraising Professionals (AFP) and the Council for Advancement and Support of Education (CASE).
9. The university and development office does not release its mailing list to any outside person or agency not conducting business on behalf of the university.
10. All legal procedures are respected (IRS, State of Florida and Federal).

2.5.2.2 Mission Statement

Lynn University is a 501(c)(3) not-for-profit organization. The university accepts gifts and grants that serve its students and support the mission and the strategic plan of the university.

The Office of Development and Alumni Affairs has two purposes:

1. To secure financial support through the cultivation of relationships with the university's constituencies (alumni, parents, friends, corporations and foundations).
2. To provide an alumni program to engage, inform and educate alumni for a lifetime relationship with their alma mater.

The department is responsible for fundraising, coordinating all requests for outside support, and assuring that professional and effective approaches are made to potential donors for support of the university. The university does not accept gifts that are used for purposes outside of the mission and goals of the university. All fundraising for the university must receive approval from the vice president for development and alumni affairs.

The development staff provides appropriate stewardship to inform and engage prospective donors, and to thank and acknowledge benefactors. A gift that is given to Lynn University, whether it is undesignated or given for a particular program, is recorded immediately. Both a tax receipt and a thank you letter are issued immediately. The university advises all donors to seek their own tax and legal counsel and does not render tax, legal or financial advice.

The vice president for development and alumni affairs provides regular reporting of gifts received to the president, cabinet and Board of Trustees.

The alumni program ensures that all university alumni programs and activities are conducted professionally and are consistent with the overall goals of the university. The alumni staff develops authorized alumni organizations of the university and assists in the planning and implementation of programs and events locally, nationally and internationally.

2.5.2.3 Gift Acceptance and Processing Policies

Lynn University reserves the right to treat each gift on an individual basis, and thereby reserves the right to accept, reject or modify any agreement and/or gift. It is the policy of Lynn University to gratefully accept gifts of cash, security and property that are designated for the mission of the university.

2.5.2.3.1 Authority to Solicit and Accept Charitable Gifts

The president and vice president for development and alumni affairs, on behalf of the board of trustees, are the officers working with relevant individuals and groups to solicit and accept all contributions to Lynn University. All gifts to the university, solicited or unsolicited, of any description are immediately reported to, and receipted by, the Office of Development and Alumni Affairs.

The management and reporting of gifts is guided by the standards of accounting and reporting established by the Internal Revenue Service (IRS), the Council for Advancement and Support of Education (CASE) and the National Association of College and University Business Officers (NACUBO).

Naming opportunities and levels of gifts are determined by the university president and the vice president for development and alumni affairs.

2.5.2.3.2 Gift Acceptance

As a general rule, a solicitation for a gift or bequest stresses the advantages of an unrestricted gift in the form of cash or liquid securities. Other forms of giving, such as planned gifts, are acceptable and may offer qualified donors an attractive alternative. Such gifts may enable donors to significantly increase the level of their gifts while taking advantage of some meaningful commemorative or named gift opportunities. Individuals should consult their tax

advisers concerning the treatment of these specialized gift techniques for their individual circumstances. The university advises all donors to seek their own tax and legal counsel and does not render tax, legal or financial advice.

Gifts are valued on the date the donor relinquishes control of the assets in favor of Lynn University. The university adheres to the rules of gift acceptance required by the IRS:

1. Mail: the postmark date;
2. Hand delivery: the date of physical receipt;
3. Wire/electronic transfer: the date received in the brokerage account of the university;
4. Journal entry: the date of transfer into the university's account;
5. Charitable remainder trusts, charitable lead trusts and charitable gift annuities are created on the date they are funded according to the above rules. No payments may be made to an income beneficiary until that date.

When a gift is given to Lynn University, it is not considered legally consummated until Lynn University agrees to the conditions and notifies the donor of acceptance of the gift. If a gift or bequest is received without disclaimer by Lynn University, the university assumes the legal obligation to administer the gift or bequest in a manner consistent with the terms specified by the donor.

Prior to acceptance, restricted gift must be appraised to assure it does not place unreasonable constraints on Lynn University.

Scholarship gifts may not be accepted by Lynn University if they are offered on the condition, or with the understanding, that the award will be made to a student of the donor's choice.

As a condition of gift acceptance, Lynn University pays no fees to any person in consideration of directing a gift or for the completion of a gift instrument to Lynn University.

2.5.2.3.3 Outright Contributions

1. The Office of Development and Alumni Affairs provides a tax receipt and an acknowledgement letter as well as additional recognition appropriate to the gift level.
2. Gifts may be made anonymously.
3. The Office of Development and Alumni Affairs is PCI (Payment Card Industry Security Standards Council) compliant for credit card processing.
4. Gifts may be made in honor or in memory of individuals. In such cases, the family of the person honored or remembered is given a notice of all donors' names and addresses (if requested). Donors' gift amounts are not shared.

Outright gifts may be given for:

1. Current operations (unrestricted or restricted for a particular college, athletics or other purposes).
2. Capital purposes (buildings, improvements to facilities and equipment).
3. Endowment (unrestricted or restricted).

Outright gifts may be given as follows:

1. **Cash** – Gifts in the form of cash and pledges are recorded in the amount of the actual gift.
   a. Any amount is welcomed.
   b. Unrestricted contributions are encouraged. A donor has the option to restrict some or all of a gift to a specific program or department.
   c. The donor is credited with the full amount of the cash gift. In cases where the donor receives something of value in return for the donation, the donor is made aware of the cost of the benefit received. In these cases, the gift processor deducts the cost of the benefit received against the donation.
   d. Gifts of cash may be made in the form of currency, personal check, credit card charge, cashier's check or money order. All checks are made payable to Lynn University and not to an employee, agent, or volunteer for the credit of the university. Checks are deposited in the ordinary course of business and no employee or agent of Lynn University shall delay deposit of such.
   e. Donors may make gifts to Lynn University through donor-advised funds or charitable checking accounts. Receipts are not generated for gifts from donor-advised funds or charitable checking accounts, however, acknowledgment letters are completed as requested by the organizations or charities administering the accounts.
   f. Donors whose gifts are matched by a company receive soft credit for the matching amount. The donor is recognized for the combined total of the donation and the matching gift in any donor listing. A tax receipt is sent to the matching gift company.
2. **Marketable, Publicly Traded Securities** – Stocks, bonds and other negotiable securities that are regularly traded on a public stock exchange
   a. Marketable, publicly-traded securities are receipted at the average of the high and low market value on the date the donor relinquishes control of the assets in favor of Lynn University or other valuation techniques approved by the IRS.
      i. Stock certificates mailed to Lynn University are recorded according to the postmark date.
      ii. Stock certificates sent to Lynn University via a third party provider, such as UPS or Federal Express, are considered to be legal gifts as of the date of receipt by the university.
      iii. Stock shares transferred electronically are considered legal gifts as of the date the stock is credited to the account of the university.
   b. Lynn University's policy is to immediately liquidate any gifts of publicly-traded securities unless retention of the specific security is consistent with the university's investment practices.
   c. If a donor is an officer or director of the issuing corporation, the university inquires as to whether any Securities and Exchange Commission (SEC) Rule 144 restrictions apply that limit the university's ability to sell the donated securities.

d. Lynn University does not receive or process proposed transfers of stock that have no current market value (i.e., "worthless stock") at the time a transfer to the university is proposed.

e. Securities controlled under SEC Rule 144 are held until the restriction on the sale expires and then they are immediately sold in the matter indicated above.

f. If the fair market value of gifted securities is greater than $500, the donor must complete Section A of Form 8283 and attach such to the donor's current tax return.

3. **Closely-Held Stocks –** A gift of stock of a private or family-held corporation, which includes not only debt and equity positions in non-publicly traded companies, but also interests in limited partnerships and limited liability companies or other ownership funds.

   a. Any amount is welcomed, provided the stock may be readily sold or is likely to be redeemed.

   b. The donor is credited with the appraised fair market value of the stock, or an estimated value if an appraisal is not available.

   c. Gifts of closely-held stock exceeding $10,000 are receipted at the fair market value placed on them by a qualified independent appraiser as required by the IRS for valuing stocks that are not publicly traded. Gifts of less than $10,000 may be valued at the per share cash purchase price of the most recent transaction. All such gifts of closely-held stock are held until liquidated, at which time the funds are used consistent with the gift intentions of the donor and the established policies of the university.

4. **Gifts of Real Estate** – Gifts of real estate may be accepted by the university. Almost any type of real property can be donated to the university including, but not limited to, personal and vacation homes, farms and ranches, commercial and rental properties, and undeveloped lots. The real estate may be given outright or by using a variety of planned giving methods. In such cases, the university administration works with the donors and legal counsel.

5. **Bargain Sales** – A donor may elect to sell a piece of real estate to Lynn University at a price less than fair market value. The IRS considers the difference between the fair market value and the selling price to be a gift and therefore produces an income tax deduction for the donor. Lynn University benefits by acquiring property or by selling the property to a third party at market value.

   a. Bargain sales are receipted, reported and recognized at fair market value (less any encumbrances) at the time the asset is transferred to Lynn University. The fair market value of real estate gifted through a bargain is determined by an independent, qualified appraiser in the employ of the donor.

   b. Gifts of mortgaged real estate are treated as bargain sales are accepted only on prior approval of the president, vice president for finance, and the vice president for development and alumni affairs. Generally, the university does not accept a gift of mortgaged real estate unless:

      i. There is an assurance that the stated property can be sold within a reasonable period of time.

      ii. There is substantial equity in the property that will be realized at the time of sale.

6. **Gifts of Tangible Personal Property** (gifts-in-kind) – Gifts of personal property (i.e., antiques, works of art, collections, musical instruments, etc.) are welcomed by the university with prior approval from the vice president for development and alumni affairs and in cooperation with other appropriate university staff. In most cases, the donor is responsible for delivering the gifts to the university.

   Gifts of tangible personal property valued at $5,000 and above are credited and recognized at the appraised value of the property at the time it is transferred to the university. The donor is responsible for securing appraisals on such property according to IRS guidelines. In certain circumstances, Lynn University may secure its own appraisal.

7. **Gifts of Equipment** (gifts-in-kind) – Gifts of equipment may be accepted by the university. However, when such equipment requires additional and/or ongoing maintenance that is not yet budgeted, prior approval must be received from the vice president for development and alumni affairs and other appropriate vice presidents. All gifts of equipment are governed by the policies and procedures applicable to the acceptance of Gifts of Tangible Property as outlined above.
8. **Challenge Gifts or Pledges** – Challenge gifts, grants or pledges requiring matching funds by the university are accepted and acted upon only through collaboration with the university's president and the vice president for development and alumni affairs and other appropriate university representatives.

2.5.2.3.4 Pledges

1. **Written Pledges** – A donor may stipulate the amount, purpose and payment period in a written pledge form to the institution. A letter of intent from Lynn University to the donor may outline the same details based on a conversation held with the donor. The pledge form or letter of intent requires the signature of the donor. Copies of the signed pledge form or letter of intent are provided for the donor's and the university's records.

2. **Oral Pledges** – Oral pledges may be made through an authorized telephone solicitation program. These pledges are counted and reported in annual fund totals. A confirmation notice that includes a thank you and a pledge amount is mailed to the donor immediately following the solicitation.

3. **Pledge Write-offs** – The vice president for development and alumni affairs, in consultation with the university president and the vice president for business and finance, makes the final determination regarding write-offs of pledges greater than $5,000.

4. **Capital and Endowment** – Once a year the development office reviews all "old" pledges, including:

   a. Partially paid pledges dated two or more years prior to the end of the last fiscal year and for which payments should have been, but were not, received

   b. Pledges for which no payments at all have been received.

   c. The vice president for development and alumni affairs determines whether these pledges should remain open or be written off.

5. **Annual Fund Pledges** – The purpose of the annual fund is to generate operating support to the institution for the current fiscal year.

a. A review of annual pledges of more than $1,000 is conducted by the vice president for development and alumni affairs and the director of annual programs.

b. Within 30 days after the close of the fiscal year, all open pledges of less than $1,000 are automatically written off.

2.5.2.3.5 Planned Gifts

Deferred gifts, also called "planned gifts" or "future commitments" are different from outright gifts, as Lynn University does not realize an asset until some point in the future. It is for this reason – the uncertainty of timing of realization – that the university records deferred gifts separately from outright gifts. The university reports the planned gift's face value and present value.

Planned gifts may be made through the following:

1. **Bequest by Will or Living Trust** – A donor may name Lynn University as beneficiary in his/her will or trust directing that Lynn University receive an outright distribution or annual payments from the donor's estate.
2. **Gifts of Retirement Plan Assets** – A donor may contribute retirement plan assets to Lynn University by means of testamentary bequests and transfers to charitable remainder trusts.
3. **Charitable Trusts** (irrevocable) – Trusts are legal documents and are not the property of the university.

   a. **Charitable Remainder Unitrust –** This trust pays a set percentage of the trust's principal, as calculated annually, to the income beneficiary for life or a set term of years (i.e., the amount of the annual payments fluctuate). Additional gifts may be made to the trust at any time. When the income beneficiary dies or the term of years expires, the principal goes to the university and perhaps additional charitable beneficiaries. Trust assets must be managed separately for each trust.

      i. Proposed charitable remainder annuity trusts for which Lynn University is trustee and/or administrator are funded initially with assets of at least $100,000.

   b. **Charitable Remainder Annuity Trust** – This trust differs from the unitrust in that the annual income payment is a set dollar amount determined when the trust is established. No additions to the trust are allowed after the trust is established. Trust investments are managed separately for each trust.

      i. Proposed charitable remainder annuity trusts for which Lynn University is trustee and/or administrator shall be funded initially with assets of at least $100,000.

      ii. Lynn University recommends that trusts be limited to one or two income beneficiaries.

      iii. Donors are encouraged to name a trust company, the trust office of their bank, or their community foundation as trustee.

      iv. Charitable remainder annuity trust funds for which Lynn University is named as trustee are managed by professional investment managers selected and advised by the board of trustees (or a committee thereof).

c. **Charitable Lead Trust** – This trust pays to Lynn University (and perhaps another charitable organization) a stream of payments for a specified period of years, at the end of which time the assets of the trust are distributed to non-charitable designees (e.g., the donor's children or grandchildren). The assets of this trust must also be managed separately.

   i. Proposed charitable lead trusts shall normally be funded initially with assets of at least $200,000.

   ii. Income received by Lynn University as the result of a charitable lead trust is used and/or invested by the university for the purposes specified in the trust agreement. In those cases where the trust agreement indicates no specific purpose, income received is treated as an unrestricted asset of the university.

4. **Charitable Gift Annuities** (irrevocable) – Annuities are owned by the university and are managed by professional investment managers selected and advised by the board of trustees (or a committee thereof). Proposed charitable gift annuities are funded initially with assets the fair market value of which is at least $10,000.

   a. **Immediate Payment of Gift Annuity** – In exchange for a gift, the donor/annuitant is guaranteed a fixed annual income during each annuitant's life. Lynn University is required to maintain gift annuity assets in a separate fund as specified by the State of Florida. Upon the death of the annuitant(s), the funds are directed to the university as designated by the donor. The annuity ends with the death of the last income beneficiary.

      i. Annuity payments are made at the donor's choice: quarterly, semi-annually or annually. In order to control the cost of annuity administration, the university prefers to make payments annually and by direct deposit.

   b. **Deferred Payment Gift Annuity** – A deferred payment gift annuity is governed by the same rules described in the preceding paragraph, with the exception that the first annuity payment to the annuitants is delayed for one or more years following the effective date of the agreement. The interest earned in the interim is credited to the contract, which increases the amount of the annuity.

5. **Gift of Life Insurance** – A donor may give all rights to a life insurance policy to Lynn University. The donor makes ongoing annual gifts sufficient to pay the premiums. Such gifts are tax deductible. A donor also may elect to give a single premium policy or paid-up policy (thus, further premiums will not be required).

   a. Lynn University accepts non-fully-paid-up whole life insurance policies if:

      i. Lynn University is designated as owner and sole beneficiary

      ii. The original policy is transferred to Lynn University.

      iii. The donor agrees to continue making premium payments that may qualify for current charitable deductions. Lynn University makes no commitment to continue making premium payments should the donor cease to do so.

   b. The donor may specify that all or a portion of the proceeds be restricted to a specific program or department.

c. Fully paid or functionally equivalent life insurance policies assigned to the university are credited at the net cash surrender value of the policy as irrevocable gifts.

d. The assignment of a policy that is not paid up ordinarily is credited at the net cash value of the policy; subsequent premium payments are added to the value credited.

e. Donors must obtain an appraisal for gifts of insurance valued in excess of $5,000 and Section B of Form 8283 must be completed and filed with their federal income tax returns. If required, the university will file a Form 8282 if the insurance is surrendered for its cash value within two years of receipt.

6. **Retained Life Estates in Real Property** – In such an arrangement the donor gives a remainder interest in a personal residence, second home or farm. The property is gifted to Lynn University but the donor retains the right to occupy the property until death, at which time all rights to the property pass to Lynn University. The donor usually pays all expenses related to the property during his/her lifetime, but various alternative arrangements may be negotiated by the university president and the vice president for development and alumni affairs.

2.5.2.4 Naming Opportunities

Lynn University welcomes the opportunity to honor those who support the university. Facilities, spaces, endowments or programs may be named for individuals or entities whose generosity advance the academic mission of Lynn University; further the capacity of the university to meet its teaching and scholarly objectives and to serve its community; and enhance the growth and reputation of the university.

Any decision to construct or renovate a building, establish a chair or create a program is made on the basis of established academic and operational criteria and in keeping with Lynn University established practices and academic mission.

Naming is independent of all appointment, admission and curriculum decisions that Lynn University continues to make in keeping with its established practices and academic mission. To ensure the appropriateness of the honor, Lynn University follows the guidelines listed in this policy as it makes decisions on a case-by-case basis with regard to naming facilities, spaces, endowments or programs.

Individuals, corporations and other organizations may be considered for naming recognition if they have made significant financial contributions to Lynn University related to the naming opportunity. Decisions regarding such recognition are made on a case-by-case basis in accordance with the guidelines below and take into consideration the total cost of the project, the availability of other funds and the level of financial contribution.

In order for a facility, space, endowment or program to be named based upon a contribution, the following general conditions are normally met:

1. The gift must be in irrevocable form or to be paid over a period of no longer than five years based upon a signed commitment. (A deferred gift is not normally acceptable for a facility where construction is dependent upon the gift.)

2. Gifts placed into the endowment are invested as a "pooled fund." These gifts may be either unrestricted or restricted for a particular use but the endowed funds remain in perpetuity. An estate gift or planned gift may be restricted to the endowment.
   a. A named endowed fund begins at $50,000. Such funds may be designated for general use in a program of the university but may not be restricted in such a way that these funds are not usable for the purposes of the university. Exceptions are made only with the agreement of the vice president for development and alumni affairs and the vice president for business and finance.
   b. Endowed funds are awarded according to a spending policy endorsed by the board of trustees. The award is five percent of the endowed fund's beginning annual balance. It may not exceed current earnings.
   c. If an endowed fund dips below its original gift value (in a down market), the administration must determine if any funds are awarded.
   d. If an endowment fund is no longer usable (according to its designation) the guidelines may be amended by the donor, his/her family or by the board of trustees.
3. In special circumstances (as defined by the board of trustees) the trustees can make exceptions to the above guidelines.

2.5.2.5 Suggested Giving Amounts for Named Endowed Funds

Endowed Institute, Conservatory, and Colleges – These amounts are determined by the Board of Trustees

Endowment for the Deans of the Colleges/Institute/Conservatory: $5 million and above

Endowed Chair: $2.5 million and above

Endowed Professorship: $1.5 million and above

Endowed Scholarship: $50,000 and above

Naming of New Facilities: A minimum gift of 50 percent of construction costs.

Naming of Renovated Facilities: A minimum gift of 75 percent of the cost of renovating a facility.

Renaming of Existing Facilities (without renovation): A minimum gift of 75 percent of the fair market value of the facility

Tribute Markers: A minimum gift of 50 percent of the cost or value of associated items (e.g. trees, gardens).

Duration of Name: Naming of facilities, spaces, endowments and programs in honor of individuals is generally expected to last the lifetime of the facility, space, endowment or program. Naming associated with a particular facility, space, endowment or program does not preclude further naming within the facility, space, endowment or program.

If circumstances change substantially at any time following the approval of a naming so that the continued use of that name may compromise the public trust, the president will consult with the board of trustees regarding future action. The university reserves the right to remove any name

that would not reflect positively on the university or would conflict with the purpose or mission of the university.

2.5.2.6 Glossary of Terms[5]

Alumni includes all former students – full or part time, undergraduate or graduate – who have earned at least 24 credit hours toward one of the degrees, certificates or diplomas offered by Lynn University and who have separated from the university.

Annual fund is an annually occurring fundraising program seeking, and resulting in, restricted and unrestricted gifts to Lynn University for current year operations.

- *Unrestricted* annual fund dollars are used for immediate needs as defined by the administration of the university.
- A *restricted* annual gift supports a designated program of the university and/or is described for a particular function within the program and college.

Capital projects may be funded with gift designations for building/renovation purposes and/or for equipment and beautification purposes.

Corporations include corporations, businesses, partnerships and cooperatives organized for profit-making purposes, including corporations owned by individuals and families and other closely held companies. This category also includes company-sponsored foundations – that is, those created by business corporations and funded exclusively by their companies – as well as industry trade associations.

Donors are individuals who contribute gifts voluntarily and without expectations or contracts.

Endowment funds are those that donors specify are to be retained and invested for income-producing purposes. Income from endowments can be either restricted or unrestricted, based on donor direction.

- *Unrestricted*—Gifts designated by the donor for endowment, but for which the donor has made no restriction regarding the use of the income produced by the endowment, regardless of any subsequent allocation Lynn University may make.
- *Restricted*—Gifts added to the endowment funds of the university by donor direction, from which the income is limited by the donor for specific purposes or programs.

Fiscal year for Lynn University is July 1 – June 30.

Foundations include personal and family foundations and other foundations and trusts that are private, tax-exempt entities operated exclusively for charitable purposes. It does not include company-sponsored foundations, which fall under the category of corporations. Personal and family foundations are those that have been established and continue to operate as the conduits for the charitable donations of an individual or immediate member of the family. Other foundations and trusts include all private foundations and charitable trusts that meet the definition above, including most of the major private and community foundations.

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[5] *Source: CASE Management and Reporting Standards, third edition.*

Friends include governing board members, faculty, employees, staff and all other donors who are not alumni or parents.

Gift is defined as a contribution received by Lynn University for either unrestricted or restricted use in the furtherance of the university's mission. The university has made no commitment of resources or services other than possibly committing to use the gift as the donor specifies. The contribution is a nonreciprocal transfer in that there is no implicit or explicit statement of exchange, purchase of services or provision of exclusive information.

Gifts-in-kind are generally defined as non-cash donations other than real and personal property, materials or long-lived assets, such as equipment, software, software licenses, printed materials, food or other items used for hosting dinners, etc.

Gifts of service of a person's or organization's time or service are not considered charitable contributions by the IRS, and are not countable regardless of whether the individual assists as a volunteer or as a professional providing a specialized service (e.g., accounting, legal work, consulting, printing). The university may recognize gifts of service but no dollar amounts are recorded or reported and a tax receipt is not issued.

Grants are signed, legally binding agreements by a corporation, foundation or government agency to provide financial support for a specific program, project or activity. A grant is awarded by an organization to further its mission and objectives. Grants are awarded as a form of encouragement without requiring specific results, sponsor control or direction. On acceptance of a grant, Lynn University (grantee) and the grantor are legally obligated to comply with its terms. *(Note: grants require invoicing, financial reports and/or the return of any unspent funds.)*

Parents are individuals, other than those defined as "alumni," who are the parents, guardians or grandparents of current or former students at Lynn University.

Planned gifts, also called "deferred gifts" or "future commitments," are different from outright gifts, as Lynn University does not realize an asset until some point in the future. It is for this reason – the uncertainty of timing of realization – that the university records deferred gifts separately from outright gifts. The university reports the planned gifts' face value and present value.

Pledge is a promise to give. A pledge can be made only by the entity exercising legal control over the assets to be given.

Prospect is an individual or organization that may choose to become philanthropically involved with the university.

Sponsored project contract consists of an agreement by a corporation, foundation, government agency or other entity to provide financial support for a specific program, project or activity. In return, Lynn University agrees to provide project results to the sponsor. A sponsored project contract is not by nature a donation, but is a mutually beneficial arrangement by which the sponsor supports a project with the expectation of benefiting from its results. Most often, results are in the form of a research report or copies of publications. In some cases, results are tangible items produced as a consequence of research. *(Note: sponsored project contracts often require invoicing based on deliverables, financial reports, and/or the return of any unspent funds.)*

2.6 Human Subject Research

All human subject research and research-related activities involving human subjects conducted within or under the auspices of Lynn University by any faculty, employees or students, is subject to the Institutional Review Board for the Protection of Human Subjects in Research (IRB) review, recommendations if warranted, and final approval. The purpose of the IRB is to safeguard the safety, privacy, health and welfare of the human subjects involved in research and research-related activities.

Information regarding the IRB Policies is available on the IRB Web site (https://my.lynn.edu/uPortal/media/edu/lynn/portal/channels/academics/documents/irb/IRB-Document-2010.pdf).

2.7 Copyright Policies

2.7.1 Copyright

The copyright law of the United States (Title 17 of the United States Code) governs the making of photocopies or other reproductions of copyrighted material. The making of an electronic copy of a copyrighted work by any means constitutes reproduction that is governed by copyright law.

The copyright principles that apply to instructional use of copyrighted works in electronic environments are the same as those that apply to such use in paper environments. For additional information, please refer to the University's Digital Millennium Copyright Act Policy in Subsection 2.7.2 below.

"Fair Use", in Section 107 of the Copyright Act, recognizes the importance of accessing, using, and building upon copyrighted works in the context of teaching, research, and scholarship. The law establishes "fair use" protection for copying or disseminating copyrighted works without obtaining permission from the copyright owner under certain circumstances. The analysis of "fair use", whether in the paper or electronic environment, includes:

1. The purpose and character of the use, including whether the material will be for non-profit, educational or commercial use. (Absence of financial gain is insufficient for finding fair use);
2. The nature of the copyrighted work, with specific consideration given to the distinction between a creative work and informational work;
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. The effect of the use upon the potential market for or value of the copyrighted work.

Permission may be required for the use of copyrighted material such as electronic course content even when such material is:

1. Available elsewhere on the internet;
2. Being used in a course for the first time; or
3. Characterized for purposes of course use as optional, supplemental, or ancillary reading material, rather than as required, assigned, or recommended reading material.

No one shall post course content consisting of copyrighted works or portions of such works in electronic form without first either:

1. Obtaining the permission of the copyright owner; or
2. Concluding after reasonable inquiry, with the benefit of resources made available by the University for these purposes, that the use qualifies as a fair use or other exempt or licensed use for which permission is not required.

Copies of copyrighted works, regardless of their format, should include proper attribution and copyright notices.

For more information on Copyright and Fair Use, visit www.copyright.gov

2.7.1.1 Some Important Guidelines

2.7.1.1.1 Audiovisuals

Legally produced and obtained audiovisual works may be used in non-profit educational institutions under the following conditions:

1. The work must be part of the educational program.
2. The work must be shown by a student, instructor, or guest lecturer.
3. The work must be shown in a classroom or other school location devoted to instruction.
4. The work must be shown only to students in the class, that is, no guest viewing the work for entertainment or enrichment.

2.7.1.1.2 Prohibited Use

Use is prohibited in non-profit educational institutions when:

1. The work is used for entertainment, recreation, or even cultural or intellectual value unrelated to teaching activities.
2. The work is transmitted by radio or television (this includes closed circuit) from an outside location.
3. The work is shown in an auditorium before an audience not confined to students.

2.7.1.1.3 Photocopying

Researchers or teachers preparing to teach a class may make or request to have made a single copy of: 1) a book chapter; 2) an article; 3) a short story, essay, or short poem; 4) a chart, graph, diagram, cartoon, drawing, or picture.

Teachers may duplicate enough copies to provide one copy for each student in a course, as long as each copy includes a notice of copyright and as long as they meet the following three tests:

1. Brevity. For poetry the suggested maximum is 250 words, for prose, the guidelines offer two different limitations. Educators may copy any complete story, essay, or article under 2,500 words or excerpts of not more than 1,000 words or 10% of the text. For illustrations, the

guidelines suggest no more than one chart, graph, diagram, drawing, cartoon, or picture per book or periodical issue.

2. Spontaneity. The "inspiration and decision to use the work" must occur so soon prior to classroom use that it would not be feasible to write for and receive permission from the publisher to duplicate the material. It is also imperative that the copying occur at the request of the teacher, not at the directive of an administrator or other "higher authority."

3. Cumulative Effort. Generally, only one copy may be made of a short poem, article, story or essay. No more than three of these items may be from the same collective work or periodical volume during one class term. The most limiting restriction further specifies no more than a total of nine instances of such multiple copying for one course during one class term. Finally, all multiple copying of a particular work is limited to one course; in other words, copying a work to be used in several courses is not likely to be considered a fair use of the material.

2.7.1.1.4 Prohibited Copying

1. Educators are not to create, through photocopying, their own anthologies, compilations or collective works whether brought together in one collection or reproduced and used separately.

2. Copying must not substitute for the purchase of books, periodicals, or reprints; this prohibition especially applies to the duplication of "consumable" materials such as workbooks, test booklets and standardized tests.

3. A teacher must not duplicate the same item from one term to another.

2.7.2 Digital Millennium Copyright Act

Lynn University complies with the provisions of the Digital Millennium Copyright Act (DMCA). Pursuant to the DMCA, it is illegal, as described in the federal law (Title 17 of the US Code, and more recently the Digital Millennium Copyright Act, 105 PL 304), to download, upload, or distribute in any fashion, copyrighted material in any form including, but not limited to electronic data, information, voice, video, and software without permission or a license to do so from the copyright holder. Lynn University neither condones nor supports in any way the use of copyrighted material in ways in which it was not intended. The designated agent for Lynn University to receive notification of claimed infringement under Title II of the DMCA is the Vice President for Academic Affairs.

2.7.2.1 Procedure to Resolve the Matter

1. If IT is informed about a copyright infringement, they will send the entire complaint to the Vice President for Academic Affairs.

2. If the complaint involves faculty, administrators, or staff, the Vice President for Academic Affairs will send the entire complaint to the person involved, with copies also being sent to the appropriate Division Director, with a request to produce proof that they have explicit permission or license to use that material in the manner described in the complaint. If the

complaint involves a student, the complaint will be sent directly to the Vice President for Academic Affairs to investigate.

3. If the involved person does not produce the proper documents, the Vice President for Academic Affairs will ask that the specific material and any other similar material they may have stored be removed. The Vice President for Academic Affairs also will inform the person that if Lynn University receives a second complaint related to this incident and the permissions required are not produced, the Vice President for Academic Affairs will send the complaint to the Director of Employee Services to investigate and take appropriate disciplinary action up to and including termination. If the person involved refuses to comply, the Vice President for Academic Affairs, after consulting with the appropriate Division Director, and Employee Services, will ask IT to block access to or from that account or computer, and send a report of this action to the Vice President for Academic Affairs. The Vice President for Academic Affairs will notify the complainant of how the issue was resolved and the procedure that was followed.
4. The Vice President for Academic Affairs will retain the record for three years from the date of receiving the complaint.

2.7.3 Intellectual Property

The purpose of this policy is to inform members of the Lynn University community concerning their rights and responsibilities regarding intellectual property. It describes ways in which intellectual property ownership rights are allocated among Lynn University and its faculty, staff, and students and how the intellectual property they develop can be protected for their benefit as well as to reflect the interests of Lynn University.

A policy of this nature does not address every situation that may arise in the development, enforcement, and management of intellectual property rights but instead serves as a set of guidelines for Lynn University's faculty, staff, and students. Any questions, concerns or issues that may arise concerning this policy or any intellectual property that is created by faculty, staff or students should be referred to the Vice President of Academic Affairs, who shall consult with the Office of General Counsel.

2.7.3.1 Works of Authorship

Copyrights in works of authorship such as books, articles, scholarly publications, art works, musical compositions and recordings, personal websites, business plans, literary works, films, and videos (hereafter known as "Materials") created by faculty or students, individually or jointly, are the property of the authors or co-authors, who are entitled to determine how the works are to be disseminated and to keep any produced income, with the following exceptions:

1. Assigned Tasks: Ownership of Materials developed as a result of a separate written contract or agreement between the author or co-authors and Lynn University and/or for which the author or co-authors were specifically compensated by Lynn University in addition to any other compensation to which such individual(s) were regularly entitled resides with Lynn University.
2. Outside Agreements: When Materials are developed through a sponsored grant or contract, then the special provisions in that grant or contract must prevail.

3. Significant use of University Resources: Ownership of Materials whose development is assisted by significant use of University facilities, resources, equipment or personnel resides with Lynn University. "Significant use" is the use of resources other than those ordinarily available to most or all faculty or students. Examples of significant use of resources include, but are not limited to, the following:
    a. Significant use of Lynn University staff or other assistance;
    b. Significant use of Lynn University facilities or equipment;
    c. Use of any funds provided by Lynn University or provided to Lynn University by any third party;
    d. Significant use of special or rare Lynn University holdings, such as art collections.
4. Special Materials: Ownership of copyrights in the following Materials created by faculty or students resides with Lynn University:
    a. Materials developed for any purpose other than Lynn University's educational programs whose development is assisted by any use of University facilities, resources, or equipment;
    b. Computer software developed for any purpose with any use of University facilities, resources, or equipment;
    c. Materials in digital form developed for distance education purposes;
    d. Materials developed by staff within the scope of their employment.

Lynn University will share with faculty authors and faculty co-authors revenue (exclusive of costs incurred by the University in connection with applicable licenses thereof, such as but not limited to costs of negotiating license agreements) that the University receives from Materials owned by Lynn University that are licensed to third parties.

Faculty, staff and students may not (a) reproduce, distribute, perform or display any Materials for which ownership of the copyright resides with Lynn University without permission from the University, or (b) distribute or display any Materials that contain an image of a faculty member, a staff member or a student from which any such individual can be identified without written permission from the identifiable individual(s).

Any faculty member or student who creates Materials, individually or jointly, grants to Lynn University a nonexclusive, perpetual, irrevocable, paid up license to use such Materials for instructional, educational, and administrative purposes, including satisfying requests of accreditation agencies for authored syllabi and course descriptions.

2.7.3.2 Inventions and Discoveries

Ownership of inventions and discoveries made by a faculty member, staff member, or student, individually or jointly, with any use of University facilities, resources, or equipment resides with Lynn University, and Lynn University has the exclusive right, at its expense, to seek patent protection for such inventions and discoveries. Lynn University will share with the faculty member inventor(s) revenue (exclusive of costs incurred by the University in connection with applicable inventions and licenses thereof, such as but not limited to costs of prosecuting patent

applications and maintaining and defending patents and costs of negotiating license agreements) that Lynn University receives from inventions and discoveries that are licensed to third parties.

If Lynn University elects not to assert ownership of an invention or discovery made by a faculty member, staff member, or student, individually or jointly, with any use of University facilities, resources, or equipment or elects not to seek patent protection for such an invention or discovery at University expense following a request by the inventor(s), Lynn University may release all claims to the invention or discovery to the inventor(s), who shall then be entitled to seek patent protection in their own name(s) at their own expense.

Ownership of inventions and discoveries made by a faculty member, staff member, or student, individually or jointly, with no use of Lynn University facilities, resources, or equipment resides with the responsible individual(s), who shall be entitled to seek patent protection in their own name(s) at their own expense.

All inventions and discoveries made by a faculty member, staff member, or student, individually or jointly, must be disclosed to the Vice President of Academic Affairs and the Office of General Counsel regardless of whether the invention or discovery is made with any use of Lynn University resources, and disclosure is without prejudice to the determination of ownership.

2.7.3.3 Confidential or Proprietary Information

Information designated as "Confidential," "Proprietary," or the like, and information disclosed to Lynn University by a third party subject to a confidentiality obligation, may only be disclosed to authorized users. Anyone disclosing any such information must keep a written record of the date of disclosure, the information disclosed, the names and addresses of the persons to whom the disclosure is made, and the purpose of the disclosure. Nothing in this paragraph shall limit or restrict the right of faculty members or students to publish the results of their research, subject to reasonable delays to preserve eligibility for patent protection.

2.7.3.4 Trademarks and Service Marks and Logos

Ownership of trademarks, service marks and logos that are used for purposes of identifying the source of goods or services distributed by Lynn University reside with Lynn University. Ownership of trademarks, service marks and logos that are used by faculty, staff or students for purposes of identifying themselves as the source of Materials, inventions or discoveries to whom this policy allocates ownership resides with such individual(s).

2.7.3.5 Dispute Resolution Process

If a faculty member, staff member or student disputes the applicability of this policy to any materials, invention, discovery or any intellectual property right, especially with respect to unforeseen issues arising out of new media or technology, if one or more authors dispute an assertion by Lynn University of ownership of the copyright in such Materials or a determination regarding allocation of revenues among them, or if one or more inventors dispute an assertion by Lynn University of ownership of any invention or discovery or a determination regarding allocation of revenues among them, such individual(s) may submit their dispute to the Vice President of Academic Affairs. Throughout the process, the responsible individual(s) are encouraged to provide all information that is relevant to the dispute. The determination of such

dispute by the Vice President of Academic Affairs, after consultation with General Counsel and the President, shall be final and binding.

2.8 Eugene M. and Christine E. Lynn Library

2.8.1 Vision

Because adequate library services are essential to teaching and learning, the University makes these library services available to all faculty and students. Furthermore, the University has established a mission and goals for the library consistent with the mission of the University.

2.8.2 The Library Mission

The Eugene M. and Christine E. Lynn Library supports the University's academic programs by providing learning resources and services that meet the information needs of students and faculty. The Library serves as the academic nexus of the campus, by providing a vibrant learning center where students and faculty may study, read, write, watch, listen, meet, research, learn, and socialize.

The library fulfills an essential role in the academic life of the University by:

1. Collecting and organizing a knowledge base of information resources that is continually evaluated and augmented to ensure its relevance to the curriculum, and
2. Providing a supportive environment for the development of information literacy, information technology, teaching and learning skills among faculty and students.

2.8.3 General Library Policies

2.8.3.1 Library Computer and Equipment

Computer use in the Library must be in accordance with the University's Information Technology policies as outlined in Section 2.4.

Library computers are available on a first-come, first-served basis. Students using computers for non-academic purposes must relinquish the computer to those who are waiting.

Students must save documents to their own flash drives or disks. Documents placed on the Library computer hard drives will not be retained.

2.8.3.2 Library Visitors

The Library exists primarily to meet the needs of the students, faculty, and staff of Lynn University. Visitors, who are unaffiliated with the University, are welcome to use library facilities and materials for research and educational purposes, subject to availability.

Visitors, upon entering the Library, must present themselves at the Circulation Desk. Visitors must present a valid U.S. or international issued photo I.D. (driver's license, passport, etc.) and signing the visitor registry each time they use the Library. Persons without a valid I.D. will not be allowed into the Library.

2.8.3.2.1 Children in the Library

Children and other non-student minors may come to the Library only when accompanied by a parent and must adhere to the University's Children on Campus Policy. Children may not use the Library computers.

2.8.4 Information Literacy

Assumptions

1. The information environment is complex and changing too rapidly to expect students to acquire research skills without a planned, systematic, cumulative instructional program.
2. The most effective learning about the use of libraries and information resources is tied to a specific need and is often discipline-specific.
3. Students must learn and value critical thinking and research skills in their discipline as preparation for a lifetime of changing information needs.
4. Students have different learning styles and acquire information in different ways. The information literacy program must accommodate these differences by using a variety of approaches that provide practice in these skills.
5. The most effective way to reach all students and meet their information literacy needs is through collaboration between the library and the faculty.
6. Information literacy and computing technology skills are distinct and mutually supportive academic competencies.

Integrating library instruction into all courses of the Core Curriculum is an important objective for the library staff. Librarians are available to assist faculty in preparing course assignments that incorporate information literacy principles. Information Literacy workshops are offered to faculty individually or in groups to expand their knowledge of different databases and research resources.

2.8.5 Main Service Desk

The Information Desk is the library's main service point where faculty and students may:

1. Check out materials for research and instruction;
2. Request videos, DVDs, and music CDs;
3. Place materials on course reserve for their students;
4. Reserve digital projectors, laptops, and a-v equipment;
5. Seek reference help.

Books are generally loaned for 30 days. Extended loan periods and other exceptions may be arranged upon request.

Lynn library will obtain materials from libraries throughout the world. Lynn faculty and students may borrow materials directly from academic libraries in south Florida through the SEFLIN card program.

2.8.6 Resources Development

Lynn Library's Collection Development Policy documents University policy for the selection, acquisition, and retention of print and electronic materials. See the library website for more information on this document: www.lynn.edu/library

The library also maintains a webpage to publicize services for faculty. http://www.lynn.edu/index.php?submenu=Library_Services&src=gendocs&link=LLServices-Faculty&category=Library

2.8.6.1 Responsibility for Selection

The faculty and librarians share responsibility for selecting information resources managed by the library. Resource purchases are made possible through the library's capital and expense budgets managed by the Library Director.

Resource recommendations are accepted from any interested party; however, it is the faculty and the librarians who must ensure that library resources support the University's mission.

1. Faculty members identify course specific materials and materials that support the core curriculum in general.
2. Librarians select materials that provide balance among the various curricula. All resources selected are chosen with the goal of meeting the academic needs of the students and faculty of Lynn University. Various selection tools are used to ensure quality of selection including: Choice reviews, Books for College Libraries and Library Journal; as well as relying heavily on faculty requests and recommendations. Student requests also are considered.

2.8.6.2 Order Process

1. Faculty selections may be sent to the library at any time during the year, however orders placed at the beginning of each semester expedite the process.
2. A standard request form is provided on the library website www.lynn.edu/library, in lieu of the form, the library accepts orders in any format.
3. Materials that cannot be purchased or those that fall outside these guidelines may be obtained through interlibrary loan or document delivery.
4. Subscription commitments for databases, periodicals, and reference materials are considered during spring and summer.

2.8.6.3 Curriculum Committee

A library representative serves, in an ex-officio capacity, on the Curriculum and Standards Committee to observe when programs, majors, and courses are added, dropped, or changed, and to identify weaknesses in the collection. Faculty members are urged to consider the scope of the library's holdings that support their courses, and alert the library through the Curriculum Committee when materials are insufficient for their needs.

2.8.6.4 Resources Selection Criteria

The library purchases a variety of information resources with emphasis on easily accessible content with minimal management requirements. Books, e-books, e-journals, print periodicals, newspapers, databases, and audiovisual materials are considered for purchase. Resources are predominately in English, though some foreign titles are selected when they are of significant importance and/or are considered appropriate for the international emphasis of the University. The following factors may be used in the selection process:

1. Curriculum application of the resource;
2. Network availability;
3. Physical condition;
4. Special requirements for maintenance;
5. Impact on budget;
6. Number of faculty members requesting the resource;
7. Subject emphasis (see collection levels);
8. Interdisciplinary nature of the resource;
9. Number of potential users;
10. Scholarly reputation of the publisher/vendor;
11. Language.

2.8.6.4.1 Textbooks

The library does not seek to collect textbooks, but will acquire them if they are of significant importance.

2.8.6.4.2 Duplicate Copies

The library acquires duplicates only when a need is demonstrated.

2.8.6.4.3 Faculty and Graduate Publications

Faculty publications are acquired as they are made known.

2.8.6.4.4 Dissertations

Lynn University graduate theses and dissertations are permanently retained in the University Archives.

2.8.6.5 Resource Removal

Lynn library's collection is carefully managed for curriculum relevance. Removing physical and electronic resources from the library knowledgebase is an ongoing process shared by faculty and librarians.

The following factors may be used in the removal process:

1. Courses supported by the resource;
2. Physical condition;
3. Information content viability and currency;
4. Evidence of use over a specific period of time;
5. Relation of the resource to other information sources;
6. Replacement options;
7. Availability of information content in another resource.

2.9 Public and SACS Related Complaints

2.9.1 Public Complaints

Public complaints directed to Lynn University should follow the procedures outlined below. Lynn University students and employees desiring to file complaints must follow the University's various Grievance Procedures as outlined in Volumes III, V, and VI respectively.

2.9.1.1 Informal Complaints

Informal (verbal) complaints by members of the public shall be submitted to the Vice President supervising the area. If through this process a mutually satisfactory resolution of the complaint cannot be reached, the complainant may pursue the formal complaint resolution process outlined below.

2.9.1.2 Formal Complaints

1. Formal written complaints by members of the public are to be submitted to and addressed by the responsible Vice President supervising the area at issue.
2. The Vice President addressing the complaint is to gather information relevant to the complaint.
3. A written response is to be sent to the complainant. A copy of the complaint and the written response is to be sent to the President.
4. If the complainant is not satisfied with the response, he/she may file a written complaint to the President. In such cases, the President will gather information and provide a final written response to the complainant.
5. The file of all formal complaints is to be securely housed and maintained in accordance with the University's Record Retention policy.

2.9.2 Complaint to the Southern Association of Colleges and Schools

Individuals who believe that the Lynn University is in significant non-compliance with a Southern Association of College and Schools ("SACS") requirement or standard may file a

complaint with the Commission. (See "Complaint Procedures against the Commission or its Accredited Institutions" at http://www.sacscoc.org/pdf/081705/complaintpolicy.pdf).

2.9.3 Substantive Change Policy

2.9.3.1 Purpose

To establish the policy and procedures for reporting and review of institutional substantive change, prior to implementation.

2.9.3.2 Objective

To ensure compliance to the Commission on Colleges, Southern Association of College and Schools (SACS) policy and procedures relating to substantive changes.

2.9.3.3 Definition

Substantive Change is defined by SACS as a significant modification or expansion of the nature and scope of an accredited institution. Examples may include:

- Any change in the established mission or objectives of the institution
- Any change in legal status, form of control, or ownership of the institution
- The addition of courses or programs that represent a significant departure, either in content or method of delivery, from those that were offered when the institution was last evaluated
- The addition of courses or programs at a degree or credential level above that which is included in the institution's current accreditation or reaffirmation.
- A change from clock hours to credit hours
- A substantial increase in the number of clock or credit hours awarded for successful completion of a program
- The establishment of an additional location geographically apart from the main campus at which the institution offers at least 50 percent of an educational program.
- The establishment of a branch campus

2.9.3.4 General Policy

All requests for substantive changes must be processed through the University's SACS Liaison, within the timeframe designated by SACS. No substantive change requests should be submitted directly to SACS, except by the President.

2.9.3.5 Procedures

1. Deans contemplating a new program or significant change in their college's programming should contact the University's SACS Liaison. If a Dean is unclear as to whether a change is substantive in nature, he/she should contact the University's SACS Liaison for clarification.
2. To initiate the process, a Dean should submit a "Letter of Intent" to the SACS Liaison and copy the President.

A. The Letter of Intent should include a summary of the proposed change(s) along with the anticipated implementation date and location.
B. The Letter of Intent should be submitted at least twelve (12) months prior to the anticipated launch date.

1. The SACS Liaison will submit the Letter of Intent to the President for review. If approved, the SACS Liaison will instruct the Dean to compile the required SACS prospectus and/or application, as well as all required supporting paperwork to request a substantive change.
2. The SACS Liaison and the Dean should coordinate their efforts in preparing the prospectus and/or application to SACS. No one other than the President should submit any substantive change requests directly to SACS.
3. The President or his designee will inform the Dean of the outcome of the prospectus and/or application evaluation by SACS. No substantive changes to any college programming should occur prior to approval by SACS.

2.9.3.6 Responsibilities of Deans

Deans are responsible for promptly notifying both the President and University's SACS Liaison when seriously contemplating a substantive change to their college programming. Deans are responsible for seeking SACS approval of a substantive change, prior to implementation. In addition, Deans are responsible for following the reporting requirements and timelines of the SACS substantive change policy.

2.9.3.7 Responsibilities of SACS Liaison

The University's SACS Liaison is responsible for ensuring that substantive changes are recognized and reported in a timely fashion. In addition, the SACS Liaison is responsible for reviewing all documentation submitted by a Dean to ensure completeness and accuracy of data, prior to the University's official submission to SACS.