



Lynn University

POLICY MANUAL

VOLUME VI

Student Life Policies

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TABLE OF CONTENTS
Volume VI
Student Life Policies

6.0 INTRODUCTION.....	1
6.1 Student Life Philosophy and Provisions	1
6.1.1 Philosophical Values and Beliefs.....	1
6.1.2 Liability Disclaimer	2
6.1.3 Students with Visual Impairment.....	2
6.2 Student Administrative Services	2
6.2.1 Financial Regulations.....	3
6.2.2 Fees	3
6.2.3 Statement of Accounts	3
6.2.4 Dismissal.....	3
6.2.5 The Lynn OneCard	3
6.2.6 Student Payroll.....	4
6.2.7 Taxation of Scholarships.....	4
6.2.8 Financial Aid.....	4
6.2.8.1 Undergraduate Information - Financial Aid	4
6.2.8.1.1 Applying for Financial Aid.....	5
6.2.8.1.2 Types of Financial Aid.....	5
6.2.8.1.2.1 Federal Programs	5
6.2.8.1.2.2 Florida Programs.....	8
6.2.8.1.3 Monthly Payment Program.....	9
6.2.8.1.4 Institutional Programs.....	10
6.2.8.1.5 Veterans' Benefits (Available for All Credit Programs)	12
6.2.8.1.5.1 Credit for Previous Training	12
6.2.8.1.6 Remedial Courses	13
6.2.8.1.7 VA Enrollment Changes.....	13
6.2.8.1.8 Vocational Rehabilitation Programs	13
6.2.8.1.9 Renewal of Financial Aid	13
6.2.8.2 Graduate Program Financial Aid	13
6.2.8.2.1 Graduate Assistantships	13
6.2.8.2.2 Scholarships	14
6.2.8.3 Standards of Satisfactory Academic Progress for Financial Aid.....	15
6.2.8.4 Financial Aid for Study Abroad.....	17
6.2.8.5 Financial Aid for Summer School – Day Division.....	17
6.2.8.6 Scholarships Restrictions	17
6.2.8.7 International Student/Financial Aid.....	17
6.2.8.8 Refunds	18
6.2.8.8.1 Day Division Refund Policy	18

6.2.8.8.2	Graduate Programs.....	21
6.3	Student Services	21
6.3.1	Academic Support Services	22
6.3.2	Accommodations	22
6.3.3	Bookstore	22
6.3.4	Check Cashing Services.....	23
6.3.5	Campus Ministry.....	23
6.3.6	Car Wash.....	23
6.3.7	Career Center	23
6.3.8	Center for International Programs and Services (CIPS).....	24
6.3.9	Counseling Center.....	24
6.3.9.1	Medical/Mental Health Emergency	24
6.3.9.2	Medical/Mental Health Leave of Absence	25
6.3.9.3	Substance Abuse Prevention Program	26
6.3.9.4	Dean of Students	26
6.3.9.5	Distance Learning Students	26
6.3.9.6	Evening Division Students.....	26
6.3.10	Food Service	26
6.3.11	Health Center	27
6.3.11.1	Communicable Diseases	27
6.3.12	Information Technology	27
6.3.12.1	Student Acceptable Use Policy	28
6.3.12.1.1	Software	28
6.3.12.1.2	Bandwidth Management.....	28
6.3.12.1.3	Inappropriate Use of Computing and Information Technology Resources ..	28
6.3.12.1.4	Social Networking	28
6.3.12.2	Technology Support.....	29
6.3.13	Insurance.....	30
6.3.13.1	Accident Insurance.....	30
6.3.13.2	Domestic Student Health Insurance.....	30
6.3.13.3	International Student Health Insurance.....	30
6.3.13.4	Homeowner’s Insurance	30
6.3.14	Immunizations.....	31
6.3.15	International Student Services (ISS).....	31
6.3.15.1	International Student Health Insurance.....	31
6.3.15.2	Maintaining F-1 Status.....	31
6.3.15.3	Employment in F-1 Status	32
6.3.16	Laundry Facilities	32
6.3.17	The Eugene M. and Christine E. Lynn Library	32
6.3.18	Mail Services	32
6.3.18.1	UPS/FedEx.....	33
6.3.19	Office of Student Life	33
6.3.20	Safe Ride Program	33
6.3.21	Student Center.....	34
6.3.22	Student Records	34

6.3.22.1	Change of Name, Address, or Marital Status	34
6.3.22.2	Communication with Parents	34
6.3.22.3	Health Records	35
6.3.22.3.1	International Students	35
6.3.22.4	Residential Records	35
6.3.22.5	Student Nonacademic Files	35
6.3.23	Vending Machines	35
6.3.24	Wellness	35
6.4	Student Safety, Security, and Health Policies	36
6.5	Residence Life	36
6.5.1	Office of Housing and Residence Life	36
6.5.1.1	Philosophy	37
6.5.1.2	Residence Halls	37
6.5.1.3	Residency Policy	37
6.5.1.4	Yearly Residence Hall Schedule	38
6.5.1.5	Housing Assignments	38
6.5.1.5.1	Roommate Questionnaire	38
6.5.2	Residence Hall Services	38
6.5.2.1	Housekeeping/Maintenance	38
6.5.2.2	Laundry	39
6.5.2.3	Pest Control	39
6.5.2.4	Room Furnishings	39
6.5.2.5	Storage	39
6.5.2.6	Telephone and Cable Television	39
6.5.2.7	Trash Removal	40
6.5.3	Residence Life Policies and Standards of Conduct	40
6.5.3.1	Alcohol and Drugs	40
6.5.3.2	Amplified Instruments/Musical Instruments	40
6.5.3.3	Appliances	40
6.5.3.4	Barbecues and Grills	41
6.5.3.5	Check-In and Check-Out Procedures	41
6.5.3.6	Consolidation	41
6.5.3.7	Confiscated Items	41
6.5.3.8	Damage Charges and Billing	41
6.5.3.9	Damages/Vandalism	42
6.5.3.10	Decorations	42
6.5.3.11	Doors	43
6.5.3.12	Furniture	43
6.5.3.13	Gambling	43
6.5.3.14	Guests and Host Responsibilities	43
6.5.3.14.1	Children	44
6.5.3.14.2	Overnight Guests	44
6.5.3.15	Hall Meetings	44
6.5.3.16	Late/Improper Checkout	44

6.5.3.17	Liability.....	45
6.5.3.18	Pets and Animals.....	45
6.5.3.19	Pregnancy.....	45
6.5.3.20	Prohibited Items.....	45
6.5.3.21	Quiet and Courtesy Hours.....	46
6.5.3.22	Railings, Balconies, Roofs, and Stairwells.....	46
6.5.3.23	Residence Hall Posting Policy.....	46
6.5.3.24	Restricted Areas.....	47
6.5.3.25	Room Access.....	47
6.5.3.25.1	Lockouts.....	47
6.5.3.26	Room Care.....	47
6.5.3.27	Room Changes.....	48
6.5.3.28	Room Entry.....	48
6.5.3.29	Room Occupancy.....	48
6.5.3.30	Sales, Solicitation, and Canvassing.....	48
6.5.3.31	Screens.....	48
6.5.3.32	Smoking.....	48
6.5.3.33	Sports and Activities.....	49
6.5.3.34	Windows, Balconies, and Hallways.....	49
6.6	Student Code of Conduct and Conduct Review.....	49
6.6.1	Student Code of Conduct.....	49
6.6.1.1	Acts of Dishonesty.....	49
6.6.1.2	Alcohol and Other Drugs.....	50
6.6.1.2.1	Philosophy Statement.....	50
6.6.1.2.2	Amnesty Policy.....	50
6.6.1.2.3	Lynn University Policy on Alcohol.....	51
6.6.1.2.4	Lynn University Policy on Other Drugs.....	52
6.6.1.2.4.1	Prescription Drugs.....	53
6.6.1.2.4.2	Location and Paraphernalia.....	53
6.6.1.3	Assault.....	53
6.6.1.4	Bullying.....	53
6.6.1.5	Campus Disruption.....	54
6.6.1.6	Complicity.....	54
6.6.1.7	Computing Devices and University Network Misuse.....	55
6.6.1.8	Dangerous Materials and Firearms.....	55
6.6.1.9	Discrimination and Harassment.....	55
6.6.1.10	Dress Code.....	55
6.6.1.11	Endangerment.....	55
6.6.1.12	Failure to Comply.....	56
6.6.1.13	Fire Safety.....	56
6.6.1.14	Gambling.....	57
6.6.1.15	Harassing Behavior.....	57
6.6.1.16	Hate Incidents.....	57
6.6.1.17	Hazing.....	57
6.6.1.18	Improper Off-Campus Behavior.....	58

6.6.1.18.1	Notification of Criminal Arrest.....	58
6.6.1.19	Misappropriation.....	59
6.6.1.20	Misuse of University Identification Card	59
6.6.1.21	Parking Sticker Fraud	59
6.6.1.22	Sexual Assault.....	59
6.6.1.23	Tampering with Property	59
6.6.1.24	Trespassing and Soliciting	60
6.6.1.25	Violation	60
6.6.2	Conduct Review.....	60
6.6.2.1	Terminology.....	61
6.6.2.2	Jurisdiction.....	62
6.6.2.3	Reporting Complaints and Administration of the Code of Conduct.....	62
6.6.2.3.1	Reporting Complaints	62
6.6.2.3.2	Administration of the Code of Conduct.....	63
6.6.2.4	Violation of Law and University Policy	63
6.6.2.5	Conduct Review Procedures	63
6.6.2.5.1	Administrative Review Procedures.....	63
6.6.2.5.2	Conduct Review Board Procedures	63
6.6.2.5.3	Decision-Making.....	65
6.6.2.5.4	Interim Action and Interim Suspension	65
6.6.2.5.5	Attendance at the Conduct Review Proceeding.....	66
6.6.2.6	Types of Sanctions	66
6.6.2.7	Appeals	68
6.6.2.8	Notification	69
6.6.2.8.1	Student Notification.....	69
6.6.2.8.2	Parental Notification of Violations of the Code of Conduct.....	69
6.6.2.9	Interpretation, Revision, and Records.....	69
6.7	Student Involvement, Clubs, and Organizations	70
6.7.1	Student Involvement	70
6.7.1.1	Philosophy of Student Involvement.....	70
6.7.1.2	Student Participation in Institutional Decision-Making	70
6.7.1.3	Student Participation in University Fundraising.....	71
6.7.1.4	Student Publications.....	71
6.7.1.5	Information Posting Policy	71
6.7.1.6	Office of Student Involvement Marketing Policy.....	72
6.7.1.6.1	Banners	72
6.7.1.6.2	Fliers	72
6.7.1.6.3	Marquee Sign	72
6.7.1.6.4	Napkin Dispensers	73
6.7.1.6.5	Toilet Paper.....	73
6.7.1.6.1	Use of Images or Likeness.....	73
6.7.1.7	Recreation and Intramural Sports	73
6.7.1.8	Club Sports.....	74
6.7.1.9	Intercollegiate Athletics.....	74
6.7.1.10	Student Travel.....	75

6.7.1.10.1	Definitions.....	75
6.7.1.10.2	Travel Requirements.....	76
6.7.2	Student Clubs and Organizations.....	77
6.7.2.1	Authorization and Recognition of Student Clubs and Organizations.....	77
6.7.2.1.1	Minimum Standards.....	78
6.7.2.2	Leadership Positions.....	79
6.7.2.2.1	Leadership Criteria.....	79
6.7.2.3	Recognized University Clubs and Organizations.....	80
6.7.2.3.1	Alpha Eta Rho.....	80
6.7.2.3.2	Alpha Phi Delta.....	80
6.7.2.3.3	Alpha Phi Sigma.....	80
6.7.2.3.4	Beach Bums Club.....	80
6.7.2.3.5	Best Buddies.....	80
6.7.2.3.6	Campus Crusade for Christ - Religious.....	81
6.7.2.3.7	Caribbean Club.....	81
6.7.2.3.8	Chabad Student Center.....	81
6.7.2.3.9	Florida Airports Council.....	81
6.7.2.3.10	Future Business Leaders Society.....	81
6.7.2.3.11	Gay Straight Alliance (GSA).....	81
6.7.2.3.12	Greek Council.....	81
6.7.2.3.13	Hillel.....	82
6.7.2.3.14	Honors Colloquium.....	82
6.7.2.3.15	Hospitality Club.....	82
6.7.2.3.16	International Affairs Society.....	82
6.7.2.3.17	Just About Kids.....	82
6.7.2.3.18	Kappa Delta Pi.....	82
6.7.2.3.19	Kite Boarding Club.....	82
6.7.2.3.20	Knights Activities Team.....	82
6.7.2.3.21	Knights in the Community (KIC).....	83
6.7.2.3.22	Knights of the Roundtable (KOR).....	83
6.7.2.3.23	Law and Justice Club.....	83
6.7.2.3.24	Lynn Bonds Science Club.....	83
6.7.2.3.25	Lynn Masters.....	83
6.7.2.3.26	LYNN Radio.....	83
6.7.2.3.27	Lynn Rugby Football Club.....	84
6.7.2.3.28	National Broadcasting Society (NBS).....	84
6.7.2.3.29	Newman Club.....	84
6.7.2.3.30	Poetry Club.....	84
6.7.2.3.31	Psi Chi.....	84
6.7.2.3.32	The iPulse - Newspaper.....	84
6.7.2.3.33	Residence Hall Association (RHA).....	85
6.7.2.3.34	Rotaract.....	85
6.7.2.3.35	Sigma Sigma Sigma.....	85
6.7.2.3.36	Sports Management Club.....	85
6.7.2.3.37	Students for the Poor.....	85
6.7.2.3.38	Student Government Association.....	85

6.7.2.3.39	Zeta Beta Tau	86
6.8	Student Complaints and Grievances	86
6.8.1	Lynn University Open Door Policy	86
6.8.2	Non-Academic Student Grievances	86

Volume VI Student Life Policies

6.0 Introduction

Volume VI of the *Lynn University Policy Manual* contains information regarding Lynn University student life policies and regulations, student services, residence life, student rights and responsibilities, student due process, and other student life information. It supersedes all previous student life related policies and procedures published in prior student handbooks or publications. Academic policies appear in Volume V of the *Lynn University Policy Manual*, as well as the Lynn University Catalog. Policies pertaining to all members of the University community, including students, appear in Volume II of the Policy Manual.

The provisions of this Volume VI of the *Lynn University Policy Manual* are not intended as an irrevocable contract between the student and the University. The University reserves the right to change any provision or requirement, including fees, contained in this volume at any time, with or without notice. The University further reserves the right to require a student to withdraw at any time, under appropriate procedures. The University also reserves the right to impose probation on any student whose conduct is unsatisfactory. Any admission on the basis of fraud of any nature, including, but not limited to, false documents, is void when fraud is discovered. Furthermore, the student is not entitled to any credit for work previously completed at the University. When a student is dismissed or suspended from the University, there will be no refund of tuition and/or fees. If a dismissed student has paid only part of the applicable tuition and fees, the balance due the University will be considered a receivable and will be collected.

There will be no refund of tuition, fees, charges or any other payments made to the University in the event the operation of the University is suspended at any time as a result of any act of God, strike, riot, disruption or for any other reasons beyond the control of the University.

Admission of a student to Lynn University for any academic year does not imply that such student will be re-enrolled in any succeeding academic semester.

If the University should impose changes not published in Volume VI of the *Lynn University Policy Manual*, those changes will be posted on the University Web site and in the i-Pulse newspaper. Relevant rules and regulations may also be posted in residence halls.

6.1 Student Life Philosophy and Provisions

6.1.1 Philosophical Values and Beliefs

The philosophy of the University's student life policies, as outlined in Volume VI of the *Lynn University Policy Manual*, stems from the following values and beliefs:

1. All students have the ability to be successful learners in our environment.
2. All decisions, policies, and practices are geared toward improving the quality of the communal student experience.

3. All students are encouraged to explore values, beliefs, attitudes and behaviors.
4. All students are offered intentional opportunities to improve communication, collaboration and critical thinking skills.
5. All members of the community are responsible for identifying ways students and staff can improve the campus culture, climate and physical environment.
6. All students are empowered to actively participate in institutional policy making, activities and programs that directly impact their experience.
7. All members of the University community seek creative ways to engage students in the community.
8. All members of the University community facilitate an environment focused on responsibility and trust.

6.1.2 Liability Disclaimer

Lynn University shall not be liable for any injuries to or property damages suffered by any student regardless of cause. This disclaimer shall apply to, but not be limited to, the following:

1. Any injury or damage incurred on property owned or under control of the University or its subsidiaries, such as classrooms, residence halls, or any other structures, all common areas, grounds and vehicles.
2. Any injury or damage incurred as a participant, spectator or otherwise in any intramural, intercollegiate or other event or contest, athletic or otherwise, or while in transit to or from such event or contest.
3. Any injury or damage suffered while engaged in or attending a class or related activity, whether required or elective, and regardless of cause. Any damage or injury suffered by reason of theft, fire, damage by the elements, or by other causes.
4. Any injury or damage suffered by reason of any act or omission of any university trustee, officer, member of the faculty or staff, employee, contractor, or student.

By applying for admission or readmission to the University, or by continuing their enrollment with the University for a subsequent semester, students accept the foregoing disclaimer and agree to be bound thereby.

6.1.3 Students with Visual Impairment

Volume VI of the *Lynn University Policy Manual* will individually be reviewed with a student who is visually impaired. This review will be conducted with a University official. Any questions the student may have will be clarified through this process.

6.2 Student Administrative Services

The Office of Student Administrative Services supports the University's mission of enabling students to realize their true potential and to prepare them for true success in the world by providing quality professional support and personalized services in:

1. Financial aid - fair and consistent awarding and disbursement of financial support;

2. Student accounts - accurate and timely processing of invoices and payment with convenient payment options.

All tuition/fees, including lab fee deposits, are payable to the University cashier in the Office of Student Administrative Services, located in the Louis and Anne Green Center for the Expressive Arts.

6.2.1 Financial Regulations

All charges must be paid in full before the student is permitted to register or attend classes. The unpaid balance shown on the student's statement of account is due and payable in full on or before the date shown on the statement. As the University incurs many expenses of a continuing nature, such as salaries and maintenance, it is essential that the annual income from tuition and fees be assured in order to plan and maintain these services over the entire year. For this reason, it is understood students are enrolled for the entire academic year or such portion as remains after the date of entrance. Furthermore, the University will not grant a degree, issue transcripts, or release semester grades until all financial obligations have been satisfied.

6.2.2 Fees

Annual student charges are established by the Board of Trustees, which reserve the right to designate increases in subsequent years. Relevant financial information, including applicable rates and fees, is published in the Academic Catalog.

6.2.3 Statement of Accounts

No paper statements are mailed to the student. Students will receive an e-mail when their statement is available for viewing. Students may authorize their parents to receive that e-mail by setting them up with a password under the www.lynn.edu/mylynn "Personal" tab. A first time new student will receive a paper statement with a letter introducing the e-bill process.

6.2.4 Dismissal

The University reserves the right to dismiss any student who fails to meet the required standard of scholarship and to dismiss or suspend any student for violation of University rules or for any other reasonable cause. In view of the foregoing, and since the University must make its financial commitments for the entire academic year, no reduction or refund of fees will be made in instances of student dismissal or suspension.

6.2.5 The Lynn OneCard

The Lynn OneCard is the official University identification card for students. Each student is issued an official Lynn OneCard. It is essential that each student carry his/her Lynn OneCard at all times while on campus.

The Lynn OneCard is designed to provide the following services:

1. Meal plans, access to the cafeteria;
2. Prepaid debit/credit card sales through MasterCard (on or off campus);

3. Self Inquiry/Identification;
4. Library card;
5. Housing access;
6. Access to campus after hours;
7. Receiving refunds from the University.

The student is responsible for any activity, service, privilege or sales transaction occurring on his/her Lynn OneCard. The Lynn OneCard must be presented upon request of a University Official.

Lost or Stolen Lynn OneCards must be reported immediately to the Campus Card Office 561-237-7654 during business hour (9 a.m.-5 p.m.). After business hours, please call Higher One at 877-663-5656 or login to www.lynnonecard.com. A fee may be assessed to obtain a replacement card.

6.2.6 Student Payroll

Payroll checks are issued on a biweekly basis and are directly deposited into the student's bank account that he/she has designated at the Employee Services Office.

6.2.7 Taxation of Scholarships

Under current Internal Revenue Service regulations, any scholarships or grants that exceed tuition, fees, books and supplies must be reported as taxable income on the student's tax return. For a student who resides in a country that does not have a tax treaty with the United States, the University must withhold 14 percent of the award in excess of the amounts used for tuition, fees, books and supplies. The University remits this 14 percent to the IRS as federal income tax withheld. Each year, international students will be required to file a 1040NR with the Federal Internal Revenue Service by April 15. Students also must submit a copy of their Social Security number or International Tax Number to the Office of Student Administrative Services in order to be eligible to keep the scholarship they are granted. Failure to file the 1040NR form will jeopardize future scholarship awards to a student.

6.2.8 Financial Aid

6.2.8.1 Undergraduate Information - Financial Aid

Lynn University participates in most Title IV financial aid programs. The purpose of these programs is to supplement the resources of applicants and their families. Financial aid awards are made on the basis of need, and applicants must file a financial statement reflecting the family's resources. Since financial aid is limited, applicants are encouraged to apply as early as possible (preferably by March 1 for entrance the following academic year).

Tentative awards are made when the student has filed all required forms and the analysis of need has been received from the Federal Processing Center. Aid is generally awarded in a combination of loans, employment and/or grants. Students also are encouraged to apply for state grants or loans open to them and to investigate educational loans from local banks.

6.2.8.1.1 Applying for Financial Aid

1. All applicants for admission are requested to complete a Free Application for Federal Student Aid (FAFSA). This can be done online at www.fafsa.ed.gov.
2. The FAFSA must be returned to the appropriate processing agency. The agency will process this form and send the university a report on what the family can be expected to contribute to the educational costs.
3. Students should make sure that their transcripts and recommendations are on file at the University, because financial aid decisions are not made until students have been accepted to the University.
4. When students have been accepted and the financial analysis has been received from the processing agency, the University determines the financial aid award and notifies the students. If a student wishes to accept the award, he or she must submit a nonrefundable deposit to the admissions office within 15 days. This deposit is credited to the student's account.
5. Before federal financial aid funds can be credited to a student's account, information submitted on the FAFSA is sometimes verified. The University is responsible for coordinating this federal verification process. In order to clarify the family's financial situation, the Office of Student Administrative Services may request a copy of the parents' and student's tax returns and other information. All financial aid is awarded on the condition that the above information is provided when requested.
6. Complete a Financial FERPA Form.
7. Complete an Authorization Regarding Credit on Account form. If students have already completed one for the current year, they do not have to complete it again. The Authorization Regarding Credit on Account is completed on an annual basis.

Upon receipt of the information, it is reviewed and compared with the information noted on the need analysis. If this new information changes data previously submitted, a revised financial aid award may be sent. Timely response to requests will avoid delays in an accurate assessment of need.

6.2.8.1.2 Types of Financial Aid

Applicants do not apply for the various types of awards individually. The University determines the types and amounts of awards based on the amount of aid available in the various programs and the family's expected contribution.

6.2.8.1.2.1 Federal Programs

Federal Pell Grant and Federal Supplemental Educational Opportunity Grant (SEOG)

The Pell Grant is a federal aid program for those with substantial need. The grant may be worth up to \$5,350 per year depending on the family's resources and the federal funds actually available. The Supplemental Educational Opportunity Grant provides additional assistance to those with severe need who cannot meet college costs with other forms of aid. The average award is \$2,000 per year. The Free Application for Federal Student Aid (FAFSA) is used to

determine eligibility for these grants. This is not available to students pursuing a second bachelor's degree.

Academic Competitiveness Grant (ACG)

This is a grant program for full-time undergraduate students enrolled in an eligible program who receive Federal Pell Grants and are U.S. citizens. Students also must have completed a rigorous secondary school program of study and be enrolled in at least a two-year academic program acceptable for full credit toward a bachelor's degree. The award is up to \$750 for the first academic year and up to \$1,300 for the second academic year.

National Science and Mathematics Access to Retain Talent Grant (National SMART Grant)

This is a grant program for full-time undergraduate students who are enrolled in the third or fourth academic year of an eligible program who receive Federal Pell Grants and are U.S. citizens. An eligible program in the National SMART Grant is one that leads to a bachelor's degree in an eligible major. Students must have at least a 3.0 cumulative grade point average. The award is up to \$4,000 for each of the third and fourth academic years.

Federal Perkins Loan

The Perkins Loan program provides low-interest loans to students with demonstrated need. Repayment of the loan begins nine months after the student ceases to be at least a half-time student. The university will allocate these loans to those who are most eligible. Average award is \$2,000 per year. This is not available to students pursuing a second bachelor's degree.

Federal Work Study Program

This is a need-based award. All students must complete a Free Application for Federal Student Aid to determine eligibility. If a student is awarded participation in the work study program, then he/she must report to the work study meeting at the beginning of the semester. This is usually held the first week of the semester. Students will receive job assignments, total hours available for work, supervisor name, pay schedules and instructions on how to clock their time. All students must sign a work-study agreement and comply with the program's rules and regulations as outlined in the Campus Employment Program Information and Policies Manual. Expectations will be discussed. All students must uphold basic job responsibilities and present themselves in a manner appropriate for a university setting, as well as adhere to the policies and procedures outlined in the Campus Employment Program Information and Policies Manual. All returning students must have completed the six-hour "Earn While You Learn" workshop to continue to be eligible for this program.

Note: Students not awarded the federal work study program and who desire employment on campus, must speak directly with department heads for job availability or the Employee Services Department. Not all departments have budgets to hire students. Departments that may have availability are the snack bar, coffee shop, cafeteria, library, computer labs and the tutoring area. Hours vary from two to 20 hours per week. Pay rates begin at \$8 per hour.

Community Service: Federal Work Study students awarded the work study program may wish to be assigned off campus in a community service position. Jobs available are elementary reading tutors in local schools or the Boys and Girls Club. Students must contact the Student Administrative Services Office for more information.

Federal Stafford Loan

A Stafford Loan is available to students who demonstrate financial need. The maximum amounts are: \$3,500 for a first year undergraduate student; \$4,500 for a second year student; \$5,500 for a third-year or fourth-year student, and \$8,500 for a graduate student.

For Stafford Subsidized Loans first disbursed on or after July 1, 2009, the interest rate is 5.6 percent for undergraduate students and 6.8 percent for graduate students. The Federal government pays the interest on the loan as long as the student is enrolled at least half-time and for up to six months after the student graduates or leaves school for any reason.

Eligibility is based on other sources of financial aid received and a parental contribution factor. Applications for this loan are made through a bank that participates in this federal program. Students must complete the Federal Stafford form and the Master Promissory

Note available through the Office of Student Administrative Services, or online at www.lynn.edu/loans.

Federal Parental Loan for Undergraduate Students (PLUS)

This loan is not based on financial need but must be within the cost of attendance determined by the university. The amount a parent can borrow is the difference between the cost of attendance and financial aid eligibility. For PLUS loans first disbursed on or after July 1, 2006, there will be a fixed rate of 8.5 percent. Repayment begins within 60 days of the full loan disbursement. Parents can choose to defer payments until six months after the student ceases to be at least a half-time student. Application forms are available in the Office of Student Administrative Services. Parents are encouraged to apply online at: www.lynn.edu/loans.

Unsubsidized Federal Stafford Loan

This loan is not based on financial need. A student who wishes to apply for the Stafford Loan program and is not eligible based on financial need, or is only partially eligible, may apply for the full or balance of his/her eligibility through the unsubsidized loan program. For Stafford Loans first disbursed on, or after July 1, 2006, there will be a fixed rate of 6.8 percent. The student is responsible for all in school interest, which can be capitalized at the end or paid through the enrollment periods.

The maximum amounts are: \$5,500 for a first-year undergraduate student; \$6,500 for a second-year student; \$7,500 for a third or fourth-year student, and \$12,000 for a graduate student.

Independent undergraduate students and dependent undergraduate students whose parents are denied for a PLUS loan are eligible for an additional \$4,000 for the first two years and \$5,000 for the last two years.

Applications for this loan are made through a participating bank. Students must complete the Federal Stafford Loan form and the Master Promissory Note available through the Office of Student Administrative Services or online at www.lynn.edu/loans.

Below is a chart of the maximum amounts a student can receive.

Credits	Subsidized	Unsubsidized (Dependent Students)	Unsubsidized (Independent Students)
0-29	\$3,500	\$2,000	\$4,000
30-59	\$4,500	\$2,000	\$4,000
60 +	\$5,500	\$2,000	\$5,000
Graduate/Ph.D.	\$8,500		\$12,000

Please note the disbursement schedule depends on when the student enrolls. If a first-time borrower at Lynn, the student must complete a loan entrance interview. The Web site address for completing the interview is www.lynn.edu/loans.

6.2.8.1.2.2 Florida Programs

Applications are available for all Florida state programs. Requirements are:

1. Full-time, undergraduate students only (12 credits per semester: Day Program) (12 credits in 2 terms: Fall I & II or Spring I & II: Evening Program).
2. Residency Requirement: Florida, consecutive 12-month resident (parent and student if under 24 years old). If over 24 years of age, must have lived in Florida for the previous 12 months without attending school. If proof of residence is requested, the following documents are required:
 - a. Copies of voter's registration, driver's license and car registration indicating that the student's parents have been in the state 12 months if the student is under 24 years of age.
OR
 - b. Florida Declaration of Domicile – this form must clearly indicate that the student's parents have been in the state for 12 months if the student is under 24 years of age. A student can obtain this at his or her local courthouse.
3. 2.0 GPA requirement.
4. 24-credit hour completion each year from fall to spring semesters.

Florida Resident Access Grant

Dependent students whose parents have been residents of Florida, or independent students who have been residents of Florida, for at least 12 months for other than educational purposes and who are enrolled in 12 credits each semester, and maintain a 2.0 grade point average, may be eligible to receive up to \$2,837 per year from the State of Florida. This award can only cover tuition and fees.

If students are receiving 100 percent corporate reimbursement, they will not be eligible for FRAG. If they are receiving a percentage, we will determine if they are eligible. They must provide a copy of their corporate policy as soon as it is requested. Our determination is final if the student is eligible or not.

Florida Student Assistance Grant

Florida Student Assistance Grants awards up to \$1,916 per year are based on financial need and the same residential and academic requirements as the Florida Resident Access Grant. The student must file the Free Application for Federal Student Aid (FAFSA) prior to April 15 to be considered for aid for the next academic year.

Bright Futures Programs

Academic Scholars Award (Freshmen Only)

The student must be a graduate of a Florida high school, have obtained a cumulative grade point average of 3.5 in the 15 college preparatory courses as identified by the Florida Board of Regents Rule, have an SAT of 1270 or an ACT of 28 or higher and complete 75 hours of community service. National Merit Scholars or graduates of the International Baccalaureate programs are automatically eligible.

The award amount is currently \$2,069 per semester if the student is enrolled in 12 credits or more. Application is submitted directly to the Florida Department of Education. Deadline: April 1. Students may apply online at www.floridastudentfinancialaid.org.

Medallion Scholars Award (Freshmen Only)

The student must be a graduate of a Florida high school, have obtained a cumulative grade point average of 3.0 in the 15 college preparatory courses as identified by the Florida Board of Regents Rule and have an SAT of 970 or an ACT of 20 or higher. National Merit Scholars or graduates of the International Baccalaureate programs are automatically eligible. The award amount is currently \$1,412 per semester if the student is enrolled in 12 credits or more. Application is submitted directly to the Florida Department of Education.

Deadline: April 1. Students may apply online at www.floridastudentfinancialaid.org.

Gold Seal Vocational Scholars Awards (Freshmen Only)

The student must be a graduate of a Florida high school and have obtained a cumulative grade point average of 3.0 in subjects required for high school graduation and a 3.5 grade point average in required vocational or technology education courses. Students must have 15.5 required courses as identified by the Florida Board of Regents Rule, and have an SAT Verbal of 440 and Math of 440 or ACT Reading 18, English 17 and Math 19. Completion of a minimum of three Vocational Job Preparatory or Technology Education Program credits in one vocational program and a passing score on the Florida College Placement are required. The award amount is currently \$1,412 per semester if enrolled in 12 or more credits. Application is submitted directly to the Florida Department of Education. Deadline: April 1, 2009.

For more information on the Florida Bright Futures programs, please contact the student's high school or visit the Florida Bright Futures Web site at: www.floridastudentfinancialaid.org.

6.2.8.1.3 Monthly Payment Program

Parents who prefer to pay educational costs out of their monthly income may do so through the program of an educational loan company, such as Tuition pay at 1-800-635-0120 or www.tuitionpayenroll.com.

6.2.8.1.4 Institutional Programs

Available for undergraduate Day Division programs only.

Presidential Scholarship

To be considered for this scholarship, students must meet the following minimum requirements: rank in the top 10 percent of their high school class, have SATs of 1200 or above or ACT scores of 24 or above, and have a grade point average of 3.75 or higher. The student must meet two of the three criteria listed. An essay may be required, and it is renewable when a 3.5 grade point average is maintained. The award amount is full tuition, of which 70 percent will be applied toward tuition and 30 percent toward campus room and board.

National Merit Scholarship

A student who is a National Merit Scholar will receive a full tuition scholarship from Lynn University. This award is renewable when a cumulative 3.5 grade point average is maintained. This program is open to international students.

Merit Scholarship

To be considered for this scholarship, students must meet the following minimum requirements: rank in the top 20 percent of their high school class, have SATs of 1100 or above or ACT scores of 24 or above, and have a grade point average of 3.25 or higher. The student must meet two of the three criteria listed. This is renewable when a 3.25 grade point average is maintained. Award amount is \$10,000 - \$12,000.

Academic Grant

To be considered for this scholarship, students must meet the following minimum requirements: have SATs of 950 or above or ACT scores of 20 or above, and have a grade point average of 2.8 or higher.

The student must meet two of the three criteria listed. This is renewable when a 3.0 grade point average is maintained. This scholarship amount is \$2,000.

Lynn University Honors Program Award

Awarded to Lynn University students who participate in the Lynn University Honors Program, this is the only award that may be combined with any of the above programs as long as the two combined do not exceed the cost of tuition. The amount of the award is \$1,000, and it is renewable if the student remains in the Honors Program. This program is open to international students. Students will be notified in writing of their invitation to participate in the Honors Program.

Lynn University Loan Program

This loan program is awarded on the basis of financial need as determined by the Office of Student Administrative Services. The funds for this program are limited. The loan represents money borrowed by the students and must be repaid with interest after leaving school. The current interest rate is 5 percent. The student must sign a promissory note for this loan, which must be returned to the Office of Student Administrative Services prior to registration. Perkins recipients are ineligible for this loan unless prior Perkins Loans are paid off.

University Financial Aid Grant

These grants are awarded to students who demonstrate financial need on the Free Application for Student Federal Assistance application. Awards range from \$1,000 to \$20,000.

Lynn University Grant

Grants are awarded to upperclassmen who are worthy of scholarship consideration and in need of financial assistance. Average award is \$1,000 per year. The grant is renewable if the student maintains a 2.75 cumulative grade point average each year.

Athletic Scholarships

These scholarships are available in men's soccer, baseball, tennis, basketball and golf, and in women's soccer, tennis, basketball, volleyball, golf and softball. Awards range from \$100 to \$39,500 per year. A 2.0 grade point average is required to maintain an athletic scholarship.

Music Scholarship

These scholarships are awarded to students primarily on the basis of musical ability and artistic talent as demonstrated in their audition. Students must complete the Free Application for Federal Student Aid, FAFSA, or International Student Financial Review Form for international applicants, in order to be considered. Applicants are encouraged to apply by the priority deadline of Feb. 15 for entrance the following academic year. The scholarship is renewable if the student maintains a 2.75 minimum cumulative grade point average each semester; earns a B or better in their applied major instrument lessons; and attends classes, lessons, rehearsals, master classes, performance forum, outreach performances, juries, mock auditions and other conservatory performances and activities as required. An evaluation of each student will take place at the end of each academic year by the Dean of the Conservatory of Music with the recommendation of the major instrument instructor.

Private Scholarships

Scholarships are available from private organizations or individuals for students with academic promise. The selection of recipients and the award amounts are determined by the University.

College of Business and Management

Lynn University Boice Endowed Scholarship

Burton D. Morgan Aeronautics Endowed Scholarship

James Oussani Endowed Scholarship

Alice and Leigh Palmer Endowed Scholarship

Postlethwaite Endowed Scholarship

College of International Communication

The Gordon and Mary Henke Endowed Scholarship

Runsdorf Endowed Scholarship

Lynne Fuente Endowed Scholarship

The Conservatory of Music

Boca West Scholarship

M. Elizabeth Maddy Cumpton Memorial Scholarship

Ellman Family Endowed Scholarship

Daniel and Shirlee Freed Endowed Scholarship

Friends of the Conservatory Endowed Scholarship

Herbert Gleckman Endowed Scholarship

Shirlee's Violin Endowed Scholarship

Harold and Patricia Toppel Endowed Scholarship

College of Hospitality Management

The Cottrell Family Endowed Scholarship

The Gloria and Bryan Bourgeois Endowed Scholarship in Hospitality

General

Galena Foundation Scholarship

William Randolph Hearst Endowed Scholarship

Nabit Family Endowed Scholarship

Wold Endowed Scholarship

6.2.8.1.5 Veterans' Benefits (Available for All Credit Programs)

Lynn University is approved to administer veterans' benefits. Students who fail to achieve the desired level of academic performance will be terminated for Veterans Administration purposes. Questions regarding veterans' educational benefits may be directed to the Office of Student Administrative Services or the Regional Veterans Administration Office at 1-888-442-4551.

Lynn University is a participant of the Yellow Ribbon GI Education Enhancement Program (Yellow Ribbon Program), which is a provision of the Post – 9/11 Veterans Educational Assistance Act of 2008. The institution is in agreement with the U.S. Department of Veterans Affairs (VA) to fund tuition expenses that exceed the highest public in-state undergraduate tuition rate. The institution can contribute up to 50 percent of those expenses, and VA will match the same amount as the institution.

6.2.8.1.5.1 Credit for Previous Training

Students who are eligible to receive educational benefits from the U.S. Department of Veterans Affairs with previous post-secondary training/experience must request that official transcript(s) be sent to Lynn University. All transcripts must be received by the end of the first term or the student's educational benefits will be terminated until all transcript(s) are received. Should credits be accepted, the student's training time and total tuition costs will be reduced

proportionately. The VA and the student will receive a written notice of allowed credits. This reduction refers to total costs involved in obtaining the degree. Costs are reduced when credits from another institution are applied toward a Lynn University degree. This does not imply a credit reduction allowance for veterans or eligible dependents.

6.2.8.1.6 Remedial Courses

Students who must take remedial classes may have their financial aid reduced if credit course load toward their degree is less than 12 hours for the semester.

6.2.8.1.7 VA Enrollment Changes

The student must report enrollment status changes and academic major changes to the Student Administrative Services Office and to their VA case manager. Students may be liable to repay the VA for course load reductions unless they can establish acceptable mitigating circumstances causing the reduction. Usually veterans benefits checks are mailed on a monthly basis to the student's home address six weeks after the beginning of the first semester.

6.2.8.1.8 Vocational Rehabilitation Programs

Vocational rehabilitation programs are available for the Comprehensive Support Program from some states. Students must contact their state organization for information. A state listing is available from the Student Administrative Services Office.

6.2.8.1.9 Renewal of Financial Aid

To have financial aid renewed, a new FAFSA must be submitted each year, preferably by March 1. Students must be in good standing at the University, both academically and socially.

6.2.8.2 Graduate Program Financial Aid

For all financial aid programs, the Free Application for Federal Student Aid (FAFSA) form must be completed and submitted to the Federal Processing Center. In approximately two weeks a report will be sent to the student and to Lynn University. The University will then determine the student's eligibility for the loan programs. The student will receive an award letter. All verification items (financial and eligibility status) must be completed before loan applications are submitted to the bank. International students are not eligible for federal financial aid. Information regarding grants and scholarships is available on the Web site for the Office of Student Administrative Services. Graduates should review the financial aid section of the Catalog for specific financial aid loans, policies and University regulations. Certificate programs do not qualify for federal funding. Students can apply at www.fasfa.ed.gov.

6.2.8.2.1 Graduate Assistantships

A limited number of graduate assistantships are available each year. Students can view eligible positions on "Knight Surfer."

Students must contact the supervisor for an interview and bring with them a résumé and two letters of recommendation. Most positions get posted in March and are usually filled by June.

To be eligible, applicants must have completed the application process with all appropriate documentation, be admitted to the University for enrollment in one of the graduate programs, maintain a 3.0 grade point average or higher, and meet specific qualifications.

Assistantships cover the cost of full-time tuition (six credits for each term). Each term a \$50 registration fee must be paid at the time of registration. Applications can be obtained in the Office of Student Administrative Services. Applicants should consult the Office of Student Administrative Services for policies governing graduate student assistantships. Graduate assistantships require a 3.0 grade point average be achieved at the end of each graduate term. Stipends of \$1,000 per term are available for the Graduate Assistant. The Administrative Fellow positions do not have a stipend.

6.2.8.2.2 Scholarships

Conservatory of Music

Scholarships are awarded to students primarily on the basis of musical ability and artistic talent as demonstrated in their auditions. To be considered, students must fill out the Free Application for Federal Student Aid (FAFSA) form (or International Student Financial Review form for international applicants) in order to be considered. Applicants are encouraged to apply by the priority deadline of March 1 for entrance the following academic year. The scholarship is renewable if the student maintains the minimum cumulative grade point average each semester; earns a B or better in their Applied Major Instrument lessons; and attends classes, lessons, rehearsals, master classes, performance forum, outreach performances, juries, mock auditions and other conservatory performances and activities as required. An evaluation of each student will take place at the end of each academic year by the Dean of the Conservatory of Music with the recommendation of the major instrument instructor.

Education Grant

Master's students who are active, full-time employees of an educational institution may qualify for an Educational Scholarship tuition reduction of \$135 and \$145 respectively per credit hour. For qualified M.Ed. students, the tuition is \$445 per credit hour. Development specialists also may be eligible. For scholarship approval, students must submit a current employment verification letter each year to the Office of Student Administrative Services.

Criminal Justice Administration Grant

Graduate students in the M.S. in Administration with Specialization in Criminal Justice Program may qualify for a scholarship reduction of \$125 per credit hour from the usual tuition of \$580 per credit hour. Courses with NIA are not eligible. The scholarship rate of \$455 per credit hour is available if the applicant in this program meets one of the following criteria: is sworn as a law enforcement officer for a municipal, state or federal agency or is employed in the administration of police or security work at the municipal, state or federal level or through a private agency engaged in the protection of life or property. For scholarship approval, the student must submit a current employment verification letter to the Office of Student Administrative Services each year.

EPA Grant

Graduate Students in the M.S. in Administration with Specialization in Emergency Planning and Administration Program may qualify for a scholarship reduction of \$125 per credit hour from the usual tuition of \$580 per credit hour. The scholarship rate of \$455 per credit hour is available if the student in this program is employed in an organization in which the job responsibility involves emergency and disaster training and planning. For scholarship approval, the student must submit a current employment verification letter to the Office of Student Administrative Services each year.

6.2.8.3 Standards of Satisfactory Academic Progress for Financial Aid

Financial aid is awarded contingent upon the recipient's maintaining satisfactory academic standing and progress toward a degree. Every student on financial aid will have his/her cumulative grade point average (GPA) evaluated at the end of the spring semester/spring II semester each academic year.

Undergraduate: At that point, the student must have a minimum GPA of 2.0. If the student falls below a 2.0, he/she will be placed on financial aid probation for the following academic year. The student will be eligible for federally funded programs under Title IV of the Higher Education Act of 1965 and other financial assistance during the probationary period. A student will be removed from probationary status if the student brings his/her GPA to a 2.0 or better. If a student has completed a second academic year of attendance at Lynn University, the student must have a minimum 2.0 GPA at the end of the spring semester to retain Title IV funding for the following academic year. There will not be a probationary semester.

Graduate: At that point, a GPA below 3.0 places a master's student on financial aid suspension (below 3.5 for doctoral students). These GPAs are also the GPAs that must be maintained in order to matriculate and graduate from Lynn University.

A course that receives a grade of a "W" for a course withdrawal or a grade of an "I" for an incomplete or a failing grade of a "F" will be evaluated as a non-completed course. These non-completed courses will jeopardize the student be able to meet the Standards of Satisfactory Academic Progress for Financial Aid. Repeat courses are evaluated as any other normal course. The student may appeal these standards if there has been undue hardship (e.g., medical, death, divorce). Appeals must be directed to the Student Administrative Services Office for review by the Financial Aid Committee. Students will be notified by the Student Administrative Services Office within 30 days of the Financial Aid Committee's decision.

A student receiving Title IV funding must complete his/her degree within a specific time frame as follows:

	Bachelor's	Master's	Ph.D.
Full time:	12 semesters (6 years)	18 terms (3 years)	15 terms (5 years)
Part time:	24 semesters (12 years)	36 terms (6 years)	30 terms (10 years)

Each Title IV recipient must meet a specific measurement of academic progress within the specified time frame as follows:

	Bachelor's	Master's	Ph.D.
Full time:	20 credits (annually)	24 credits (annually)	12 credits (annually)
Part time:	10 credits (annually)	12 credits (annually)	4 credits (annually)

Students must complete at least 67% of coursework attempted to continue to receive financial assistance.

In addition, certain financial aid programs require special academic achievements for renewal as described below:

1. The following programs require a 3.5 GPA at the end of the spring semester:
 - a. Presidential Scholarship
 - b. National Merit Award
 - c. Academic Achievement Scholarship
2. The following program requires a minimum 3.25 GPA at the end of the spring term:
 - a. Dean's Scholarship
 - b. Merit Scholarship (\$12,000)
3. The following programs require a minimum 3.00 GPA at the end of the spring term:
 - a. Academic Scholarship
 - b. Florida Resident Incentive Scholarship
 - c. Transfer Scholarship
 - d. Graduate Assistantships evaluated at the end of each graduate term
 - e. Merit Scholarship (\$10,000)
4. The following program require a minimum 2.75 GPA at the end of each semester:
 - a. Spirit Award
 - b. Lynn University Grant
 - c. Transfer Grant
 - d. Conservatory of Music Scholarship
5. The following programs requires a minimum 2.00 GPA at the end of the spring semester:
 - a. Athletic Scholarships
6. Florida state programs: Renewal students must have a minimum 2.0 GPA and have completed 24 credit hours during two semesters (fall and spring). Students are eligible for one probationary year if they fall below a 2.0 GPA after the end of the spring semester.

7. The Standards of Satisfactory Academic Progress for Financial Aid apply to the following programs:
 - a. Federal Pell Grants
 - b. Federal Supplemental Educational Opportunity Grant (SEOG)
 - c. Federal Perkins Loans
 - d. Federal Stafford Loans (Subsidized and Unsubsidized)
 - e. Federal Parental Loan for Undergraduate Students (PLUS)
 - f. Federal Grad/PLUS
 - g. Federal Work Study Programs
8. Veterans Benefits: Students who fail to achieve the desired level of academic performance after two consecutive semesters of academic probation will be terminated for Veterans Administration pay purposes.

6.2.8.4 Financial Aid for Study Abroad

Students wishing to participate in any of Lynn University's study abroad programs must contact the Student Administrative Services Office to verify continued eligibility. Institutional scholarships and Federal Work Study programs are not available for study abroad programs. Federal and state loan programs may apply to study abroad programs. Students should inquire in the Student Administrative Services Office as to loan eligibility and credit hour requirements.

6.2.8.5 Financial Aid for Summer School – Day Division

There are no institutional or state programs available for summer terms. The three programs available for the summer terms are the Pell Grant, the Stafford and the Parental Loan (PLUS) programs. To be eligible for summer assistance programs, students must carry at least six credit hours for the summer and are eligible only if the maximum loan limit has not been used up for the year, and the student must intend to return for the fall semester for at least six credit hours.

6.2.8.6 Scholarships Restrictions

Scholarship students at Lynn University should carefully read the information enclosed with the scholarship notification letter. Students will not be allowed to combine institutional programs. The student may lose an institutional scholarship or grant program if he/she accepts a second type of institutional program. Most institutional scholarships require that the student be a resident student. If the student chooses to move off campus, then the scholarship or grant will be reduced by approximately 30 percent. Students should review their scholarship letter and award letter carefully.

6.2.8.7 International Student/Financial Aid

No federal or state aid is available to international students. Publications regarding grants and scholarships for international students are available in the library or via the Internet. Private loan programs are available through some lenders if the student is able to obtain an American resident

cosigner. Applications are available in the Student Administrative Services Office or online at www.lynn.edu/financialaid.

International students who receive scholarships for their education at a U.S. university may be liable for paying taxes to the U.S. government. Students from treaty countries will usually be exempt for a period not exceeding five years. The amount of the award that is not exempt has a withholding rate of 14 percent. All international students must obtain an international tax identification number. The SAS office will assist students with this process when they arrive on campus. It is required of all scholarship recipients.

For students from non-treaty countries, scholarship funds in excess of amounts used for tuition, fees, books and supplies will be taxed at the 14 percent rate. These students must complete a W7 form in the Office of Student Administrative Services, sign an IRS statement in the Office of Student Administrative Services, and pay the required tax to the Office of Student Administrative Services. All international students will be required to file with the Federal Internal Revenue Service a 1040NR each year on or before April 15. Not filing this form will jeopardize future scholarship awards to the student.

Countries with scholarship treaties as of 1/1/09 are as follows: Bangladesh, Belgium, People's Republic of China, Commonwealth of Independent States, Cyprus, Czech Republic, Egypt, Estonia, France, Germany, Iceland, Indonesia, Israel, Kazakhstan, Republic of Korea, Latvia, Lithuania, Morocco, Netherlands, Norway, Pakistan, Philippines, Poland, Portugal, Romania, Russia, Slovak Republic, Slovenia, Spain, Thailand, Trinidad and Tobago, Tunisia, Ukraine, Venezuela.

6.2.8.8 Refunds

6.2.8.8.1 Day Division Refund Policy

In cases of withdrawal from the University, a student must file a Request for Withdrawal form that establishes the date to which the University refund schedule applies. It is also the student's responsibility to make a written refund request to the Office of Student Administrative Services before refunds will be made.

REFUNDS ARE CALCULATED ON THE BASIS OF TOTAL SEMESTER CHARGES PAYABLE AFTER DEDUCTIONS FOR NONREFUNDABLE DEPOSITS AND OTHER NONREFUNDABLE FEES SUCH AS LAB FEES, SERVICE AND TECHNOLOGY FEES.

If a student withdraws anytime during a semester, all Lynn University grants and scholarship funds will be prorated to the university accounts. This policy may result in a financial obligation that is payable to the University at the time of a student's withdrawal.

Return of Title IV Funds Policy

Title IV funds affected by this policy include: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Stafford Loan, Federal Unsubsidized Loan, Federal PLUS Loan, Academic Competitive Grant, TEACH Grant, S.M.A.R.T. Grant and Federal Perkins Loan. Title IV funds are awarded to a student under the assumption the student will attend school for the entire period for which the assistance is awarded. When a student withdraws or when stops attending all of his or her classes for a three-week period, the student

may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive.

The University is required to calculate a “Return to Title IV Refund Calculation” if the student has stopped attending or withdrawn prior to completion of 60 percent of the term.

If Title IV financial aid has been used to pay for all or any portion of these charges, financial aid program funds will be reimbursed to the appropriate agency in accordance with a formula required by federal regulations. Unearned Title IV funds will be returned to the Title IV Programs based on the number of days not attended. The order of refunds will be: Federal Unsubsidized Stafford Loan, Federal Subsidized Stafford Loan, Federal Perkins Loan, Federal PLUS Loan, Federal Pell Grant, Federal Academic Competitiveness Grant, Federal S.M.A.R.T., Federal SEOG, Federal TEACH Grant and other Title IV aid programs.

This policy may result in a financial obligation that is payable to the University at the time of a student’s withdrawal or when the school determines the student has stopped attending classes.

Example: Student receives a Federal Pell Grant for \$2,000 and a Federal Stafford for \$1,930 for the semester. Student attends three weeks into the term. This represents only 20 percent attendance of the term. Therefore, a Return to Title IV Calculation must be computed. Student would lose \$1,930 for their Federal Stafford Loan and \$1,214 of their Federal Pell Grant.

Leave of Absence (LOA)

In accordance with the Lynn University Leave of Absence policy, a student may request a medical Leave of Absence from study in an undergraduate degree program. The student must receive approval from the Dean of Students. Each student may request up to one year of leave. If the student is a federal loan recipient and fails to return within 180 days, Lynn is required to return the funds to the appropriate lenders at that time and will also cause the expiration of the student’s loan grace period.

Calculation of Refundable Amounts for Day Program

The table below is based on accounts paid in FULL.

Tuition, Board and the Comprehensive Support Program

Prior to the first day of classes: 100 %

Within seven days from the first day of classes: 75 %

Within 14 days from the first day of classes: 50 %

Within 25 days from the first day of classes: 25 %

After 25 days from the first day of classes: NO REFUND

Room Charges

Prior to the official start date of the FALL Semester: 100 %

Prior to the official start date of the SPRING Semester: 100 %

After the above dates: NO REFUND

Refund

There are no refunds for withdrawals after 25 days from the first day of classes for the semester. The refund amount will be reduced by any financial aid that is cancelled due to the withdrawal.

Refund checks will be mailed to the billing address on file within four to six weeks of the withdrawal date. Any remaining balance due after the refund adjustment is the obligation of the parent/student.

Calculation of Refundable Amounts for Summer Terms

Tuition and Board

Prior to the first day of classes (Dropping of classes): 100 %

During the first day of classes (Dropping of classes): 75 %

During the second day of classes (Dropping of classes, last day of drop/add): 50 %

During the third day of classes (Course withdrawals): 25 %

After the fourth day of classes (Course withdrawals): NO REFUND

Room Charges

Prior to the date publicized as the first day of classes: 100 %

After that date: NO REFUND

Summer Internship Tuition

Prior to the date publicized as the first day of internship: 100 %

During the first week of internship: 75 %

After the first week of internship: NO REFUND

Undergraduate Evening Refund Policy

Students receive 100 percent of the tuition paid if they drop courses prior to the date publicized as the first day of the term. For courses dropped during the first week of the term (add/drop) period, students receive 75 percent of the tuition. There is no refund after the first week of the term.

Undergraduate Evening Withdrawal

Withdrawals from Evening Division classes must be accomplished through the Office of the Registrar and are only permitted through the seventh (7th) week of a term. It is the student's responsibility to submit a Course Withdrawal Form. **THERE IS NO REFUND AFTER THE FIRST WEEK OF THE TERM.**

When a withdrawing student has been awarded financial aid and the student withdraws prior to completing 60 percent of the term, and if Title IV financial aid has been used to pay all or any portion of the charges, the financial aid program funds will be reimbursed to the appropriate agency in accordance with a formula required by federal regulations. Unearned Title IV funds will be returned to the Title IV programs based on the number of days not attended. The order of refunds will be: Federal Unsubsidized Stafford Loan, Federal Subsidized Stafford Loan, Federal

Perkins Loan, Federal PLUS Loan, Federal Pell Grant, Federal SEOG and other Title IV aid programs.

Students enrolled in only three credits each in the evening term will have a Title IV calculation computed on two terms.

If a student withdraws at any time during a semester, all Lynn University grants and scholarship funds will be prorated to the University accounts. This policy may result in a financial obligation that is payable to the university at the time of a student's withdrawal.

Evening Division Enrollment Requirements for Financial Aid

For undergraduate degrees, a minimum of six credit hours in a given term is required for the loan programs. A student must stay enrolled in at least three credits each consecutive term thereafter to maintain in-school status for the loan programs. For graduate programs, a minimum of three credit hours is required in a given term; however, the graduate student must register for two consecutive terms. Maintaining in-school status refers to not going into repayment. It does not indicate that a student can be enrolled in three-credit courses and be eligible for a loan. For the Florida Programs (Florida Resident Access Grant), credit hour requirements are as follows:

Spring I (January - March) eight weeks 6 credits

Spring II (March - April) eight weeks 6 credits

Fall I (August - October) eight weeks 6 credits

Fall II (October - December) eight weeks 6 credits

Scholarships also are available for evening students.

Applications are available in the Office of Student Administrative Services.

6.2.8.8.2 Graduate Programs

Refund Policy for Withdrawals

When withdrawal is made prior to the start of the term, the refund is 100 percent. When withdrawal is made through the first week of the term, the refund is 75 percent. No refunds are granted after the first full week of classes. Refer to the Graduate Academic Calendar for exact dates.

Refund Calculation

Refunds are calculated on the basis of the total term charges payable after deductions for nonrefundable deposits and fees. This policy may result in a financial obligation to the University that is payable at the time of a student's withdrawal.

6.3 Student Services

Lynn University wants to be responsive to the needs of its students. For that reason, the University provides a variety of support services and facilities to fulfill students' needs while they are using the campus. The following list provides a wide variety of options for students to seek advice, support, assistance, and/or opportunities to become further involved in their community.

6.3.1 Academic Support Services

Additional and specialized academic support services are offered to provide academic assistance in helping students find success. It is the student's responsibility to seek out these services. These services are offered to the student in a variety of forms with a varying fee schedule. Tutoring is offered in all subjects.

The Institute for Achievement and Learning's services and programs include:

1. Administration of Diagnostic Assessments in the Heller Family Diagnostic Center;
2. Neuropsychological Consultations;
3. Lynn University Tutoring (process and content);
4. Social/Academic Groups;
5. ADA Office.

Additional information regarding the programs and services offered by the Institute for Achievement and Learning can be found at www.lynn.edu/institute, as well as in Volume V, Section 5.5 of the *Lynn University Policy Manual*.

6.3.2 Accommodations

Realizing our world is made up of a variety of learners, students from time to time require specific accommodations to make their academic and social experiences at Lynn more successful. Students requiring academic assistance for any subject should contact the Dean of the Institute for Achievement and Learning in the de Hoernle International Center, as well as review the Academic Accommodations policy in Volume V, paragraph 5.5.8.3 of the *Lynn University Policy Manual*.

Students requiring non-academic assistance should contact the Dean of Students. Students needing specific accommodations within the residence halls should contact the Director of Residence Life. Staff from these areas address students' requests and, if required, meet with a University standing committee that reviews specific circumstances or requirements. If it is deemed that the student's request is reasonable and will better accommodate that student, the appropriate staff will carry out those specific needs. Because some programs are provided off campus, students who are unable to utilize University transportation will be provided with transportation that can accommodate their needs. The student must inform the student activities staff 72 hours prior to the activity that he/she wishes to attend.

6.3.3 Bookstore

The Lynn University Bookstore offers textbooks and other trade books, gifts and souvenir items, university clothing, academic supplies, snack foods, drinks and other merchandise. For the student's convenience, the bookstore now accepts the college card, Visa, MasterCard and American Express. Students may place money on the university debit card for use in the bookstore. The bookstore can be visited online at www.lynn.bkstr.com.

Bookstore hours are 9 a.m. to 6:30 p.m., Monday through Thursday; 9 a.m. to 5 p.m., Friday; and 9 a.m. to 1 p.m. on Saturday.

6.3.4 Check Cashing Services

The bookstore handles student check cashing. The maximum amount permitted is \$50 per check, per day, per student. There is a \$1 charge for cashing a check. A fee of \$20 is charged for a check returned for any reason. Returned checks are not re-deposited. The privilege of cashing checks may be revoked after one check is returned. Students must present their ID cards when cashing a check. Check-cashing hours are 11 a.m. to 2 p.m., Monday through Friday.

6.3.5 Campus Ministry

Campus Ministry at Lynn University is concerned with the personal growth of all students. The university seeks to help its students understand how spirituality is experienced by people and encourages them to seek a fitting response to its presence in their lives. Campus Ministry strives to be open to the pluralistic culture in which spiritual beliefs must be understood. All students of the university are encouraged to avail themselves of the services of the Campus Ministry. A loving concern is shared for students of all faiths, respecting their freedom to maintain and express their own spiritual convictions, and facilitating access to their own spiritual leaders for worship, study and counsel.

6.3.6 Car Wash

A coin operated car wash and vacuum is available on campus, located in the North Parking lot.

6.3.7 Career Center

The Hannifan Center for Career Development and Internships, or HCCDI, provides a variety of services to help students evaluate, choose, plan and implement their educational and career goals. Career counseling professionals are available for support and advisement as students set their career goals, investigate employment and internship opportunities, and interview with companies of their choice. HCCDI is open to all Lynn University students, alumni, faculty and staff, and serves as a major link between students, alumni and the local, national and international business communities.

Support services and resources available through the center include:

1. Vocational assessment and career counseling;
2. Career exploration (using various free career assessments and resources);
3. Assistance with selecting a major;
4. Workshops on career-related topics (Resume Writing, Job Interviewing, Dress for Success, Job Search Tips, etc.);
5. Individual counseling sessions for career exploration and job search, including resume review and assistance;
6. Planning for an internship and completing internship classes taught by the center's staff
7. "Optimal Resume" online system for resume development;
8. Job search system, "Knight Surfer," for jobs and internships where students can send resumes directly to employers;

9. On-campus job interviews;
10. Annual career expo for students to connect with recruiters in the spring semester.

The center also provides a state-of-the-art resource library, Internet access, fax and copying machine for students to use to send resumes to employers, phone for calling employers, and a variety of Web sites for job search and determining careers available to students with different academic majors.

6.3.8 Center for International Programs and Services (CIPS)

The Center for International Programs and Services (CIPS) promotes and coordinates international programs and services for Lynn University. Offices within the center include:

1. Study Abroad;
2. Academic Programs Abroad (APA);
3. International Student Services;
4. International Student Health Insurance.

6.3.9 Counseling Center

The Counseling Center, located in the south end of the Freiburger Residence Hall, offers a variety of mental health services, including individual and group counseling for students dealing with emotional, psychological, behavioral, and social issues. These services are strictly confidential and free of charge to all registered Lynn University students. Psychiatric evaluations for medication may be arranged on campus or be directed to qualified, off-campus, private practitioners. The center is open Monday through Thursday from 9 a.m. to 8 p.m. and on Fridays from 9 a.m. to 5 p.m.

6.3.9.1 Medical/Mental Health Emergency

The purpose of this policy is to ensure that all Lynn University students with incipient emotional, mental health or physical needs receive timely assessment and access to services. In the event that a student suffers a mental health/psychological emergency, this policy defines the appropriate course of action for the student. A serious medical or psychological problem may include, but not be exclusive to, a suicidal threat with or without a plan, homicidal threat with or without a plan, substance abuse, eating disorders, or any medical or psychological issue that poses serious threat to the well-being of a student.

When a student experiences serious medical or psychological problems while enrolled at Lynn University, he/she may request to take a voluntary medical leave of absence. The medical/psychological leave of absence request, along with appropriate documentation of illness or injury, must be presented and approved by the dean of students or his/her designee. If approved, the student will leave campus and be granted a grade of “W” in all enrolled courses, even if the deadline for withdrawal without academic penalty has passed. If the student desires to return to campus after resolution, the student must adhere to the requirements specified under Medical/Mental Health Leave of Absence outlined below.

Similarly, the University reserves the right to require a student to take a medical/psychological leave of absence if, in the judgment of the dean of students or his/her designee, the student:

1. Poses a threat to the lives or safety of himself/herself or other members of the Lynn University campus;
2. Has a medical or psychological problem which cannot be properly treated in the university setting;
3. Has evidenced a medical condition or behavior that seriously interferes with the educational pursuits of other members of the Lynn University community. In making a decision to require a student to take a medical/psychological leave of absence, the University acts out of concern for the student and his/her rights, concern for the other students, and concern for the university as a whole. In order for a medically withdrawn student to return to enrolled student status, the student **MUST** gain prior permission from the Dean of Students or his/her designee as outlined under Medical/Mental Health Leave of Absence that follow.

6.3.9.2 Medical/Mental Health Leave of Absence

Inherent in the policies outlined here regarding the care and concern for students suffering with medical and/or psychological issues is the encouragement of receiving proper treatment and professional services. For students who are required to withdraw from Lynn University for medical and/or psychological reasons, whether voluntarily or involuntarily, it is the predominant concern of the university that the student receives appropriate professional treatment. Lynn University wishes to provide sufficient time away from academic responsibilities to adequately address the issues that necessitated a leave. Generally, a student will leave for six months to a year and possibly longer. Failure to seek ongoing appropriate treatment will seriously infringe upon the readiness to resume enrolled student status, and the university will not allow return until appropriate treatment has been received and documented.

For any student on medical/psychological leave, one month prior to the anticipated return date, the student must provide documentation from the attending medical/psychological professional to the Dean of Students or his/her designee. The documentation **MUST** include the following:

1. Reasons for treatment;
2. Frequency and duration of treatment;
3. Full assessment of medical and/or psychological status including history;
4. Diagnostic impression;
5. Recommendations/treatment plan for continued recovery.

The University also may require that the attending professional assess whether the student is able to handle residential living and academic demands, intellectually physically and psychologically, as well as return to the University community. If the preceding information is not included, the University reserves the right to delay return until proper treatment/documentation has been received. The appropriate health care professionals at Lynn University and the Dean of Students, or his/her designee will then review the information.

If the student is permitted to return, the University may require special conditions or requirements at that time, such as meeting with the Dean of Students or other

medical/professional university personnel periodically to monitor the student's progress. In addition, the student may be required to establish a professional ongoing relationship with a qualified off-campus practitioner, the University Counseling Center, the Substance Abuse Prevention and Treatment Specialist or the University Health Center. The decision to allow a student to return from a medical leave of absence may be reversed if the student fails to be a responsible member of the Lynn University campus.

6.3.9.3 Substance Abuse Prevention Program

The University recognizes the problems that exist in today's society with regard to alcohol and other drug abuse. As such, alcohol and other drug abuse literature, screening, prevention-education, counseling, and referral services are available through the Counseling Center. Lynn University is in compliance with the Drug-Free Workplace Act.

6.3.9.4 Dean of Students

Acting as a liaison between students, faculty, administration and parents, this office is available for all students who need help securing advice on University-related matters.

6.3.9.5 Distance Learning Students

Students enrolled in distance learning courses are welcome to participate in any on- or off-campus programs. The University Web site provides students with the ability to connect to University resources that will assist them with career, counseling, or health services, as well as scheduled student activities and athletic events.

6.3.9.6 Evening Division Students

Students enrolled in academic course work offered through the evening division are welcome to participate in any on- or off-campus programs. If a student should need services in the evening, he/she must schedule an appointment with the appropriate office. Students needing to schedule appointments for services may do so by contacting that office directly.

6.3.10 Food Service

Elmore Commons is located in the Lynn Student Center and serves meals daily. Meal hours during the week are 7:30 a.m. to 10:15 a.m., breakfast; 11:15 a.m. to 1:15 p.m., lunch; 4:30 p.m. to 7 p.m., dinner. On weekends, brunch is served from 11 a.m. to 1 p.m., and dinner is served from 4:30 p.m. to 6:30 p.m. Students living on campus are required to be on the University meal plan. Students are required to present their university ID cards for admission to the dining hall at all mealtimes.

Students who need additional assistance in getting their food may stop at the check-in table and ask for staff assistance. Whether it is handling trays, reaching for food or getting drinks, the staff member at the check-in desk will ensure someone is assisting that student. Additionally, when the student is finished, he/she can let the staff member know that the tray needs to be cleared.

6.3.11 Health Center

A qualified registered nurse is available to students for consultation and counseling on medical concerns during scheduled hours. During scheduled hours, the Health Center staff is on duty to provide limited medical services and distribute medication, if necessary. If a serious health problem arises, the nurse may refer a student to the services of qualified medical personnel outside the university community. Every full-time student is required to submit:

1. A certificate of medical examination;
2. A complete immunization record;
3. An authorization for medical treatment;
4. A medical history form before being allowed to enroll proof of medical insurance or participation in the University Health Insurance Program (required for all international students).

The University assumes no financial responsibility for medical services performed other than the University nurse's official services, nor does it pay any hospitalization costs, including deductibles. Students who refuse treatment or hospital admission do so at their own risk.

If a student is ill, it is the student's responsibility to report the illness to the Health Center or a member of the Office of Residence Life staff. If a student requires prescription medication on a regular basis, it is recommended that an arrangement be made with the prescriber and a local pharmacy. If need be, delivery of prescriptions can be arranged through the Health Center.

Parents/guardians will be contacted by the University in cases involving students who are hospitalized or transported to the hospital by emergency services.

6.3.11.1 Communicable Diseases

In accordance with University's Communicable Disease policy (see Volume II, paragraph 2.2.1.3), any student diagnosed with a communicable disease must directly notify the Director of the University Health Center or the Dean of Students. 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 does not pose a risk to himself/herself or others, all reasonable accommodations will be made to permit the student in question to continue his or her academic studies.

6.3.12 Information Technology

Understanding basics of campus computing is the key in helping you get connected with everything from student email, online registration, viewing grades, participating in online classes, keeping up with campus news, campus events, and more. Students are expected to comply with all University IT policies, including those policies set forth below, as well as in Volume II, Section 2.4 of the Lynn University Policy Manual.

6.3.12.1 Student Acceptable Use Policy

6.3.12.1.1 Software

All computers attached to Lynn University's network must have appropriate software running on their machine to ensure a secure environment for all users. Lynn University will provide the monitoring software to ensure compliance with this policy. The software will assist students in maintaining their computers in the manner prescribed by Lynn University. The software needed before granting access to the Lynn University network will include:

1. Lynn University approved anti-virus software;
2. The most current security patch for the operating system; and
3. Other software as periodically deemed appropriate by Lynn University to ensure a safe and secure internet and intranet experience for all students.

6.3.12.1.2 Bandwidth Management

In an effort to secure and provide adequate network and Internet traffic Lynn University does manage, monitor, prioritize and control bandwidth.

Student's bandwidth is controlled and regulated by pooling the amount of bandwidth available and dividing equal amounts to each individual user. This provides a consistent experience and access to bandwidth by not allowing one individual or application to consume the available bandwidth.

6.3.12.1.3 Inappropriate Use of Computing and Information Technology Resources

Activities, including but not limited to the following, may result in revocation of network access without refund and possible University judicial action and/or criminal charges:

1. Setting up a router, building a private network, bridge, switches, repeater, or hub;
2. Setting up a wireless access point or wireless router;
3. Setting up any type of information server;
4. Knowingly allowing unauthorized users access to the Lynn University network;
5. Attempting to damage or disrupt networking services;
6. Hiding or modifying computer identifiers such as Mac addresses, IP addresses and computer names;
7. Splitting or sharing network drops (RJ 45 ports) between multiple devices.

6.3.12.1.4 Social Networking

Lynn University students must be concerned with any behavior that might reflect badly on themselves, their families, and Lynn University. Such behavior includes any activities conducted online.

Students are not restricted from using any online social network site and/or digital platform. However, users must understand that any content they make public via online social networks or digital platforms (i.e., cell phones, PDAs, etc) is expected to follow acceptable social behaviors and also to comply with federal and state government laws and Lynn University policies, procedures, rules, and regulations, including the Student Code of Conduct. Examples of misconduct include, but are not limited to, derogatory language about any member of the Lynn University community; demeaning statements about or threats to any third party; and incriminating photos or statements depicting hazing, sexual harassment, vandalism, stalking, underage drinking, illegal drug use. Such inappropriate behavior will be subject to disciplinary action.

In addition, student should keep the following guidelines in mind when participating on social networking web sites:

1. Before participating in any online community, students must understand that anything posted online is available to anyone in the world.
2. Students should not post information, photos, or other items online that could reflect negatively on themselves, their family, their team, the athletics department, or Lynn University.
3. Students should not post their home address, local address, phone number(s), birth date, or other personal information, as well as personal whereabouts or plans.
4. Potential employers, internship supervisors, graduate program personnel, and scholarship committees now search these sites to screen candidates and applications.

6.3.12.2 Technology Support

The University provides support services to students of Lynn University. All student computers must meet a set of minimum technology requirements for supported use at the University.

The IT Department provides the following services to students:

1. Troubleshoot network related issues;
2. Troubleshoot university related application and email issues;
3. Troubleshoot authentication issues; and
4. Assist in contacting the manufacturer and give direction to possible issues.

The IT Department does not provide the following services for students:

1. Repairing Hardware issues;
2. Installing computer and software for students;
3. Unpacking and setting up of computers, printers and other peripherals.

6.3.13 Insurance

6.3.13.1 Accident Insurance

All undergraduate students enrolled in fall or spring semesters are covered by a supplemental accident insurance policy covering medical expenses up to \$4,000 per incident. This supplemental policy covers medical expenses incurred only as a result of accidental injury while the student is participating in university-sponsored activities. Students are required to file a written accident report with the University Health Center within 48 hours of the event and to file a report for insurance claim processing. Claims must then be submitted to the student's private insurance carrier. After the student's private insurance claim is processed, costs not covered by a private policy will be covered by the university's supplemental policy up to the policy limits for reasonable and customary medical charges established by the insurance company.

Athletes participating in intercollegiate sports are covered by a special policy that pays for accidental injury while participating in university intercollegiate sports. Athletes are expected to pay the deductible amount in this policy.

All students are required to carry medical insurance or be covered by their parents' policy. Students are required to provide proof of insurance before enrolling at the University or sign up for the University plan. Information about student medical insurance is available from the Health Center.

6.3.13.2 Domestic Student Health Insurance

All students are required to carry medical insurance or be covered by their parents' policy. Students are required to provide proof of insurance prior to enrollment at the University or sign up for the University plan. Information about student medical insurance is available from the Health Center. If proof is not provided, the student will automatically be enrolled in the university plan and the student's account will be charged.

6.3.13.3 International Student Health Insurance

Lynn University requires all F-1 visa students to have insurance coverage for health, medical evacuation and repatriation during their entire enrollment period. Used in conjunction with the University Health Center, the plan will provide a high level of protection for unforeseen medical expenses and is required. The University plan is required in addition to any existing policy for the F-1 visa student. Students will enroll for the insurance through the Center for International Programs and Services. For specific information regarding this policy, please contact the Center for International Programs and Services located on the second floor of the de Hoernle International Center.

6.3.13.4 Homeowner's Insurance

If a student has any expensive items or equipment (cameras, stereos, jewelry, TVs, etc.), the items should be engraved with an identifying number of the owner. This identification is helpful in recovering lost or stolen items. Students should also consider keeping a personal inventory of items and their serial numbers. To prevent items from being stolen, room doors should be kept locked whenever the student's room is vacant. The University does not provide insurance for the

loss of any student's personal belongings as a result of theft, fire or water damage. Therefore, students should make personal arrangements to insure belongings through an individual or family homeowner's policy.

6.3.14 Immunizations

All students, prior to registration, must submit a completed Immunization Record Form, signed by a licensed health care provider. Immunization requirements are as follows:

1. Measles & Rubella: Mandatory for all students born after 1956 to show proof of immunity.
2. Meningitis: Mandatory for all students living on campus to show proof of immunization. The Health Center staff strongly recommends that students living off campus also obtain this immunization. They will be permitted to sign a waiver acknowledging receipt of information regarding the risks and benefits associated with the meningitis vaccination.
3. Hepatitis B: This vaccination series is highly recommended, but not mandatory. All students must either provide proof of hepatitis B vaccination, or sign a waiver.

6.3.15 International Student Services (ISS)

The purpose of the ISS is to deliver support services to the international student population as well as to be a source of comprehensive and up-to-date information relating to immigration and tax matters. Providing campus and local community information to international students is also the goal of the ISS.

6.3.15.1 International Student Health Insurance

The purpose of International Student Health Insurance is to provide general support with policies, procedures and claims for the international student.

Designated School Official (DSO) represents and speaks for the University in all matters relating to students with an F-1 visa, which allows international students to study in the United States. Only a DSO may sign an immigration document for the school in a matter relating to F-1 students.

Lynn University DSOs: Center for International Programs/Services (CIPS) International Center, second floor. DSOs provide information regarding the latest regulations affecting international student visa status and will assist international students with immigration procedures.

6.3.15.2 Maintaining F-1 Status

For first entry into the United States as an initial attendance, the school listed on the visa and on the I-20 must be the same.

Report to the DSO to have SEVIS I-20 registered in SEVIS, no later than 30 days after program start date.

Pursue a "full course of study" at the school listed on the currently valid SEVIS I-20 during every academic session or semester, except during official school breaks, or unless approved under a specific exception, in advance by the DSO.

Make normal progress toward completing the course of study, before the expiration date on the SEVIS I-20 (#5).

Keep the SEVIS I-20 valid by following proper procedures for change in program of study (major) or for change in educational levels.

6.3.15.3 Employment in F-1 Status

In order to maintain valid F-1 status, a student must not work in the United States, unless employment is specifically authorized under one of the following categories:

1. On-campus employment;
2. Employment authorized because of severe economic hardship;
3. Certain employment sponsored by international organizations;
4. Practical training (Curricular Practical Training - internships and Optional Practical Training - after completion of studies).

The above categories require that the student be currently maintaining valid F-1 status. A student who is out of status is not eligible for F-1 benefits, including employment. Each F-1 employment category has specific eligibility requirements; students need to meet with the DSO (p.3-137).

Source: NAFSA - Association of International Educators, Adviser's Manual of Federal Regulations Affecting Foreign Students and Scholars.

6.3.16 Laundry Facilities

Coin-operated washers and dryers are provided at the campus laundry room, which is located in St. Joseph's Hall and is open seven days a week from 7 a.m. to midnight. Campus Suds, Inc., which is a pickup/drop-off laundry service, is available for student convenience. For detailed information, visit www.campussuds.com. Coin-operated washers also available in E.M. Lynn Residence Center, floors 2-5.

6.3.17 The Eugene M. and Christine E. Lynn Library

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. Please refer to the Lynn University website, as well as Volume II, Section 2.8 for detailed information regarding the Eugene M. and Christine E. Lynn Library.

6.3.18 Mail Services

Mail, including official campus communications, is distributed Monday through Saturday to individual student mailboxes located in St. Joseph's Hall. Regular mail should be addressed with the student's name and box number as follows:

Name
Box Number
Lynn University

3601 N. Military Trail
Boca Raton, FL 33431

Students should check their mailboxes daily for University related correspondence and other mail. Stamps can be purchased at the service counter. Mail that has any monetary value needs to be sent by the following:

1. Certified Mail;
2. Registered Mail;
3. Express Mail;
4. Insured Mail.

The mailroom will not be responsible for mail that has monetary value that is sent any other way. Students who withdraw from the University must leave a forwarding address at the mailroom. Please DO NOT put “P.O.” in the address. Putting “P.O.” in the address will direct the student’s mail to another location and delay mail delivery.

6.3.18.1 UPS/FedEx

Students may have packages shipped to the University through the variety of mail services. All packages are delivered to the university mailroom. It is the student’s responsibility to pick up any packages from the mailroom. Students are not permitted to mail UPS/FedEx packages or letters from the mailroom.

6.3.19 Office of Student Life

Every phase of Lynn University life provides a learning situation wherein the student is guided toward wise decision making. While the University primarily emphasizes formal learning through instruction and study, it clearly recognizes a student’s personal and social needs. To serve these needs, the University offers an Office of Student Life.

The Lynn University student has ready access to educational and career guidance. Student organizations covering a wide range of interests offer the opportunity to develop many talents and skills. By participating in these activities, the student is exposed to situations that challenge initiative and leadership. The Office of Student Life includes the Vice President for Student Life, Dean of Students, Associate Deans for Student Life, Assistant Dean of Students, campus recreation and intramurals, Counseling Center, Center for Career Development, Office of Residence Life, Health Center, campus ministry, Chief of Campus safety and Security; and Office of Student Involvement. The Office of the Dean of Students provides assistance in securing advice on university-related concerns. The dean is also responsible for maintaining an open line of communication between staff, students, and parents.

6.3.20 Safe Ride Program

This program is designed to assist students who find themselves in need of a safe ride back to their residence from the local area. Implemented for the safety of our students, the program operates Wednesday through Saturday from 11 p.m. to 3 a.m. in a 10-mile radius to the university.

6.3.21 Student Center

The Student Center is home to the Office of Student Involvement and provides resources for student organizations and students looking to get involved on campus. Additionally, the Student Center houses an indoor lounge, an outdoor lounge and the Knights' Court. Located on the second floor of the center, the Knights' Court is a gathering place for students, faculty, and staff.

6.3.22 Student Records

Student records are maintained in the Office of the Registrar. Official University records are defined as those records that:

1. Are acquired or evolve through the process of establishing and maintaining enrollment;
2. Alter or further the student's progress toward graduation or a post graduate goal;
3. Pertain to a student's academic progress;
4. Pertain to persons who have been admitted, paid the general deposit and anticipate starting their enrollment in not more than four and one-half months' time;
5. Contain pertinent judicial records that are retained when a student has been removed from the University.

The Family Educational Rights and Privacy Act of 1974 states that students may have access to their educational records. At the same time, the act protects the rights to privacy of students by limiting the transferability of records without a student's consent. For additional information, please refer to the University's FERPA policy (see Volume II, Subsection 2.1.8).

6.3.22.1 Change of Name, Address, or Marital Status

To change personal information such as address or phone number, a student must complete a Change of Personal Information Form which can be found in the Office of the Registrar.

6.3.22.2 Communication with Parents

Lynn University considers students to be primarily responsible for their educational experience and for fulfilling the expectations that are accepted when enrollment is established. The University also recognizes the deep concern that parents hold for the total growth of their son or daughter and the student's progress at the University.

When deemed beneficial, a representative of the University will communicate with the parents regarding the following circumstances:

1. Discontinuation of enrollment;
2. Medical (including psychiatric) examinations required for the maintenance of enrollment as determined by the Vice President for Student Life;
3. Alleged violation of University policy that will likely result in removal from the University;
4. Concern for the student's well-being due to absence from the campus and/or unknown whereabouts;
5. Academic or disciplinary probation;

6. Held accountable to a violation of the University's Alcohol and Other Drug Policy needed medical attention.

6.3.22.3 Health Records

Student health records are maintained in the Health Center and kept for seven years after the student graduates or withdraws from the university. As a prerequisite to enroll at Lynn University, students must have completed and passed a health examination as outlined in the Health Center section above, and keep their file in proper status in the Health Center. To obtain information, students must contact the director of the Health Center.

6.3.22.3.1 International Students

International Health Insurance is mandatory for all F1 Visa Students.

6.3.22.4 Residential Records

Student residential files are maintained in the Office of Residence Life. These files contain the student's housing contracts, room preference forms and any additional information or reports regarding the student's residency. These are not considered a part of the student's permanent file.

6.3.22.5 Student Nonacademic Files

Nonacademic student files are maintained in the Office of Dean of Students. These files consist of incidents involving a student in any type of medical need and/or emergency, infractions of university policy, violations of the Student Code of Conduct (from disciplinary probation through expulsion) and/ or reports filed by other University personnel or students. These files are confidential and considered part of the student's permanent file.

6.3.23 Vending Machines

Vending machines are supplied by local businesses. Damaging a vending machine is a violation of the Student Code of Conduct and a criminal offense. Students may report money lost when the machines are not operating properly to the "800" telephone number on each machine.

6.3.24 Wellness

Lynn University recognizes that students are drawn here for more than just their academic and intellectual development. They come to explore and gain knowledge about their entire beings. With this in mind, the staff of the Wellness Department offers a variety of developmental opportunities that may help shape students' lifestyles and life paths long after they have reached their academic goals.

The Wellness Department offers information (benefits), options (tips) and opportunities (offices, personnel, student organizations, programs; community and Web- based resources) to address students' wellness needs in the following areas:

1. Spiritual Living encompasses dedicated religious faith, purposeful community involvement as well as an environmental connection.
2. Nutrition and Diet: It is well established that the quality, quantity and variety of your nourishment plays a significant role in your overall health and wellness.
3. Academic and Intellectual Pursuits are intended to expand your general knowledge base while broadening your overall potential for success.
4. Psychological Emotional and Health emphasizes the development and enrichment of overall mental wellness.
5. Prevention and Safety must play a major role in maintaining a healthy campus, by helping you make responsible choices and lead a safety-conscious lifestyle with the main purpose being the protection of members of the community from illness, injury and crime.
6. Life Planning spans the broad personal realms of career, private fulfillment, wealth and retirement.
7. Exercise and Fitness encompasses a variety of programs and services designed to promote overall physical activity.
8. Social Life involves establishing and maintaining positive interpersonal relationships along with active participation in the community. The Wellness Department encourages all students to live well by strengthening their minds, bodies and spirits!

6.4 Student Safety, Security, and Health Policies

For the safety and security of the students, faculty, staff and property, Lynn University has established an on-campus Campus Safety and Security Department. The Department of Safety and Security works cooperatively with all University departments and organizations in a collaborative effort in all matters involving student behavior, safety and emergency situations. For a complete description of the department and a listing of the University's security, safety, and motor vehicle related policies and programs please refer to Volume II, Section 2.3 of the *Lynn University Policy Manual*.

6.5 Residence Life

6.5.1 Office of Housing and Residence Life

The Office of Residence Life is located in the E.M. Lynn Residence Center. The Residence Life Office staff includes the student resident assistants, student community advisors, director of residence life, assistant director of residence life, and two area coordinators. The directors and area coordinators are full-time professionals with advanced degrees and years of experience working with college and university students in residence halls. They mentor and supervise community advisors and resident assistant staff and work directly with students in many other capacities.

Residence life staff members seek to establish the residence halls as welcoming, secure living areas. Area coordinator offices are located in Trinity Residence Hall and de Hoernle Residence Center. Each building has a community advisor who lives and is available to assist the residents

of that building. The resident assistants are responsible for one floor or wing of a building and reside in that section. Resident assistants are on duty each night from 8 p.m. to 8 a.m. to address concerns that arise after office hours.

6.5.1.1 Philosophy

The Office of Residence Life creates safe living, learning environments that prepare our students for global citizenship. We do this through developing positive and involved communities that stimulate student growth and learning, respect individual differences, and encourage civic engagement and personal responsibility. The residence halls at Lynn University provide a residential living community that encourages residents to be responsible for their own actions. As members of the community, residents are encouraged and supported to attend hall and campus programs, develop positive relationships and succeed academically. All students are responsible for becoming familiar with and adhering to the Student Code of Conduct.

6.5.1.2 Residence Halls

Lynn University's five residence halls (Lynn, Trinity, de Hoernle, Freiburger and the E. M. Lynn Residence Center) provide living accommodations for more than half of the University's students. All room accessories (bedspreads, lamps, etc.) are provided by the student. Private telephone service, computer Internet access and cable television connections are provided. The Office of Residence Life assigns new students rooms and roommates. Returning students must choose their rooms and roommates before leaving campus for the summer. Through the cooperative efforts of all, a living environment rich with the joys of friendship and sharing adds a new dimension to the learning experience.

A resident assistant is a para-professional staff member and student whose primary responsibility is to build a community atmosphere among students in each hall. They also have the authority to refer to the Office of Student Conduct any student who is found in violation of campus policies.

6.5.1.3 Residency Policy

As a residential institution, Lynn University expects freshman and sophomore students to live and board within the University residential system. Students meeting any one of the following conditions may be permitted to live off campus:

1. Students 21 years of age or older;
2. Students who are married and/or have children;
3. Students who have completed four (4) semesters of college as a full-time student;
4. Students residing with their parents or legal guardian within commuting distance of Lynn University. In this circumstance, eligible students will be required to provide a notarized letter from the student's parents or legal guardian stating that the Florida address is the parents' or legal guardian's permanent residence. In addition, a copy of one parent's valid Florida driver's license (which shows proof of Florida residency) is required.

All students must receive prior **WRITTEN APPROVAL** from the Office of Residence Life before moving off campus. Written approval to move off campus, however, does not negate the student's obligation to meet the financial responsibilities of his or her housing contract.

Only full-time students are permitted to reside in the University residence halls. A full-time student is defined as a student who is enrolled in nine or more credit hours in a given semester. Students who drop courses during the semester to the extent that they are enrolled in eight credit hours or less, or graduate students carrying less than six credit hours, will lose their residency status and must vacate their residence hall room, or receive written approval from the Office of Residence Life. Similarly, students dismissed, suspended, or receiving the sanction of Removal from University Housing as a result of an academic, Code of Conduct, or University policy violation lose their claim to their residence hall room.

Residential contracts are enforced for one academic year even if a student meets eligibility to live off-campus. Room assignments may be changed, canceled, or terminated by the University in the interests of order, health, safety, community welfare, and/or maximum utilization of facilities. Disregard for the rights, responsibilities and duties of others, as well as creation of circumstances that could jeopardize life, limb or property, are not acceptable in University housing and may be cause for disciplinary action and/or termination of the housing contract.

6.5.1.4 Yearly Residence Hall Schedule

Residence halls are closed during winter break. Each semester, students must vacate rooms within 24 hours after their last exam. Opening and closing dates and times are published in the academic calendar. Students who have not prepaid their spring semester tuition and room and board fees (in full) are required to remove all belongings from their rooms over the winter break.

With the exception of students participating in commencement, all students are expected to vacate residence halls within 24 hours of completing their last exam. Residence halls officially close at on the date and time published in the University academic calendar.

6.5.1.5 Housing Assignments

The Office of Residence Life assigns all new students' rooms and roommates. Returning students indicate preference for rooms and roommates during a spring housing sign-up process. If a returning student does not follow the spring room selection process, the Office of Residence Life will assign that returning student a residence space based on availability and at the discretion of the department.

6.5.1.5.1 Roommate Questionnaire

The roommate questionnaire is used by the Office of Residence Life to assign roommates. Every effort is made to assign compatible roommates in the room type that they choose. In order for the Office of Residence Life to assign a specific roommate preference, both (or all three, in some cases) must all be in agreement and select each other.

6.5.2 Residence Hall Services

6.5.2.1 Housekeeping/Maintenance

Housekeeping staff cleans common areas including bathrooms, lobbies, hallways and study/television lounges. The University provides no housekeeping services for individual student's rooms. Students are responsible for the cleanliness of their own rooms.

If a maintenance problem exists, students should contact their resident assistant or the Office of Residence Life. Students should report maintenance problems before they become emergency situations. Maintenance personnel prioritize repair problems based on the urgency of the situation. As a general rule, the maintenance staff is not able to inform students of the time the issue will be corrected. The maintenance staff reserves the right to enter students' rooms in order to fulfill maintenance and repair requests.

6.5.2.2 Laundry

E.M. Lynn Residence Center has laundry facilities located on floors two through five. Coin-operated washers and dryers are provided at the campus laundry room, which is located in St. Joseph's Hall and is open seven days a week from 7 a.m. to midnight. Campus Suds, Inc., is a company that offers pickup/drop-off laundry service to the Lynn campus. To learn more about Campus Suds, visit www.campussuds.com.

6.5.2.3 Pest Control

Limited pest control service is provided on a periodic basis for all rooms. If a student discovers a pest problem in his/her room, the student must notify the Office of Residence Life so that additional services can be scheduled.

6.5.2.4 Room Furnishings

Each room is furnished with one bed, one desk, one desk chair and one dresser for each assigned resident. In addition, a mirror, closet(s) and an overhead light are standard in most rooms. Residents are responsible for providing other furnishings. All basic furnishings are university property and must remain in the room for the entire academic year. Students will be charged replacement costs for items damaged or missing from their room upon checkout.

6.5.2.5 Storage

The University does not provide storage facilities for students' belongings. Students must arrange to have their belongings stored off campus after student check-out.

6.5.2.6 Telephone and Cable Television

Cable television, local phone service and voice mail are provided in each student's room as a part of the university residential technology fee. All saved voice mail messages will be automatically deleted by the phone system at the end of each semester. Satellite dishes, etc. are not permitted. Any alteration, damage or misuse of existing telephone service should contact IT on the 3rd floor of the E.M. Lynn. Residents experiencing trouble with telephone service should contact IT on the 3rd floor of the E.M. Lynn Residence Center. Cable service concerns should contact the Office of Residence Life.

6.5.2.7 Trash Removal

All residents are expected to remove all trash from their room immediately. Trash must be properly disposed of in designated garbage areas located outside of each residence hall in the residential community.

6.5.3 Residence Life Policies and Standards of Conduct

In shared living environment there exists a need for balance between the rights of individuals and the general order of the community. The establishment of approved policies, standards of conduct and behavioral expectations serve to maintain such a balance. With an eye toward creating and managing an environment that supports reasonable and responsible behavior, the following Residence Life Policies and Standards of Conduct have been established to protect the rights of all members of the University community. These regulations are published to provide students with general notice of accepted behavior. They should be interpreted broadly and are not designed to define conduct in exhaustive terms. Violations of the Residence Life Policies and Standards of Conduct shall be considered a violation of the Student Code of Conduct and may result in termination of the University Housing Agreement and/or any sanction(s) described in the Student Code of Conduct Process and Procedures section (see Section 6.6 below).

6.5.3.1 Alcohol and Drugs

All students residing in Lynn University residence halls are required to comply with the University's Alcohol and Other Drug Policy (see paragraph 6.6.1.3 below).

6.5.3.2 Amplified Instruments/Musical Instruments

Students living on campus are entitled to an environment conducive to sleep and study. Amplified and all other musical instruments are not to be used or played in student rooms or public residential areas without prior approval. Students residing in de'Hoernle Hall are exempted from this policy.

6.5.3.3 Appliances

All appliances should be used with care within the residence halls and should not be left unattended or plugged in when not in use. Appliances equipped with auto-shut off and designed for minimal duration use (i.e. coffee makers, curling irons) are permitted. Unauthorized use of all cooking appliances and high-resistance heating elements including, but not limited to, toasters, toaster ovens, Crock-Pots, electric skillet, rice steamers, woks, deep fryers, grills and hot plates/pots is prohibited in all residential facilities.

Multiple items should not be plugged into one outlet unless through the usage of a URL-approved power strip. Rewiring of student rooms by non-university employees is not permitted, nor is the use of extension cords or plug adapters.

Refrigerators are permitted in students' assigned rooms. The maximum size allowed for refrigerators is 4 cubic feet. Microwaves of 700 watts or less are permitted in students' assigned rooms and must be used for reheating purposes only. Only one microwave is permitted in each room.

6.5.3.4 Barbecues and Grills

The University has provided grilling areas located within the residential community. Grilling may occur only at these designated areas. Any flammable materials (i.e. propane) used for grilling may not be stored in the residence hall rooms. Personal grills are prohibited on campus.

6.5.3.5 Check-In and Check-Out Procedures

A Room Condition Report is generated for each student and itemizes the condition of the room prior to the student's arrival. Students are required to review and sign these forms to verify the condition of their living space. At the end of each contract period, each student must complete the following steps in order to properly check out of the building:

1. Sign up for a check-out time with the resident assistant (RA) on the floor and complete all check-out procedures at time of appointment.
2. Restore the walls, ceilings, doors and windows to their original state by removing posters, decals and other coverings.
3. All drawers must be emptied and cleaned.
4. All personal property and trash must be removed from the room and building.
5. University furniture must be reassembled. Beds should be returned to their upright positions.
6. Windows should be locked, air conditioning turned on and lights turned off.

Failure to complete these steps properly at checkout will result in a charge for improper checkout. A minimum cleaning charge will be assessed should the room need excessive cleaning. Additionally, conduct action may be taken.

6.5.3.6 Consolidation

During the year, vacant spaces may exist within the residence halls. The Office of Residence Life reserves the right to consolidate rooms by requiring residents without roommates, regardless of circumstances, to move into other rooms with vacancies. All empty spaces must be available for immediate occupancy by new and transferring residents at all times. The Office of Residence Life will determine which residents need relocation. Failure to consolidate properly may be considered noncompliance, which may result in disciplinary action.

6.5.3.7 Confiscated Items

Items confiscated from a student's room for any reason will be held for five business days. It is the student's responsibility to retrieve these items from his/her residence hall director. If these items are not collected by the fifth business day after confiscation, the confiscated items will be discarded. The student will have no recourse to recover confiscated items after the allotted time period.

6.5.3.8 Damage Charges and Billing

A Room Condition Report is generated for each student and itemizes the condition of the room prior to the student's arrival. It is the responsibility of every student to maintain and leave the

facilities clean and free of damage. At the end of each semester, the residence life staff will assess each room according to the original Room Condition Report. Follow-up inspections are conducted during the weeks following the close of each semester. Individuals will be billed for any damage, vandalism, missing furniture or destruction to the room. Particular attention is given to cleanliness and damage beyond normal wear.

6.5.3.9 Damages/Vandalism

Attempted or actual damage to property of the University, property of a member of the University community, or other personal or public property is not acceptable. Each student is responsible for the condition of his/her housing space and shall be billed for damages and/or loss of furnishings. Upon checkout, the room must be in the same condition as when it was first occupied. Should a common area within a residence hall be damaged, persons responsible will be billed for damages if they can be identified; otherwise a common fee may be assessed to all whom reside within that specific building.

6.5.3.10 Decorations

Students are encouraged to decorate their rooms in a way that will be pleasing to them. Students are welcome to decorate their residence as long as they adhere to the following guidelines.

1. Any decoration that violates Florida Fire Codes is prohibited.
2. Alcohol bottles/cans may not be displayed.
3. Students are not permitted to paint or paper the walls, woodwork or ceiling, nor refinish any of the furniture.
4. Items may not be hung from the ceiling at any time or in any fashion.
5. Contact paper is not permitted on any surface.
6. Use or installation of wood paneling, wood structures and/or tile is prohibited.
7. Plastic tape around window or closet areas is not permitted; staples/nails on doors, walls, ceilings, closets or any other surface are not permitted due to the damage caused upon removal.
8. Live or cut trees are not allowed in student rooms.
9. Smoke machines are not allowed.
10. The use of tape, glue, paste, nails, tacks, chalk, markers, hooks, screws and other fixtures on the walls, ceiling, furniture, doors or glass that causes damage is prohibited. The use of blue, painter's tape is permitted.

Any exceptions to these policies must be submitted in writing to the director of residence life, or a designee, and approved prior to any changes. When making any public display that can be seen from the exterior of room doors or windows, you may NOT have:

1. Any clothing, towels, shoes, etc., hanging out of windows;
2. Any signs, flyers or messages that slander, threaten, intimidate, harass or embarrass any member of the University community;

3. Any message which elevates one group above another;
4. Any message that stimulates violence, promotes sex or any harassment or “hate” language or symbols;
5. Any message that promotes drugs or alcohol or use thereof;
6. Any business, highway, city, state, community or University signs or property that has not been legally obtained;
7. Any commercially sold or personal business-related product advertisement or promotion

The Office of Residence Life will review any resident or staff complaints due to offensive or questionable decorations. Appeals of decisions will be at the discretion of the director of residence life or a designee.

6.5.3.11 Doors

All fire doors and exterior doors in all residence halls must remain closed. Door-propping can lead to problems with safety, pest control, and climate control.

6.5.3.12 Furniture

All rooms are furnished, and residents are responsible for all furnishings provided in their rooms. Furnishings may not be removed from assigned locations. Alterations and/or damage to furnishings will result in charges for replacements or restoration to original condition. Lynn furniture may not be placed outside the room. Waterbeds, pools, Jacuzzis, lofts or homemade bunk beds are not permitted. Due to limited space and safety reasons, students are discouraged from bringing in additional furnishings. The residence life staff reserves the right to have students remove personal furnishings from a room if those furnishings are believed to pose a safety risk, create roommate conflicts, impede movement within the room, or pose a fire hazard. Community/lounge furniture may not be removed or relocated. Personal furniture may be allowed if space permits and with roommate consent.

6.5.3.13 Gambling

Illegal gambling, as outlined in the University’s Gambling Policy (see Volume II, Subsection 2.1.9), is not allowed in the residence halls. Any student found in violation may be mandated to seek counseling and/or face disciplinary action.

6.5.3.14 Guests and Host Responsibilities

Residents are not permitted to assign or allow the use of any assigned space to another person and/or guests. Residents assume full responsibility for their guests’ conduct and familiarity with university rules and policies. Guests are expected to observe all University rules and regulations. Residents are expected to accompany their guests within the residential areas at all times. Authorized or unauthorized guests not in compliance with University rules and/or policy may be removed from University property and issued a trespass warning.

6.5.3.14.1 Children

Students are not allowed to perform babysitting responsibilities in the residence halls or other buildings on campus nor may minor children, including siblings, under the age of sixteen be admitted to the residence halls as “overnight guests.” Any student who babysits in the residence halls will be subject to disciplinary action.

6.5.3.14.2 Overnight Guests

The overnight guest policy is designed to balance the need for an environment conducive to study, sleep, and reasonable privacy in the residence halls and the desire to have residents’ host friends and family. The Office of Residence Life expects roommates to discuss the issues surrounding visitation not covered by the policy and to agree on guidelines regarding when guests will and will not be allowed in their room. The following guidelines apply to overnight guests:

1. Guests are expected to abide by the policies and procedures of Lynn University and the Office of Residence Life.
2. Hosts assumes full responsibility for their guests’ conduct and familiarity with all Lynn University policies.
3. Guests must be escorted by their hosts at all times. Hosts must be with guests in their room.
4. No overnight guest will be allowed to stay for more than three (3) consecutive nights.
5. A resident may not have overnight guests more than six (6) nights in any given calendar month.
6. No individual overnight guest may be hosted in University housing more than six (6) nights total in any calendar month.
7. Except with prior approval from the Office of Residence Life, a resident may not host more than two (2) overnight guests at one time. No overnight guests are permitted in the university residence halls during times of emergency, including hurricanes and tropical storms. Additionally, no overnight guests are permitted during the scheduled final exam period of all academic semesters.

6.5.3.15 Hall Meetings

Hall meetings are held periodically and are mandatory for all residents. Meetings are for the explanation of rules and procedures or to address problems or concerns.

6.5.3.16 Late/Improper Checkout

Students must follow all University-established dates, deadlines and standards in regard to the check-out process. Residents who fail to check out on the established check-out date may be assessed a fee plus an additional improper check-out charge and any other fees associated with the improper checkout. To avoid assessment of a fee, late check-out situations must be approved by the Office Residence Life prior to the published check-out date.

6.5.3.17 Liability

As outlined in the University's Liability Disclaimer policy, Lynn University shall not be liable for any injuries to or property damages suffered by any resident student regardless of cause.

6.5.3.18 Pets and Animals

Fish are the only animals permitted within the University residence halls. Fish are defined as animals with fins and gills, living under water, in 10-gallon or less aquarium, 24 hours a day. No other pets are permitted in any residence hall. All residents in the room must consent to maintaining a fish tank in their assigned room and are held equally responsible for violations of the pet policy, regardless of pet ownership. The Office of Residence Life reserves the right to require immediate removal of the pet(s) and charge the resident(s) for all costs incurred in removal of the pet(s). Any cost associated with the possession of a pet, including damaged furniture, cleaning, pest control, etc., will be charged to the room.

6.5.3.19 Pregnancy

In the event of pregnancy, a student shall contact the Health Center immediately for prenatal referral. A pregnant student is permitted to live in the residence hall until the baby is born. Due to health concerns, however, a pregnant student is urged to make off campus housing arrangements prior to the third trimester. While residing in campus housing, the expectant mother must sign a liability waiver that frees the University from all liability associated with the pregnancy.

6.5.3.20 Prohibited Items

The following list of items prohibited on Lynn University property has been established to promote an environment that is safe to all community members. Possession or use of a prohibited item is considered a violation of the Student Code of Conduct. A person found responsible for violating the prohibited items policy may face sanctions up to and including expulsion from the University. The University reserves the right to prohibit additional items without notice.

1. Antennas/Satellite Dishes: External antennas of any type are prohibited.
2. Appliances: Cooking appliances and high-resistance heating elements are prohibited. These include, but are not limited to, toasters, toaster ovens, Crock-Pots, electric skillet, rice steamers, woks, deep fryers, grills, hot plates/pots and coffee makers.
3. Beds/Lofts: Only University-issued beds/lofts are permitted. No other loft equipment, homemade bunk beds, and/or waterbeds are allowed.
4. Dartboards: Use and possession of metal and/or plastic tip or other sharp point are not permitted. Magnetic darts and dartboards are permitted.
5. Flammables and Fireworks: Illegal or unauthorized possession or use of fireworks or explosives on University premises is prohibited. This includes the use or possession of any flammables including, but not limited to, candles, incense, open flames, fragrance pots, lighter fluid, dangerous chemicals, propane, smoke bombs, torches, and gasoline canisters.

6. Halogen Lamps: The use or possession of halogen lamps in the residence halls is strictly prohibited.
7. Pools and Jacuzzis: Pools and Jacuzzis are prohibited within the residence halls and/or outside the residence halls.
8. Water Guns/Balloons/Buckets/Water Events: Water guns, toy guns and any type of water activity within the residence halls and/or outside the residence halls are not permitted.
9. Weapons: Weapons, as defined in Volume II, paragraph 2.3.3.20 are prohibited on campus and in the residence halls.

6.5.3.21 Quiet and Courtesy Hours

Courtesy hours are in effect at all times in the residence halls. Students have the right to study or sleep in their room at any time without unreasonable interruption and therefore loud talking, music or other disruptive activities in rooms, courtyards, lounges, stairwells or lobby areas is discouraged. Stereos, radios, TVs, instruments/equipment and other sound systems should never be played so loudly that they disturb others. Failure to comply or continued disturbances may result in the immediate removal of any of the above items from the residential community. Speakers may not be placed in windows or doorways without approval. Residents are responsible for turning down sound systems or discontinuing noisy activity if requested to do so by another resident or staff member at any time.

Quiet Hours Sunday – Thursday: 10 p.m. – 10 a.m.

Friday – Saturday: 12 a.m. – 10 a.m.

Quiet hours are enforced at these times regardless of holidays or semester breaks. During examination periods, 24-hour quiet hours will be enforced. At no time should residents' noise level interfere with the academic pursuit in the residential community.

6.5.3.22 Railings, Balconies, Roofs, and Stairwells

Sitting on, standing on, climbing or hanging from a balcony, railing, stairwell or roof is prohibited. Clothing, bikes, banners, signs, plants or other items may not be hung or placed outside of rooms including on balconies, roofs and/or windows.

6.5.3.23 Residence Hall Posting Policy

All posted materials and flyers must specify the date, time, place, and sponsor of the event/program. All materials must conform to the policies and procedures of the Office of Residence Life. The Office of Residence Life reserves the right to make exceptions to this policy at any time. Lynn University student organizations, departments, and offices requesting posting must bring materials to be posted to the Office of Residence Life in E.M. Lynn. It is the responsibility of each recognized student organization, office, and/or department to bring the appropriate number of materials. Recognized student organizations will need to obtain approval of their poster from the Office of Residence Life and have their poster stamped in the lower right hand corner. University offices will not need to have their posters stamped.

Off-campus vendors, organizations, and/or individuals should not make materials available without prior approval from the Office of Residence Life. Flyers may not be placed under

individual residence hall room doors. Stuffing materials under residence room doors is prohibited unless approved by the Office of Residence Life. Any violations of this policy may be addressed by the Office of Residence Life or via the Conduct Review Process, if appropriate. Residence Life staff reserves the right to remove unapproved postings.

6.5.3.24 Restricted Areas

For the general safety and order, some areas in the residential community are restricted and not intended for student use. These include lakes, canals, roofs, overhangs, electrical and mechanical closets, air conditioning units, cable and telephone units, maintenance break rooms and storage rooms. Fishing is permitted from the shore of the lakes. The Office of Residence Life may designate additional areas as restricted. Trespassing in a restricted area is a violation of the Student Code of Conduct.

6.5.3.25 Room Access

All rooms are accessed using a Lynn ID card. Each resident is required to have an access code assigned to their Lynn ID card. The access code is issued at check-in. Residents are obligated to report a lost or stolen ID card immediately to the Office of Residence Life or the Department of Campus Safety and Security. A temporary access card or code will be issued to gain access to the resident's room in accordance with the Lockout procedures set forth below.

6.5.3.25.1 Lockouts

Each resident is permitted one complimentary lockout, where a University representative will grant access to the student's assigned room. After the initial lockout, a charge will be assessed to the student's account based on an escalating scale (please consult with the Office of Residence Life for current amounts).

The University representative will only open a room for the assigned student to that space. Photo identification will be required at the time of the service as to verify the room assignment. Students can contact the following areas, depending on the time of the lockout:

Monday through Friday, 9 a.m. to 8 p.m.: Office of Residence Life (561- 237-7236)

Saturday and Sunday, 9 a.m. to 8 p.m.: Campus Safety and Security (561-237-7226)

All days after 8 p.m. until 9 a.m.: Resident assistant on duty in residence hall

6.5.3.26 Room Care

It is up to each student to decorate and maintain his/her room. It is also the student's responsibility, in cooperation with his/her roommate, to keep the living environment clean and attractive. Certain standards of cleanliness need to be upheld to meet fire, safety and health regulations. General cleanliness of the bathrooms and lounges is in the interests of all members of the University community and is the responsibility of all residents. For health, safety and security reasons, each room will be inspected regularly.

6.5.3.27 Room Changes

Room changes are permitted only under specific guidelines. Any change of room without the written approval of the Office of Residence Life will subject the involved student to a fine of \$50 for an improper check-out and/or additional disciplinary action. Room change approval must be obtained from all involved parties. The first two weeks of each semester is considered a period of “room freeze,” where no room changes will be granted. Within each semester there will be a designated room change period in which approved room changes may occur. Please contact the Office of Residence Life for room change dates and deadlines.

6.5.3.28 Room Entry

At times it is necessary for University staff members to enter student rooms on official business. The University reserves the right to enter student rooms for the following reasons:

1. Fulfilling maintenance and repair requests;
2. Holding inspections to ensure the observance of basic safety and health procedures;
3. Holding inspections to assure compliance with University policies;
4. Honoring legal search warrants presented by law enforcement authorities;
5. Making necessary arrangements for new roommates.

Additionally, the University has the right to search a room and all personal contents on the University campus whenever a University official believes a student may be in violation of a University policy, or the rights or safety of any student may be in jeopardy.

6.5.3.29 Room Occupancy

Residential students are not permitted to have more than eight people in their rooms at any one time (including the resident(s) of that assigned room).

6.5.3.30 Sales, Solicitation, and Canvassing

Door-to-door solicitation, sales, and canvassing are not permitted in any area within the residential community. Door-to-door distribution of flyers or leaflets or the placement of these items on cars is prohibited. Students may not engage in any sales or business activities in their room or within any public area of the residential community.

6.5.3.31 Screens

All window screens must remain in the assigned room windows at all times.

6.5.3.32 Smoking

In accordance with the University’s Smoking Policy (see Volume II, paragraph 2.2.1.5), smoking is prohibited in all residence hall rooms and facilities, including elevators, interior and exterior stairwells, lounges, etc. Residents may only smoke outside of buildings.

6.5.3.33 Sports and Activities

In order to create a safe living environment, the playing or participating in sporting events or activities in rooms, hallways, balconies, courtyards, lounges and lobbies is prohibited. The use of athletic equipment in rooms is prohibited due to the disruption and damage it may cause. Bouncing or throwing athletic equipment at or off buildings is also prohibited.

6.5.3.34 Windows, Balconies, and Hallways

Throwing or hanging objects from windows, hallways, stairwells and balconies, or placing objects on the ledge outside the window is hazardous and infringes on the rights of others.

6.6 Student Code of Conduct and Conduct Review

6.6.1 Student Code of Conduct

Lynn University uses technology and policy enforcement in its efforts to provide a safer and more secure environment for all students, faculty, and staff. Although Lynn University has established its own Student Code of Conduct, the University adheres to all federal, state and local laws and incorporates these statutes into the Student Code of Conduct system. Code of Conduct concerns are addressed according to the Student Code of Conduct Review Process and Procedures section below. During times of campus emergency, additional campus safety and security policies may be implemented.

The Higher Education Amendments developed the Student Right-To-Know and Campus Security Act of 1990. This act requires disclosure of data on crimes committed on campus and campus safety policies and procedures. This information is available in the Lynn University publication Campus and Security Safety Guidelines available in the Office of Student Life.

The following alphabetized list describes expected community conduct, as well as prohibited behaviors relevant to the safety and security of the entire University. If a University-sponsored event is held at an off-campus location, the University views any act of conduct inappropriate to the event as a violation of University policy. Students who violate policy will be held accountable through the University's Conduct Review Process and may be subject to arrest by local or state agencies.

Members of the Lynn University community are expected to make good decisions and should refrain from activities that compromise individual integrity and/or the integrity of the University. We believe that it is in students' interest to respect the rights of others and take action to preserve order on campus. The following items/actions lack value in the educational process and should serve as a guideline for appropriate decision making:

6.6.1.1 Acts of Dishonesty

Individuals are expected to represent themselves in an honest and forthright manner within the university community. It is expected that members of the university community refrain from actions that may be deemed dishonest including, but not limited to:

1. Providing false information, withholding relevant information, or supplying misleading information to a University official;

2. Forgery, alteration, or use of University documents or instruments of identification with the intent to defraud;
3. Tampering with the election process of any University recognized student organization;
4. Refusing to provide identification, misidentifying oneself or presenting a false identification.
5. Making a false or misleading oral or written statement that misrepresents the character, qualifications, or reputation of another;
6. Possessing any form of false identification.

6.6.1.2 Alcohol and Other Drugs

6.6.1.2.1 Philosophy Statement

Every academic and social program at Lynn University is based on an educational and developmental philosophy recognizing and celebrating the diverse individuals who matriculate here. In keeping with this, our alcohol and other drug policies are reviewed annually.

It is imperative that we recognize the educational partnership between administrators and students in regard to policies in all areas including the issues related to consumption of alcohol or the use of illegal psychoactive drugs.

Students share responsibility for choices they make and Lynn University shares responsibility for creating and managing an environment that supports reasonable and responsible choices. This notion of shared responsibility and the balancing of university authority and student freedom emerges from the philosophy set forth in *The Rights and Responsibilities of the Modern University*, by Robert D. Bickel and Peter F. Lake. We are taking reasonable steps to reduce risks from alcohol and other drug related activities. We are invested in the prevention and reduction of risk. We do know shared responsibility enhances student accountability.

The spirit of this policy is to educate and to prevent harm due to alcohol or illegal drug use. It is designed to promote the growth of student personal accountability by facilitating conditions of order and safety. Our students will be treated and respected as young adults and are expected to act responsibly while enjoying the freedom that comes with the university experience.

Lynn University students must acknowledge their critical role in protecting their own safety. Students and campus administrators must both always attempt to do the right, reasonable, and safe thing.

6.6.1.2.2 Amnesty Policy

As partners with the University in promoting health and safety, all students have a responsibility and obligation to seek immediate assistance for any student known to be experiencing a serious health crisis, including one resulting from high risk drinking or the abuse of other drugs.

As such, students who seek assistance on behalf of a peer and are themselves under the influence of alcohol, will not receive a Code of Conduct sanction for this action. Additionally, the student who is the subject of the report will not receive a code of conduct sanction for this action.

It is the University's intention to partner with students in promoting health and safety. The university will provide students with the assistance needed to respond to high risk drinking and other drug abuse. Students may seek such assistance by contacting security at 561-237-7226.

After the crisis is resolved, the student who experienced the health crisis, as a result of alcohol intoxication or other drug consumption, will be referred to the substance abuse prevention and treatment specialist. The substance abuse prevention and treatment specialist will provide further assessment, substance abuse education, counseling, recommendations and/or referral as applicable to the individual student's need.

6.6.1.2.3 Lynn University Policy on Alcohol

Lynn University does not consider the use of alcoholic beverages as necessary to the process of higher education. Students of legal drinking age may consume alcoholic beverages in a responsible manner in the privacy of their own residence hall room. Use of alcoholic beverages cannot and will not be considered an excuse for violation of University rules and regulations, or local, state, or federal statutes and laws.

Since alcohol is a drug that can have serious consequences when consumed in a high risk manner, all members of our community must act together in promoting health and safety.

This partnership is designed to:

1. Assist students in minimizing the harmful effects of alcohol;
2. Encourage students to live a healthier lifestyle and make healthier consumption choices;
3. Educate students about the risks and responsibilities inherent in the consumption of the drug alcohol;
4. Assist students to develop awareness about the consequences of high risk behavior;
5. Respond to any treatment needs.

In the State of Florida, the legal age for consumption of alcohol is 21. Students and guests under legal age, who consume, possess, buy, serve or sell alcoholic beverages or individuals who sell to or serve minors are in violation of both state law and University policy. Possession or consumption of alcohol by students and guests over the age of 21 is allowed in the privacy of their own room. Students present during policy violations will be documented and be subject to a conduct review meeting.

It is expected that students will act responsibly and maturely whether or not they have been consuming alcoholic beverages. Inappropriate behavior resulting from alcohol consumption and/or abuse is a serious violation of University regulations. The use or abuse of alcohol is not an acceptable excuse for any violation of university policies.

Access to and use of alcohol on campus is limited and regulated by state, federal and local laws and by the rules and regulations of Lynn University. University regulations have been established in accordance with Florida State laws as well as insurance and safety regulations. Specifically:

1. Alcoholic beverages may not be served on university property or within university facilities without proper permission. The appropriate administrator (University President, Vice President for Student Life or designee) may grant permission to those persons, groups or

organizations in their area of responsibility. All permissions granted must be consistent with this policy.

2. Persons under the legal drinking age may not distribute, sell, possess, consume, be under the influence of, or be in the presence of alcohol on campus.
3. Persons of legal drinking age may not consume or be in the presence of alcohol in the company of persons under the legal drinking age. In an instance of an underage person being present where alcohol is being consumed or available, the person of legal drinking age will also be held accountable. In the event one roommate is of legal drinking age and another is not, each must observe the law as it pertains to him/her.
4. Persons of legal drinking age may not distribute, provide, or sell alcohol to persons under the legal drinking age.
5. The University reserves the right to limit the amount of alcohol brought onto campus for personal consumption: kegs; beer balls and alcoholic beverages in multiple serving containers are not allowed on campus. These items will be confiscated and disposed of.
6. Alcoholic beverages may not be consumed or carried in open containers in University facilities, corridors, lounges, stairwells, lobbies, parking lots, and public areas of campus, with the exception University residence hall rooms.
7. The selling, supplying, possession, and consumption of alcohol is generally prohibited at student-sponsored events and University events at which underage students are present, except with the written approval of the Vice President of Student Life or designee.
8. Use or possession of false or altered identification, or other misrepresentation of one's age in order to possess, consume or purchase alcohol is prohibited.
9. The possession and/or use of alcohol paraphernalia (funnels, bongs, beer pong tables, etc.) is prohibited.
10. Public intoxication, excessive noise, verbal or physical abuse to others or vandalism is prohibited.
11. Driving on University property while under the influence of alcohol is prohibited.

6.6.1.2.4 Lynn University Policy on Other Drugs

Lynn University does not support any activity related to the possession, use, provision of, or sale of any substance considered to be illegal. This policy includes, but is not limited to, marijuana, salvia or the non-prescribed use of prescription drugs. Drug paraphernalia is also prohibited and includes any and all types of equipment, products and materials of any kind which are used, intended for use or designated for using or selling drugs.

On-campus and/or off-campus involvement in possession, use or sharing of drugs may result in suspension from the University for a minimum of one semester and until the student completes his/her educational sanctions. This suspension will occur regardless of legal action.

The selling of illegal drugs, including marijuana and prescription drugs, on or off campus, may result in immediate expulsion and may result in the notification of the proper law enforcement authorities.

Given the considerations and other dangers regarding the use and abuse of drugs, regulations will be enforced and are applicable regardless of the status of the legal proceedings. Specifically:

1. Illegal substances may not be possessed, used, distributed, bought, sold or manufactured on the Lynn University campus.
2. Controlled substances may not be possessed, used, distributed, bought, sold or manufactured on the Lynn University campus except as expressly permitted by law.
3. Illegal or inappropriate use of substances to cause intoxication or hallucinations is prohibited.

6.6.1.2.4.1 Prescription Drugs

The misuse and abuse of any prescription drugs can result in a variety of physical and psychological consequences, ranging from addiction to accidental overdose death. Mixing prescription drugs with alcohol or any other drug increases the likelihood of toxic overdose and death. Sharing prescription drugs is a felony under Florida law and is a violation of the Student Code of Conduct.

The illegal possession, use or sharing of prescription drugs is a violation of the Lynn University Other Drug Policy and will result in conduct action.

6.6.1.2.4.2 Location and Paraphernalia

Students involved in the vicinity of drug use (*i.e.*, being in the same room or automobile) or the possession of marijuana related paraphernalia which is defined as, but not limited to, any and all types of equipment, products or materials of any kind which are used, intended for use or designed for using or selling drugs, will face conduct action.

6.6.1.3 Assault

Acts that cause harm to another individual are contrary to the educational mission and values of the University. Actions that impede on another person's physical space in an aggressive and/or violent manner, including initiating physical contact or retaliating to physical contact is a serious violation of the Code of Conduct. Assault includes, but is not limited to:

1. Any type of unwanted touching or striking of another person;
2. Intentionally placing another person in fear of being touched or struck

6.6.1.4 Bullying

Bullying in any form is a major distraction from learning. Lynn University will endeavor to maintain a living, learning and working environment free of bullying. Bullying is generally defined as the act of one or more individuals intimidating one or more persons through verbal, physical, mental or written interactions. Bullying can take many forms and occur in virtually any setting.

1. Verbal bullying: insults, name-calling, spreading malicious rumors, anonymous phone calls, persuading another person to unfairly criticize or insult someone;

2. Physical bullying: throwing things, removing and hiding belongings, spitting, poking, threatening to assault, pulling by clothing, menacing stares, obscene or threatening gestures, surrounding a person so he or she cannot escape, intentionally placing another person in fear of being touched or struck;
3. Relational Bullying: forming coalitions against someone, excluding, persuading others to exclude social/gender-based bullying: bullying based on gender, race, religion, disability or social class, includes sexual or racial harassment, derogatory language, putdowns and name-calling based on the victim's background or orientation;
4. Electronic Bullying: offensive messages, threats, name-calling through e-mail, Internet or mobile phones.

6.6.1.5 Campus Disruption

Actions that compromise the safety, welfare and/or rights of others is in contrast to the values of the University community, including but not limited to:

1. Behaviors which are disorderly or indecent;
2. Breach of peace;
3. Aiding, abetting, or procuring another person to breach the peace on University premises or at functions sponsored by, or participated in by the University;
4. Displaying conduct or behavior which disrupts the regular operations of classes, library, laboratories, or the residential community;
5. Disruption or obstruction of teaching, research or administration, including its public services functions on or off campus;
6. Disrupting the conduct review process;
7. Disrupting University activities;
8. Obstruction of the free flow of pedestrian or vehicular traffic on University premises or at sponsored or supervised functions;
9. Obstructing access to any University building or any portion of the University facilities;
10. Inciting to action or participating in unauthorized activities resulting in destruction or damage of property;
11. Infringement upon the rights of others or actions that prejudice the maintenance of public order;
12. Climbing or scaling the exterior of any University building;
13. Exhibiting public nudity or other inappropriate sexual related conduct.

6.6.1.6 Complicity

A student shall not, through act or omission, assist another student, individual, or group in committing or attempting to commit a violation of this Code of Conduct or any other written University policy. A student who has knowledge of another committing or attempting to commit a violation of the Code of Conduct is required to remove him or herself from the situation, and

failure to do so when reasonable under the circumstances may be the basis for a violation of this policy.

6.6.1.7 Computing Devices and University Network Misuse

Students must adhere to the Lynn University Information Technology policies in Volume II, Section 2.4 and Volume VI, Subsection 6.3.12 of the *Lynn University Policy Manual*.

6.6.1.8 Dangerous Materials and Firearms

Materials and items that may present concern or harm to the University community are not permitted, including but not limited to:

1. Possession, storage and/or use of fireworks, combustible materials (including lighter fluid, propane and other dangerous chemicals), any item or combination of items when combined could create an explosive device or other dangerous items or substances are not permitted anywhere on Lynn University property;
2. Weapons are prohibited on campus. The possession, storage and/or use of any firearms or weapon as well as any type of ammunition is not permitted anywhere on Lynn University property. Please refer to the University's Weapons Policy (see Volume II, paragraph 2.3.3.20) for additional information.

The inappropriate use of non-lethal defense weapons, such as pepper spray, is a violation of the University Code of Conduct. These items may only be used for their intended purpose.

6.6.1.9 Discrimination and Harassment

A student shall not engage in harassing behavior, including but not limited to sexual harassment, as defined by the University's Discrimination and Harassment Policy in Volume II, Subsection 2.1.6.

6.6.1.10 Dress Code

Students are required to abide by the following dress code:

1. All students must wear appropriate upper and lower garments and shoes or sandals at all times in classrooms, University offices, the Lynn Student Center, and the Eugene M. and Christine E. Lynn Library.
2. Appropriate attire is required for formal convocations, formal receptions/meals, and other formal occasions of a ceremonial nature.

6.6.1.11 Endangerment

Behaviors that threaten or endanger the health and/or safety of oneself or others are contrary to the character of a learning environment. Members of the Lynn community are expected not to engage in such behaviors.

Specific violations of this standard include, but are not limited to:

1. Creating a safety hazard, including but not limited to obstructing fire escape routes such as hallways or stairwells and the propping open of stairwell doors;
2. Setting or causing a fire;
3. Tampering with, misusing or damaging fire or safety equipment, such as alarms, heat sensors, smoke detectors, hoses, and fire extinguishers;
4. Failing to immediately exit any facility or building when a fire alarm has been sounded, or hindering or impairing the orderly evacuation of any University facility or building; or
5. Disobeying a command by any University official or faculty member in connection with a fire, alarm, or other safety or security matter.

In addition, members of the Lynn University community are expected to reasonably care for their own mental and physical wellbeing. If circumstances arise that prohibit a student from appropriately assessing or attending to his or her own welfare, the student is strongly encouraged to seek counseling and support within the appropriate university offices. In such cases, the student is expected to abide by reasonable directives offered by the professional staff. Refusing to adhere to the standards of this section is considered a violation of the Student Code of Conduct.

6.6.1.12 Failure to Comply

It is a violation to ignore, disobey, disregard, or otherwise violate any reasonable directive of a University official acting in the performance of his or her duties. The following actions are not permitted, including but not limited to the failure to comply:

1. With the request of any paraprofessional (resident assistant or community assistant) or professional faculty/staff member or campus safety and security officer;
2. With directions of any University official or law enforcement officer acting in performance of his/her duties;
3. Failure to identify oneself to these persons when requested to do so, or to present appropriate identification when requested;
4. With any legitimate sanction assigned as a result of a conduct review, conduct restriction or behavioral contract;
5. With the terms of any Lynn University Agreement, policy, or procedure;
6. With any applicable federal, state, or local law.

6.6.1.13 Fire Safety

During all fire alarms, everyone is mandated to immediately vacate the impacted building. Each person is expected to remain at a safe location until a University official offers further instruction. Behavior that is contrary to the spirit of fire safety is a violation of the Student Code of Conduct, including but not limited to:

1. Participating in, or setting fire to any University or personal property;
2. Failure to evacuate the impacted building/area during an active alarm;

3. Participating in or attempting to commit an act of arson;
4. Tampering with fire safety equipment including removing, interfering with, or unnecessarily activating the fire safety equipment (e.g. fire extinguishers, smoke detectors, automatic fire alarm systems, exit signs, emergency lighting);
5. Creating a fire hazard (e.g. unauthorized use/possession of flammable material in university facilities or on University property);
6. Smoking in non-designated smoking areas, including inside any building, interior or exterior stairwell, lounge, elevator or courtyard;
7. Possession or use of fire hazards such as candles, incense, halogen lamps, extension cords (UL approved power strips in good condition [not frayed or cut] with a fuse or breaker are permitted), and any appliance or item with a heating element are prohibited (see the Residence Hall Regulations for a list of approved items for the residence halls).

6.6.1.14 Gambling

Playing or engaging in any non-university sponsored illegal gambling activity while on University property is not acceptable behavior or permitted. Please refer to the University's Gambling Policy (see Volume II, Subsection 2.1.9) for additional information.

6.6.1.15 Harassing Behavior

Members of the Lynn community are expected to engage in behaviors that are non-threatening, safe, and mutually respectful. Continuing to engage in a course of conduct directed at a specific person that causes substantial disruption to such person and serves no legitimate purpose, including but not limited to stalking, is a violation of the Code of Conduct.

6.6.1.16 Hate Incidents

In a diverse community, tolerance of others enhances the safety, freedom and well-being of everyone. Hate incidents include abuse, physical, verbal and/or otherwise, against a member of a particular racial, ethnic, religious, sexual orientation, or cultural group. Any words or acts, whether intentional or a product of disregard for safety, rights or welfare of others, which causes physical or emotional harm, or intimidates, degrades, demeans, threatens, or otherwise interferes with another person's rights to comfort are violations of the Code of Conduct.

6.6.1.17 Hazing

It is a violation for students, faculty, staff or alumni to engage in any activity that may be construed as hazing. In accordance with Section 1006.63 (1), F.S., "Hazing" includes, but is not limited to, pressuring or coercing the student into violating state or federal law, any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that could adversely affect the physical health or safety of the student, and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student.

Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective. Any activity as described above upon which the initiation or admission into or affiliation with a Lynn University organization is directly or indirectly conditioned shall be presumed to be “forced” activity, the willingness of an individual to participate in such activity notwithstanding. Apathy or acquiescence in the presence of hazing is not a neutral act; it is a violation of this article.

Students found responsible for hazing may be subject to the withholding of diplomas or transcripts pending compliance with the rules or pending payment of fines, and the imposition of reprimand, probation, suspension or expulsion. Registered student organizations which authorize hazing in blatant disregard of these rules may be subject to denial of permission for the organization to be registered, to meet on campus and to use campus facilities, and, in the case of fraternities and sororities, the right to exist at Lynn University.

The Chad Meredith Act makes dangerous hazing a crime in Florida. The bill, named for a University of Miami freshman who drowned in a campus lake while trying to join a fraternity in 2001, makes hazing that results in serious injury or death a felony punishable by up to five years in prison, even if the victim consents (1006.63(2)). Florida is now one of eight states that make some types of hazing a felony.

*For more information regarding hazing and specifically 1006.63(1) or, visit: <http://www.flsenate.gov/statutes>.

6.6.1.18 Improper Off-Campus Behavior

Off-campus incidents involving alleged violations of local, state, or federal law are subject to University conduct review. In addition, a student’s off-campus behavior that negatively affects the mission or reputation of the University is subject to conduct review.

6.6.1.18.1 Notification of Criminal Arrest

1. A student is responsible for notifying the Assistant Dean of Students of any off-campus arrest.
2. When the Assistant Dean of Students is informed of the arrest of a student, the University will send a letter to the student requiring that the student make an appointment for an interview with the Assistant Dean of Students. During this interview, the facts involved in the student’s arrest, the student’s obligation to keep the University informed of the progress of the criminal charge(s), and the student’s obligation to advise the University of the final disposition of the criminal charge(s) will be discussed with the student.
3. As outlined in the University’s Conduct Review Policy, Conduct Review Board proceedings are independent of criminal court processes and may be carried out prior to, simultaneous with, or following off-campus criminal proceeding. The alleged commission of a felony as named in local, state or federal law is a serious violation of the Student Code of Conduct and may necessitate an interim suspension from the University while the board considers the complaint.

6.6.1.19 Misappropriation

Lynn University students and sanctioned student organizations may not represent themselves as having the authority to enter into contracts or agreements that affect Lynn University in any way.

6.6.1.20 Misuse of University Identification Card

Students must have a Lynn University Identification Card (ID) in their possession at all times. A student must surrender the ID upon request from any University staff, faculty, or administrator. Misuse of a University Identification Card includes, but is not limited to:

1. Transferring or/or copying ID cards;
2. Possession of another person's University ID card;
3. Using the ID card (Lynn OneCard) in a fraudulent manner.

6.6.1.21 Parking Sticker Fraud

Using another student's parking sticker (unauthorized provision of a sticker to another student) is a violation of the Student Code of Conduct. Student(s) found responsible for violating this policy may face confiscation of the unauthorized parking sticker, suspension of the privilege to park on campus, a fine and additional disciplinary action.

6.6.1.22 Sexual Assault

Any and all nonconsensual sexual acts are serious violations of the Student Code of Conduct. Lynn University is committed to providing its students access to necessary support services following their involvement in a sexual assault. The Sexual Assault Crisis Team, comprised of various members of Lynn's faculty and staff, is designed to offer students the necessary support throughout the decision-making process following a sexual assault.

Sexual assault is any action that forces one to participate in any type of unwanted sexual contact through violence, manipulation, pressure and/or threats, overt or implied. Unwanted sexual contact can be physical, including rape, molestation or any type of sexually oriented unwanted touching. In the event a student is involved in a sexual assault, the student should immediately contact Campus Safety and Security by dialing 222. Campus Safety and Security will then notify the members of the Sexual Assault Crisis Team. Team members will respond to assist the impacted student.

Unwelcome sexual advances, request for sexual favors and other verbal/written conduct of a sexual nature are contrary to the nature of a safe living and learning environment. Such behaviors are violations of the Student Code of Conduct.

Any student who witnesses or suffers an incident of sexual misconduct is encouraged to file a Student Code of Conduct complaint.

6.6.1.23 Tampering with Property

Tampering with any property or premise of Lynn University or the property of a member of the University community on or off University premises, or to the property of a visitor to the campus, including but not limited to attempted or actual:

1. Theft;
2. Illegal possession;
3. Removal;
4. Misuse;
5. Destruction;
6. Damage;
7. Harm;
8. Throwing or hanging objects from windows, hallways, stairwells, balconies, or placing objects on the ledge outside of windows;
9. Duplicating any University key or access device.

Theft of personal property should be reported immediately to the Office of Campus Safety and Security. Although the University takes normal precautions to safeguard property, the University is not responsible for loss or damage to students' property. It is strongly recommended that students securely lock their valuables and obtain insurance coverage for all items of personal property.

6.6.1.24 Trespassing and Soliciting

Individuals who are not authorized, licensed or invited to enter the residential area are subject to civil arrest for trespassing. Unauthorized soliciting is not permitted anywhere on Lynn property. Knowingly hosting persons under trespass notice is a violation of the Student Code of Conduct.

6.6.1.25 Violation

Violating any University policy or regulation printed in Volumes, II, V, and VI of the *Lynn University Policy Manual*, or the Academic Catalog, Residence Hall Policies, Residence Hall Regulations, and all other regulations promulgated by the University infringes upon the spirit of the Code of Conduct.

6.6.2 Conduct Review

The Student Code of Conduct serves to protect individual rights, while cultivating a cooperative living and learning environment. The University views its students as adults and expects that they will act with the requisite maturity and responsibility. As adults, students are accountable for their behavior under the Student Code of Conduct, whether it takes place on or off University property. In addition to being subject to any internal action that the University may initiate, an alleged violator may also be referred to law enforcement officials and subject to the same consequences as if the alleged conduct had occurred off University property.

The overarching goal of this system is to establish behavioral expectations with an eye toward improving the overall quality of the communal university experience. The conduct review procedures apply in all cases of alleged violations of University regulations by all students enrolled at Lynn University, except where provision is specifically made for other procedure – e.g., academic dishonesty (see Volume V, Subsection 5.4.11 of the *Lynn University Policy*

Manual). The Vice President for Student Life (or designee) administers regulations governing most aspects of the University community that students are likely to encounter. He/she has authority in all incidents of infractions of University regulations and general student conduct. The Assistant Dean of Students supervises the conduct review procedures.

This section describes shared expectations for demeanor while offering procedural fairness to all students documented for violating established standards of conduct in the Lynn University community.

Policies, procedures, and processes are established and approved through a committee composed of students, staff, and faculty.

6.6.2.1 Terminology

The term “University” refers to Lynn University in Boca Raton, Fla.

The term “Student” includes all persons taking courses at the university both full and part-time, pursuing undergraduate, graduate or professional studies; and those who attend post-secondary education institutions other than Lynn University and who reside in University residence halls. Persons who are not officially enrolled for a term, but who have a continuing relationship with the University are considered students.

The term “Faculty Member” is any person hired by the University to conduct classroom activities.

The term “University Official” includes any person employed by the university performing assigned administrative, professional or paraprofessional (resident assistants) responsibilities.

The term “Member of the University Community” includes any person who is a student, faculty member, University official, or any other person employed by the University. In ambiguous circumstances, the Vice President for Student Life shall determine a person’s status.

The term “University Premises” includes all land, buildings, facilities, and other property in the possession of or owned, used or controlled by the University (including adjacent streets and sidewalks). This may include properties rented or used for a specific University function.

The term “Organization” refers to any number of persons who have complied with the formal requirements for University recognition.

The term “Conduct Review Board” means any person or persons authorized by the Vice President for Student Life to determine whether a student has violated the Student Code of Conduct and to recommend the imposition of sanctions.

The Vice President for Student Life or designee may authorize a Conduct Review Board member to serve simultaneously as the sole member or one of the members of a Conduct Review Board. Nothing shall prevent the Vice President for Student Life or designee from authorizing the same individual(s) to impose sanctions in all cases.

The term “Appeals Committee” refers to any person or persons authorized by the Vice President for Student Life to consider an appeal from a determination that a student has violated the Student Code of Conduct or from the sanctions imposed by the Conduct Review Board.

The Vice President for Student Life is the person designated by the University President to be responsible for the administration of all student life policies as outlined in the *Lynn University*

Policy Manual. Significant or substantial changes to student life policies, including those set forth in Volume V of the *Lynn University Policy Manual*, are subject to review and approval by the Board of Trustees.

The term “Policy” is defined as the written regulations of the University as found in, but not limited to, Volumes II, V and VI of the *Lynn University Policy Manual*, the Academic Catalog, Housing Agreement, Alcohol and Drug Policy, and other official University publications. These publications may be in print or posted on the Lynn University Web site (www.lynn.edu) or on myLynn (www.Lynn.edu/mylynn).

University jurisdiction and discipline will include all activity of University students which occurs on University premises and anywhere off-campus that adversely affects the University community and/or the pursuit of its objectives.

6.6.2.2 Jurisdiction

The jurisdiction of the Student Code of Conduct includes policies published in the Housing Questionnaire, Academic Catalog, Housing Agreement, Volumes II, V and VI of the *Lynn University Policy Manual*, Alcohol and Drug Policy Handbook, and other official University publications. These publications may be in print or posted on the Lynn University Web site (www.lynn.edu) and/or myLynn (www.lynn.edu/mylynn).

6.6.2.3 Reporting Complaints and Administration of the Code of Conduct

6.6.2.3.1 Reporting Complaints

A member of the University community may file a complaint against any other member of the University community for violations of the Student Code of Conduct. Such Complaint Statements must be prepared in writing and directed to the Department of Campus Safety and Security and/or the Assistant Dean of Students.

Complaint Statements should be submitted as soon as possible after the event takes place, preferably within 24 hours of the incident, but no later than 30 days after the incident.

With five (5) business days of receipt of the Complaint Statement, the Assistant Dean of Students will review the report, evaluate the information, and determine the next appropriate actions. If there is insufficient evidence to support a formal charge, the case will be dismissed. If, however, there is sufficient evidence to pursue the case, the Assistant Dean of Students, depending on the circumstances of the alleged violation and severity of the possible sanctions, will determine whether the review of the alleged violation will take place before a Conduct Review Board or an assigned conduct review mentor.

If there is sufficient evidence to formally charge the student with a violation of the Student Code of Conduct, written notice of the charge(s), as well as a scheduled date for the conduct review proceeding (i.e., administrative conference or Conduct Review hearing) shall be forwarded by campus or U. S. Postal Service mail to the student. The notice shall be mailed sufficiently in advance of the conference or hearing to afford a reasonable opportunity to prepare a presentation. The notice shall state the specific policy that the student is alleged to have violated, stating the time, date, and place of the occurrence and will be informed of meeting procedures and possible sanctions. In addition, prior to and during the conference or hearing, the student shall be afforded

reasonable access to review the Case File. The “Case File” includes documents pertaining to the specific disciplinary matter and is considered an educational record pursuant to FERPA. The personal notes of University administrative, faculty and staff members and privileged information of other students are not included in the Case File and thus are not accessible.

When a student is notified that he or she is the subject of a Student Code of Conduct complaint, that student is expected to report to the location of the conduct review proceeding at the stated date and time. Failure to report to the conduct review proceeding after reasonable notice of a pending complaint may be considered a separate violation of the Student Code of Conduct. A conduct review proceeding may take place without the involved student being present. In such cases, there is no right to appeal.

6.6.2.3.2 Administration of the Code of Conduct

The Vice President for Student Life or designee shall determine the composition of the Conduct Review Board as well as identify conduct review mentors who will review incidents administratively.

6.6.2.4 Violation of Law and University Policy

Any criminal violation of law (whether on campus or off campus) is at the same time a violation of the University’s Student Code of Conduct. Therefore, any student charged with a criminal offense may become the subject of a Student Code of Conduct complaint. The aforementioned review procedures may be instituted with resulting University sanctions. Conduct Review Board proceedings are independent of criminal court processes and may be carried out prior to, simultaneous with, or following off-campus criminal proceeding. The commission of a felony as named in local, state or federal law is a serious violation of the Student Code of Conduct and may necessitate an interim suspension from the University while the Conduct Review Board considers the complaint.

6.6.2.5 Conduct Review Procedures

6.6.2.5.1 Administrative Review Procedures

An administrative review of an incident will be conducted by a conduct review mentor and the student on an individual basis whenever a student is accused of an offense that may result in a sanction less than dismissal or suspension. At this conference, the matter may be mutually resolved, dropped due to lack of evidence, or adjudicated by the official. If the facts of the case are in dispute, both the accused student and the accuser may present evidence and witnesses.

6.6.2.5.2 Conduct Review Board Procedures

Conduct Review Boards may be composed of one or more identified University officials and/or student(s) in good standing. The board will meet with the student, other participants, and witnesses to review all pertinent information regarding the incident to determine an appropriate response. Pending the approval of the Conduct Review Board, the involved student(s) may be accompanied during the review process by an advisor. Only Lynn University professional staff or faculty members may act as advisors. All Conduct Review Board proceedings are designed to

enhance student responsibility; therefore, all parties are expected to present their own explanation of events. With this philosophy in mind, advisors are not permitted to participate directly in Conduct Review Board proceedings.

Conduct Review Board proceedings shall be conducted according to the following guidelines:

1. Proceedings will be conducted in private unless approved by the Conduct Review Board.
2. Prior to and during the proceedings, the student shall be afforded reasonable access to review the Case File. The “Case File” includes documents pertaining to the specific disciplinary matter and is considered an educational record pursuant to FERPA. The personal notes of University faculty and staff and privileged information of other students are not included in the Case File and thus are not accessible.
3. The focus of inquiry in the proceeding shall be the validity or invalidity of the accusations against those accused of violating the Code of Conduct. Formal rules of evidence shall not be applicable; nor shall deviations from prescribed procedures necessarily invalidate a decision or proceeding, unless significant prejudice to a student respondent of the University may result.
4. The Conduct Review Board may call any member of the University community to participate in a proceeding. Admission of any person to the review will be at the discretion of the Conduct Review Board.
5. In proceedings involving more than one student, the Conduct Review Board may conduct separate reviews for each involved student.
6. Pending the approval of the Conduct Review Board, the involved student(s) may be accompanied during the review process by an advisor. Only Lynn University professional staff or faculty members may act as advisors. All Conduct Review Board proceedings are designed to enhance student responsibility; therefore, all parties are expected to present their own explanation of events. With this philosophy in mind, advisors are not permitted to participate directly in Conduct Review Board proceedings.
7. All parties have the privilege of presenting witnesses during the review proceeding. Such witnesses are subject to questioning by the Conduct Review Board and may be questioned separately from student(s) involved in alleged violation of University policy. However, the accused student shall not be compelled against his/her wishes to testify or answer any questions. The student’s silence shall not be held against him/her.
8. Pertinent records, video-surveillance images, relevant exhibits, and written statements may be accepted as information for consideration by the Conduct Review Board. The applicability and weight of such evidence is determined at the sole discretion of the Conduct Review Board. The Conduct Review Board may use a recording device during any or all review proceedings. All recordings shall remain the property of the University.
9. Any relevant omission of fact, untruthfulness, falsification, or misrepresentation presented to the Conduct Review Board may be considered a separate violation of the Student Code of Conduct.
10. Any interference with the orderly process of Conduct Review Board proceedings may be considered a separate violation of the Student Code of Conduct. Moreover, the Chair shall

exclude that person, including the student charged and/or his/her adviser, and proceed with the proceeding in the individual's absence.

11. Any attempt to discourage another's participation or truthful account of events in Conduct Review Board proceedings may be considered a separate violation of the Student Code of Conduct.
12. Under conditions of civil unrest or other states of emergency, the Conduct Review Board may (with or without notice) deviate from the aforementioned review procedures.
13. The Conduct Review Board shall resolve any issues regarding review procedures that are not clearly described in this section.

The Conduct Review Board may make changes to these procedures without notice.

6.6.2.5.3 Decision-Making

During all conduct review proceedings, reasonable efforts will be undertaken to encourage the involved student to actively participate. If all reasonable attempts to contact an involved student have been exhausted, the conduct review mentor or Conduct Review Board may proceed with the review in the involved student's absence. If the student is subsequently determined to have violated any section of the Student Code, the corresponding sanction imposed will be effective immediately and the student will have no right to appeal. All relevant information presented at the review will be considered. The involved student will be sent a written notification of the decision.

1. The conduct review mentor and Conduct Review Board shall use the preponderance of evidence (more likely than not) standard in all decision-making.
2. After the review, the conduct review mentor or the Conduct Review Board shall determine whether or not the student was responsible for violating any section(s) of the Student Code of Conduct within three business days, unless the conduct review mentor and/or the Chair of the Conduct Review Board determine additional time is needed to make a decision.
3. The involved student will be notified verbally and in writing of the findings. If the student is found responsible for violating a specific section(s) of the Student Code of Conduct, the applied sanction will be explained. The conduct review mentor or the Chair of the Conduct Review Board will author all pertinent documents.

6.6.2.5.4 Interim Action and Interim Suspension

Any time following the submission of an incident report, verbal or written, the Vice President for Student Life, or designee, may modify or suspend the right of a student to be present on campus or to attend classes for an interim period prior to resolution of the disciplinary proceeding, including any appeal. The Vice President for Student Life, or designee, will base this decision on whether the allegations of misconduct is apparently reliable and whether the continued presence of the student on the university campus reasonably poses a threat to the well-being of any individual, including the student, for reasons relating to the safety and welfare of any person, university property, or any University function. The decision to modify or suspend the rights of a student for an interim period will be communicated in writing to the student, and will become

effective immediately. Notification will either be hand delivered or sent by certified mail. Failure or refusal to take receipt of the notification will not negate or postpone the interim action.

A student who is suspended or has had his/her privileges modified for an interim period will be provided an opportunity to respond to the allegations of misconduct through a conduct review meeting scheduled as soon as is practical following the effective date of the interim suspension or action. The interim suspension or modified privileges will remain in effect until a final decision has been made on the pending complaint or until the Vice President for Student Life, or designee, determines that the reason for imposing the interim suspension or modification of privileges no longer exists and the student receives written notice that the interim action is no longer applicable.

6.6.2.5.5 Attendance at the Conduct Review Proceeding

In order to acquire the best information on which to base a decision, the student is expected to attend the conduct review meeting. The student may request that witnesses (*i.e.*, persons with first-hand knowledge of the alleged violation) be invited to attend the conduct review meeting or submit a statement through the Department of Campus Safety and Security. Any witnesses to the alleged incident may be requested to attend the conduct review at the discretion of the conduct review mentor or chair of the Conduct Review Board. The conduct review meeting will be held at the time, date, and place indicated in the letter of notification sent to the student and in the student's absence if he/she fails to respond to this letter.

Please note that all conduct review meetings are private and closed to everyone except the involved persons (*i.e.*, the accused student, complainant, and those witnesses invited by the conduct review mentor or Conduct Review Board). A student may not be accompanied by legal counsel (whether a practicing attorney or not) unless criminal charges are pending or foreseeable, in which case an attorney can accompany the student for the sole purpose of advising the student during the conduct review. The ability to have legal counsel present is restricted to the incidents reviewed by the Conduct Review Board. Legal counsel may not be present during subsequent appeal meetings, if any.

6.6.2.6 Types of Sanctions

In light of the facts and circumstances of each case, the following sanctions, or combination of sanctions (with or without appropriate modifications) may be applied by the conduct review mentor or Conduct Review Board to any student found responsible for violating the Student Code of Conduct:

1. No Action.
2. Written Warning: A written notice to the involved student expressing disapproval of acts committed.
3. Disciplinary Probation: The disciplinary probation notice informs the student that for a specified period of time, additional violations shall lead to removal from university housing, suspension or expulsion from the university. Disciplinary probation may also be assigned with specific restrictions, as outlined below.

4. Restrictions: During a specified period of time, a student may be restricted from a particular aspect of student life within the University community including, but not limited to the following:
 - a. Serving in a leadership role within any University-recognized student club or organization;
 - b. Participating in intercollegiate athletics;
 - c. Participating in intramural or club sports;
 - d. Pledging a Greek organization;
 - e. Ability to host an overnight guest in the University residence halls;
 - f. Participating in a University-sponsored study tour or study abroad program;
 - g. Access to a specific area of the campus and property owned or controlled by the University;
 - h. Participating in any event or program sponsored by the University.
5. Educational Assignment: A student may be assigned additional sanctions, educational in nature, to aid in his/her development and better understanding of his/her choices. The student will be given a definite time frame for each assignment and is expected to complete assignments within that time frame in order to avoid further conduct action.
6. Removal from University Housing: Removal from University housing involves exclusion or removal of a student, either temporary or permanent, from the residence halls for a definite period of time. Students assigned this sanction may not enter the residence halls during the definite period of time of the removal except for official university business during regular business hours. There may be specific conditions for readmission to University housing.

Once notice of the removal from University housing is given, the student will be given a specific time frame in which to remove all belongings from the living space and vacate the residence halls. The student may be monitored or escorted during the removal process.
7. Suspension: A suspended student is excluded or removed from the university for a definite period of time, after which the student may be eligible to return. Students suspended from the University may not return to the campus or attend any University-sponsored events for the duration of the suspension. There will be specific conditions for return to the University.

Once notice of suspension is given, the student will be given a specific time frame in which to remove all belongings from University housing and vacate the campus. The student may be monitored or escorted during the suspension process.

A student suspended from Lynn University is not eligible for a refund of any kind, regardless of the date of the violation.
8. Expulsion: Expulsion involves permanent separation of the student from the University. An expelled student may not enter the campus or attend any University-sponsored events and is not eligible for return to the University.

Once notice of expulsion is given, the student will be given a specific time frame in which to remove all belongings from University housing and vacate the campus. The student may be monitored or escorted during the expulsion process.

A student expelled from Lynn University is not eligible for a refund of any kind, regardless of the date of the violation.

9. Other sanctions can include any, or a combination, of the following options, including but not limited to:
 - a. Restitution: monetary reimbursement to the University, an individual or organization for any property damages or losses resulting from the acts committed.
 - b. Community Service: A student may be required to complete work assignments or other service to the University community.
 - c. Residence Hall Relocation: a change in a resident student's current on-campus residence to another location within the University housing system as assigned by the Office of Residence Life.
 - d. Exclusion from specific campus privileges or activities including but not limited to:
 - i. Loss of driving and/or parking privileges on property owned or controlled by the University;
 - ii. Campus jobs;
 - iii. Participation in extracurricular activities;
 - iv. Registration for future semesters;
 - v. Loss of computing privileges at the University.
 - e. Internal Referral: referral to a specific department or University official for the purposes of evaluation and education
 - f. Fines: Monetary reimbursement to the University must be paid by the date specified. All financial obligations must be satisfied prior to or at the time of course registration for the next semester.

6.6.2.7 Appeals

A student found responsible for violating the Student Code of Conduct may file an appeal within 24 hours of the student's notification of the eligible sanction. Such appeals must be requested in writing (not email) to the Vice President for Student Life or his/her designee. The appeal shall be limited to a review of the initial proceeding and supporting documents for one or more of the following purposes:

1. The original conduct review meeting was inconsistent with the established procedures;
2. Evidence is now available that could not have been obtained at the time of the conduct review meeting; or
3. The sanction is excessive or inconsistent with the nature of the offense.

If the Vice President for Student Life determines there is merit for an appeal, the facts of the incident will be reviewed with the student. Appeals can result in one of the following ways:

1. The student will be found not responsible for the violation of the Student Code of Conduct.
2. The student's original sanction will be upheld.

3. The student's original sanction will be modified.

The standard of preponderance of evidence (more likely than not) will be used in all decision-making.

Once the Vice President for Student Life, or designee, has rendered a decision, the student will receive a written notice of the outcome. There will be no further review of the incident.

6.6.2.8 Notification

6.6.2.8.1 Student Notification

Students will receive written notification of the outcome of their conduct review meeting at their campus or local mailing address on record at the Registrar's Office or by hand delivery by a University official. It is the student's responsibility to check his/her mail for such notifications.

6.6.2.8.2 Parental Notification of Violations of the Code of Conduct

Ordinarily, parents will not receive notification from the University about violations by the student of the University's Code of Conduct. However, if a student is held accountable for a violation of the alcohol or other drug policies, or if the student is found responsible for a serious violation of University policies or regulations, the parent or legal guardian, at the discretion of the Vice President for Student Life, or designee, may receive notice documenting the violation and outcome of the conduct review meeting. Federal regulations permit this notification without the student's consent for those students who are dependents, under the age of 21. The notification would be via telephone conversation or notice mailed to the address of record for the parent or guardian. The Vice President for Student Life also has the discretion to notify parents of students under the age of 21, regardless of their dependency status or consent, of violations involving alcohol and other drugs.

6.6.2.9 Interpretation, Revision, and Records

During a review proceeding, the conduct review mentor or Chair of the Conduct Review Board is responsible for interpreting the terms, processes and applicability of the Student Code of Conduct. Broad questions of interpretation regarding the Student Code of Conduct should be referred to the Vice President for Student Life or his/her designee for final determination. The Student Code of Conduct will be reviewed yearly under the direction of the Vice President for Student Life.

Records involving Student Code of Conduct review proceedings are securely maintained with the Office of Student Life. Conduct review sanctions taken against a student becomes part of that student conduct record. Records may be released to University officials on a "need-to-know" basis. Student conduct records may be released to persons and agencies external to the university with the student's permission, or in compliance with the law. Where complaints involve physical assault or sexual offenses, the student bringing the complaint as well as the student responding, may be informed of the final determination of the conduct review meeting. Records subpoenaed or ordered by a judge may be released without the student's permission. A record may also be released if it is in the University's legal interest to do so.

All student conduct records will be maintained for seven (7) years after the most recent recorded incident. Records pertaining to students suspended or expelled will be maintained permanently. These student conduct records are destroyed at the end of the appropriate time period. If a student is expelled from the University due to a conduct issue, a notation will be made on any transcript provided by the University.

6.7 Student Involvement, Clubs, and Organizations

6.7.1 Student Involvement

The University believes that while the classroom experience is the most important part of the student's educational experience, a great deal of learning occurs outside of the classroom. Being involved in campus life as a leader, planner, organizer, musician, athlete, entertainer or committee member is essential to the student's complete education. Involvement in activities will provide opportunities to develop skills that will help students in their careers and community and civic leadership positions after graduation.

The Office of Student Involvement plays an important role in supervising student activities, groups and organizations. Students must receive approval for any group activity before the event, and when deemed necessary, the appropriate staff will be available for assistance. Advisors of student organizations need to be well informed and approve all group activities. For more information regarding any group on campus, contact the Office of Student Involvement located on the second floor of the Lynn Student Center. Students involved in campus media (LYNN Radio, i-Pulse newspaper and LUTV) do not necessarily express the views of the university staff or administration. (www.lynn.edu/studentinvolvement)

6.7.1.1 Philosophy of Student Involvement

The Office of Student Involvement strives to complement the mission of Lynn University by providing structured opportunities for student involvement outside the classroom. Specifically, the Office of Student Involvement offers social, cultural, intellectual and community service programs and activities that address the diverse needs and interests of students. The office additionally broadens the academic quality of the institution by offering a formal student leadership training program, which promotes and creates opportunities for students to participate in and assume leadership roles in student organizations.

The ultimate goal of student involvement is to provide personalized attention to students, resulting in the development of well-rounded individuals who have the knowledge, skills and interest to make a significant contribution to the global community.

6.7.1.2 Student Participation in Institutional Decision-Making

As members of the Lynn University community, students are free to express their views on issues impacting the institution and on situations of general interest to the student body in a manner consistent with Lynn's philosophical values and beliefs. Students are represented on university committees and through organizations that specifically address student life or student academic issues such as Student Government Association, Knights of the Round Table, Student Athlete Advisory Council, Security and Safety Task Force, Parking Committee, Institutional

Self-Study Committees, Academic Honors Program, Residence Hall Association and Substance Abuse Committee.

6.7.1.3 Student Participation in University Fundraising

The Office of Development and Alumni Relations, under the general direction of the University President, coordinates all fundraising on behalf of the University. Accordingly, any persons who are not part of the Office of Development and Alumni Relations and have a fundraising responsibility or are conducting any type of fundraising efforts (for the University or Boca Raton community) must submit, in advance, proposed programs and campaigns, solicitation materials, prospect lists, and gift requests to the Office of Development and Alumni Relations for defined limitations, recommendations, offers of assistance and final approval. This coordination of University efforts will avoid duplication of efforts and assure that the best-possible results are obtained in the most professional manner appropriate to the stature of the University. The Office of Development and Alumni Relations shall have final authority to approve or deny all campus fundraising programs.

6.7.1.4 Student Publications

Student publications such as the iPulse newspaper, Quest literary magazine, or other media services such as LYNN Radio, LUTV or any other type of media/publication materials are to be approved by a University advisor prior to being distributed to the University, local, state or national community. Student views and opinions expressed in any of the above-listed publications/media venues are those of the student and are not necessarily representative of the administration or the Lynn University community. If a student is found in violation of any University policy through any media venue, the student will be subject to a Student Code of Conduct complaint.

6.7.1.5 Information Posting Policy

Any materials placed on University property that advertise any type of meeting, event, social function, announcement, group recognition, etc., shall be considered posted materials. Posted materials must comply with the following guidelines:

1. Postings may not be placed on ANY doors.
2. All sponsoring organizations are responsible for the immediate removal of any posted advertisements the day after the event has taken place.
3. All posting must be done in good taste and should reflect good judgment on the part of the organization. Any posting using sexual or vulgar language or pictures or is otherwise in poor taste will be removed immediately and may be considered a violation of the Student Code of Conduct.
4. Any group not recognized by the University must have their postings approved by the Office of Student Involvement prior to posting.

6.7.1.6 Office of Student Involvement Marketing Policy

The Office of Student Involvement can assist in marketing events in conjunction with the organization and department's efforts. The following are means of marketing events on campus:

6.7.1.6.1 Banners

Banners may be hung on tack strips in the Student Center, Assaf, de Hoernle International Center, residence halls and Ritter. Banner paper and paints are available for student clubs and organizations through the Office of Student Involvement. The sponsoring organization is responsible for the removal of the banner upon the completion of the program. Staples are not permitted when hanging banners. Sheets are permitted to be hung off the sides of buildings and out of residence hall windows for a maximum of three days.

Sponsoring organizations are responsible for the purchase of the sheet.

1. The content of all banners must be approved by the student club/organization advisor prior to being posted.
2. Contact the Information Station for supplies at ext. 7FUN.
3. Information must include event name, date and time, location and sponsoring organization or department.
4. All banners must be hung with wall safe tape.

6.7.1.6.2 Fliers

Bulletin boards are available inside the classrooms in Assaf and Ritter and the Perper Study Lounge. The sponsoring organization is responsible for the removal of the flier upon completion of the program.

1. The content of all fliers must be approved by the student club/organization advisor prior to being posted.
2. Information must include event name, date and time, location and sponsoring organization or department.

Other supplies are available at the Information Station in the Student Center to assist with marketing student events, including: sidewalk chalk, lawn signs and sandwich boards.

6.7.1.6.3 Marquee Sign

The Marquee Sign is available to advertise events open to Lynn University students. Each event is allowed a maximum of two slides. Events with large schedules will direct readers to myLynn. The slides will run the week of the event only, with a maximum of seven days and will be removed once the event has taken place.

1. Contact the Director of Student Involvement at ext. 7154.
2. Information must include event name, date and time, location and sponsoring organization or department.
3. Indicate specific colors and effects, if desired.

4. Include no more than nine items per slide. Items include dates, times and words.

6.7.1.6.4 Napkin Dispensers

Napkin Dispensers offer a brief snapshot of the event; the more concise, the better. Information will be advertised the week of the event. Due to limited space, events will be publicized on a first-come, first-served basis.

1. Contact OSI at ext. 7154.
2. Information must include event name, date and time, location, and sponsoring organization or department.

6.7.1.6.5 Toilet Paper

The Toilet Paper is a weekly posting on campus that advertises events and happenings on the university campus. Space is limited; items will be included on a first-come, first-served basis.

1. Contact OSI at ext. 7153.
2. Information must include event name, date and time, location and sponsoring organization or department.

6.7.1.6.1 Use of Images or Likeness

Photographs of the campus, events, students and teaching environments may be used to depict the University in brochures, advertising, the University Web site, and other graphic representations. By remaining currently enrolled at Lynn University, the student acknowledges and agrees that Lynn University, without compensation, may use the student's image, likeness, and other representation, either audio or visual, in any photograph, video, sound recording, or digital file taken, recorded, or obtained while attending or participating in any Lynn University sponsored activity/event or adjunct activity/event.

6.7.1.7 Recreation and Intramural Sports

Intramural sports are an important segment of life at Lynn University. Student participation includes both on- and off-campus students, as well as special interest groups. The goal is to accommodate all students, regardless of skill level. Some popular intramural sports are flag football, soccer, volleyball, tennis and basketball.

Campus recreation includes activities such as golf, windsurfing, kayaking, sailing, and horseback riding. Reduced fees are obtained for student, faculty, and staff members. The Fitness Center, located in the Eugene M. and Christine Lynn Residence Center, provides a wide range of services to students. Students, alumni and staff may participate in structured fitness classes such as aerobics, martial arts, yoga, Tae Bo, and capoeira. A variety of equipment is available such as Body Master conditioning machines, treadmills, Stairmasters, stationary bikes, a punching bag, as well as free weights. Students are required to show their student ID, wear sneakers and appropriate athletic attire for use of this facility.

6.7.1.8 Club Sports

The University offers club sports that compete in ice hockey, rugby, kite boarding, and soccer. Depending on student interest, other club sports, such as lacrosse and swimming, can be established. Uniforms, coaches, and a schedule are provided for the club sports teams, each of which competes in a local club sports league. There is a club sports fee for each student who chooses to participate in a club sport.

6.7.1.9 Intercollegiate Athletics

The University's responsibility to the athlete is to create an environment conducive to an optimal learning experience in every aspect - academically, socially, spiritually, athletically, mentally, morally and physically.

The purpose of the Department of Intercollegiate Athletics is to initiate, stimulate and continually improve the athletic and recreation programs for students by:

1. Promoting academic excellence and educational leadership;
2. Striving to obtain athletic distinction at the NCAA Division II level;
3. Assuring gender equity throughout all programs;
4. Cultivating personal integrity among participants;
5. Encouraging athletic participation as a lifelong recreational pursuit.

In addition to augmenting the academic, athletic, and personal development of students, events sponsored by the department are conducted to facilitate unity within the community; foster and maintain institutional support from alumni, University affiliates and external constituents; positively increase the visibility of the University; and enhance international and cultural understanding.

These functions are fulfilled by the department and University through the enforcement of developed and adopted eligibility rules that comply with standards of scholarship, sportsmanship, personal conduct and amateurism. The department strives to operate its programs at the highest level of competition within budgetary constraints, while respecting NCAA Division II legislation, Sunshine State Conference and university regulation. The student-athlete accepts the obligation to represent Lynn University at all times with conduct that will reflect positively on both the individual and the institution. The University fields intercollegiate teams in men's baseball, basketball, golf, soccer and tennis; and women's basketball, golf, soccer, softball, tennis and volleyball.

In order for students to participate in intercollegiate athletics, they must remain in "good standing." "Good standing" is defined as not being on either academic or disciplinary probation. The criteria for academic probation are described in the Academic Catalog and Volume V of the Policy Manual. The criteria for disciplinary probation are detailed in the paragraph 6.6.2.10 above. Student must meet all other standards established by the NCAA and the Sunshine State Conference. Student athletes who are academically ineligible may practice only on campus or at a regular off-site practice facility. They may not compete, be in uniform during a competition, sit on the bench, nor travel with the team. The opportunity to practice while academically ineligible will only be available to a student-athlete in, at most, two different semesters (but not consecutive) for the period of their participation in athletics.

All Lynn University undergraduate student-athletes must achieve a cumulative grade point average of 2.00 or better in order to be eligible to compete in a subsequent term. The student must also accumulate 12 credit hours per each full-time semester of collegiate enrollment. All Lynn University graduate student-athletes must achieve a cumulative grade point average of 3.00 or better in order to be eligible to compete in a subsequent term.

Prior to the beginning of each academic semester, students must be in good standing in order for their athletic scholarship to be considered for renewal. To guide students through their academic process, the Faculty Athletic Representative (F.A.R.) advises student-athletes. Athletes should refer to their Student-Athlete Handbook for detailed athletic procedures.

The Higher Education Amendments of 1992 necessitated the development of the Equity in Athletics Disclosure Act of 1994. This disclosure of data on participation rates and financing of men's and women's sports in intercollegiate athletic programs at Lynn University is available in the Office of Institutional Research and the Department of Athletics. The Student Right- To-Know Act of 1990 requires disclosure of graduation or completion rates and transfer-out rates for the general population of full-time, degree seeking, undergraduate students and for students who receive athletic-related student aid, categorized by race and gender within sports. This information is available in the Registrar's Office and the Department of Athletics.

6.7.1.10 Student Travel

Lynn University seeks to promote safe travel to events and activities occurring beyond the boundaries of University property by currently enrolled students and recognized student organizations that are representing the University. As such, this policy applies to individual student and recognized student organization travel both in cases where the travel is sponsored by the University's Office of Student Involvement and in cases where an individual student or recognized student organization travels on behalf of, or with the financial support of Lynn University. This policy does not apply to travel undertaken by individual students attending out of town athletic/recreational events as a non-participant (except when traveling on behalf or with the financial support of a recognized student organization as described above), engaging in study abroad travel, student teaching, internships, observations or research, or participating in intercollegiate athletics competitions under the auspices of the Department of Athletics.

6.7.1.10.1 Definitions

Currently Enrolled Student: A student who is currently registered at the University, whether on a full- or part-time basis.

Recognized Student Organization: An organization that has been formed for educational, professional, social, recreational, or other lawful purposes, derives the majority of its membership and all of its leadership from the student body of Lynn University, has been approved for recognition and maintain a current registration status with the Office of Student Involvement.

University Sponsored Event or Activity: An event or activity that is initiated, actively managed, planned and arranged by a member of the Lynn University faculty or staff, or by members of a recognized student organization that has been granted sponsorship by the University, and is approved by the Office of Student Involvement and/or an event or activity that the University

actively manages, is involved with, or oversees financially, physically, or administratively.

6.7.1.10.2 Travel Requirements

All student and recognized student organization related travel falling within this Policy must meet the following requirements:

1. Recognized student organization travel must be consistent with the University and organization's mission statement.
2. Travel must not create an undue interference with academic responsibilities.
3. An individual student must register the proposed trip with the Office of Student Involvement no later than five (5) business days before the scheduled trip. In the case of departmental organizations and clubs, there must be concurrence by the departmental head and the Dean of Students or a designee. A list of students participating in the above activities must be submitted to the Dean of Students or a designee, no later than five (5) business days prior to departure. Any trip taken without formal approval as outlined above may result in individual and/or organizational discipline.
4. All students traveling must complete and submit an executed Waiver of Liability Form to the Office of Student Involvement no later than five (5) business days before the scheduled trip. The Waiver of Liability Form, as approved by the Office of General Counsel, is available in the Office of Student Involvement.
5. Faculty, administrative, or staff employees are encouraged to accompany students on off-campus trips covered under this policy, but are not required to do so unless a Lynn University vehicle or rental car is utilized.
6. Participants in activities involving student travel are responsible for their own behavior and any resulting consequences. The University shall not be liable for any loss, damage, injury or other consequence resulting from a participant's failure to comply with University rules and regulations, the direction of University employees, or applicable law. Without limiting the foregoing, all trip participants are required to:
 - a. Comply with the Student Code of Conduct and with applicable University policies, procedures, rules and regulations, understanding that such compliance is important to the success of the trip and to the University's willingness to permit future similar activities; and
 - b. Conform their conduct to the standards surrounding the trip and assume responsibility for their own actions, understanding the circumstances of an off-campus activity may require a standard of decorum which may differ from that applicable on campus.

Violations of the foregoing requirements may subject participants and sponsoring organizations to disciplinary action pursuant to the University's Conduct Review Policies and Procedures.

Any trip taken without formal approval by the Office of Student Involvement or other violations of this policy may result in individual and/or organizational discipline.

The following additional guidelines also apply to all travel:

1. Pre-trip Meeting: The faculty member, administrator, and/or recognized student organization in charge of the trip, whether sponsored or not sponsored, should hold a pre-trip planning

meeting with all participants to discuss the planned itinerary, behavioral expectations, and transportation details.

2. Transportation: The sponsoring department or student organization should be prepared to arrange for transportation by official University vehicle(s), rental vehicle(s), chartered service, regularly scheduled transportation service, or, if necessary, personal vehicles. The following rules apply to the use of vehicles.
 - a. University Vehicles - Only University employees can drive. If a University vehicle is utilized, a faculty or staff employee must chaperone the trip.
 - b. Rental Vehicles - If rented with University funds, only University employees can drive; all terms of the rental contract must be complied with.
 - c. Contract Bus Service - Adequate insurance coverage for the bus company, as required by the University's Office of General Counsel, must provide personal injury and property damage.
 - d. Regularly Scheduled Carriers - Regular scheduled transportation service providers (e.g., Greyhound) may be utilized for transportation.
 - e. Personal Vehicles - Personal Vehicles should only be used on a voluntary basis. The owners/drivers must provide their own insurance coverage. All student participants choosing to ride in a private automobile do so voluntarily and at their own risk. The University shall not insure or accept liability for any damage, loss or injury resulting from the use of a private vehicle. The University does not provide comprehensive or collision (physical damage) insurance for private vehicles driven on University business, and the owner is responsible for primary liability insurance. The University does carry non-owner excess liability coverage to protect the University and employee in the event of a suit resulting from an automobile accident in which an employee was driving on University business.
3. Non-Student Participation: Except with the permission of the appropriate administrator, friends and family of students are not eligible to participate in travel opportunities falling under this policy.

6.7.2 Student Clubs and Organizations

Students have a variety of ways to get involved in their community. One way is by joining a student club or organization. Students are encouraged to make the most of their University experience by not only growing academically, but also by looking to extracurricular activities for involvement. Many academic departments have departmental organizations for students to pursue interests outside of the classroom. Membership requirements vary and may be obtained from the Office of Student Involvement.

6.7.2.1 Authorization and Recognition of Student Clubs and Organizations

All student organizations are subject to regulation by the University. Among the benefits of being recognized by the University are the following:

1. Use of the Lynn University name;

2. Access to the campus mail system;
3. Assistance in the reservation and use of University facilities and services;
4. Assistance from the University business office with bookkeeping procedures;
5. Advisement from University faculty and staff.

Recognition of an organization is subject to review annually and/or whenever changes are made in organizational constitutions. Accordingly, organizational officers are expected to notify the Office of Student Involvement of any constitutional changes. Students wishing to form a new organization should develop an organizational constitution for presentation to the Office of Student Involvement.

At minimum, the constitution for the new organization shall include the organization's mission statement, goals of the group, anticipated activities, membership selection process, and the provision for faculty or staff advisors. Groups seeking recognition are encouraged to describe how their purpose contributes to and coincides with the mission of the University. In addition, new organizations must specify how their existence will constitute a useful addition to current campus organizations. Finally, new groups must have a minimum of six members in order to be recognized.

The Director of Student Involvement is responsible for the official recognition and authorization of a new organization. The recognition and activities of organizations are subject to periodic review by the Office of Student Development and the Office of Student Involvement. Every student organization is required to register each fall with the Office of Student Involvement.

6.7.2.1.1 Minimum Standards

Registered Student Organization:

1. Register with the Office of Student Involvement each Fall (deadlines will be determined by the Office of Student Involvement);
2. Maintain a minimum of six (6) members;
3. Operate in compliance with university policies and procedures; all federal, state and local laws; and the regulations of the parent organization where applicable.;
4. Keep an updated constitution and by-laws;
5. Have a faculty/staff advisor.

Active Student Organizations:

1. Register with the Office of Student Involvement each Fall (deadlines will be determined by the Office of Student Involvement);
2. Maintain a minimum of six (6) members;
3. Operate in compliance with University policies and procedures; all federal, state and local laws; and the regulations of the parent organization where applicable;
4. Keep an updated constitution and by-laws;
5. Have a faculty/staff advisor;

6. Accept responsibility for all financial obligations incurred and decisions made as an organization;
7. Participate in Campus Activities Fair held each semester;
8. Remain in good standing with Student Government Association (outlined in SGA Constitution);
9. Hold regular meetings;
10. Have full executive board, as outlined in the constitution;
11. Host a minimum of one on campus event each semester. These events must be registered and approved through the Office of Student Involvement.

6.7.2.2 Leadership Positions

At Lynn University a primary leadership position is generally defined as an executive board position requiring a large time commitment. Therefore, primary leadership positions are limited for three reasons:

1. To encourage many students to assume positions of leadership;
2. To encourage student leaders to focus their attention on a limited number of key responsibilities;
3. To help ensure that the responsibilities of every leadership position are executed as efficiently as possible

The following is a list of primary leadership positions that are mutually exclusive; that is, a student may only hold one of the following positions during the same academic year:

1. Student Government Association, president;
2. Student Government Association, vice president;
3. Knights Activities Team, chairperson;
4. Residence Hall Association, chairperson;
5. Student Athlete Advisory Council, chairperson;
6. Relay for Life, chairperson;
7. LYNN radio, station manager;
8. iPulse, editor-in-chief;
9. All club presidents or chairpersons.

6.7.2.2.1 Leadership Criteria

The following is a list of criteria for student clubs or organizations:

1. Students may be nominated for or hold only one office within a club or organization and must meet the requirements as stated by the position description or constitutional requirements.

2. Officers must meet and maintain a minimum grade point average requirement of a semester grade point of 2.0 and a cumulative grade point of 2.2. Organizations may require higher grade point averages for officers and membership.
3. Student Government senators and Residence Hall Association representatives are mutually exclusive positions.
4. Only students who have accumulated 28 or more credits are eligible for the following positions:
 - a. Student Government Association, president
 - b. Student Government Association, vice president
 - c. LYNN radio, station manager
 - d. Student-Athlete Advisory Council, chairperson.

Individual organizations may designate certain positions as primary (see definition above) and advertise accordingly during the application or election process.

6.7.2.3 Recognized University Clubs and Organizations

6.7.2.3.1 Alpha Eta Rho

Alpha Eta Rho is a national Aviation Fraternity. Lynn is the Beta Rho Chapter. Alpha Eta Rho is meant to promote aviation and help students with aviation by networking them within the industry.

6.7.2.3.2 Alpha Phi Delta

Alpha Phi Delta is a nationally recognized fraternity that offers men the opportunity to participate in community service and social experiences. The fraternity encourages high academic standards and promotes the bonding of brotherhood.

6.7.2.3.3 Alpha Phi Sigma

Alpha Phi Sigma is the nationally recognized honor society for students in the criminal justice sciences. The society recognizes academic excellence by undergraduates as well as graduate students of criminal justice.

6.7.2.3.4 Beach Bums Club

The purpose of the Beach Bums Club is to learn about marine life and conservation through spending time at local beaches. The club is for people to venture out into the underwater attractions and into the beach scene.

6.7.2.3.5 Best Buddies

Best Buddies is a nonprofit organization that pairs Lynn University students in one-to-one friendships with mentally disabled individuals. The students are required to attend organizational meetings and see their buddy twice a month. Lynn University is one of 19 college

chapters in the state of Florida. Throughout the United States, Best Buddies has more than 185 chapters. Any student is welcome to become part of a national network of friends.

6.7.2.3.6 Campus Crusade for Christ - Religious

Campus Crusade for Christ is an interdenominational, student, Christian organization to help share the Gospel of Jesus Christ in an attractive and meaningful manner, to help turn lost students into Christ-centered laborers, building relationships to help students grow in their faith and equipping students to walk with God for a lifetime and have an impact for Christ on campus and around the world.

6.7.2.3.7 Caribbean Club

The purpose of the Caribbean Club is to introduce the culture and traditions of the Caribbean to the University community.

6.7.2.3.8 Chabad Student Center

The primary purpose of the Chabad Student Association is to provide living Judaism to the students at Lynn University within the framework of traditional Judaism. Objectives include, but are not limited to: educational, ritual and social activities in addition to counseling and spiritual guidance to individual students. The organization is based on the Chassidic philosophy which states that every Jew deserves an equal opportunity to experience and enjoy his/her heritage.

6.7.2.3.9 Florida Airports Council

The purpose of the Florida Airports Council (FAC) is to establish professional contacts and networking opportunities for the promotion of aspiring aviation professionals; and to provide a practical application of knowledge/experience through interaction with other student chapters and established aviation management.

6.7.2.3.10 Future Business Leaders Society

FBLS has three objectives: (1) to promote interest in community service through entrepreneurship; (2) to provide fellowship among students and faculty; and (3) to provide a platform where an idea can become a reality.

6.7.2.3.11 Gay Straight Alliance (GSA)

The purpose of GSA is to bring a sense of unity among gay, lesbian, bisexual, transgender and straight society. Also, the GSA is a place to provide diversity awareness on campus and to provide confidential support to all students. The GSA provides students an opportunity to meet other students and become active in campus life.

6.7.2.3.12 Greek Council

The primary goal of Greek Council is to unify all Greek letter organizations through forums, community service projects and social events. The Greek Council promotes integrity, academic excellence, service to others and leadership development.

6.7.2.3.13 Hillel

The Hillel Club provides social and educational programs focusing on Jewish holidays, scholarship and history. The group also provides opportunities for social exchange throughout the year. Membership is open to all students who want to share in or learn more about the Jewish faith.

6.7.2.3.14 Honors Colloquium

The purpose of the Honors Colloquium is to serve as a unifying body for students in the Honors Program. The organization serves as a vehicle for students to express concerns to the student body and the faculty. The Honors Colloquium promotes intellectual and social programs and fosters a stimulating learning environment on campus.

6.7.2.3.15 Hospitality Club

The Hospitality Club (HC) provides Hospitality Management students educational opportunities beyond their course work. HC provides a forum for students to express ideas and opinions. The club enhances interaction between students and faculty, as well as local, state and national business leaders and entrepreneurs.

6.7.2.3.16 International Affairs Society

This club was formed to increase awareness of political situations and promote interest in cultures and ethnicities different from one's own.

6.7.2.3.17 Just About Kids

Just About Kids (JAK) helps children in South Florida reach their potential by providing services and resources that will help them to achieve their goals for the future. They do this by volunteering their time to local schools and organizations as well as fundraising.

6.7.2.3.18 Kappa Delta Pi

Kappa Delta Pi is a professional honor society for education majors or those interested in the field.

6.7.2.3.19 Kite Boarding Club

The Kite Boarding Club promotes the fastest growing extreme sport of kite boarding, and provides kite boarding knowledge and lessons to those who are interested in the sport, while encouraging individual growth in the sport.

6.7.2.3.20 Knights Activities Team

The Knight Activities Team (KAT), a committee of Student Government Association, is the student programming board. The members provide quality entertainment for the University community ranging from lectures and rock concerts to movies and poolside cookouts. Programs are selected by students, for students and the campus community, resulting in a purposeful and

diverse variety of shows suited for the campus environment. College life is more than classes and studying, students interested in meeting new people, entertaining the campus, and having tons of fun should join KAT.

6.7.2.3.21 *Knights in the Community (KIC)*

Knights In the Community is a branch of the Student Government Association that provides assistance to clubs, organizations and the general student body seeking community service projects. Projects include the annual Easter egg hunt, Habitat for Humanity, clothing and food drives, and other service projects.

6.7.2.3.22 *Knights of the Roundtable (KOR)*

KOR offers leadership opportunities to the student body, promotes school spirit and fosters a sense of campus unity. In addition, KOR serves as hosts to campus visitors at important events such as Alumni Weekend and Parents and Families Weekend, commencement, and fall and spring orientations. Membership is highly competitive and begins with a faculty and staff nomination followed by a two-part interview process.

6.7.2.3.23 *Law and Justice Club*

The fundamental mission of the Law and Justice Club is to enable students to belong to an organization which will educate them in the field of criminal justice and all that it encompasses.

6.7.2.3.24 *Lynn Bonds Science Club*

The purpose of Lynn Bonds is to promote the opportunities within the Science Department to broaden scientific horizons through expert speakers and presentations and to assist in the transition of science majors through continued education including graduate preparation.

6.7.2.3.25 *Lynn Masters*

Lynn Masters provides opportunities for training in leadership skills and facilitates competencies in public speaking, argumentation, logical thinking, and impromptu speaking. The Lynn Masters provides the opportunities to travel both nationally and internationally to compete with peer colleagues in parliamentary debate and other speaking competitions.

6.7.2.3.26 *LYNN Radio*

LYNN Radio is a non-commercial, student-run alternative radio station at Lynn University. LYNN Radio provides the Lynn University community with diverse and unique music, news, public affairs, and sports information of local, regional and national interests. LYNN Radio provides student volunteers with a variety of experiences including broadcasting (disc jockey, news, sports anchor, etc.), production (programming, music department, public affairs, etc.) and administration (general manager, specialty directors). LYNN Radio allows students to gain hands-on communication experience in all facets of radio operations.

6.7.2.3.27 *Lynn Rugby Football Club*

The Lynn RFC introduces the respected sport of Rugby to the students of the university to promote loyalty, discipline, sportsmanship and courage. By doing so, the players will also honor the essence of the game thus approaching external tournaments against other schools with joy, gratefulness and the privilege of representing the University in a sport which can ultimately be a test of mind and body.

6.7.2.3.28 *National Broadcasting Society (NBS)*

The purpose of the NBS is to broaden the horizons of communications and broadcasting majors, and implement knowledge and television coverage. The NBS will teach programming skills for broadcasting on a college and professional level.

6.7.2.3.29 *Newman Club*

The Newman Club shares in fellowship and learning about the Christian faith. The organization provides community service, social activities, religious retreats, and discussions on current issues. Membership is open to all students who want to share in or learn more about the Christian faith.

6.7.2.3.30 *Poetry Club*

The Poetry Club encourages and promotes the use of literacy and visual arts on campus among students and staff. It provides students and staff with an outlet in which to express their opinions and views and offer them a vehicle in which to get their works seen and published. The Poetry Club supports monthly Poetry Coffee Houses where students and staff can share their work with the Lynn community in an informal and supportive setting.

6.7.2.3.31 *Psi Chi*

Psi Lambda unites psychology majors in an organization that reflects their present and future interests and aids in the acquisition of further knowledge and study of psychology.

6.7.2.3.32 *The iPulse - Newspaper*

The official student newspaper, The iPulse, addresses campus, state, national, and international issues, concerns and events. Composed of students, The iPulse staff writes and edits articles, designs layouts, takes photos, and manages business activities. The newspaper is published regularly during the academic year and is distributed to the entire campus community. Funding for this publication is provided through a university budget, and advertising revenue and is overseen by an advisor. Views and opinions expressed in The iPulse are those of the staff and editors and are not necessarily representative of the administration or the Lynn University community. Students are responsible for the production of the publication, and the advisor oversees their work.

6.7.2.3.33 *Residence Hall Association (RHA)*

The Residence Hall Association serves as a governing body within the residence halls. RHA consists of a chairperson and representatives from each residence hall. All students who reside on campus are invited to participate, get involved with the community and voice their opinions.

6.7.2.3.34 *Rotaract*

The purpose of Rotaract is to provide an opportunity for young men and women to enhance the knowledge and skills that will assist them in personal development, to address the physical and social needs of their communities, and to promote better relations between all people worldwide through a framework of friendship and service. The goals of Rotaract are: To develop professional and leadership skills; to emphasize respect for the rights of others, and to promote ethical standards and the dignity of all useful occupations; to provide opportunities for young people to address the needs and concerns of the community and our world; to provide opportunities for working in cooperation with sponsoring Rotary clubs; and to motivate young people for eventual membership in Rotary.

6.7.2.3.35 *Sigma Sigma Sigma*

Sigma Sigma Sigma is a national sorority that offers social, leadership and philanthropic opportunities, as well as lifetime bonds of sisterhood. Sigma sponsors such events as Jail 'n Bail, the Crush Party, Coins Make Change and Teacher Appreciation Day. Recruitment is held at the beginning of each semester.

6.7.2.3.36 *Sports Management Club*

The purpose of the club is to enhance the educational experiences of club members, and to make members more knowledgeable of the sports industry by providing a forum for networking, creating opportunities for members to gain hands-on experience and providing access to working professionals.

6.7.2.3.37 *Students for the Poor*

The purpose of Students for the Poor is to educate both Lynn University and the Boca Raton communities about world poverty and the needs of the people living in poor countries. Students for the Poor also assists Food for the Poor in raising money to build homes, water wells, schools, community centers, and buy food for the less fortunate by organizing fundraisers, food drives, conferences, etc.

6.7.2.3.38 *Student Government Association*

The Student Government Association is the official voice of the students. The SGA is composed of an elected president, vice president, secretary, chief financial officer, publicity chair, Knights' Activities Team chair, and Residence Hall Association chair. Executive board membership is voted on by the student body each spring. Official SGA meetings are open to all members of the University community. Participation by students in SGA on various committees and other functions is crucial to the association's success.

6.7.2.3.39 Zeta Beta Tau

Zeta Beta Tau began its colonization process at Lynn University in August 2006. ZBT is the oldest and largest historically Jewish fraternity with over 50 years of non-sectarian brotherhood.

6.8 Student Complaints and Grievances

6.8.1 Lynn University Open Door Policy

Students are invited to express their viewpoints in an appropriate manner to any University official. For formal action to occur, however, the student should submit a formal written complaint in accordance with the non-academic grievance policy below. Students who desire to file an academic grievance should follow the procedures set forth in Volume V, Section 5.9 of the *Lynn University Policy Manual*.

6.8.2 Non-Academic Student Grievances

The primary objectives of the Lynn University Student Grievance Policy is to ensure that students have the opportunity to present non-academic grievances to the University regarding a certain action or inaction by a member of the Lynn community and that the University has a consistent way of resolving those grievances in a fair and just manner.

An action or decision is grievable only if it involves a misapplication or misinterpretation of Lynn University policy, regulation, or rule, or a violation of state or federal law. Grievances may not be used to challenge policies or procedures of general applicability.

In addition, this procedure may not be used to grieve:

1. Claims based on purchases or contracts;
2. Claims against a Lynn University employee on matters that are unrelated to the employee's job or role at the University;
3. Student Conduct Review decisions, since there is a separate procedure for them (see Section 6.6);
4. Claims where another Lynn University policy or procedure could have been used for the matter being grieved (*i.e.*, academic grievances, FERPA appeals, etc.).

Upon request from any student, the Assistant Dean of Students will provide guidance about the appropriate system for redress of a particular complaint.

The procedures set forth below may be used by grievants who are enrolled as Lynn University students or who are participating in a University-sponsored event at the time of the incident being grieved. The person filing the grievance must be the alleged victim of unfair treatment; a grievance cannot be filed on behalf of another person. The existence of this procedure does not bar grievants from also filing claims in other forums to the extent permitted by state or federal law or applicable accrediting agencies.

The formal resolution process described below must be initiated within 60 business days of the decision, action, or events giving rise to the grievance. The Assistant Dean of Students may extend this time limit if the grievant makes the request for extension within the 60-day period, for good cause shown (e.g., an active effort at informal resolution at the departmental level).

Informal Resolution

Prior to invoking the formal resolution procedures described below, the student shall discuss the grievance with the person alleged to have caused the grievance. This is not required in cases where the grievant believes that efforts at informal resolution may result in retaliation or other unfair treatment. The discussion shall be held as soon as the student first becomes aware of the act or condition that is the basis of the grievance. The person alleged to have caused the grievance must respond to the student promptly, either orally or in writing.

Formal Resolution

Step One

If informal resolution is not successful, the student may file a grievance by sending a request for hearing along with the following information to the Assistant Dean of Students.

The grievance must:

1. Be in writing;
2. State how the decision or action is unfair and harmful to the grievant and list the Lynn University policy or state or federal laws that have been violated, if known;
3. Name the respondent parties (the person(s) against whom the grievance is filed);
4. State how the respondents are responsible for the action or decision;
5. State the requested remedy; and
6. State whether the grievant will bring a support person to the hearing.

If it is clear on the face of the written grievance that the grievance has not been filed within the time limit, or pertains to a matter not grievable under this procedure, or is from a person without grievance rights under this grievance, the Assistant Dean of Students shall so indicate in a letter to the grievant and the grievance shall be dismissed.

If the grievance is not dismissed, however, the Assistant Dean of Students will review the information, request any meetings, and formulate a decision within 20 calendar days of receipt of the formal written grievance. If the respondent is the Assistant Dean of Students, the Vice President for Student Life will appoint another University administrator to issue a decision. Once determined, the Assistant Dean of Student's decision will be recorded for the University record. A letter to the student who filed the grievance explaining the decision and pertinent information will also be provided and recorded.

Step Two

If the resolution provided by the Assistant Dean of Students is not satisfactory to the student filing the complaint, the student may file a request for reconsideration. Such a request must be submitted in writing within a 5-day period from the date of the initial grievance decision. A request for reconsideration shall be submitted to the Vice President for Student Life. The Assistant Dean of Students shall forward all appropriate details and documentation to the Vice President for Student Life for review in a timely manner. If the respondent is the Vice President for Student Life, the President will appoint another University administrator to issue a decision.

The Vice President for Student Life shall review the information provided concerning the grievance, the request for reconsideration, and details regarding the grievant's desired remedy

and issue a final decision with 20 calendar days of receiving the request for reconsideration. The Vice President for Student Life decision may include one of the following options:

1. To support the initial grievance resolution provided by the Assistant Dean of Students, designating that resolution to be fair and appropriate, based on the information reviewed; or
2. Determine that an alternate decision is appropriate based on his/her review of the grievance case information. This shall supersede any previously made decisions; or

The Vice President for Student Life shall provide the decision in writing and document his/her final decision for the University record. The decision of the Vice President for Student Life shall be considered final.