



POLICY MANUAL

VOLUME VI

Student Affairs Policies

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Volume VI Student Policies

6.0 Introduction

Volume VI of the *Lynn University Policy Manual* contains information regarding Lynn University student policies and regulations, student services, residence life, student rights and responsibilities, student due process, and other student life information. 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 *Lynn University 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, or failure to include complete and accurate documentation, 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 may 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.

6.1 Student Affairs Philosophy and Provisions

6.1.1 Philosophical Values and Beliefs

1. Constructing Community

We promote an environment that appreciates a sense of inclusion and individual growth in a safe and supportive environment. We expect active participation in one's student experience. We value institutional traditions and the role they have in establishing connections to the campus community.

2. Striving for Excellence

We pursue and demand excellence through determination, creativity, and the courage to adapt to changing needs and conditions. We expect to inspire and deliver superior performance for the development of the individual and the University community.

3. Promoting Civility

We encourage ethical and responsible decision making which encompasses trust, honesty, mutual respect, personal responsibility, accountability, fairness, and integrity.

4. Maximizing Potential

We encourage the pursuit of knowledge, exploring curiosity, and pushing the boundaries of one's comfort to expand opportunities for intellectual, emotional, and social development.

5. Student Centric

All we do and aspire to accomplish will be in the best interest of our students.

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; and
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

An alternate version of Volume VI of the *Lynn University Policy Manual* will be available for any student who is visually impaired. A review of applicable volumes of the *Lynn University Policy Manual* will be available with a University official. Any questions the student may have will be clarified through this process.

6.1.4 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 ([click here](#)).

6.1.5 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.

6.1.6 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 policies, 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.

6.1.7 The Lynn University Identification Card

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

The Lynn University Identification Card is designed to provide the following services:

- Meal plans, access to the Dining Commons;
- Self-Inquiry/Identification;
- Library card;
- Housing access and access to many buildings; and
- Access to campus after hours;

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

Lost or Stolen Lynn University Identification Cards must be reported immediately to the Campus Card Office 561-237-7654 during business hour (9 a.m.-5 p.m.). A fee may be assessed to obtain a replacement card.

6.1.8 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.

6.1.9 Career Center (Academic Affairs)

The Hannifan Center for Career Connections (HCCC) provides services to help students evaluate, choose, plan and implement their career goals as well as connecting students to experiential opportunities, internships and employers. Career counseling professionals are available for support and advisement beginning freshman year. HCCC is open to all Lynn University students, alumni and faculty and serves as a major connector to alumni and the local, national and international business communities.

Support services and resources available through the center include:

- Individual Career Counseling;
- Career exploration (using various free career assessments and resources);
- Assistance with securing an internship;

- Workshops on specific career-related topics (ACE your second performance, “Now what?” Life after athletics, Linked In etc.);
- Mock Interviews with outside employers;
- Annual Career Fair (Spring);
- Annual Internship Fair (Fall);
- Annual alumni shadowing program;
- Career Bootcamp (the art of writing a thank you note, researching an employer, dress for success, mock interviews);
- Job board system, “Knight Surfer,” for jobs and internships where students can send resumes directly to employers;
- Opportunity for on and off campus power networking with local chambers and business organizations; and
- J-term Future leaders of tomorrow Career preparation course.

6.1.10 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.

6.1.10.1 Involuntary Medical/Psychological Leave of Absence

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 direct 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 as set forth in the procedures below.

The Dean's assessment of the student's ability to remain at the University will be based on the student's observed or recorded conduct, actions, or statements and may require consultation with other appropriate professionals, including but not limited to, the Health Center and the Counseling Center. A student's failure to appear for a mandated assessment will result in an involuntary withdrawal without further process. The University may also request authorization to consult with health care professionals that are providing, or have provided, care to the student. In addition, the Dean may initiate parental notification or consultation as part of the information gathering process or as part of the effort to work more effectively with the student to address her or his behaviors of concern.

The Dean will make every reasonable attempt to meet with the student to inform the student that a medical/psychological leave of absence is being considered; what the medical/psychological leave of absence would require (i.e. leaving academic program, housing, or other aspect of the University's services); and the reasons for the medical/psychological leave of absence being considered. The Dean will explain the next steps in the process, including a meeting with an Administrative Panel, invite the student to provide any relevant information, and provide the student a copy of this involuntary withdrawal policy. The Dean will also review all other available options for the student to pursue, including a voluntary withdrawal from the institution. Reasonable accommodation will always be the first step before an involuntary leave is ever considered.

If a review of the available information leads the Dean to believe that pursuing an involuntary withdrawal is not appropriate the University may still impose conditions or requirements under which the student is allowed to remain enrolled.

If the Dean believes that it is appropriate to pursue a medical/psychological leave of absence the Dean will coordinate a meeting of the Administrative Panel as described below.

Administrative Panel

Any administrative panel assembled to consider the appropriateness of an involuntary withdrawal will be composed of the Dean of Students and two additional staff members selected from any of the following areas:

- Academic Affairs;
- Campus Safety;
- Counseling Center;
- Health Center; and
- Residence Life.

The student will be informed in advance of the time and location of the Administrative Panel meeting and be provided the opportunity to submit relevant information and present relevant witnesses.

The Administrative Panel will make an individualized assessment based on all available information. The Panel may consider, among other factors, the effect of any behavior on community members, as well as the impact on academic, residential, and extracurricular activities. The student will be notified of the decision in writing and the notification will include the rationale behind the decision and any appropriate next steps, including timelines for those steps (e.g. process for departing campus and any specifying conditions of reinstatement if reasonably available). The panel may also decide to inform the student's parents, emergency contact, or other close relative

if concerns exist for the student's ability to process and react safely and appropriately. The student has the right to appeal this decision as detailed below. The decision of the Administrative panel will remain in effect pending any appeal.

If a review of the available information leads the Administrative Panel to determine that pursuing an involuntary withdrawal is not appropriate at this time, the institution may still impose conditions or requirements under which the student is allowed to remain enrolled.

Appeals

A student may appeal the Administrative Panel's determination to the Vice President for Student Affairs. A student has three (3) business days to request this appeal in writing. The Vice President for Student Affairs will review all available information (i.e. all information considered by the Administrative Panel and any additional information subsequently made available by the student) and may seek additional information from the student. The decision of the Vice President for Student Affairs will be communicated to the student in writing. The decision of the Vice President for Student Affairs is final.

Relationship to Conduct Process

An involuntary medical/psychological leave of absence is not a substitute for appropriate disciplinary action pursuant to the Student Code of Conduct and administrative actions outlined in the Student Code of Conduct, including interim suspension, may be enacted if one or more of the following situations exist:

- An imminent threat of danger or harm to any member of the community;
- A significant new or continuing disruption to the community is imminent;
- A student is unwilling or unable to meet with the Dean of Students;
- A student refuses to complete a required assessment; or
- Other exceptional circumstances exist that make administrative action appropriate.

Return to the University

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.

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:

- Reasons for treatment;
- Frequency and duration of treatment;
- Full assessment of medical and/or psychological status including history;
- Diagnostic impression;
- 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.

6.1.11 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.

6.1.12 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.

6.1.13 Online Students

Students enrolled in online 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.

6.1.14 iLynn and Graduate Students

Students enrolled in academic course work offered through the iLynn 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.

6.1.15 Food Service

Elmore Commons is located in the Lynn Student Center and serves meals daily on a 24/7 basis. 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. Additionally, when the student is finished, he/she can let the staff member know that the tray needs to be cleared.

6.1.16 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*.

6.1.16.1 Student Acceptable Use Policy

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.

6.1.16.1.1 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.

6.1.16.1.2 Inappropriate Use of Computing & 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; and
7. Splitting or sharing network drops (RJ 45 ports) between multiple devices.

6.1.16.1.3 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, smart 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 may 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.

6.1.16.2 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;
4. Repair Operating System issues; and
5. 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; and
3. Unpacking and setting up of computers, printers and other peripherals.

6.1.17 Insurance

6.1.17.1 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.

6.1.17.2 Domestic Student Health Insurance

All undergraduate day 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 by the specified date prior to enrollment each year, the student will automatically be enrolled in the University plan and the student's account will be charged.

6.1.17.3 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 can enroll for the insurance through the online system or automatically by the start of the term. For specific information regarding this policy, please contact the Student Financial Services International Specialist located in Trinity.

6.1.17.4 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.

6.1.18 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; and
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.

6.1.19 International Student Services (ISS) (Academic Affairs)

The purpose of the ISS is to provide comprehensive services and cultural programming for international students¹, maintain immigration records in SEVIS (Student Exchange Visitor Information System)² for F-1 students and their dependents for whom Lynn University is the school of record, and to maintain Lynn University's Form I-17 and school compliance with F-1 regulations. The ISS aims to ensure that all international students have the resources they need to pursue their academic objectives, adjust to the culture of the university and the U.S.A., and thrive in a global community during and after the completion of their studies. The ISS is also committed to being a resource to the university and local community on the issues specifically relating to international students.

The ISS has staff members who are authorized to act as Designated School Officials (DSO) and a designated Principle Designated School Official (PDSO). These staff members are not lawyers and do not provide legal services, but can help refer those in need to experience immigration attorneys in the area. P/DSOs are highly trained on F-1 immigration regulations and are the only Lynn University staff to have access to SEVIS and the ability to sign an immigration document for the school in a matter relating to F-1 immigration regulations. The P/DSOs represent and speak for the University in all matters relating to student and school compliance with F-1 immigration regulations. It is the responsibility of the P/DSOs to regularly monitor changes to immigration and

¹ The term "international student" refers to any student who is a U.S. visa holder (not a permanent resident or citizen of the USA).

² SEVIS is a database system run by the Student Exchange Visitor Program (SEVP), a branch of the Department of Homeland Security (DHS), only SEVP can grant access to SEVIS when a request for access is submitted by the PDSO on behalf of the university.

travel regulations and procedures that may affect international students studying at Lynn University and to update the Lynn Community as needed on such changes.

6.1.19.1 Acquiring F-1 Status (Academic Affairs)

To be eligible for F-1 student status, the individual must be accepted to an academic program that offers a full course of study, be eligible for and issued a Form I-20 by the ISS Office, have a passport valid for at least 6 months, the intention to stay in the U.S.A. temporarily (not seeking permanent residency) and for the sole purpose of pursuing a full course of study toward a stated academic objective, have proof of residence outside the U.S.A. to which they plan to return after the completion of their academic objectives, have financial resources to cover the cost of living and studying in the U.S.A. for the duration of their studies, and have paid the SEVIS I-901 fee to U.S. Immigration and Customs Enforcement at the start of their F-1 program. When entering this first time, the school name on the Form I-20 and on the F-1 visa stamp must be the same.

Students can apply for the F-1 visa at a U.S. consulate abroad and then request entry into the U.S.A. at Customs and Border Protection (CBP) at any port of entry. Upon being granted entrance into the U.S.A. by CBP (documented on the Form I-94), the student is considered in F-1 status. If the student is already in the U.S.A. in another, valid immigration status, they can apply for a change to F-1 status by applying through U.S. Citizenship and Immigration Services. The ISS Office can assist students with this application process.

6.1.19.2 Maintaining F-1 Status (Academic Affairs)

The following are the requirements that F-1 students must follow in order to maintain good or “active” F-1 immigration status. Failure to comply with these requirements may be considered a violation of the regulations and require a student to apply for reinstatement to active F-1 status through the US Citizenship and Immigration Services or to travel and apply for re-entry through Customs and Border Protection using a new immigration record in SEVIS. The ISS reviews student records and compliance with these regulations in order to determine whether or not a student is in violation of the regulations. Some exceptions do exist and a P/DSO can assist the student in reviewing their options.

- Report in person to the ISS upon initial start of program at Lynn University so that SEVIS record can be activated. Students arriving for the first time must report within 30 days of the start of classes; students coming to Lynn from another school where they held F-1 status must report with 15 days of the start of classes.
- Maintain full time enrollment as appropriate for their academic program. Limited exceptions (such as a physical or mental health crisis preventing a student from maintaining a full course load) do exist and a P/DSO can determine the student’s eligibility for the exception if they are notified *prior* to the student’s withdrawal from the course or courses.
- Make normal progress toward their degree by completing their course requirements by the program end date on their Form I-20. Students requiring longer to complete their degree may be eligible for an extension of their program end date if there is a compelling medical or academic reason (not including suspension or probation). Requests for an extension must be received prior to the program end date and documentation of adequate financial support must be provided.

- If accepted to a new degree program, provide required proof of financial support to the ISS within 60 days of completion of current program so that a new Form I-20 can be issued showing the new degree program to be pursued.
- If transferring to another SEVIS Certified school, student must submit Transfer Out Form and a copy of the acceptance letter from the new school to the ISS within 60 days of completing their program with Lynn, within 60 days of completing their OPT authorization, or prior to withdrawing from Lynn University with the intent to transfer to another school.
- Upon completion of required courses, student has 60 days to leave the U.S.A., transfer to another academic program at Lynn or another SEVIS certified school, or change to another immigration status. Once the student leaves the U.S.A. during that 60 day period, the student's F-1 status ends unless it has been extended, transferred or changed.
- Report any changes in contact information (local or foreign address, phone number, or email address) to the ISS (via myLynn) within 10 days of any change.
- Not begin any employment without prior approval by the ISS, and once authorized, follow all regulations and reporting requirements applicable to the type of employment authorization. Some unpaid or volunteer work situations may also require authorization and students should consult the ISS Office prior to beginning such work. See section 6.1.19.3 Employment in F-1 Status.
- Keep passport valid by applying for a renewal or replacement through their home country's embassy or consulate in the USA (unless they can renew or extend while at home during a break from courses).
- Truthfully and fully disclose any information required by Department of Homeland Security immigration bureaus.
- Obey federal, state and local laws. Commission or conviction of certain crimes may have an impact on the student's immigration status. Students should notify a P/DSO of any arrests so that the P/DSOs can refer them to an attorney and make note of any changes the arrest may have on the student's immigration record and eligibility to travel. All such reports will be kept confidential and only used to provide more accurate advising to the student.

6.1.19.3 Employment in F-1 Status

Students in F-1 status are not eligible to work unless authorized prior to the start of employment. Failure to comply with this regulation can lead to the permanent termination of the student's SEVIS record and F-1 status. P/DSOs can advise students on employment authorizations they may be eligible for and the process of requesting the appropriate authorization. Any of the authorizations here are automatically voided if the student fails to maintain active F-1 status as described in section 6.1.19.2.

On-Campus Employment

F-1 Students can work on a Lynn Campus as long as they are maintaining active F-1 status starting no more than 30 days prior to their start of studies and no later than their completion of all degree requirements. This includes employment through a third-party contractor such as Sodexo, so long

as the third-party contractor is providing services directly to the students of Lynn University. Off-site work can count as “on-campus employment” only when it is at a site with an “educational affiliation [with Lynn’s] established curriculum or related to contractually funded research projects at the post-graduate level. In any event, the employment [at an off-campus location to be treated as “on-campus”] must be an integral part of the student’s educational program.” (8 CFR 214.2(f)(9)(i))

Curricular Practical Training (CPT)

CPT authorization allows a student to participate full or part time in employment that is “an integral part of an established curriculum” and “directly related to the student’s major area of study”. (8 CFR 214.2(f)(10)(i)) CPT is authorized by a P/DSO in the ISS Office once proper documentation is provided and student has completed the CPT workshop conducted by the ISS Office.

To be eligible, the student must have been enrolled full time for one academic year (two full semesters) prior to period of CPT. Enrollment at another institution or in another immigration status (when change of status is applied for through U.S. Citizenship and Immigration Services) can count toward this period of full time enrollment so long as it can be confirmed and documented.

The student’s academic advisor (or other appropriate representative of the academic department who is capable of determining appropriateness of the internship for the student’s area of study) must approve the internship and, if student will be working full time, that it is reasonable for the student to manage both their work hours and full time enrollment.

The student must enroll for an appropriate internship course in their school of major each term or semester during which they are pursuing Curricular Practical Training. Enrollment in only the internship course doesn’t not meet requirement to “make normal progress toward degree” if the course is an elective or not required for degree completion. If the course is required for degree completion, the student can enroll in only that course so long as it meets the definition of “full time enrollment” for the student’s degree program and the academic advisor, Registrar’s Office, or other, appropriate representative of the academic department verifies that it is required for degree completion.

Optional Practical Training (OPT)

OPT is 12 months of employment authorization for work directly related to a student’s major. It can be used during a student’s studies, after completion of the program or a combination thereof. Applications for OPT are adjudicated by U.S. Citizenship and Immigration Services, though the ISS Office assists students in compiling the application packet. Prior to applying for OPT, students must complete the OPT workshop provided by the ISS Office so that they understand the process and regulations that apply.

To be eligible, the student must have been enrolled full time for one academic year (two full semesters) prior to the requested start date of OPT. Enrollment at another institution or in another immigration status (when change of status is applied for through U.S. Citizenship and Immigration Services) can count toward this period of full time enrollment so long as it can be confirmed and documented. If a student completed 12 or more months of full-time CPT, they are ineligible for OPT authorization at that education level. Part time CPT has no impact on OPT eligibility.

During post-completion OPT (done after completion of the degree), a student must not accrue more than 90 days of unemployment (cumulative) or they are considered in violation of their F-1

status. To show compliance with this requirement, students must update the ISS Office with their employment information within 10 days of any change.

Pre-completion OPT must be applied for separately from post-completion OPT. The student can apply for part time (less than 20 hours a week) OPT or full time (more than 20 hours a week) OPT, though full-time OPT is only allowed during semester breaks when students are not full time enrolled. During pre-completion OPT, student must maintain full time study as normal – OPT does not replace enrollment requirements. (8 CFR 214.2(f)(10))

Off Campus Employment for Severe, Unforeseen Economic Necessity

An F-1 student who has been financially affected by a serious and unforeseen situation that was out of their control, may be eligible for off campus employment authorization. This allows them to work off-campus part time when classes are in session and full time during vacations and semester breaks, in a job that does not have to be related to their academic program. To be eligible, student must be able to document the financial situation and have been full time enrolled for one academic year (2 semesters) prior to the requested start date of the authorization. (8 CFR 214.2(f)(9)(ii))

The application for authorization is adjudicated by U.S. Citizenship and Immigration Services, but the ISS Office will assist the student in compiling the application packet. Authorization is granted for one calendar year at a time unless the student will complete their academic program sooner. Student can re-apply for another year of authorization if the situation warrants another year of authorization.

Internship with an International Organization

If a student has a job offer with a “recognized international organization within the meaning of the International Organization Immunities Act (59 Stat. 669)” they can apply for employment authorization through U.S. Citizenship and Immigration Services. (8 CFR 214.2(f)(9)(iii)) The ISS office can assist the student with the application, though it is adjudicated by USCIS.

6.1.19.4 International Students Health Insurance

International Health Insurance is mandatory for all F1 Visa Students.

6.1.20 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 for detailed information regarding the Eugene M. and Christine E. Lynn Library.

6.1.21 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:

- Certified Mail;
- Registered Mail;
- Express Mail;
- 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.

6.1.21.1 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.

6.1.22 Division of Student Affairs

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 a Division of Student Affairs.

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 Division of Student Affairs includes the Vice President for Student Affairs, Dean of Students, Associate Deans for Division of Student Affairs, Campus Recreation and Intramurals, Counseling Center, Office of Housing, and Residence Life, Health Center, Spiritual and Religious Life Campus Safety; and Center for 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.

6.1.23 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; and

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 current Catalog).

6.1.23.1 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.

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

An institution of postsecondary education may further disclose the final results of a disciplinary proceeding, if it determines that: (a) the student is an alleged perpetrator of a crime of violence or non-forcible sex-offense; and (b) with respect to the allegation made against him or her, the student has committed a violation of the institution's rules of policies.

6.1.23.3 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.

6.1.23.4 Residential Records

Student residential files are maintained in the Office of Housing and 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.

6.1.23.5 Student Nonacademic Files

Nonacademic student files are maintained in the Office of the 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.

Files pertaining to complaints falling under the University's Sexual and Gender Based Misconduct Policy are maintained in the Office of the Title IX Coordinator. These files are confidential and once complete, are considered part of the student's permanent file

6.1.24 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 Department. Campus Safety 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, fire, and motor vehicle related policies and programs please refer to the University's Annual Security and Fire Safety Report.

6.2 Residence Life

6.2.1 Office of Housing and Residence Life

The Office of Housing and Residence Life is located in the Student Center. The Office of Housing and Residence Life staff includes the student resident assistants, student community advisors, director of residence life, assistant director, 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 E. M. Lynn Residence Center and Lynn Residence Hall. 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.

6.2.1.1 Residency Policy

As a residential institution, Lynn University expects students who have completed less than 60 credit hours 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; and
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 Housing and 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 Housing and 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.

6.2.1.2 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 (see Catalog). 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.

6.2.1.3 Housing Assignments

The Office of Housing and 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 Housing and Residence Life will assign that returning student a residence space based on availability and at the discretion of the department.

6.2.2 Housing and 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 Housing and 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 Housing and 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.

6.2.2.1 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 6.4.1.2 below).

6.2.2.2 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.

6.2.2.3 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 skillets, 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.

6.2.2.4 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.

6.2.2.5 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; and
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.

6.2.2.6 Consolidation

During the year, vacant spaces may exist within the residence halls. The Office of Housing and 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 Housing and Residence Life will determine which residents need relocation. Failure to consolidate properly may be considered noncompliance, which may result in disciplinary action.

6.2.2.7 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 Campus Safety. 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. Items that are illegal shall not be returned.

6.2.2.8 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.

6.2.2.9 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.

6.2.2.10 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; and
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 Housing and 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; or
7. Any commercially sold or personal business-related product advertisement or promotion.

The Office of Housing and 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 Housing and Residence Life or a designee.

6.2.2.11 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.

6.2.2.12 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. 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.

6.2.2.13 Gambling

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

6.2.2.14 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.

6.2.2.14.1 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.

6.2.2.14.2 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 Housing and 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 Housing and Residence Life;
2. Hosts assume 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; and
7. Except with prior approval from the Office of Housing and 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.

6.2.2.15 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.

6.2.2.16 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 of Housing and Residence Life prior to the published check-out date.

6.2.2.17 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.

6.2.2.18 Pets and Animals

With the exception of service and support animals, fish are the only pets and animals permitted within the University residence halls. 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 Housing and 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.

See the University's Pets, Service, and Support Animals Policy in Volume II of the *Lynn University Policy Manual* for additional information.

6.2.2.19 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; and
9. Weapons: Weapons, as defined in Volume II of the *Lynn University Policy Manual* are prohibited on campus and in the residence halls.
10. Unauthorized routers and wireless access points.

6.2.2.20 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.

6.2.2.21 Railings, Balconies, Roofs, and Stairwells

Sitting on, standing on, climbing or hanging from a balcony window, 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.

6.2.2.22 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 Housing and Residence Life. The Office of Housing and 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 Housing and Residence Life in the Student Center. 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 Housing and 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 Housing and 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 Housing and Residence Life. Any violations of this policy may be addressed by the Office of Housing and Residence Life or via the Conduct Review Process, if appropriate. Housing and Residence Life staff reserves the right to remove unapproved postings.

6.2.2.23 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, communications rooms and network closets, maintenance break rooms and storage rooms. Fishing is permitted from the shore of the lakes. The Office of Housing and Residence Life may designate additional areas as restricted. Trespassing in a restricted area is a violation of the Student Code of Conduct.

6.2.2.24 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 Housing and Residence Life or the Department of Campus Safety. 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.

Lockouts Procedures

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 \$25 charge will be assessed to the student's account for each occurrence.

The University representative will only open a room for the assigned student to that space. A LynnID 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.: Campus Safety (561-237-7226)

Saturday and Sunday, 9 a.m. to 8 p.m.: Resident assistant on duty in residence hall

6.2.2.25 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.

6.2.2.26 Room Changes

Room changes are permitted only under specific guidelines. Any change of room without the written approval of the Office of Housing and 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 Housing and Residence Life for room change dates and deadlines.

6.2.2.27 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; or
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.

6.2.2.28 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).

6.2.2.29 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.

6.2.2.30 Screens

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

6.2.2.31 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.

6.2.2.32 Tobacco Use

Lynn University is dedicated to promoting a healthy and comfortable environment for students, faculty, staff and visitors. To meet this commitment, smoking and tobacco use are prohibited on campus. Research shows tobacco use, in general, constitutes a significant health hazard. This policy is designed to educate and reduce student and employee exposure to the harmful effects of smoking and tobacco use in the educational environment.

Definition of Terms for the purpose of this policy:

“Smoking” means inhaling, exhaling, burning, or other personal use of any lit or unlit tobacco or simulated tobacco product, including cigarettes, electronic cigarettes, cigars, electronic cigars, hookahs, pipe tobacco, and any other tobacco products or simulated tobacco products.

“Tobacco use” means the personal use of any tobacco or simulated tobacco product, whether intended to be lit or not, which includes, but is not limited to smoking, as defined above, the use of any other device intended to simulate smoking, as well as the use of smokeless tobacco, including snuff; chewing tobacco; smokeless pouches; any other form of loose-leaf, smokeless tobacco; and the use of unlit cigarettes, cigars, and pipe tobacco.

Policy Statement

Smoking and tobacco use are prohibited in all facilities owned or leased by Lynn University and on the grounds of any property owned or leased by the university, except in areas that have been designate as official smoking areas.

Enforcement

The success of this policy depends upon the thoughtfulness, consideration, and cooperation of tobacco users and nontobacco users. Employees, students, volunteers and guests who observe individuals smoking or using tobacco on campus may decide to respectfully explain that such use

is not allowed. If uncomfortable approaching someone who is smoking or using tobacco, or for continued concerns, individuals should report the incident to Campus Safety. Individuals who violate this policy by smoking or using tobacco in the manner prohibited above will be subject to corrective actions consistent with current university procedures that address the violation of any student and employee policy.

Smoking Cessation Program

The university is committed to supporting all employees and students who wish to stop using tobacco or nicotine products. Information on resources to help employees overcome tobacco or nicotine addiction is available through The Office of Employee Services. Information to assist students overcome tobacco or nicotine addiction is available through the Student Health Center.

6.2.2.33 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.

6.3 Student Code of Conduct and Conduct Review

6.3.1 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 Annual Security and Fire Safety Reports, which is available on the University's website.

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:

6.3.1.1 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 or law enforcement officer;
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; and
6. Possessing and/or using any form of false or altered identification.

6.3.1.2 Alcohol and Other Drugs

6.3.1.2.1 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. The complete Alcohol and Drug Prevention Program may be found in Volume II of the *Lynn University Policy Manual* or click [here](#).

As such, students who seek assistance on behalf of a peer and are themselves under the influence of alcohol or drugs, 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.

6.3.1.2.2 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; and
5. Respond to any treatment needs.

In the State of Florida, the legal age for consumption of alcohol is 21. Students and guests under the legal age who consume, possess, buy, serve, or sell alcoholic beverages, or individuals who sell, provide, or serve to 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 and such students will be subject to conduct action. 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 Affairs 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. Individuals may not distribute, provide, or sell alcohol to persons under the legal drinking age, or provide a venue in which underage consumption of alcohol takes place;

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 Affairs 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, bong, beer pong tables, empty alcohol containers, etc.) is prohibited;
10. Public intoxication, excessive noise, verbal or physical abuse to others, vandalism, and other behavior while under the influence of alcohol is prohibited; and
11. Driving or operating a vehicle while under the influence of alcohol is prohibited.

6.3.1.2.3 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 or mind-altering. 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, distribution, and providing 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, shared, distributed, bought, obtained, sold, or manufactured by any students;
2. Controlled substances may not be possessed, used, shared, distributed, bought, obtained, sold, or manufactured either on or off of the Lynn University campus except as expressly permitted by law; and
3. Illegal or inappropriate use of any substances with the intention to cause intoxication or hallucinations is prohibited;
4. The abuse/misuse of prescribed drugs is prohibited; and

5. Driving or operating a vehicle while under the influence of any controlled, illegal, or mind-altering substance is prohibited.

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.

Location and Paraphernalia

Students that are present in the vicinity of drug use (*i.e.*, being in the same room or automobile) or the possession of marijuana drug 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.

6.3.1.3 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. Mere words alone are not a defense for engaging in physical violence, as students are expected to withdraw themselves from provoking situations, when possible. Assault includes, but is not limited to:

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

Note: All forms of Sexual Assault as defined in the Lynn University Sexual and Gender-Based Misconduct Policy will be investigated and resolved pursuant to the Lynn University Sexual and Gender-Based Misconduct Policy (see Volume VIII of the *Lynn University Policy Manual* or click [here](#)).

6.3.1.4 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; and
13. Exhibiting public nudity or other inappropriate sexual related conduct.*

*Note: Inappropriate sexual related conduct will be investigated and resolved pursuant to the Lynn University Sexual and Gender-Based Misconduct Policy (see Volume VIII of the *Lynn University Policy Manual* or click [here](#)).

6.3.1.5 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

6.3.1.6 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 6.1.16 of the *Lynn University Policy Manual* or click [here](#).

6.3.1.7 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; and
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 the University's Annual Security and Fire Safety Report) 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.

6.3.1.8 Discrimination and Harassment

A student shall not engage in harassing or discriminatory behavior as defined by in the University's Non-Discrimination or Anti-Harassment Policy in Volume II of the *Lynn University Policy Manual*. Incidents of discrimination or harassment not involving gender will be investigated and resolved pursuant to the Non-Discrimination or Anti-Harassment Policy.

Moreover, any form of Sexual or Gender-Based Misconduct, which includes any incident of sexual or gender-based discrimination or harassment, sexual assault, domestic violence, dating violence or stalking as defined in the Lynn University Sexual and Gender-Based Misconduct Policy, is strictly prohibited. Incidents of Sexual and Gender-Based Misconduct, whether they occur on or off campus, will be investigated and resolved pursuant to the Lynn University Sexual and Gender-Based Misconduct Policy (see Volume VIII of the *Lynn University Policy Manual* or click [here](#)).

6.3.1.9 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; and
2. Appropriate attire is required for formal convocations, formal receptions/meals, and other formal occasions of a ceremonial nature.

6.3.1.10 Endangerment

Behaviors that threaten or endanger the health and/or safety of oneself or others are contrary to the character of a learning environment. Students 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.

6.3.1.11 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 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; and
6. With any applicable federal, state, or local law.

6.3.1.12 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 or using tobacco products anywhere on campus other than within an expressly permitted location(s); and
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).

6.3.1.13 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 of the *Lynn University Policy Manual*) for additional information.

6.3.1.14 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.

Note: Any form of harassing behavior based upon an individual's gender, sex, sexual orientation, sexual identity, gender identity, or gender expression will be investigated and resolved pursuant to the Lynn University Sexual and Gender-Based Misconduct Policy (see Volume VIII of the *Lynn University Policy Manual* or click [here](#)).

6.3.1.15 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.

Note: Any hate incident based upon an individual's gender, sex, sexual orientation, sexual identity, gender identity, or gender expression will be investigated and resolved pursuant to the Lynn University Sexual and Gender-Based Misconduct Policy. See Volume VIII of the *Lynn University Policy Manual* or click [here](#).

6.3.1.16 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 Policy.

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)).

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

Note: Any hazing incident based upon an individual's gender, sex, sexual orientation, sexual identity, gender identity, or gender expression will be investigated and resolved pursuant to the Lynn University Sexual and Gender-Based Misconduct Policy (see Volume VIII of the *Lynn University Policy Manual* or click [here](#)).

6.3.1.17 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.

Note: Off-campus incidents involving Sexual or Gender-Based Misconduct, which includes any incident of sexual or gender-based discrimination or harassment, sexual assault, domestic violence, dating violence or stalking as defined in the Lynn University Sexual and Gender-Based Misconduct Policy, will be investigated and resolved pursuant to the Lynn University Sexual and Gender-Based Misconduct Policy (see Volume VIII of the *Lynn University Policy Manual* or click [here](#)).

6.3.1.17.1 Notification of Criminal Arrest

A student is responsible for notifying the Dean of Students of any off-campus arrest.

When the 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 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.

As outlined in the University's Conduct Review Policy, Conduct Review proceedings are independent of criminal court processes and may be carried out prior to, simultaneous with, or, in cases not involving an incident of sexual or gender-based misconduct as defined in the Lynn University Sexual and Gender-Based Misconduct Policy, following off-campus criminal proceeding.¹

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 hearing body considers the complaint.

6.3.1.18 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.

6.3.1.19 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 and/or copying ID cards;
2. Possession of another person's University ID card;
3. Allowing a non-student to use a Lynn ID card; and
4. Using the ID card (Lynn University Identification Card) in a fraudulent manner.

6.3.1.20 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.

6.3.1.21 Sexual and Gender-Based Misconduct

Lynn University prohibits all forms of Sexual and Gender-Based Misconduct as defined in the Lynn University Sexual and Gender-Based Misconduct Policy (see Volume VIII of the *Lynn University Policy Manual*).

A criminal investigation into an incident of Sexual and Gender-Based Misconduct (i.e., sexual assault, domestic violence, dating violence, stalking) does not preclude the University from conducting its own investigation. If a report is filed with both the University and law enforcement, the University will proceed with its normal Sexual and Gender-Based Misconduct ("Title IX investigation") investigation process as outlined in the Lynn University Sexual and Gender-Based Misconduct Policy (see Volume VIII of the *Lynn University Policy Manual* or click [here](#)). The University, however, may need to temporarily delay its fact-finding portion of the investigation while law enforcement is gathering initial evidence. This delay typically takes three to ten calendar days, although it may be longer in certain instances. If a delay in the University's Title IX investigation occurs, it will take Interim Measures to protect the Complainant in the educational or work setting as applicable. Moreover, the Title IX Coordinator will continue to update the parties on the status of the investigation and inform them when the University's Title IX investigation resumes, which will occur promptly after law enforcement notifies the University that it has completed its evidence gathering stage of the criminal investigation. The University will not, however, delay its investigation until the ultimate outcome of the criminal investigation or the filing of any charges. Neither the results of a criminal investigation nor the decision of law enforcement to investigate or decline to investigate the matter is determinative of whether Sexual or Gender-Based Misconduct has occurred.

Sexual and Gender-Based Misconduct is a broad term that includes Sexual Harassment, Sexual Violence (non-consensual sexual contact and non-consensual sexual intercourse), Sexual Assault, Sexual Exploitation, Domestic Violence, Dating Violence, Stalking, and aiding or facilitating the commission of a violation of the Lynn University Sexual and Gender-Based Misconduct Policy. It also includes any act of retaliation or intimidation against anyone who files a complaint, serves as a witness, or otherwise participates in the enforcement of the University's Sexual and Gender-

Based Misconduct Policy. The University also prohibits Hostile Environment Harassment, which includes acts of verbal, non-verbal, or physical aggression, intimidation, or hostility based on sex, gender identity, or gender expression, even if those acts do not involve conduct of a sexual nature

Sexual and Gender-Based Misconduct can occur between people of different sex or gender or of the same sex or gender. All members of the University community are expected to conduct themselves in a manner that does not infringe upon the rights of others.

Any and all acts of sexual or gender-based misconduct, retaliation or intimidation as defined in the Lynn University Sexual and Gender-Based Misconduct Policy are serious violations of the Student Code of Conduct. Such incidents will be investigated and resolved by the University in accordance with the Lynn University Sexual and Gender-Based Misconduct Policy.

Any student who witnesses or suffers an incident of sexual or gender-based misconduct is encouraged to seek immediate assistance from any of the confidential and non-confidential on and off-campus resources listed in the University's Sexual and Gender-Based Misconduct Policy.

Lynn University also encourages all students to report alleged incidents of sexual or gender-based misconduct, retaliation or intimidation to the University and to report any potential criminal conduct to law enforcement. Detailed information regarding how to make such reports, including confidential and non-confidential reporting options, is set forth on the University's Title IX webpage, as well in the University's Sexual and Gender-Based Misconduct Policy (see Volume VIII of the *Lynn University Policy Manual* or click [here](#)).

The following details conduct prohibited under the Sexual and Gender-Based Misconduct Policy. Per the Sexual and Gender-Based Misconduct Policy, the Office of Student Conduct and Community Standards may be responsible for resolving complaints arising under the Sexual and Gender Based Misconduct Policy. If a complaint arising under the Sexual and Gender-Based Misconduct Policy is resolved, after investigation, through the Office of Student Conduct and Community Standards, the sanctions set forth in conduct code may be considered:

Sexual Harassment: For purposes of this Policy, Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors, other verbal, visual or physical conduct of a sexual nature, such as sexual assault or acts of sexual violence or other offensive behavior directed toward an individual because of or on account of the individual's sex, whether by a person of the opposite or same gender, when either:

- Submission to, rejection, or toleration of such conduct is made explicitly or implicitly a term or condition of an individual's employment, education (i.e., grades), living environment, or participation in a Lynn University program or activity; or
- Submission to, rejection, or toleration of such conduct is used as a basis for or a factor in decisions affecting that individual's employment, education, living environment or participation in a Lynn University program or activity; or
- Such conduct creates a Hostile Environment (see Hostile Environment Harassment).

Hostile Environment Harassment: For purposes of the Policy, Hostile Environment Harassment is defined as the unlawful harassment against an individual on the basis of his or her sex, or gender-related status when the conduct is either:

- Sufficiently serious (i.e., severe, pervasive, or persistent) and objectively

offensive so as to deny or limit the individual's ability to participate in or benefit from the University's programs or activities; or

- The conduct has the purpose or effect of unreasonably interfering with an individual's employment or education.

Sexual Assault: Sexual Assault is defined by this Policy to include:

Non-Consensual Sexual Contact: Any intentional sexual touching, however slight and with any object or body part, that is without consent (as defined in this Policy) and/or by threat, intimidation, coercion, duress, violence, or by causing a reasonable fear of harm. This includes intentional contact with breasts, buttocks, groin, mouth, or genitals, as well as any other intentional bodily contact that occurs in a sexual manner.

Non-Consensual Sexual Intercourse (Rape): Any sexual penetration or copulation, however slight and with any object or body part that is without consent and/or by force or coercion. Intercourse includes anal or vaginal penetration by a penis, object, tongue, or finger, and oral copulation (mouth and genital/anal contact), no matter how slight the penetration or contact.

Domestic Violence: Domestic Violence is defined as felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating Violence: Dating Violence is defined as violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

Stalking: For purpose of this Policy, "Stalking" is defined as engaging in a course of conduct (e.g., repeatedly following, harassing, threatening or intimidating another by telephone, mail, electronic communication, social media, or any other action, device or method) directed at a specific person that would cause a reasonable person to

- fear for his or her safety or the safety of others; or
- suffer other emotional distress.

The University also considers Stalking to include the concept of cyber-stalking, a particular form of stalking in which electronic media such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used to pursue, harass, or to make unwelcome contact with another person in an unsolicited fashion.

Sexual Exploitation: Sexual exploitation is an act or omission to act that involves a member of the Lynn University community taking non-consensual, unjust, humiliating, or abusive sexual advantage of another, either for the individual's own advantage or to benefit anyone other than the one being exploited.

6.3.1.22 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. 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.

6.3.1.23 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.

6.3.1.24 Unauthorized Recording

It is a violation of Lynn University policy to record conversations with a recording device or other audio or video recording-capable device (including a mobile telephone) unless all parties to the conversation give their consent (with the exception of 911 calls, which may be automatically recorded). In addition, photographing or videoing individuals in secured areas such as bathrooms, locker rooms, residential halls, or other areas without their knowledge and where there is a reasonable expectation of privacy, and/or taking photographs of an individual against their will, is strictly prohibited. Distribution and/or transmission of photographs and videos of any person without express permission is strictly prohibited. The possession of concealed or hidden camera devices on campus is forbidden. Moreover, photographing or videoing confidential or sensitive University information is strictly prohibited. Please see Community Policy, Section 2.1.19 Recording Individuals On Campus, as well as the University's Photography Policy for additional information.

6.3.1.25 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.

6.3.2 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.

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 policies and regulations by all students enrolled at Lynn University, except where provision is specifically made for other procedure— *e.g.*, Sexual and Gender-based Misconduct (see Volume VIII of the *Lynn University Policy Manual* or click [here](#)) and academic dishonesty (see current Academic Catalog).

The Vice President for Student Affairs (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 Director of Student Conduct and Community Standards 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.

6.3.2.1 Terminology

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

The term “student” includes any person that is registered to take any course(s) at the University, or has been notified of their acceptance for admission. This applies whether enrollment is full-time or part-time; whether the course(s) occur on-campus, online, or at an off-campus instructional site, such as students studying abroad (domestically or internationally); and whether the student is pursuing undergraduate, graduate, non-degree seeking, post-graduate, or professional studies. This also applies to any person that attends a post-secondary educational institution other than Lynn University and who resides in a Lynn University residence hall. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the University are considered “students”. Persons who withdraw after allegedly violating the Student Code of Conduct are still considered to be a student for the purpose of this code. While any student that has ever enrolled in courses at Lynn University maintains a continuing relationship with the institution, for the purposes of applying this code, discretion will be used if a student has not been enrolled in classes at the institution for three or more consecutive semesters, particularly if the student wishes to reenroll. The Vice President of Student Affairs or designee will resolve any uncertainty concerning a person’s “student” designation.

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 Affairs 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 club or organization recognition.

The term “Conduct Hearing Officer” or “Conduct Hearing Body” means any person or persons authorized by the Vice President for Student Affairs to determine whether a student has violated the Student Code of Conduct, and to impose sanctions.

The Vice President for Student Affairs 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 Affairs or designee from authorizing the same individual(s) to impose sanctions in all cases.

The term “Appellate Officer” refers to any person or persons authorized by the Vice President for Student Affairs 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 Hearing Officer.

The Vice President for Student Affairs is the person designated by the University President to be responsible for the administration of all student affairs policies as outlined in the *Lynn University Policy Manual*. Significant or substantial changes to student affairs 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, the Sexual and Gender-based Misconduct 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 could adversely affect the University community and/or the pursuit of its objectives.

6.3.2.2 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* 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).

6.3.2.3 Reporting Complaints and Administration of the Code of Conduct

6.3.2.3.1 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/or the Dean of Students. Reports of Sexual or Gender-Based Misconduct may also be made to the Office of the Title IX Coordinator. For additional reporting options related to complaints of sexual or gender-based misconduct see the University's Title IX webpage, as well in the University's Sexual and Gender- Based Misconduct Policy (see Volume VIII of the *Lynn University Policy Manual* or click [here](#)).

Complaint Statements should be submitted as soon as possible after the event takes place, preferably within 24 hours of the incident, and no later than 30 days after the incident. Discretion will be used with regard to reports that are submitted more than 30 days after an incident occurred. There is no window of time after an incident of Sexual or Gender-Based Misconduct has occurred in which a report must be made. The University, however, strongly encourages early reporting in order to preserve evidence for a potential legal or University resolution proceeding. Delays in reporting, while permitted, may limit the University's ability to respond fully to the report.

Upon receipt of the Complaint Statement, the designated University administrator 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 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 sent to both the complainant and the respondent via a proper Lynn University email address. The notice shall be sent 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 complainant and the respondent 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, or a party to, 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.

6.3.2.3.2 Administration of the Code of Conduct

The Vice President for Student Affairs or designee shall determine the composition of any Conduct Review Board as well as identify Conduct Hearing Officers who will review incidents administratively.

6.3.2.4 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, and need not be independently stated within this Code as prohibited conduct. Therefore, any student charged with a criminal offense may become the subject of a Student Code of Conduct complaint.³ The aforementioned review procedures may be instituted with resulting University sanctions. Conduct Review 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 hearing body considers the complaint.

6.3.2.5 Conduct Review Procedures

6.3.2.5.1 Administrative Review Procedures

An administrative review of an incident will be conducted by a Conduct Hearing Officer 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.

6.3.2.5.2 Formal Conduct Review Hearing Procedures

Conduct Review Hearings will be heard by a hearing body that consists of either a single administrative Conduct Hearing Officer, or a Conduct Review Board composed of one or more identified University officials and/or student(s) in good standing. The hearing will consist of meeting with the complainant and the respondent, other participants, and witnesses to review all pertinent information regarding the incident to determine an appropriate response. Pending the approval of the hearing body, the involved student(s) may be accompanied during the review process by an advisor of their choice, who may also be an attorney. All Conduct Review Hearing 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

³ A criminal investigation into an incident of Sexual and Gender-Based Misconduct (i.e., sexual assault, domestic violence, dating violence, stalking) does not preclude the University from conducting its own investigation. If a report is filed with both the University and law enforcement, the University will proceed with its normal Sexual and Gender-Based Misconduct ("Title IX investigation") investigation process as outlined in the Lynn University Sexual and Gender-Based Misconduct Policy (see Volume VIII of the *Lynn University Policy Manual* or click [here](#)). The University, however, may need to temporarily delay its fact-finding portion of the investigation while law enforcement is gathering initial evidence. This delay typically takes three to ten calendar days, although it may be longer in certain instances. If a delay in the University's Title IX investigation occurs, it will take Interim Measures to protect the Complainant in the educational or work setting as applicable. Moreover, the Title IX Coordinator will continue to update the parties on the status of the investigation and inform them when the University's Title IX investigation resumes, which will occur promptly after law enforcement notifies the University that it has completed its evidence gathering stage of the criminal investigation. The University will not, however, delay its investigation until the ultimate outcome of the criminal investigation or the filing of any charges. Neither the results of a criminal investigation nor the decision of law enforcement to investigate or decline to investigate the matter is determinative of whether Sexual or Gender-Based Misconduct has occurred.

to represent the student they are advising or otherwise participate directly in Conduct Review Hearing proceedings.

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

1. Proceedings will be conducted in private unless otherwise approved by the hearing body.
2. Prior to and during the proceedings, the complainant and the respondent 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 or complainant of the University may result.
4. The Conduct Review Hearing Body 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 hearing body.
5. In proceedings involving more than one student, the hearing body may conduct separate reviews for each involved student, or a combined review.
6. Pending the approval of the hearing body, the involved student(s) may be accompanied during the review process by an advisor of their choice, so long as that advisor is not otherwise involved in the incident. This advisor may be a faculty or staff member, a family member, or an attorney hired at the student's own expense. All Conduct Review 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 proceedings.
7. All parties have the privilege of presenting witnesses during the review proceeding. Such witnesses are subject to questioning by the hearing body and may be questioned separately from the complainant or respondent. The complainant or respondent will have equal access to the evidence presented by the witnesses and will be able to submit questions to the hearing body to be used at the discretion of the hearing body. 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. The respondent and complainant shall not be compelled against his/her wishes to testify or answer any questions. The student's silence shall not be held against him or her.
8. Relevant and pertinent evidence, such as records, video-surveillance images, exhibits, and written statements, may be accepted as information for consideration at the discretion of the hearing body. The applicability and weight of such evidence is determined at the sole discretion of the hearing body.
9. The hearing body may use a recording device during any or all review proceedings. All recordings shall remain the property of the University.

10. Any relevant omission of fact, untruthfulness, falsification, or misrepresentation presented during a conduct proceeding may be considered a separate violation of the Student Code of Conduct.
11. Any interference with the orderly process of Conduct Review proceedings may be considered a separate violation of the Student Code of Conduct. Moreover, the hearing body shall exclude that person, including the student charged and/or his/her advisor or the complainant and/or his/her advisor, and proceed in the individual's absence.
12. Any attempt to discourage another's participation or truthful account of events in any conduct proceedings may be considered a separate violation of the Student Code of Conduct.
13. Under conditions of civil unrest or other states of emergency, the Conduct Review Board hearing body may (with or without notice) deviate from the aforementioned review procedures.
14. The hearing body shall resolve any issues regarding review procedures that are not clearly described in this section.

The hearing body may make changes to these procedures without notice.

6.3.2.5.3 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 Hearing Officer 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. 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 Hearing Officer or Conduct Review Board shall use the preponderance of evidence (more likely than not) standard in all decision-making;
2. After the review, the Conduct Hearing Officer 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 Hearing Officer and/or the Chair of the Conduct Review Board determine additional time is needed to make a decision; and
3. The involved student will be notified 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 detailed. The Conduct Hearing Officer or the Chair of the Conduct Review Board will author all pertinent documents.

6.3.2.5.4 Interim Action and Interim Suspension

Any time following the submission of an incident report, verbal or written, the Vice President for Student Affairs, 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 Affairs, 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 Affairs, 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.

6.3.2.5.5 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 complainant or respondent 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. Any witnesses to the alleged incident may be requested to attend the conduct review at the discretion of the Conduct Hearing Officer 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, advisors, and those witnesses invited by the Conduct Hearing Officer or Conduct Review Board).

6.3.2.6 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 Hearing Officer 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 prohibit students from benefiting from certain privileges on campus, such as on-campus employment, study abroad programs, University sponsored travel, and serving in a leadership role on campus. In addition, 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.
 - a. 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.
 - b. 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 Housing and 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.
10. Any student that fails to comply with their assigned sanctions may be subject to automatic suspension from the institution. In such circumstances the suspension will be automatically applied to the existing case, and there will be no opportunity to dispute or appeal the suspension. All of the other sanctions will remain in effect, unless they are adjusted by the hearing officer, and the student is still required to comply with those sanctions.

6.3.2.7 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 finding and/or sanction. Such appeals must be requested in writing to the Vice President for Student Affairs 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.

In specific cases involving a victim/complainant that has a right to appeal, if either party submits an appeal the other party will have the opportunity to provide a written response to the appeal,

meet with the Appellate Officer to discuss the appeal request and the facts of the incident, and be notified of the appeal outcome.

If the Appellate Officer determines if 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; or
4. The case will be sent back to the same hearing body with specific directives to consider new information, or the case will be re-heard by a different hearing body.

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

Once the Appellate Officer has rendered a decision, the complaint and respondent will receive a written notice of the outcome. There will be no further review of the incident.

6.3.2.8 Notification

6.3.2.8.1 Student Notification

Students will receive written notification of the outcome of their conduct case at their Lynn University issued email address, but may also or alternatively receive notification at their campus or local mailing address on record with the Registrar's Office, and/or by hand delivery by a University official. It is the student's responsibility to check his/her email and mail for such notifications.

6.3.2.8.2 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 Affairs, 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 Affairs 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.

The University may disclose the final results of the disciplinary proceedings, if it determines that:

1. The student is an alleged perpetrator of a crime of violence or non-forcible sex offense; and
2. With respect to the allegation made against him or her, the student has committed a violation of the University's rules of policies.

6.3.2.9 Interpretation, Revision, and Records

During a review proceeding, the Conduct Hearing Officer 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 Affairs 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 Affairs.

Records involving Student Code of Conduct review proceedings are securely maintained with the Office of Student Affairs. 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 suspended or expelled from the University due to a conduct issue, a notation shall be made on any transcript provided by the University.

6.4 Student Involvement, Clubs, and Organizations

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 Center for 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 Center for Student Involvement located on the second floor of the Lynn Student Center. Students involved in campus media (LYNN Radio, and i-Pulse newspaper) do not necessarily express the views of the University staff or administration.

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

6.4.2 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.

6.4.3 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 Center for Student Involvement prior to posting.

6.4.4 Center for Student Involvement Marketing Policy

The Center for 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:

Banners

Banners may be hung on tack strips in the Student Center, Assaf, de Hoernle International Center, and the residence halls. Banner paper and paints are available for student clubs and organizations through the Center for 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 Center for Student Involvement 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.

Flyers and Posted Materials

Any materials placed on University properties that advertise any meeting, event, social function, announcement, group recognition, etc., shall be considered posted materials. All posted materials must be approved by submitting up to 10 copies to the Center for Student Involvement, which will be stamped and distributed appropriately on campus by CSI student workers; and submit up to 30 copies to Housing & Residence Life, which will be stamped and distributed by the Resident Assistants within the Residence Halls. Under no circumstances may flyers be posted on any walls, doors, or windows.

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.

See the University's Photography and Videography Policy in Section 2.5.5.

6.4.5 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, lacrosse and tennis; and women's basketball, golf, soccer, softball, tennis, swimming 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 *Lynn University Policy Manual*. The criteria for disciplinary probation are detailed in the paragraph 6.3.2 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.

6.4.6 Overnight 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 Center for 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.

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 Center for 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 Center for Student Involvement and/or an event or activity that the University actively manages, is involved with, or oversees financially, physically, or administratively.

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 Center for Student Involvement no later than five (5) business days before the scheduled trip. Exceptions to this registration time requirement will be made on a case-by-case basis at the determination of the Dean of Students and the General Counsel. 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 Center for 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 Center for 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 Center for 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.

6.4.7 Student Organizations Minimum Standards & Leadership Criteria

Minimum Standards

Registered Student Organization:

1. Register with the Center for Student Involvement each semester (deadlines will be determined by the Center for Student Involvement);
2. Maintain a minimum of ten (10) 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 Student Involvement Fair held each semester;
8. Remain in good standing with The Knights of the Roundtable (outlined in the KOR 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 Center for Student Involvement.

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 cumulative grade point of 2.7. Organizations may require higher grade point averages for officers and membership.
3. Students may hold office in student organizations only if they are in good disciplinary standing at the university, defined as: Not being actively on Disciplinary Probation, Suspension, or Expulsion.

6.5 Student Complaints and Grievances

6.5.1 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 appropriate grievance procedures below.

6.5.2 Non-Academic Student Grievances

The Lynn University Student Non-Academic Grievance procedures 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., sexual and gender-based misconduct appeals, academic grievances, FERPA appeals, etc.).

Upon request from any student, the 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 working days of the decision, action, or events giving rise to the grievance. The 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).

6.5.2.1 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.

6.5.2.2 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 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 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 Dean of Students will review the information, request any meetings, and formulate a decision within 20 working days of receipt of the formal written grievance. If the respondent is the Dean of Students, the Vice President for Student Affairs 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 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-working day period from the date of the initial grievance decision. A request for reconsideration shall be submitted to the Vice President for Student Affairs. The Dean of Students shall forward all appropriate details and documentation to the Vice President for Student Affairs for review in a timely manner. If the respondent is the Vice President for Student Affairs, the President will appoint another University administrator to issue a decision.

The Vice President for Student Affairs 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 working days of receiving the request for reconsideration. The Vice President for Student Affairs decision may include one of the following options:

1. To support the initial grievance resolution provided by the 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
3. The Vice President for Student Affairs shall provide the decision in writing and document his/her final decision for the University record. The decision of the Vice President for Student Affairs shall be considered final.