



2024 Annual Security and Fire Safety Report

Information and resources for Lynn students and employees

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Introduction

Safety begins with information

Lynn University's Department of Campus Safety, with more than 20 professional staff members, is committed to providing the safest environment in which to learn, live and work. To fulfill this commitment, the department continuously addresses campus and community safety with new and innovative programming, keeping current on federally mandated reporting requirements, new crime prevention innovation opportunities and state-of-the-art technological solutions.

About this report

This report is prepared under the direction of the chief of Campus Safety or his designee. Lynn prepares this report to follow the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. It is prepared in cooperation with local law enforcement agencies. Campus crime, arrest and referral statistics include those reported to appointed campus security authorities (CSAs) (including, but not limited to, directors, deans, department heads, designated staff, student conduct and advisers to students/student organizations) and local law enforcement agencies. This document also supplies basic tips and guidelines to help create a safer campus.

For further information or guidance about how the university prepares this document, [view our Annual Security Report policy](#) or contact [Campus Safety](#).

Where to find it

Campus Safety emails all current students and employees each year to notify them that the Annual Security and Fire Safety Report is available online. The email includes a direct link to the report. Hard copies are available in the Campus Communication Center. A direct link is also included in application materials.

Resources

Emergency: 911

Lynn University

Operator +1 561-237-7000

Campus Safety +1 561-237-7226

Campus Communication Center (dispatch) (west of Freiburger Residence Hall)

Deputy Title IX coordinator (Christine E. Lynn University Center, 2nd Floor) +1 561-237-7440

Confidential Student Support (E.M. Lynn Residence Hall) +1 561-237-7246
and +1 561-237-7005

Counseling Services (E.M. Lynn Residence Hall) +1 561-237-7237

Student Health (Snyder Center for Health and Wellness) +1 561-237-7231

Dean of Students (Christine E. Lynn University Center, 2nd floor) +1 561-237-7230

Employee Services (Louis and Anne Green Center) +1 561-237-7290

Housing and Residence Life (E.M. Lynn Residence Hall) +1 561-237-7236

Student Affairs (Christine E. Lynn University Center, 2nd floor) +1 561-237-7440

Student Involvement (Christine E. Lynn University Center, 2nd floor) +1 561-237-7569

Boca Raton and Palm Beach County Resources

Boca Raton Police Department (Nonemergency) +1 561-368-6201

Boca Raton Fire Rescue +1 561-982-4000

Poison Control 1-800-222-1222

American Red Cross 1-800-733-2767

Aid to Victims of Domestic Abuse (AVDA) 24-hour hotline 1-800-355-8547

Palm Beach County Victim Services 1-866-891-RAPE (1-866-891-7273)

Florida Council Against Sexual Violence fcasv.org

Rape, Abuse and Incest National Network rainn.org

Annual Security and Fire Safety Report

In compliance with the Student Right-to-Know and Campus Security Act of 1990, Public Law 101-542 as amended into the Jeanne Clery Act of 1998, revisions of the Higher Education Reauthorization Act and additional revisions through 2015, Lynn University prepares an Annual Security and Fire Safety Report (ASR) and revises its contents based on current federal regulations. The purpose of the report is to provide the campus community and general public with statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or on property owned, leased or controlled by Lynn University. This report is prepared in cooperation with local law enforcement agencies, the Lynn University Campus Safety Department and the Division of Student Affairs. These entities provide updated information on their educational efforts and programs to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Campus Sex Crimes Prevention Act

In accordance with the Adam Walsh Child Protection and Safety Act of 2006 (42 U.S.C. 16921), please be advised that:

- Law enforcement information concerning registered sex offenders can be found at the [Sex Offender Registry online](https://www.nsopw.gov/). <https://www.nsopw.gov/>
- Sex offenders must register in each state where they work or study.
- Sex offenders must also notify any higher education institution where they are employed or carry a vocation, or if they are students.

Unlawful use of this information for purposes of intimidating or harassing another is prohibited by law.

Public Crime Log and Fire Log

The Department of Campus Safety maintains a Public Crime Log and Fire Log. By the date the incident was reported, it records all crimes and other serious incidents that occur on campus, within noncampus buildings or properties, on public property or within the campus patrol boundaries. Reports include the nature, date, time and general location of each crime reported to the department and the disposition of the complaint if the information is known at the time of publication. Personally identifying information is not included in this Public Crime Log. The department posts incidents in the Public Crime Log and Fire Log within two business days of receiving a report and reserves the right to exclude reports under certain circumstances.

Campus Safety

Lynn University is committed to providing a campus environment conducive to the pursuit of each student's academic goals. The primary responsibility of the Department of Campus Safety is to foster a safer campus environment, to enforce the university's policies and to aid students, faculty and staff if there is a concern for their safety and health.

Department of Campus Safety

Strategic Goals

Our Vision

To be an integral partner of Lynn University, trained and dedicated to serving the campus community, consistent with Lynn's mission, values, and principles.

Our Values

- Respect
- Integrity
- Commitment
- Selfless Service
- Duty
- Honor
- Loyalty
- Courage

Our Mission

To be the premier modest-sized Campus Safety Department in the country by maintaining a staff of well-trained and motivated professionals committed to the principles of prevention, service, and compassion.

Our Five Imperatives

- Professionalism
- Quality Customer Service
- Visibility
- Teamwork
- Safety and Security

Our Strategic Goals

- Highly Visible and Responsive Patrols
- Proactive interaction with Lynn Community
- Positive Relationship with Law Enforcement
- Improve Campus Safety through Innovative Technology and Risk Assessment Analysis
- Maintain a Continuous Improvement Program
- Professional Service to Faculty, Staff and Students
- Build an Expertly Trained Workforce
- Build Trust with Quality and Competent Service

11/2013

Campus Safety team

At Lynn, the chief of Campus Safety reports to the vice president of Student Affairs. Campus Safety staff works cooperatively with Student Affairs staff in all matters involving student behavior, safety and emergencies. Campus Safety also works closely with Employee Services in all matters involving employees.

Lynn provides its in-house, nonsworn Campus Safety operation. A nonsworn force consists of Campus Safety officers who do not have arrest powers. Campus Safety officers conduct patrols and investigations, provide safety escorts and transports, manage parking services and enforcement, respond to medical emergencies, oversee building and campus access control, monitor closed-circuit TV surveillance, and conduct safety and security programming events. Campus Safety officers patrol university grounds, bordering sidewalks contiguous to the university, all gatehouse entrances, and all academic and residence hall buildings. The patrol jurisdiction is the same as the enforcement jurisdiction for Campus Safety officers. (See Appendix C.) Campus Safety staff comprises officers with vast military, security and law enforcement experience.

Everyone plays a part in safety

Achieving and maintaining a safe and secure campus environment requires a great partnership. Campus Safety works closely with community members, including students, employees, neighboring residents and local emergency services.

In addition, Campus Safety cooperates with the City of Boca Raton Police Department, Boca Raton Fire Rescue, the Palm Beach County Sheriff's Office, and federal and state police agencies. These agencies may arrest students who violate the law on or off campus.

Campus Safety notifies local law enforcement immediately to respond to crimes against persons, violent crimes, major felonies, and crimes involving a known or identified suspect. The police are also called when their presence and/or assistance is deemed appropriate.

Campus Safety assists fire/paramedic personnel and other local, county, state and federal law enforcement agencies when they respond to campus. There is no written memorandum of understanding between Lynn University and the City of Boca Raton Police Department or other law enforcement agencies.

Buildings and grounds

Campus Safety is involved in all security considerations for new building construction and works collaboratively with Campus Operations on all other safety- and security-related repairs or improvements. Officers patrol and inspect buildings and grounds regularly, perform lighting surveys routinely, check fire equipment daily, and submit door and lock maintenance/repairs as they are identified.

See something, say something™

As part of a diverse community, everyone plays a role in the safety and well-being of Lynn's community. Students who see suspicious activities, problems or violations of university policy should report them to Campus Safety.

Lynn encourages victims of or witnesses to any crime to promptly and accurately report the incident to Campus Safety or appropriate police agencies, even when the victim of a crime elects not to report the incident or is unable to make such a report. The Campus Communication Center is available at +1 561-237-7226, 24 hours a day, seven days a week.

Monitoring of off-campus student organizations

The university does not have any student organizations with noncampus locations. As such, the university does not work with local law enforcement agencies to monitor and assess criminal activity by students at off-campus locations of student organizations.

The university expects any conduct related to an event that a student organization hosts off campus to be in compliance with university policy. Students who violate policy may be held accountable through the university's student conduct review process and may be subject to arrest by local or state agencies.

Voluntary reporting

Campus Safety is available to all members of the Lynn community 24 hours a day, seven days a week. The university's confidential reporting protocol encourages the case managers with the Dean of Students' Office, pastoral counselors and Counseling Services staff to inform individuals they are meeting with that crimes can be reported on a voluntary, confidential basis at any time. Counselors may disclose this information if and as they deem necessary, and provide contact information and options to aid the individual in making a report.

The university encourages accurate and prompt reporting to Campus Safety and law enforcement when the victim of a crime elects to or is unable to make a report.

Campus security and safety programs

All university community members are encouraged to attend educational health and safety seminars at least once during the school year and participate in programs promoting crime prevention and awareness. Details about programming appear later in this document.

Campus Safety programs

Each year, Campus Safety and other on- and off-campus partners provide programs to further promote personal safety and the safety of others. They begin during Welcome Weekend and continue throughout the year. Campus Safety programs include, but are not limited to, Campus Safety forums, a “Lock It or Lose It” program focused on personal property security within residence halls, and crime prevention and awareness training sessions.

Student Affairs and academic programs

Housing and Residence Life, Student Health, Counseling Services, the Title IX coordinator, and the Student Wellness and Health Promotions office provide health and safety programs on an ongoing basis. The university annually sponsors National Collegiate Alcohol Awareness Week and Safe Spring Break events. The executive director of Student Health and Wellness supports the Peer Training program in addressing drug, alcohol and wellness issues. Wellness educators also provide programs and training related to various wellness matters.

The Counseling Services office, the Student Health office, Student Wellness and Health Promotion, and the Eugene M. and Christine E. Lynn Library each have current publications and videos about sexual assault, safety, substance abuse, acquired immunodeficiency syndrome (AIDS) and sexually transmitted diseases for university and personal use. Professional community referrals are also available upon request.

Crime prevention programs

Campus Safety maintains a comprehensive crime prevention program. Working with Housing and Residence Life and other units, Campus Safety supervisors develop and monitor procedures and programs to promote safety and security and to encourage students and employees to be responsible for their security and that of others. While each Campus Safety member is responsible for promoting crime prevention throughout the university community, supervisors are responsible for implementing Campus Safety’s proactive stance. This includes, but is not limited to, maintaining a visible presence around campus, answering questions about safety and security, responding to inquiries about Campus Safety’s role on campus and encouraging residents to become actively safety conscious. Shift supervisors also offer educational programs and materials to help students and employees protect themselves and their property.

[Learn more about the comprehensive crime prevention programs.](#)

Educational programs

Campus Safety presents proactive and responsive programs for all faculty, staff, and residential and nonresidential students. Sessions address audience-specific needs and emphasize taking personal responsibility for safety, avoiding unsafe situations and using Campus Safety services.

Campus Safety schedules programs monthly throughout the year and offers more by request:

- Who is Campus Safety? At annual orientation and in informal group meetings, Campus Safety introduces students to its functions, purpose and services; offers important phone numbers; informs students about the training, credentials and authority of Campus Safety officers on campus; and includes descriptions of Campus Safety's role in the campus emergency plan.
- "Lock It or Lose It": A program that provides students with safety tips that can be used in campus residences and around campus, encourages safe living on campus, instructs people on how to avoid becoming a victim and enhances safety.
- Alcohol and Drug Awareness—"Just the Facts": Programs illustrate the effects of alcohol and the dangerous consequences of underage drinking. They also educate students on the hazards of drug use, including danger to an individual's well-being and the legal ramifications, financial hardships and social difficulties that can result from drug use or experimentation. Employees additionally receive campaign materials that promote a drug- and alcohol-free campus at least annually.
- "Shots Fired on Campus: When Lightning Strikes": This dynamic program is designed to instill the survival mindset. It teaches students and employees realistic strategies for dealing with an active shooter situation on campus. It encourages students and employees to be mindful, not fearful, and to believe they have options once they develop and maintain a survival mindset.
- "Staying Safe" training: This session provides students with information on how to remain alert to their environment, how to be safety conscious, how to protect personal property, key city ordinances and Florida statutes to be aware of, and where to access safety resource information.

Campus Safety encourages groups to co-sponsor training to maximize awareness and attendance. Contact Campus Safety to schedule a session.

Campus safety measures

This section describes the university's policies and procedures regarding access to campus facilities and residence halls.

Access to campus

Lynn University is a private institution, and access to campus facilities is limited to authorized personnel, employees, students and visitors. Individuals wishing to enter should have a legitimate purpose for their visit, such as being the guest of a student or employee. At all times, visitors are subject to university policies. Students and employees are always responsible for their guests' conduct.

Upon request by Campus Safety personnel, students and employees must show a valid university identification card. Media members are required to register with the Office of Marketing and

Communication (OMC) before their arrival so that Campus Safety can be advised to grant them access.

Additionally note:

- During an emergency lockdown, no visitors are permitted to access campus.
- During any hour or time of the day, any vehicle may be stopped and the occupants questioned.

Academic year (August-May): Between 7 a.m. and 9 p.m., visitors, students, vendors, guests and employees are permitted access to campus. Drivers of automobiles without a Lynn bar code may be stopped at the gate to check in.

The North Military Trail and West Potomac Road entrances are accessible 24 hours per day, while the East Potomac Road entrance closes from 11 p.m. to 6 a.m. daily. All traffic entering or leaving campus during these hours must use the North Military Trail or West Potomac Road entrances.

Between the hours of 9 p.m. and 7 a.m., seven days a week:

- All vehicles will be stopped, and all persons (student or nonstudent) entering the campus must provide a valid form of photo identification (U.S. driver's license, passport or Lynn ID).
- Residential students or employees may enter campus with a Lynn ID.
- Nonstudents will be noted and reminded of the campus visitation policy.

Summer access: During the summer (June–August), Mondays–Fridays, Campus Safety stops and asks for the identification of any individual who does not have a valid Lynn employee bar code affixed to their vehicle. Student bar codes are null and void following the last day of summer classes. The safety of summer camp attendees (minors) remains a primary obligation; therefore, campus closes daily from 5 p.m. until 7 a.m. unless otherwise stated.

During summer hours, students and alumni are authorized to access campus facilities for official business. Students and alumni are only authorized to utilize facilities beyond summer hours if an official event takes place.

Lynn University ID

The Lynn ID is the official university identification card. The card can access many campus services: library materials, meal plans, and residence halls and rooms.

All students and employees are issued an official Lynn ID. Each person must always carry their Lynn ID while on campus. Students must be able to present this card upon request by any member of the university's administration, faculty or staff, including Campus Safety officers.

The Lynn ID is for use only by the person it is issued to. A student may not lend or give their card to anyone else at any time. To protect cardholders, university and food service staff may examine the student's ID card when presented to confirm that the card's user is the person to whom it is issued.

Students or employees are responsible for any activity, service or privilege accessed by their ID card. If the card is lost or stolen, immediately notify Campus Safety.

Access to university housing and residence halls

Housing and Residence Life works with Campus Safety to provide a safe residence hall environment. All halls are secured 24 hours, seven days per week by a card access system. Only those students who live in a designated residence hall have access to that hall. All residence hall entry and exit doors, as well as lobby areas, are monitored 24 hours a day by CCTV cameras. Visitation policies and guest arrangements are managed by Housing and Residence Life staff. Students must cooperate with Campus Safety officers and Housing and Residence Life staff, who include:

- Resident assistants (RAs): On duty 8 p.m.–9 a.m. These student staff members are available to assist students, provide programs, develop community and aid in securing the residence halls.
- Senior resident assistants (SRAs): Upper-level student staff members who live in the residence hall. SRAs are on duty to assist students and Campus Safety officers with incidents and emergencies that occur after regular business hours.
- Area coordinators (ACs): Full-time professional staff members who supervise two or three residence halls and are available to assist with students' needs as they occur in the halls.

Academic and administrative buildings are secured by a combination of electronic programming and traditional keys. The exterior doors to these buildings are unlocked during the hours of use and secured at the end of the business day. Security patrols of all university buildings and grounds are conducted by Campus Safety 24 hours a day. Additionally, CCTV cameras are strategically installed to cover academic buildings, administrative buildings, campus grounds, and parking lots.

The effectiveness of the CCTV coverage and overall security measures is reviewed annually. The chief of Campus Safety works with strategic campus partners to assess the system's performance, address any identified gaps and implement improvements as needed to enhance campus safety.

Personal safety

Safety is a shared responsibility. Students and employees can help by remaining alert about their environment, being safety conscious at all times, being alert for dangerous situations and suspicious persons, and learning how to protect themselves and their personal property.

Take precautions in residence halls, as well as while walking, driving and in unfamiliar places. Know what to do if you find yourself in a dangerous situation, become alert to and conscious of fire hazards, and know what resources are available.

In residence halls

Keep doors locked at all times. Identify who is knocking before opening the door. Do not open the door for strangers or admit them to a room or residence hall. Ask for identification of repair technicians and verify by phone. Call Campus Safety or Housing and Residence Life if you believe something is suspicious.

Never leave your room or residence hall door propped open. Do not leave notes on your door that state your destination, how long you may be away, when you may return or where the key is located.

Never lend room keys. If your key is stolen or lost, report it to Campus Safety and your resident assistant immediately.

Hang up immediately if you receive annoying, obscene or prank calls. Do not engage in conversation. If these calls persist, contact your service provider. Save all nuisance or threatening voice and electronic messages as evidence to be reviewed by the proper authorities.

Be alert when using elevators, and be careful when riding in them with strangers.

Vehicle safety

Always lock your vehicle. Be sure that windows are closed completely. Keep valuables out of sight, covered or placed in a locked trunk. Park vehicles in areas that are well lit and will be when you return. When returning to the vehicle, be aware of the surroundings, have your key ready and check the back seat before entering.

Property protection

Your property is your responsibility. Protect it from theft. Do not leave belongings unattended in public places. Always secure and/or maintain awareness of tablets, computers, phones and other valuables. Always chain and lock your bicycle to a bicycle rack. Record the serial numbers of all electronic equipment for identification purposes.

Should university property need to be repaired, contact Housing and Residence Life staff. If problems in a room go unreported, the residents of that room will be responsible for the damage. Require authorization and identification from service personnel before allowing them to enter a room or to remove an item for servicing.

University insurance does not cover personal property. Keep as few valuables as possible on campus. Check your own or your parents'/guardians' insurance policy to see if your valuables are protected while on campus. Mark your valuables to uniquely identify them, and take photos of them.

Lost and found locations are at the Campus Communication Center, the Lynn Library and the Christine E. Lynn University Center.

In the office

If you work in an office, lock the door when you leave, even if you will be gone only for a few minutes. Keep purses, wallets and other valuables securely out of sight in a locked desk or file cabinet.

If you are entrusted with a key to a specific area, never lend it to anyone. Report any suspicious persons, activity or loitering to Campus Safety.

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

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

While walking

Avoid walking alone at night, and don't leave members of your group alone or in an isolated spot.

Be aware of your surroundings. Walk on sidewalks or streets. Note possible hiding places, such as building corners, parked cars and shrubbery. If someone asks you for directions, keep a safe distance from the person and/or the car.

Do not accept rides from strangers. Do not hitchhike. If you find yourself stranded, call a friend, a ride service or Campus Safety.

Transportation

Bike Share program

Ride and return a free bike on campus. Visit the Snyder Center for Health and Wellness to reserve a bike.

Have your own car?

With proper vehicle registration, all students and employees are permitted to park in designated lots. To register a vehicle and obtain a parking sticker, visit the Campus Communication Center.

Guests who visit campus must be registered in advance and/or communicate clearly and prove with reason where they're going and why. Entrance will be denied otherwise.

Parking lots are identified by letters, and signage indicates whether student or employee parking is permitted. Each parking lot sign is either blue and white or black and white. Vehicles with blue bar code stickers may park only in blue-signed lots, and vehicles with black bar code stickers may park only in black- and white-signed lots.

- Black- and white-signed lots for employees: A, B, C, E, H and M
- Blue- and white-signed lots for students: D, E, H, I, J and L
- Special-purpose lot for short-term parking and mail pickup: Lot I
- Disabled permits: Lots F and G

Visitors may park in Lots A, E and H.

Valet service may be available for public events hosted on campus.

Use the [Green Ride Carpool program](#) to enjoy some of the best parking spaces on campus.

Electric vehicles (EV)

EV spaces are equipped with electric charging stations. They are reserved at all times for the specific purpose of charging name-brand, commercially sold electric or hybrid electric vehicles (*not* campus golf carts or other service vehicles). Charging stations are limited to vehicles actively charging (plugged into the charging station). Violation of this policy may result in a parking citation. EV spaces are available on a first-come, first-served basis; two EV spaces are available in the H lot, and two spaces are available in Lot I.

EV charger policy is as follows:

- 0–4 hours, \$1/per hour

- 4+ hours, \$5/per hour
- Spots are only for electric vehicles that are charging.
- Chargers may be used only on cars parked in the designated EV spots.
- Removal of the charger from another vehicle may result in a citation.

[Learn more.](#)

Accidents

All on-campus accidents that result in injury, however slight, should be reported to Campus Safety and Student Health. An accident report without injury may also be filed with Campus Safety.

If you are in immediate danger, call 911. Should you be in a serious accident, do not move until help arrives. Try to remain as calm as possible.

Should you find someone injured, do not move the victim. Have someone call 911 for medical attention or contact Campus Safety at +1 561-237-7226. If you are trained in first aid or CPR, proceed to stabilize the injured person. Once a Campus Safety or Student Health representative arrives on the scene, complete a report stating what occurred.

Anyone observing unsafe conditions should report those conditions immediately to Campus Safety.

If your vehicle is damaged on campus

Immediately upon finding your vehicle damaged, report the incident to Campus Safety. They will assist you in contacting the Boca Raton Police Department should you wish to file a police report.

Fire safety

If you see a fire

If you detect smoke or fire, yell “Fire!” Pull the nearest fire alarm. Leave the area. Close doors behind you along the way, and assist anyone who needs help.

Treat all sounded fire alarms as though they are real. If you hear the fire alarm sound:
EVACUATE IMMEDIATELY. A FEW MINUTES MAY SAVE YOUR LIFE.
 Mobility challenges? Contact Campus Safety and shelter in a safe place until they assist you.

Call Campus Safety or 911 when it is safe to do so. Follow directions from emergency personnel, Campus Safety and other authorities. Do not return to the building until directed by Campus Safety.

Fire alarm rally points for residence halls

Community members are required to evacuate immediately when an alarm goes off. Use the nearest stairwell and/or exit to leave the building.

Lynn community members should familiarize themselves with the exits in each building and residence hall rally points. In the event of a fire, Campus Safety, Housing and Residence Life, and other staff will direct students, faculty and staff to these safe zones, which have been designated for each residence hall:

- Trinity: The McCusker Pool Complex
- E.M. Lynn: The McCusker Pool Complex or the east lawn of de Hoernle Residence Hall, away from the roadway
- de Hoernle: The softball field (east) or the grassy area (west), away from the roadways
- Freiburger: The baseball field's outfield or the Eugene M. and Mary Lynn Student Center
- Lynn: The quad between E.M. Lynn and Trinity or the Eugene M. and Mary Lynn Student Center
- Perper: The northwest parking lot
- Capstone: The northwest parking lot

When a fire alarm is activated, the elevators in most buildings automatically stop on the first floor. Occupants should use the stairs to evacuate the building and move to the designated assembly area for that building. Push the emergency phone button to alert Campus Safety if someone is caught in an elevator during an evacuation.

Fire protection equipment/systems

Most university buildings are equipped with automatic fire detection and alarm systems monitored by a third party and Campus Safety. Refer to the Fire Safety Amenities in the Residential Facilities Chart for information about each residential facility's fire detection, notification and suppression systems.

Reporting a fire

If a fire occurs, community members should notify the Fire Department by calling 911 as soon as they have reached a safe place to do so. While on the phone reporting the emergency to 911, have another person contact Campus Safety at +561-237-7226. Campus Safety will initiate a response, ensure the Fire Department is responding and provide detailed directions to the location.

If a member of the Lynn community finds evidence of a fire that has been extinguished and the person is unsure whether Campus Safety has already responded, notify Campus Safety so it can investigate and document the incident. Any student housing fire reported to any official at Lynn must also be reported to Campus Safety. An "official" is any person with the authority and the duty to take action or respond to particular issues on behalf of the institution.

Policies on portable electrical appliances, smoking and open flames in student residence halls:

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 shutoff and designed for minimal-duration use (e.g., coffee makers, curling irons) are permitted. Unauthorized use of cooking appliances and high-resistance heating elements, including, but not limited to, toasters, toaster ovens, slow cookers, electric skillets, rice steamers, woks, deep fryers, grills and hot plates/pots, is prohibited in all residential facilities. This does not apply to the appliances provided in the Perper suites and Capstone apartments.

Do not plug multiple items into one outlet without using a UL-approved power strip. Rewiring student rooms by nonuniversity employees is not permitted, nor is the use of extension cords or adapters.

Refrigerators are permitted in students' assigned rooms. The maximum size allowed for refrigerators is four 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 allowed in each room.

Barbecues and grills

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

Decorations and other prohibited items

Any decoration that violates Florida Fire Codes is prohibited. In addition, the following are prohibited:

- Live or cut trees
- Smoke machines
- Flammables and fireworks: illegal or unauthorized possession or use of fireworks or explosives. This includes using or possessing any flammables including, but not limited to, candles, incense, open flames, fragrance pots, lighter fluid, dangerous chemicals, propane, smoke bombs, torches and gasoline canisters.
- Halogen lamps

Smoking

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 designated as official smoking areas.

Fire safety education and training

Lynn promotes campus fire safety on an ongoing basis through safety education and training programs. Housing and Residence Life staff members receive an orientation on all fire alarm systems, equipment use instructions and an overview of their roles during a fire or fire drill. Residential students receive a general orientation to the fire systems present in the building during the first week of the residents' arrival. Staff also review evacuation and emergency procedures with them. Finally, residential students participate in fire drills throughout the year (semesterly).

These drills allow residents to familiarize themselves with evacuation routes and meeting points, and for Campus Safety, Campus Operations, and Housing and Residence Life to test systems and egress situations.

Improvements in fire safety

All residence hall fire alarm systems are connected to the Campus Safety Dispatch system through text, email and phone alerts. This allows Campus Safety to receive alarms directly from the halls upon activation. The institution does not have plans for future fire system improvements at this time.

Inclement weather procedures

Severe weather can occur with little or no warning. When time permits, Campus Safety will activate official emergency notification channels to inform the campus community about procedures to follow. In the absence of university notifications, the community is expected to keep safety top of mind.

Lightning detection horns

The campus lightning detection system detects lightning within 2.5–5 miles of Lynn’s campus. One long horn blast indicates that all individuals who are outside, including those on intramural and athletic fields, must cease activity and seek shelter indoors. Three short horn blasts sound when the lightning is gone from the local area. Lightning horns are only a warning device; their activation does not cancel events or classes.

Tornado

All individuals must seek shelter indoors immediately—close exterior doors and windows. Go to a safe interior room or hallway. Stay away from windows, doors and outside walls. Do not go outdoors until the university or emergency personnel advise that it is safe.

Hurricanes

The university will activate necessary protocols if there is a threat of severe weather, including tropical storms or hurricanes. All pre-, during- and post-storm guidance will be available at lynn.edu/alert. Additionally, residential students will receive information from Housing and Residence Life staff.

If residential students wish to leave campus for the duration of the storm, they must complete a [campus departure form](#), which is available online and in Housing and Residence Life.

Emergency notifications

Purpose

The purpose of the Emergency Notification and Response Policy is to establish the university’s responsibilities and procedures for responding to emergency incidents and/or dangerous situations involving an immediate threat to the health or safety of Lynn University students or employees, including the issuance of notifications to the university community.

Policy

Lynn University is committed to immediately notifying the campus community of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus. The institution will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. In the event of an emergency, the university will use the emergency responses and notification procedures and guidelines outlined in this policy to notify members of the campus community of the emergency or immediate threat.

Procedure

According to Lynn University policy, the Marketing and Communication team—specifically the public information officer—operates as the university’s crisis communication arm. In the event of a campus emergency, inclement weather event or similar occurrence, working in collaboration with Campus Safety, the office will contact the campus community (faculty, staff and students, and those individuals they’ve registered as their emergency contacts) using the university’s emergency notification systems as applicable. The chief of campus safety will determine what segments of the community will receive the notification based upon the type of emergency, location of the emergency and who would benefit from receiving the notification.

A. Communication methods and operations

Methods

Emergency notifications will be sent to faculty, staff and students (or a subset of the group if it is determined that the emergency affects only those in a subset group that is readily identified). All system directories are updated based on data entered into systems maintained by IT Services. Various communication methods are available and include, but are not limited to, the following:

- Email alerts: Most common and usually in the form of a Campus Safety update.
- Text alerts: Typically used for time-sensitive campus updates, including service disruptions, weather, emergencies, or serious incident(s).
- Desktop messaging: Temporarily “takes over” university computer systems to provide emergency message; typically, the same message communicated by email, voice or text alerts.
- Lynn.edu: Ongoing concerns may be posted on alert.lynn.edu (e.g., Level 3 crisis, school closings, weather, important events)
- Voicemail alerts: Used in conjunction with email and text alerts, if necessary.
- Public address system: Outdoor, campuswide alert system that carries the same message as other alerts.
- Printed notice: Physical signage posted at campus locations affected by the emergency.
- Alert beacons: Flashing lights with spoken messages; wall mounted in common areas.

In addition, the Incident Management Team (IMT) may employ other methods for notifying those within the university community, including, but not limited to, cell phones, two-way radios, Campus Safety officers and other university personnel.

Operations

- Blackboard Connect (email, text, voice communication) and/or Alertus (desktop, public address system) should be used if one of the following is true:
 - It is determined that there is an immediate, imminent and/or ongoing threat to the campus and/or community members, e.g., a building fire, severe weather, gas leak, bomb threat, active shooter, chemical spill, intruder/sexual assault.
 - An event external to Lynn’s campus causes a campuswide reaction: campus is locked down, evacuated, etc., e.g., police request campus lockdown due to an external incident.
- When an incident is not deemed a threat, the proper mix of communication channels will be decided by the chief of Campus Safety on a case-by-case basis.
- A targeted use of Blackboard Connect and/or Alertus may be deemed necessary. This will also be decided by the chief of Campus Safety on a case-by-case basis. Factors to be

considered are the location of the emergency, the impact of the emergency and who benefits from receiving the notification.

- A targeted deployment can also be used when an incident has occurred that, although initially believed to be a threat to the campus community, is quickly determined to be a false alarm.

Specifically, if the incident creates fast-moving misinformation via word of mouth and/or social media, the Marketing and Communication staff may recommend an approach to address the rumors and reduce possible panic.

Additionally, a campuswide email should be used in conjunction with other communications channels. If Blackboard Connect is used, the campuswide email should be held until the incident ends. If it is determined that Blackboard Connect will not be used, then the campuswide email should go out ASAP.

All system directories are updated based on data entered into the Jenzabar and Workday systems that are maintained by IT Services.

B. University community

Official information will be made available as quickly as possible to the university operator and to the entire campus community via the communication vehicles mentioned above. Marketing and Communication, in cooperation with Campus Safety, will be prepared to issue the following types of alerts to the university community:

Emergency notifications

Used to immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees on campus. The message would go to all university-owned cell phones and to the phones of any students or employees and off-campus emergency contacts registered with the university.

Two types of emergency notices are possible:

- Emergency alert: Text message alert when there is imminent danger.
- Weather alert: Text message alert about severe weather and/or weather closures.

C. Public information

University policy mandates that only certain administrators may speak on behalf of the university. Marketing and Communication serves as the university's authorized spokesperson. All public information must be coordinated and disseminated by its staff with assistance from other university departments and/or personnel.

Under certain circumstances, the previously named administrators may designate others as spokespersons, such as the chief of Campus Safety, the president or the vice president of Academic Affairs, in certain situations.

D. Individuals and groups outside of the campus community

Other means of notification may also occur, including dissemination of the notification to off-campus emergency contacts (e.g., Boca Police Department, Boca Raton Fire Rescue, etc.), the media,

parents/guardians or other methods designed to effectively notify the campus and broader community. This will be done by utilizing Blackboard Connect (email, text, voice communication) and/or Alertus in addition to the appropriate landline phone calls, as required, to those not registered in the Blackboard Connect system.

The university procedures on how it confirms that there is an alert/emergency notification must be issued first through the report to Campus Safety made by the victim(s), the witnesses or a third party. Once the incident information is obtained, the Campus Safety officer or dispatcher receiving the report will contact the assistant chief and the chief of Campus Safety. The information will be evaluated using available sources that may include the questioning of witnesses/victims and the number of similar reports, in addition to an in-person inspection to verify the presence of an emergency.

If it is determined to be a serious and urgent matter requiring campus alert notification, the on-duty supervisor will immediately contact the assistant chief and chief of Campus Safety, explaining the circumstances. The chief of Campus Safety will determine the need for an alert based on the information provided and the criteria outlined in the Department of Education guidance.

If an alert notification is warranted, the chief of Campus Safety will immediately contact the Marketing and Communication department and provide facts and circumstances of the particular incident. Marketing and Communication staff and the chief of Campus Safety will develop a draft to ensure that only accurate information is included, along with instructions for how the recipients should respond. This draft will be reviewed prior to sending an alert notification.

Once the alert/emergency notification content is finalized, the chief of Campus Safety will initiate the notification system to disseminate the information quickly and widely to the Lynn community (Marketing personnel may assist with various forms of communication portions of the notification system upon the chief of Campus Safety's request).

Titles of the person(s) and organizations carrying out the above tasks are as follows:

Campus Safety team

- Chief of Campus Safety (Event and Emergency Management team incident commander)
- Assistant chief of Campus Safety
- Campus Safety supervisor
- Campus Safety dispatchers

Marketing and Communications team

- The Marketing and Communication director (Event and Emergency Management team public information officer)
- Public Relations coordinator

Blackboard Connect/Alertus emergency notification systems will be used if one of the following is true:

- It is determined that there is an immediate, imminent and/or ongoing threat to the campus and/or community members. Examples include an active shooter, armed intruder, bomb threat, building fire, chemical spill or gas leak.
- An event external to Lynn's campus occurs that poses a significant and/or ongoing threat to the community surrounding and including Lynn. For example, police request a campus lockdown due to an external incident near the campus.

Upon the Campus Safety team confirming that an emergency situation exists, the team will take into account the safety of the community, determine the content of the notification and initiate the Blackboard Connect/Alertus emergency notification systems, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

A targeted outreach message can also be used when an incident has occurred that, although initially believed to be a threat to the campus community, is quickly determined to be a false alarm. Outreach messages are predominantly received via email but can also be distributed as texts or voice mails.

Students and employees are encouraged to update their emergency contact information for timely warnings/emergency notifications. To update your contact information, log in to Workday.

Note: Users must be signed in to use this function.

E. Emergency response

Campus Safety confirms and actively responds to all on-campus dangerous or emergency incidents. Specifically, the Critical Incident Management Plan establishes an organizational structure for response to emergencies that cause a significant disruption of normal operations. The plan reflects Lynn's effort to coordinate response internally and with external agencies (e.g., city, county, etc.).

The Incident Management Team works with individual departments and personnel to develop and/or refine plans and procedures that meet specific university needs. This effort includes updating first responder information annually and reviewing current plans and best safety practices. These plans may be tested through periodic tabletop exercises.

Specifically, predesignated incident command personnel may meet in a selected conference room to walk through the planning process and develop scenarios to test the plan (e.g., chemical spill). These scenarios allow personnel to work through tough issues to test the plans and response procedures.

Furthermore, the Department of Housing and Residence Life holds fire drill evacuations each semester. These drills allow residents to familiarize themselves with evacuation routes and meeting points. Campus Safety, Campus Operations, and the Department of Housing and Residence Life use these drills as a chance to test systems and egress situations.

Lynn additionally conducts one test exercise or drill annually to test the emergency response procedures. In conjunction with or prior to the test, the university's emergency response and evacuation procedures are included in an email sent to all persons registered in the Blackboard Connect system. In addition, the university documents the test it performs each year, describing the exercise, the date/time and whether it was announced or unannounced. The university retains such documentation for a period of seven years.

F. Alarm response procedures

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

The university's zero-tolerance fire alarm response protocol demands that all facility occupants respond to the alarm signal by immediately initiating the evacuation procedures outlined below:

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

Responsibilities

1. Chief of Campus Safety: Based on the scope and impact of an occurrence or life safety threat, the chief of Campus Safety may authorize the notification of the Incident Management Team and/or activation of the Event and Emergency Management Plan.
2. Employees, students and facility occupants:
 - a. Shall familiarize themselves with the university's and their units' emergency response procedures.
 - b. Shall cooperate with university Campus Safety officers, fire department personnel and designated emergency response personnel charged with responding to or investigating an occurrence or any other life safety threats.
 - c. Shall notify Campus Safety and/or activate the nearest fire alarm pull station to alert others if a life safety threat, such as the presence of smoke or flames, is detected.
 - d. Shall notify Campus Safety of individuals with mobility limitations who intend to take refuge in stairwells or specific areas for rescue assistance.
3. Campus Safety:
 - a. Shall immediately dispatch an officer to the facility reported as the location of occurrence.
 - b. Shall confirm transition of the alarm to the monitoring company and that the Boca Raton Fire Department has been notified by the monitoring company.
 - c. Shall provide subsequent notification to the following:
 1. Campus Operations or Campus Operations on-call personnel
 2. Vice president of Campus Operations
 3. Selected members of the Incident Management Team as appropriate (based on the building involved)
 - d. Upon arrival at the building from which the alarm originated, the responding officer shall conduct a threat evaluation by attempting to verify the existence of a fire or life safety threat.
 - e. As soon as it is possible to clearly establish that the signal/situation under evaluation is a false alarm, the officer shall immediately notify the dispatcher, who will immediately notify the fire department and other agencies.

- f. If a fire or life safety threat is suspected or verified, the officer shall immediately notify the dispatcher of their observations. The dispatcher shall immediately relay this information to the fire department and other emergency response agencies and shall provide as much relevant additional information as is available.
 - g. Fire alarms shall not be silenced unless/until the threat evaluation has been completed by the responding personnel of the Boca Raton Fire Department.
 - h. Fire department personnel are the only persons authorized to silence or to grant authorization to silence a fire alarm.
- 4. Facilities management:
 - a. Shall respond to the appropriate location upon receipt of notification from the Campus Safety dispatcher.
 - b. Campus Operation personnel shall remain accessible and await the authorization from the Campus Safety or fire department personnel to silence or reset fire alarm and other building systems that may require reactivation.
 - c. Shall maintain the university fire alarm system at optimal functional effectiveness.
 - d. Shall ensure that timely and widespread notification is provided to the university community regarding all scheduled testing of the fire alarm system in any university facility.
- 5. Housing and Residence Life staff:
 - a. Shall familiarize themselves with the university's emergency response procedures.
 - b. Housing and Residence Life staff members who are in the alarm location shall immediately evacuate the building. While exiting the building, each staff member shall knock on each door and loudly alert all residents to evacuate.
 - c. Once outside of the building, all Housing and Residence Life staff shall assist with crowd control and moving the evacuated persons to the designated gathering area.
 - d. Shall cooperate with university Campus Safety officers, fire department personnel and designated emergency response personnel charged with responding to or investigating an occurrence or any other life safety threats.
 - e. Shall notify Campus Safety and/or activate the nearest fire alarm pull station to alert others if a life safety threat such as the presence of smoke or flames is detected.
 - f. Shall notify Campus Safety of any individuals with mobility limitations who intend to take refuge in stairwells or specific areas for rescue assistance.

G. Persons with disabilities

It is the responsibility of each person with a physical limitation that would prevent them from safely and independently evacuating a building at the time of an emergency to make the necessary arrangements with the Americans with Disabilities Act coordinator and/or Campus Safety to provide assistance as needed to facilitate their safe and timely evacuation of university facilities at the time of an emergency.

Timely Warnings

Purpose

The purpose of this policy is to establish the university's responsibilities and procedures for issuing a timely warning notice to the university community about Clery Act crimes to help them avoid a continuing threat and aid in the prevention of similar crimes.

Policy

Lynn University will issue a timely warning notice in the event it receives notice of an alleged Clery Act crime (identified below) occurring on campus, on public property within or immediately adjacent to the university's campus, or in/on noncampus buildings or property controlled by the university, where the university determines, in its judgment, that the allegations present a serious or continuing threat to the university community.

In consultation with senior university leadership, the chief of Campus Safety is responsible for determining if issuing a timely warning notice to the campus community is necessary. Marketing and Communication—specifically, the public information officer—operates as the university's crisis communication arm, and the public information officer will be the person who issues timely warnings at the request of the chief of Campus Safety.

Definitions

Campus security authority: A Lynn University employee who has significant responsibility for student and campus activities, and as such, is trained by the college to report certain crimes occurring on campus or at a college-sanctioned event to Campus Safety for inclusion in the Annual Security and Fire Report.

Clery Act crime: Arson, criminal homicide, burglary, robbery, sex offenses, aggravated assault, motor vehicle theft, domestic violence, dating violence, stalking and hate crimes, and arrest and referrals as defined by the Clery Act.

Hate crime: A criminal offense of murder and non-negligent murder, forcible sex offenses, nonforcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, destruction/damage/vandalism of property, domestic violence, dating violence or stalking incidents, in which the criminal offense that was committed against a person or property was motivated, in whole or in part, by the offender's bias.

Timely: As soon as reasonably practicable, after an incident has been reported to Campus Safety, a campus security authority or a local police agency.

Timely warning: A notification to Lynn University faculty, staff, students and known visitors that will be issued when both of the following elements are present: (a) a Clery crime has been reported to Campus Safety that occurred on Lynn University—Clery geography on campus, on public property within or immediately adjacent to campus, and/or in or on noncampus buildings or property that Lynn University owns or controls; and (b) the chief of Campus Safety or their designee has determined that the crime poses a serious or continuing threat to the campus community.

Procedures/guidelines

Crimes covered by the Clery Act that are known to Campus Safety and represent a serious or continuing threat to the campus community will result in a campuswide "timely warning" notification.

Whether to issue a timely warning notice is determined on a case-by-case basis for Clery Act reportable crimes reported to Campus Safety which occurred on Lynn University—Clery geography on campus, on public property within or immediately adjacent to campus, and/or in or on noncampus buildings or property that Lynn University owns or controls. Timely warning notices may also be issued for other crimes as determined necessary by the Chief of Campus Safety. The university will

document and retain the justification for determining whether to issue a timely warning notice for seven years.

The following will be determining factors:

- Victim(s), witness(es) or a third party report a Clery crime to Campus Safety.
- Campus Safety obtains facts relating to the incident.
- The Campus Safety officer or dispatcher receiving the information immediately assesses the information.
- If it is determined to be a matter requiring campus notification, the on-duty supervisor immediately contacts the assistant chief and chief of Campus Safety and explains the circumstances.
- The chief of Campus Safety or their designee will determine the need for a timely warning based on the information provided. The criteria used will be that the Clery crime reported poses a serious or continuing threat to the campus community.
 - According to Lynn University policy, Marketing and Communication—specifically, the public information officer—operates as the university’s crisis communication arm, and the public information officer will be the person who issues the timely warning at the request of the chief of Campus Safety.
 - OMC personnel may assist with any alert process upon the chief of Campus Safety’s request to disseminate information to the community.
 - OMC supports broader communications once the “all clear” is provided.
- OMC personnel may assist with any alert process upon the chief of Campus Safety’s request to disseminate information to the community.
 - OMC supports broader communications once the “all clear” is provided.

Titles of the person(s) and organizations responsible for the above tasks are as follows:

- Campus Safety team:
 - Chief of Campus Safety (Event and Emergency Management team, incident commander)
 - Assistant chief of Campus Safety
 - Campus Safety supervisors, on-duty supervisor
 - Campus Safety dispatchers
- Marketing and Communication team:
 - Marketing and Communication director (Event and Emergency Management team, public information officer)
 - Public Relations manager or director

Timely warnings may be issued via a variety of methods, depending on the circumstances of the crime. These can include:

- Email alerts: Most common and distributed as a Campus Safety update and disseminated by Marketing and Communication.
- Text alerts: Typically used for imminent or more serious incident(s) that may be weather- or emergency-related.
- Desktop messaging: Temporarily utilize university computer screens to provide emergency messages, typically identical to messages communicated by email, voice or text alerts.
- Lynn.edu: Ongoing concerns may be posted on alert.lynn.edu (e.g., Level 3 crisis, school closings, weather and important events).

- Voicemail alerts: Used in conjunction with email and text alerts.
- Public address system: Outdoor campuswide system that carries messages identical to other alerts.
- Printed notice: When appropriate, printed notices may be posted at campus locations affected by the emergency.
- Alert beacons: Flashing lights with spoken messages; wall-mounted in common areas.

In addition to the above, the incident command team may employ other methods for notifying the university community, including, but not limited to, phones, two-way radios, Campus Safety officers and other university personnel.

Written timely warning notices typically contain the phrase “timely warning notice” or “crime alert” in the subject line, depending on the nature and severity of the threat. The body of each timely warning notice will include a short description of the crime or incident, giving the time and date, location, reported offense, suspect description, weapon used (if any), suspect vehicle (if any) and method of operation used to facilitate the crime.

The notice will also include personal safety information to aid members of the university community in protecting themselves from becoming victims of a similar crime and to promote overall safety for the university community. In no instance, however, will a timely warning notice include the name of the victim or other identifying information about the victim.

Finally, in developing the content of timely warning notices, the university will make all reasonable efforts not to compromise ongoing law enforcement efforts.

Event and Emergency Management Plan

The university’s Event and Emergency Management Plan (EEMP) establishes an organizational structure for response to emergencies that cause a significant disruption of normal operations. The plan reflects Lynn’s effort to coordinate responses internally and with external agencies (e.g., city, county).

The EEMP guides individual departments and personnel to develop and/or refine plans and procedures that meet specific university needs. Plans may be tested through periodic tabletop exercises. Specifically, predesignated incident command personnel may formally discuss the planning process and develop scenarios to evaluate the plan and its response procedures.

Lynn annually conducts at least one announced test exercise or drill of its emergency plan and notification systems.

- On May 28, 2024, Lynn sent an unannounced alert test declaring the beginning of the hurricane season. This communication was delivered by email and text to all students and employees.
- In 2019, Lynn installed four one-touch alert buttons with preset communications for Active Shooter, Severe Weather, All Clear and Test messages. The buttons facilitate the speed with which Lynn can issue notifications in the event of an emergency. The system is tested quarterly by a dedicated group of employees who are designated first responders.
- On May 31, 2024, a full-scale test of the emergency notification system was conducted, including the outside “Big Voice” speaker system.

Lynn University further educates its community through training (see Crime Prevention Trainings and Educational Programs), posters that designate next steps in the event of an emergency or active shooter scenario, and a “Quick Reference Safety Guide” brochure that’s distributed upon move-in to all residential students and at the beginning of the fall semester for employees.

Emergency evacuation procedures

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

Fire evacuations

All residence hall fire drills are unannounced and take place each semester. Campus Safety maintains records of the date, time, and total evacuation time for each drill. Evacuation routes are illustrated on each residence hall room’s main door. Housing and Residence Life provides evacuation guidance and the Quick Reference Safety Guide brochure that students receive upon move-in.

The university’s zero-tolerance fire alarm response protocol demands that all facility occupants respond to the alarm signal by immediately initiating the following evacuation procedure:

- Conclude activities immediately.
- Follow the exit signs to the nearest safe exit. Do not use elevators.
- Walk briskly down the stairs. Do not run. Stay on the right to allow emergency response personnel clear access up the stairs along the left side.
- As you approach the landing of each floor, allow evacuees from that level to enter the stairwell.
- If evacuation becomes difficult via a chosen route because of smoke, flames or blockage, re-enter the facility on a safe floor. Continue evacuation via the nearest safe exit route.
- Once you have exited the facility, move toward its rally point. Stay clear of the building and exits.
- Do not, under any circumstances, re-enter the facility unless authorized by Campus Safety officers or fire department personnel, or until a recognized university authority broadcasts the “all clear” directive.

Responsibilities

- Based on the scope and impact of an occurrence or life safety threat, the chief of Campus Safety may authorize the notification of the Incident Management Team and/or activation of the EEMP.
- Employees, students and facility occupants shall:
 - Be familiar with the university’s and their units’ emergency response procedures.
 - Cooperate with university Campus Safety officers, fire department personnel and designated emergency response personnel charged with responding to or investigating an occurrence or other life safety threats.
 - Notify Campus Safety and/or activate the nearest fire alarm pull station to alert others if a life safety threat, such as the presence of smoke or flames, is detected.
 - Notify Campus Safety of any individuals with mobility limitations who intend to take refuge in stairwells or specific areas for rescue assistance.

- Campus Safety shall:
 - Immediately dispatch an officer to the facility that is reported as the location of the occurrence.
 - Confirm transition of the alarm to the monitoring company once Boca Raton Fire Rescue has been notified.
 - Provide subsequent notification to the following:
 - The director of Campus Operations or Campus Operations on-call personnel
 - Selected members of the IMT, as appropriate (based on building involved)
 - Ensure that the responding officer, upon arrival at the location where the alarm originated, conducts a threat evaluation and attempts to verify the fire or life safety threat.
 - Whenever it is possible to clearly establish that the signal/situation under evaluation is a false alarm, immediately notify the dispatcher, who will immediately notify the fire department and other agencies.
 - Immediately notify the dispatcher of their observations when a fire or life safety threat is suspected or verified. The dispatcher shall immediately relay this information to the fire department and other emergency response agencies and shall provide as much relevant additional information as is available.
 - Not silence a fire alarm unless/until the threat evaluation has been completed by the responding personnel of the Boca Raton Fire/Rescue. Fire department personnel are the only persons authorized to silence or to grant authorization to silence a fire alarm.
- Facilities management:
 - Shall respond to appropriate location upon notification from the Campus Safety dispatcher.
 - Specifically, Campus Operations personnel shall remain accessible and await authorization from Campus Safety or fire department personnel to silence or reset the fire alarm and other building systems that may require reactivation.
 - Shall maintain the university fire alarm system at optimal functional effectiveness.
 - Shall ensure timely and widespread notification to the university community regarding any scheduled fire alarm system testing in any university facility.
- Housing and Residence Life staff shall:
 - Familiarize themselves with the university's emergency response procedures.
 - Immediately evacuate the building where the alarm originated. While exiting the building, each staff member shall knock on each door and loudly alert all residents to evacuate.
 - Assist with crowd control and moving the evacuated persons to the designated gathering area once outside of the building.
 - Cooperate with university Campus Safety officers, fire department personnel and designated emergency response personnel charged with responding to or investigating an incident or any other life safety threats.
 - Notify Campus Safety and/or activate the nearest fire alarm pull station to alert others if a life safety threat, such as the presence of smoke or flames, is detected.
 - Notify Campus Safety of any individuals with mobility limitations who intend to take refuge in stairwells or specific areas for rescue assistance.

Persons with mobility limitations

It is the responsibility of each person with a physical limitation that would prevent them from safely and independently evacuating a building during an emergency to make necessary arrangements. This

includes working with Housing and Residence Life and/or Campus Safety to coordinate assistance to facilitate the safe and timely evacuation of university facilities during an emergency.

Reporting Crimes (Options) and Other Emergencies

Prompt and accurate reporting of criminal offenses and other emergencies assists the university in providing timely responses and timely warnings on campus and aids in compiling accurate crime statistics. The university encourages all community members to promptly report all crimes and other emergencies occurring on campus directly to Campus Safety. This may be accomplished:

- **By filing an incident report.** All persons are encouraged to accurately and promptly report all crimes or emergencies (even when the victim of a crime elects not to report the incident or is unable to make such a report) to Campus Safety at +1 561-237-7226 by speaking directly with a Campus Safety officer or to the appropriate police agencies. When Campus Safety receives a report of an urgent situation, it will dispatch officers to the scene to lend assistance, investigate, prepare a report and conduct follow-up as needed. If the report is taken by Campus Safety, when appropriate, Campus Safety may notify the Boca Raton Police Department and/or Fire Rescue, depending on the incident's circumstance.
- **In person.** Any university community member may also file a complaint against an individual or group who violates university regulations or policies and/or is breaking the law. The complainant should visit the Campus Communication Center. This location is open 24 hours per day, seven days per week. An individual may also speak directly with a Campus Safety officer.
- **In writing.** Any university community member may file a complaint with Campus Safety in writing against an individual or group who violates university regulations or policies and/or is breaking the law. If the allegation is presented in writing, it should include:
 1. A statement of the policy, rule or regulation that is alleged to have been violated.
 2. A statement of the facts and evidence in support of the claim, made with sufficient clarity to disclose the time and place of the occurrence and the actions or behavior of the accused.
 3. A statement naming witnesses to the alleged violation (if any).
- **Through voluntary confidential reporting.** Any victim or witness can report crimes occurring on campus confidentially by calling Campus Safety at +1 561-237-7226 and indicating that they wish to remain anonymous. Lynn also encourages anyone who believes a crime has taken place or a policy or ethical standard has been violated to report it. The university uses a confidential reporting system for violations of policies and ethical standards called [Ethics Point](#).

Although the university strongly encourages all members of its community to report incidents of sexual violence, intimate partner violence or stalking to Campus Safety or law enforcement and also encourages accurate and prompt reporting when the victim of a crime elects to or is unable to make a report, it is the victim's choice whether or not to make such a report. Victims have the right to decline involvement with the police and any other support services. Whether a victim reports the crime or not, if the alleged offender is a member of the university community, the victim has a right to seek university discipline against the offender. If the victim chooses to submit a voluntary confidential report as opposed to a regular report, they have the option to ask a university official where they can make this type of report. The victim should be directed to the case managers with the Dean of Students'

Office, a pastoral counselor or Counseling Services for further confidential support and assistance. [Confidential reports](#) can also be submitted online to a case manager.

Note that all university campus security authorities are obligated to report all offenses to Campus Safety. Confidential reports that provide sufficient detailed information (excluding personally identifiable information about the victim) for classification of the offense by Campus Safety officials using FBI Uniform Crime Reporting and Clery Act guidelines will be included in crime statistics.

Incidents reported to the appropriate departments at Lynn will be addressed promptly and treated as discreetly as possible. The procedures that govern the investigation of sexual assault and other interpersonal crimes will take into account both the need to gather facts and the rights of all parties involved in the incident.

Notification of final results: The institution will, upon written request, disclose to the alleged victim of a crime of violence or a nonviolent forcible sex offense the report on the results of any disciplinary proceedings conducted by the institution against a student who is the alleged perpetrator of such a crime or offense. If the alleged victim is deceased as a result of such a crime or offense, the next of kin of such shall be treated as the alleged victim for the purposes of this paragraph.

Pursuing criminal charges: For support and assistance in pursuing criminal charges, victims are encouraged to contact the Department of Campus Safety, law enforcement, Title IX Office, the case managers with the Dean of Students' Office, Palm Beach County Victim Services or any university official, regardless of how long it has been since the incident occurred.

Missing Persons

The purpose of this policy is to convey the procedures of the university's response to reports of on-campus missing students, as required by the Higher Education Opportunity Act of 2008.

Lynn University will investigate any report of a missing student residing in any on-campus residence halls and take appropriate action to ensure that all notifications and actions comply with legal mandates. Such reports are immediately referred to Campus Safety, which will notify law enforcement when a student is determined to be missing. For purposes of this policy, when a student residing in on-campus housing has been absent from Lynn University for more than 24 hours without any known reason, the student is considered missing. In the absence of Campus Safety, the report will be referred to the local law enforcement agency with local jurisdiction.

Registering information

All students residing in on-campus housing are annually provided the option of identifying a contact person or persons whom the university will notify if the student is determined to be missing by the university or a local law enforcement agency. The contact information is confidential, accessible only to authorized campus officials and law enforcement, and may not be disclosed except in a missing person investigation. To register a contact person, update your [emergency contact information](#) in Workday. Note: Users must be signed in to use this function.

For a person under the age of 18 (who is not emancipated), and for purposes of the missing student notification, the person will have the option to identify a contact person whom the university will notify if the student is determined to be missing by the university or local law enforcement, but any person

under the age of 18 (who is not emancipated) must provide contact information for a custodial parent or guardian for notification.

Reporting a missing student

If a student living in on-campus housing is determined to be missing, contact Campus Safety immediately. An officer will assist in filing an Incident Report and initiate Campus Safety's notification and investigation procedures. There is no time period that will delay this notification procedure.

Investigation

Upon making an incident report, Campus Safety will immediately investigate, using established procedures and appropriate university resources. Campus Safety will also notify the Boca Raton Police Department or other applicable law enforcement agency within four hours if the student is determined to be missing.

Specifically, when a student who resides in on-campus housing is determined to be missing, the university will:

- Determine length of time since the student was last seen or reporting parties last made contact with them.
- Attempt to contact any person who may have information or has a relationship with the missing student (e.g., roommates, friends, instructors, Housing and Residence Life staff, teammates).
- Inform university administration as information becomes available.
- Determine if there are extenuating circumstances. If the investigation reveals any unusual activity or information, local law enforcement will be contacted immediately.
- Notify the contact person, if the student has designated one, within 24 hours.
- Notify the student's custodial parent or guardian and/or any other designated contact person within 24 hours if the student is under 18 years of age and is not emancipated.
- Inform the local law enforcement agency that the student is missing.
- Cooperate with any investigating agency to assist in locating the missing person.

Methods of contacting a student reported as missing

University officials may work in cooperation and share records and information as appropriate to assess the status of a student reported as missing. Methods of attempting to locate a reported missing student include, but are not limited to, the following:

- Checking phone numbers and email addresses provided as well as social networking sites.
- Surveying the student's room, including contacting those with whom the student may live.
- Contacting friends, family members, known associates, faculty and other campus community members.
- Contacting extrajurisdictional law enforcement for assistance.
- Assessing the student's use of campus resources (e.g., ID card access, computer network systems).

If contact is re-established:

- Local investigating agencies will be contacted with the appropriate information.
- The emergency contact person will be contacted and advised of the situation.
- University administration will be made aware of the situation as known to Campus Safety at the time of recontact.

If contact is not re-established:

- Campus Safety will assist any group in all reasonable efforts to find the missing person.
- University administration will be updated on the situation when information becomes available.
- The family/contact person will be informed of the university's information without disrupting outside agency investigations.

Weapons

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

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

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

Violators of the university's weapons policy are subject to immediate corrective discipline, including termination or expulsion.

Identity theft

Identity theft is a modern-day phenomenon. According to the Federal Trade Commission, millions of Americans have their identities stolen each year. The most common types of identity theft are:

- Using or opening a credit card account fraudulently.

- Opening mobile phone or utility accounts fraudulently.
- Passing bad checks or opening new bank accounts.
- Getting loans in another person's name.

What you can do

Request and review your free credit reports from the three national agencies annually. Also, review your credit card and bank account statements, since unauthorized activity typically appears there first.

- Don't give out personal information on the phone or through the mail unless you initiate the contact or know the caller. Thieves may pose as bank representatives, internet service providers or government agents to get you to reveal personal information.
- Never reveal personal or financial information in response to an email request, no matter who appears to have sent it. No organization, financial institution or government agency will ever ask for personal information such as Social Security numbers, account numbers, credit card numbers, PINs, etc. Don't click on the link in the email. If you are concerned about your account, contact the organization mentioned in the email using a telephone number you know to be genuine, or open a new internet browser session and type in the company's web address yourself. Don't cut and paste the link from the message into your internet browser—phishers can make links look like they go to one place but send you to a different site.
- Tear or shred any documents that contain personal information. These include credit card receipts, insurance forms, physician and bank statements, and credit card offers.
- Deposit outgoing mail directly into post office boxes, not in your own mailbox. A large number of thieves search mailboxes for your personal information.
- Leave your Social Security card at home; carry your ID and a minimum number of credit cards.
- Don't preprint your Social Security or driver's license numbers on your checks.

Alcohol, drugs and other substances

Lynn University does not consider the use of alcoholic beverages necessary for the process of higher education. Substance abuse is incompatible with health, safety, efficiency and success at the university. 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 to promote health and safety.

Drug- and alcohol-free workplace

Lynn is committed to maintaining a working, learning and living environment that is free of drugs and alcohol. To further its interest in avoiding accidents; to promote and maintain safe and efficient working conditions for its employees; to protect its business, property, equipment and operations; and in compliance with the Drug Free Workplace Act, the university established a drug- and alcohol-free workplace policy concerning the use of alcohol and drugs by employees. As a condition of continued employment with the university, each employee must abide by the policy.

A. Prohibited conduct

The prohibitions of this section apply whenever the interests of the university may be adversely affected, including any time the employee is:

- On university premises;
- At university-sponsored or university-related events;

- Conducting or performing university business, regardless of location;
- Operating or responsible for the operation, custody or care of university equipment or other property; or
- Responsible for the safety of others.

B. Prohibitions

The following acts are prohibited and subject an employee to termination:

- The unauthorized use, possession, purchase, sale, manufacture, distribution, transportation or dispensation of alcohol;
- Being under the influence of alcohol (possession of holiday gifts of alcohol, which have been received or are to be given away by employees but are not opened or consumed on university premises, does not violate this standard);
- The use, possession, purchase, sale, manufacture, distribution, transportation or dispensation of any illegal drug or other controlled substance;
- Being under the influence of any illegal drug or other controlled substance;
- The abuse of any legal drug;
- The purchase, sale, manufacture, distribution, transportation, dispensation or possession of any legal prescription drug in a manner inconsistent with law; or
- Working while impaired by the use of a legal drug whenever such impairment might:
 - Endanger the safety of the employee or some other person;
 - Pose a risk of significant damage to university property or equipment; or
 - Substantially interfere with the employee's job performance or the efficient operation of the university's business or equipment.

[Learn more about the policy.](#)

Employees who are under the influence of a drug or alcohol on the job compromise the university's interests; endanger their health and safety and the health and safety of others, including other employees, students and visitors; and can cause a number of other work-related problems, including absenteeism and tardiness, substandard job performance, increased workloads for coworkers, behavior that disrupts other employees, delays in the completion of jobs, inferior quality in products or service, and disruption of customer relations.

This partnership amongst employees additionally is designed to:

- Assist students in minimizing the harmful effects of alcohol.
- Encourage students to live a healthier lifestyle and make better consumption choices.
- Educate students about the risks and responsibilities inherent in the consumption of alcohol.
- Help students to develop awareness about the consequences of high-risk behavior.
- Respond to any treatment needs.

Alcohol use

It is the policy of Lynn University to enforce Florida state laws with regard to underage drinking. In the state of Florida, the legal age for consumption of alcohol is 21. Access to and use of alcohol on campus is limited and regulated by state, federal and local laws, and by the university's rules and regulations, which are established in accordance with Florida state laws as well as insurance and safety regulations.

Lynn respects the rights of those individuals 21 years of age or older to consume alcohol. Therefore, with regard to on-campus consumption of alcohol, only individuals 21 years of age or older may consume and possess alcohol, and only if done so in the privacy of their rooms or at specifically designated functions. Individuals under the age of 21 are not permitted to have alcohol on campus or at any designated university function. Students found in violation of this policy may have the alcohol confiscated and may also have Student Code of Conduct allegations filed against them. Alcohol is not permitted in public areas without permission from an appropriate university official. The use of bulk or keg containers is prohibited unless approved in advance pursuant to the proper protocols with an authorized university official. Please refer to the university's Community Policies for additional information.

Individuals are expected to act responsibly and maturely regardless of whether they have consumed alcoholic beverages. Inappropriate behavior resulting from alcohol consumption and/or abuse is a serious violation of university regulations.

The use or abuse of alcohol is not an acceptable excuse for violation of university policies. Specifically:

- Alcoholic beverages may not be served on university property or within university facilities without proper permission.
 - The appropriate administrator may grant permission to those persons, groups or organizations in their area of responsibility. All permissions granted must be consistent with established policy.
 - The use of bulk or keg containers is prohibited unless approved in advance pursuant to the proper protocols with an authorized university official.
- Persons under the legal drinking age may not distribute, sell, possess, consume or be under the influence of alcohol, nor be in the presence of alcohol while on campus.
- In an instance of an underage person being present where alcohol is being consumed or available, the person of legal drinking age may 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 them.
- Persons of legal drinking age may not distribute, provide or sell alcohol to persons under the legal drinking age.
- The university reserves the right to limit the amount of alcohol brought onto campus for personal consumption: kegs, growlers and alcoholic beverages in multiple-serving containers are not allowed on campus. These items will be confiscated and disposed of.
- Alcoholic beverages may not be consumed or carried in open containers in university facilities, corridors, lounges, stairwells, lobbies, parking lots or public areas of campus, with the exception of university residence hall rooms, except when approved by an appropriate administrator.
- The selling, supplying, possession and consumption of alcohol are generally prohibited during student-sponsored events and university events at which underage students are present, except with the written approval of the appropriate administrator.
- 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.
- The possession and/or use of alcohol paraphernalia (funnels, bongs, beer pong tables, etc.) is prohibited.
- Public intoxication is prohibited.
- Driving while under the influence of alcohol is prohibited.

Why is heavy alcohol use a concern on university campuses?

There are known developmental risk factors for university students. Alcohol, binge drinking and other drug use affect student health, well-being and academic achievement. Consequences of heavy alcohol use may include abuse and dependence, academic difficulties, accidents or injuries, aggressive behavior, alcohol poisoning, driving under the influence, hangovers, relationship problems, unplanned sexual activity, sexual assault, vandalism and violent campus crimes.

In addition, nationally, the majority of acquaintance rapes are planned, and assailants take advantage of their victims' use of alcohol and other drugs, which slow reflexes and impair the victims' ability to recognize a potentially dangerous situation.

Possession, use and sale of illegal drugs

Lynn University does not support any activity related to the possession, use, provision or sale of any substance considered to be illegal or mind-altering. This policy includes, but is not limited to, marijuana, salvia and the nonprescribed use of prescription drugs.

Note that the State of Florida's Compassionate Medical Cannabis Act does not change the university's prohibition regarding the possession, use, provision or sale of marijuana or otherwise authorize individuals to use medical marijuana on campus. Federal law, including the Drug-Free Schools Act, continues to prohibit marijuana. Thus, marijuana possession or use, even if in compliance with the Compassionate Medical Cannabis Act, is prohibited on campus. Drug paraphernalia also is prohibited and includes any and all types of equipment, products and materials of any kind that 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 their educational sanctions. This suspension may occur regardless of legal action.

The selling or sharing of illegal drugs, including marijuana and prescription drugs, on or off campus, may result in expulsion. 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 any legal proceedings.

Specifically:

- Illegal substances may not be possessed, used, shared, distributed, bought, sold or manufactured on campus.
- Controlled substances may not be possessed, used, shared, distributed, bought, sold or manufactured on campus except as expressly permitted by law.
- Illegal or inappropriate use of substances to cause intoxication or hallucination is prohibited.
- Possessing any and all types of drug-related paraphernalia, equipment, products or materials of any kind that are used, intended for use, or designed for using, selling, manipulating or manufacturing drugs is prohibited.
- Abusing or misusing one's own prescribed drugs is prohibited.
- Being in the presence or in the vicinity of drugs, drug paraphernalia or drug use is prohibited.

Prescription drugs

The misuse and abuse of any prescription drugs can result in physical and psychological consequences, including addiction, accidental overdose and 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 also a violation of university policy and may result in conduct sanctions.

Location and paraphernalia

Students found in the vicinity of drug use (e.g., being in the same room) or in possession of marijuana-related or other drug-related paraphernalia, which is defined as, but not limited to, any and all types of equipment, products or materials of any kind that are used, intended for use or designed for using or selling drugs, will face student conduct consequences.

Enforcement of federal and state drug laws

It is the policy of Lynn University to enforce federal and State of Florida drug laws. Students, staff or faculty who engage in conduct prohibited by law in violation of any city ordinances, state criminal laws or federal laws relating to illegal drug use or the university's drug policies may be subject to disciplinary sanctions as follows:

- Students: Sanctions may include warnings, disciplinary probation, removal from university housing, suspension from the university, expulsion, campus restrictions, behavioral contracts, community service, financial fines or restitution, referrals to professional counseling, other educational assignments, or the withholding or revocation of a degree. University sanctions are outlined in detail in the Student Code of Conduct. Sanctions that include suspension and/or expulsion from the university may be noted on the student's permanent academic records, including transcripts.
- Staff: The sanction may include any form of progressive discipline or termination as outlined in the Staff Corrective Action Policy, including corrective action such as counseling, withholding of a promotion or pay increase, reassignment and temporary suspension without pay or termination, as well as possible training and/or referral to counseling.
- Faculty: The sanction may include any form of progressive discipline or termination as outlined in the Faculty Corrective Discipline and Dismissal for Cause Policy, including disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination, as well as possible training and/or referral to counseling.
- For an employee who is also a student acting within the scope of their employment at the time of the incident, the sanction may include any permissible discipline from the Student Code of Conduct as well as the Staff Discipline and Corrective Action Policy.

At the discretion of the university, a student or employee found to have violated any city ordinances, state criminal laws or federal laws relating to alcohol or drug use, or university alcohol and drug policies, may be required, in addition to any disciplinary action taken or as an alternative to disciplinary action, to participate in and satisfactorily complete an appropriate counseling, rehabilitation or assistance program. In addition to university sanctions, the affected individual may be subject to criminal penalties under applicable federal and state law (see below). For more information on prohibited student behaviors involving drugs, please refer to the Student Code of Conduct.

Amnesty policy

All students have a responsibility and obligation to seek immediate assistance for any student known to be experiencing a serious health crisis, including one resulting from high-risk drinking or the abuse of other drugs. As such, students who seek assistance on behalf of a peer and/or themselves under the influence of alcohol may not receive a Student Code of Conduct violation for drug and/or alcohol use. Additionally, the student who is the subject of the report may not receive a Student Code of Conduct violation for this behavior as it pertains to drug and/or alcohol use. In order for the Amnesty process to apply, such students need to seek assistance immediately by contacting Campus Safety, getting help from a Housing and Residence Life staff member or calling 911.

It is the university's intention to partner with students to promote health and safety. The university will provide students with the assistance needed to respond to high-risk drinking and other drug abuse. In a crisis, students are encouraged to seek such assistance by contacting Campus Safety at +1 561-237-7226.

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, who will provide further assessment, substance abuse education, counseling, recommendations and/or referral as applicable to the individual student's need.

Substance abuse programs and further support

Pursuant to the Federal Drug-Free Schools and Communities Act Amendments of 1989, Lynn University has a drug and alcohol prevention program for its students and employees. The program includes an annual disclosure to each student and to all employees outlining the standard of conduct expected of students and employees in relationship to the possession, use or distribution of illicit drugs and alcohol on any of the university's campuses or as part of any university activity; a description of the applicable legal sanctions under local, state and federal laws that may arise from the unlawful possession or distribution of illicit drugs; a description of the health risks associated with the use of illicit drugs; and a clear statement of the disciplinary sanctions that may be imposed by the university upon students and employees for violations of the standard of conduct.

Biennial review

The university reviews its Alcohol and Drug Prevention Program biennially to determine effectiveness and to implement changes (if needed) to ensure that the university's disciplinary sanctions are consistently enforced. The review includes a determination as to (a) the number of drug- and alcohol-related violations and fatalities occurring on the Lynn University campuses or as part of university-sanctioned activities that are reported to campus officials, and (b) the number and types of sanctions the university imposed on students and employees as a result of such violations or fatalities.

A copy of the review may be obtained by contacting executive director of Student Health and Wellness Debra Futterman (see table below).

Programs

The university recognizes societal problems that exist with regard to alcohol and substance abuse. Therefore, the university accepts an ethical and legal responsibility to promote a campus environment free from alcohol- and drug-related problems. The university offers a variety of ongoing programs designed to assess risks and minimize negative consequences associated with alcohol and drug use.

The following offices are available to provide resources and assistance to employees and students:

Employee Services Louis and Anne Green Center +1 561-237-7290	Executive Director of Student Wellness Debra Futterman +1 561-237-7140 dfutterman@lynn.edu	Student Health Snyder Wellness Center +1 561-237-7231
Campus Safety Campus Communication Center +1 561-237-7226	Dean of Students Sholondo Campbell +1 561-237-7230 dos@lynn.edu	Counseling Services Snyder Wellness Center +1 561-237-7237

In addition, Lynn offers:

Academic Life Emergency Response Team (ALERTeam): The ALERTeam is a student assistance team comprising professional staff representing multiple departments across campus. This is an intervention team trained to identify, intervene with and refer for assistance any students who are experiencing behavioral or social concerns that may be affecting their performance in school and/or compromising their safety or well-being.

Counseling: The university's Counseling Services offers various substance abuse services and relevant literature. Off-campus referrals are occasionally recommended for those in need of formal addiction assessment and appropriate treatment. Additional information about counseling services is available at lynn.edu/counseling.

Alcohol sanctions course: This course educates students about the inherent dangers of alcohol use. The course focuses on risk reduction and issues that influence an individual's personal decision to consume alcohol.

Drug and alcohol programming: The university provides robust educational programming every year. Examples of programming include the following:

- **Certified peer educators:** Learn beginning peer counseling skills and receive a national certification. This program includes undergraduate student interns and selected peer mentors as well as student volunteers.
- **Classroom presentations:** Student-driven education about alcohol and other drugs under the instruction of a prevention educator and supervision of Counseling Services staff.
 1. On-campus undergraduate internship for academic credit on alcohol and other drugs (AOD) education.

2. Students in Recovery group: For students who want assistance remaining free of AOD and who already are abstinent.

- A group for students seeking to change but who are not ready to commit to abstinence.
- National Collegiate Alcohol Awareness Week: Programming covers alcohol poisoning, drinking/texting and driving, alcohol/date rape drugs and sexual assault, and mixing alcohol with prescription and/or illicit drugs.
- Safe Spring Break Carnival: Hosted in partnership with community agencies, this event increases spring break safety awareness, and activities increase knowledge and understanding about alcohol and other drugs as well as health and safety.
- Online alcohol and other drug education for incoming first-year students before arriving on campus.

All programs and student learning are measured via evaluation forms or pre- and post-test surveys. Biennial reviews are completed on an ongoing basis.

Additional external resource information provided:

Alcohol and substance abuse resources

Additional alcohol and drug prevention, counseling, treatment and rehabilitation programs and hotlines are available. Addiction is a disease for which help is available. Students are encouraged to contact Counseling Services at +1 561-237-7237. Employees may use Unum's Employee Assistance program, lifebalance.net (ID and password = lifebalance), or speak with a specialist at 1-800-854-1446.

Hotlines

Alcoholics Anonymous	+1 561-383-1111
Narcotics Anonymous	+1 561-848-6262
Cocaine hotline	1-800-347-8998
AIDS hotline	1-800-352-2437
Suicide hotline	+1 561-383-1111

Alcohol or drug intoxication or overdose emergencies

Individuals concerned about a person's intoxication, condition, consciousness or safety should call 911 and/or take the individual to a hospital emergency room. Please also contact Campus Safety or, if the incident involves a resident student, a Housing and Residence Life staff member.

After calling 911, turn the person on their side, with their arm extended and supporting their head. Never allow an intoxicated or drugged person to "sleep it off."

Walk or drive an intoxicated person(s) home. Do not let or leave anyone alone outside when they are intoxicated. Make certain intoxicated individuals are safe *inside* once home.

Signs of alcohol poisoning

- Person is known to have consumed large quantities of alcohol in a short period of time.
- Person is semiconscious or unconscious and cannot be awakened.
- Person has cold, clammy, unusually pale or bluish skin.
- Person is breathing slowly or irregularly—usually this means fewer than eight times a minute or eight seconds or more between any two breaths.
- Person vomits while unconscious and does not wake up during or after.

Legal sanctions

The university may report all suspected violations of local, state or federal law to the appropriate civil authorities.

Disciplinary action and referrals

Students who violate university policy or local/state/federal law or act in a way that impedes the safety of themselves or others may face Student Code of Conduct sanctions, as well as possible legal action. Students found responsible for violating policy may be addressed as expediently as possible. If a student is found to be a risk to themselves or others while conduct review proceedings are pending, that student may be required to leave the campus until the conduct review can be completed.

At the discretion of the university, a student or employee found to have violated any city ordinances, state criminal laws, federal laws relating to alcohol or drug use, or university alcohol and drug policies may be required, in addition to any disciplinary action taken or as an alternative to disciplinary action, to participate in and satisfactorily complete an appropriate counseling, rehabilitation or assistance program. In addition to university sanctions, the affected individual may be subject to criminal penalties under applicable federal and state laws (see below).

Notice of federal student financial aid penalties for drug law violations

As prescribed in section 484(r) of the Higher Education Act, a student who, during a period of enrollment for which the student was receiving any federal grant, loan or work assistance, is convicted of any offense under any federal or state law involving the possession or sale of a controlled substance shall not be eligible to receive assistance from the date of that conviction for the period of time specified:

Possession of illegal drugs

First offense: One year from date of conviction

Second offense: Two years from date of conviction

Three+ offenses: Indefinite period

Sale of illegal drugs

First offense: Two years from date of conviction

Second offense: Indefinite period

Three+ offenses: Indefinite period

If the student was convicted of possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period.

Students denied eligibility for an indefinite period can regain it only after successfully completing an approved rehabilitation program or if a conviction is reversed, set aside or removed from the student's record so that fewer than two convictions for sale or three convictions for possession remain on the record. In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility.

Student responsibilities if convicted during period of enrollment

If a student is convicted of a drug offense after receiving federal aid, they must notify Financial Aid immediately. If a student has been convicted of a drug offense while applying to receive Title IV federal financial aid, they are required to report the conviction on item number 23 of the FAFSA.

Parental notification for student violations of the alcohol and other drug policy

The Family Education Rights and Privacy Act of 1974 authorizes higher education institutions to inform a parent or guardian of any student under age 21 who has been found in violation of any federal, state or local law or any rule or policy of the institution governing the use or possession of alcohol or controlled substances. The dean of students or a student conduct officer may notify parents/guardians of students under 21 years of age when a student is found responsible for a violation of the university's alcohol and drugs policies and all appeals have been exhausted.

State alcohol laws and sanctions

Florida Statutes Chapter 562 details the Florida laws on alcoholic beverages and related penalties (misdemeanor, felony). Pursuant to Florida Statute 562.11, it is unlawful for a person under the age of 21, except a person employed under the provisions of F.S. 562.13 acting in the scope of their employment within hotels, restaurants and other licensed establishments, to have in their possession alcoholic beverages (F.S. 562.111). Violation of this offense is punishable by a definite term of imprisonment of up to 60 days and/or a \$500 fine; a subsequent offense is punishable by a definite term of imprisonment of up to one year and a fine of \$1,000. Possession of alcoholic beverages by a person under age 21 may also result in curtailment of driving privileges.

Florida Statute 562.11 also prohibits persons from selling, giving, serving or permitting to be served alcoholic beverages to a person under 21. It is also unlawful for a person under 21 to misrepresent their age in order to obtain alcohol. This includes the manufacture or use of false identification. Use of altered identification for the purpose of procuring alcoholic beverages is a felony. Violation of either of these offenses is also punishable by a definite term of imprisonment of up to 60 days and a fine of \$500. Misrepresentation of age may also lead to curtailment of driving privileges. See F.S. 775.082 or F.S. 775.083. A person who violates this subparagraph a second or subsequent time within one year after a prior conviction commits a misdemeanor of the first degree, punishable as provided in F.S. 775.082 or F.S. 775.083.

No person in the state shall be intoxicated and endanger the safety of another person or property, and no person in the state shall be intoxicated or drink any alcoholic beverage in a public place or in or upon any public conveyance and cause a public disturbance (F.S. 856.011). Any person violating the provisions of this subsection 856.011 shall be guilty of a misdemeanor of the second degree, punishable as provided in F.S. 775.082 or F.S. 775.083.

Florida law also prohibits public intoxication on a street or public place while within the city limits. A person is guilty of the offense of driving under the influence and is subject to punishment as provided

in subsection (2) if the person is driving or in actual physical control of a vehicle within this state and (F.S. 316.193):

- a) The person is under the influence of alcoholic beverages, any chemical substance set forth in F.S. 877.111 or any substance controlled under chapter 893, when affected to the extent that the person's normal faculties are impaired; or
- b) The person has a blood alcohol level of 0.08 or more grams of alcohol per 100 milliliters of blood; or
- c) The person has a breath alcohol level of 0.08 or more grams of alcohol per 210 liters of breath.

(2) (a) Except as provided in paragraph (b), subsection (3) or subsection (4), any person who is convicted of a violation of subsection (1) shall be punished:

- 1. By a fine of: a. Not less than \$500 or more than \$1,000 for a first conviction; b. Not less than \$1,000 or more than \$2,000 for a second conviction, and
- 2. By imprisonment for: a. Not more than six months for a first conviction; b. Not more than nine months for a second conviction.

See F.S. 316.193 for additional information.

Florida drug laws and sanctions

The Florida statutes with regard to drug abuse are found in Florida Statutes Chapter 893. This chapter includes definitions of what constitutes illegal drugs, drug paraphernalia, prohibited activities and related penalties. Conviction for the possession or distribution of illegal alcohol or drugs will result in various penalties according to the nature of the offense. These can include imprisonment, fines, confiscation of property and other related penalties.

Per Section 893.11(1), "It is unlawful for any person to sell, purchase, manufacture, or deliver, a controlled substance in, on, or within 200 feet of the real property comprising a public or private college, university, or other postsecondary educational institution." Punishment for such crimes ranges from first-degree misdemeanors (up to one year imprisonment and up to a \$1,000 fine) to first-degree felonies (up to 30 years imprisonment and up to a \$10,000 fine). Specifically, possession of fewer than 20 grams of marijuana is punishable with imprisonment of up to one year and a fine of up to \$1,000; possession of more than 20 grams of marijuana is a third-degree felony with imprisonment of up to five years and a fine of up to \$5,000. Trafficking (distributing specified large quantities of various controlled substances) is punishable by a term of imprisonment up to life and a fine of \$25,000 to \$500,000, depending on the particular illicit drug and the quantity involved. Thus, possession of fewer than 28 grams of cocaine is a third-degree felony, while possession of more than 28 grams of cocaine, trafficking in cocaine, is a first-degree felony, punishable with a fine of up to \$250,000 and imprisonment up to life without eligibility for early release. The death penalty may be imposed if a person has brought large quantities of the substances into the state knowing the result would be the death of any person.

The Florida Controlled Substance List and Schedules can be found under F.S. 893.03. The Florida Precursor Chemical list, which lists chemicals that may be used in manufacturing a controlled substance in violation of Florida statute, can be found under F.S. 893.033.

Individuals who have been convicted of a felony involving the sale of or trafficking in, or conspiracy to sell or traffic in, a controlled substance under certain circumstances may be disqualified from applying for state employment. Convictions on drug-related charges also may result in disqualification for federal financial aid. Punishments may include a fine of up to \$8 million and life imprisonment.

Federal penalties for illicit drugs

The following federal trafficking penalties for illegal drugs took effect November 18, 1988, under the Controlled Substance Acts (CSA).

CSA I and II penalties

For possession of 10 to 99 grams (g) or 100 to 999 g mixture of methamphetamine or PCP; 100 to 999 g mixture of heroin; 500 to 4,999 g mixture of cocaine; 5 to 49 g mixture of cocaine base; 1 to 10 g mixture of LSD; 40 to 399 g mixture of fentanyl; or 10 to 99 g mixture of fentanyl analogue, the penalty is:

- First offense: Not less than five years or more than 40 years of imprisonment; if death or serious injury occurs, not less than 20 years of imprisonment or more than life; a fine of not more than \$2 million for individuals or \$5 million for other than an individual.
- Second offense: Not less than 10 years of imprisonment or more than life; if death or serious injury occurs, not less than life imprisonment; a fine of not more than \$4 million for individuals, \$10 million for other than an individual.

For possession of 100 g or more, or 1 kg or more mixture of methamphetamine or PCP; 1 kg or more mixture of heroin; 5 kg or more mixture of cocaine; 50 g or more mixture of cocaine base; 10 g or more mixture of LSD; 400 g or more mixture of fentanyl; or 100 g or more mixture of fentanyl analogue; the penalty is:

- First offense: Not less than 10 years of imprisonment or more than life; if death or serious injury occurs, not less than 20 years of imprisonment or more than life; a fine of not more than \$4 million for individuals, or \$10 million if other than an individual.
- Second offense: Not less than 20 years of imprisonment or more than life; if death or serious injury occurs, not less than life imprisonment; a fine of not more than \$8 million for individuals, \$20 million for other than an individual.

For other drugs, not including marijuana, hashish or hash oil, the penalty is:

- First offense: Not more than 20 years of imprisonment; if death or serious injury occurs, not less than 20 years of imprisonment or more than life; a fine of \$1 million for individuals, \$5 million for other than an individual.
- Second offense: Not more than 30 years of imprisonment; if death or serious injury occurs, life imprisonment; a fine of \$2 million individuals, \$10 million for other than an individual.

CSA III, IV and V penalties

For CSA III drugs, not more than five years of imprisonment: a fine of not more than \$250,000 for individuals, or \$1 million for other than an individual. Second offense: Penalties double that of first offense.

For CSA IV drugs:

First offense: Not more than three years of imprisonment; a fine of not more than \$250,000 for individuals, or \$1 million for other than an individual. Second offense: Penalties double that of first offense.

For CSA V drugs:

First offense: Not more than one year of imprisonment; a fine of not more than \$100,000 for individuals, or \$250,000 for other than an individual. Second offense: Penalties double that of first offense.

Marijuana, hashish and hashish oil

For possession of 1,000 kilograms (kg) or more, or 1,000 or more plants, of marijuana or mixture containing discernible quantity:

- First offense: Not less than 10 years of imprisonment, not more than life imprisonment. If death or serious injury occurs, not less than 20 years of imprisonment, not more than life imprisonment; a fine of not more than \$4 million for individuals, \$10 million for other than an individual.
- Second offense: Not less than 20 years of imprisonment or more than life imprisonment; if death or serious injury occurs, not less than life imprisonment; a fine of not more than \$8 million for individuals, \$20 million for other than an individual.

For possession of 100 kg to 1,000 kg, or 100–999 plants, of marijuana or mixture containing discernible quantity:

- First offense: Not less than five years of imprisonment, not more than 40 years of imprisonment. If death or serious injury occurs, not less than 20 years of imprisonment, not more than life imprisonment; a fine of not more than \$2 million for individuals, \$5 million for other than an individual.
- Second offense: not less than 10 years of imprisonment or more than life imprisonment; if death or serious injury occurs, not less than life imprisonment; a fine of not more than \$4 million for individuals, \$10 million for other than an individual.

For possession of 50 to 100 kg, or 50–99 plants, of marijuana; 10 to 100 kg hashish; or 1 to 100 kg hashish oil:

- First offense: Not more than 20 years of imprisonment. If death or serious injury occurs, not less than 20 years of imprisonment, not more than life imprisonment; a fine of \$1 million for individuals, \$5 million for other than an individual.
- Second offense: Not more than 30 years of imprisonment. If death or serious injury occurs, life imprisonment, a fine of \$2 million for individuals and \$10 million for other than an individual.

For possession of under 50 kg of marijuana, less than 10 kg of hashish or less than 1 kg of hashish oil:

- First offense: Not more than five years of imprisonment; a fine of not more than \$250,000 for individuals, \$1 million for other than an individual.
- Second offense: Not more than 10 years of imprisonment; a fine of not more than \$500,000 for individuals, \$2 million for other than an individual.

Drug-related overdoses; medical assistance; immunity from prosecution (F.S. 893.21)

1. A person acting in good faith who seeks medical assistance for an individual experiencing a drug-related overdose may not be charged, prosecuted or penalized pursuant to this chapter for possession of a controlled substance if the evidence for possession of a controlled substance was obtained as a result of the person's seeking medical assistance.
2. A person who experiences a drug-related overdose and is in need of medical assistance may not be charged, prosecuted or penalized pursuant to this chapter for possession of a controlled substance if the evidence for possession of a controlled substance was obtained as a result of the overdose and the need for medical assistance.
3. Protection in this section from prosecution for possession offenses under this chapter may not be grounds for suppression of evidence in other criminal prosecutions.

Sexual misconduct rights, programs and resources

Prohibition against sexual assault, dating violence, domestic violence and stalking

The university community depends upon trust and respect among its members. The university is committed to maintaining a healthy and safe learning, living and working environment that promotes responsibility and respect in all matters, where no one is unlawfully excluded from participation in, denied the benefits of or subjected to discrimination in any university program or activity on the basis of gender, sex, sexual orientation, sexual identity, gender identity or gender expression ("sex discrimination").

Sexual and gender-based misconduct is a form of sex discrimination that may deny or limit an individual's ability to participate in or benefit from university programs or activities. Sexual and gender-based misconduct offenses, which include acts of dating violence, domestic violence, sexual assault and stalking, as defined by the Clery Act, within the university community are a violation of trust and respect, are prohibited and will not be tolerated. This prohibition applies to incidents occurring between members of the university community (students, employees and contractors, and consultants or vendors doing business with or providing services to the university) on or off campus at any university academic, educational, co-curricular, athletic, study abroad, residential or other university-sponsored program, as well as off-campus incidents not associated with university programs if the conduct has the effect of creating a hostile environment impacting members of the university community.

The university is dedicated to preventing sexual misconduct and offenses by providing:

1. Education, prevention and training programs that inform the community about the risks and myths that contribute to sexual and gender-based misconduct and offenses.
2. Assistance and support, including procedures sensitive to a person who has been the victim of a sexual or gender-based misconduct offense.
3. A process for the prompt and equitable investigation and resolution of incidents of sexual and gender-based misconduct that includes appropriate disciplinary sanctions for those who commit sexual and gender-based misconduct offenses, as well as the imposition of remedial actions to address and remedy the effects of such offenses.

Violations of the university policies pertaining to acts of sexual and gender-based misconduct may result in the imposition of sanctions up to and including termination, suspension or expulsion.

Definitions of dating violence, domestic violence, sexual assault and stalking

Lynn University prohibits dating violence, domestic violence, sexual assault and stalking, as they are defined for purposes of the Clery Act and Title IX. For purposes of this annual security report, these offenses may collectively be referred to herein as “sexual misconduct.”

Sexual assault: Physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol or other incapacity, such as being a minor or having an intellectual or other disability. This includes the following:

- **Sex offenses—forcible:** Any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent.
 - *Forcible rape:* The carnal knowledge of a person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of their temporary or permanent mental or physical incapacity (or because of their youth).
 - *Forcible sodomy:* Oral or anal sexual intercourse with another person, forcibly and/or against that person’s will; or not forcibly against the person’s will where the victim is incapable of giving consent because of their youth or because of their temporary or permanent mental or physical incapacity.
 - *Sexual assault with an object:* The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of their youth or because of their temporary or permanent mental or physical incapacity.
 - *Forcible fondling:* The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of their youth or because of their temporary or permanent mental incapacity.
- **Sex offenses—nonforcible:** Unlawful, nonforcible sexual intercourse.
 - *Incest:* Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - *Statutory rape:* Nonforcible sexual intercourse with a person who is under the statutory age of consent.

Dating violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Domestic violence: A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner 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 or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family

violence laws of the jurisdiction in which the crime of violence occurred; 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 in which the crime of violence occurred.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens or communicates to or about a person, or interferes with a person's property. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Consent: The person must act freely and voluntarily and have knowledge of the nature of the act or transaction involved. Consent consists of an affirmative, conscious decision by each participant to engage in mutually agreed-upon sexual activity. Consent is clear permission and can be given only by one of legal age. The following are essential elements of effective consent:

- Informed and reciprocal: All parties must demonstrate a clear and mutual understanding of the nature and scope of the act to which they are consenting, and a willingness to do the same thing at the same time in the same way.
- Freely and actively given: Consent cannot be obtained through the use of force, coercion, threats, intimidation or pressuring, or by taking advantage of the incapacitation of another individual.
- Mutually understandable: Communication regarding consent consists of mutually understandable words and/or actions that indicate an unambiguous willingness to engage in sexual activity. In the absence of clear communication or outward demonstration, there is no consent. Consent may not be inferred from silence, passivity, lack of resistance or lack of active response. Relying solely upon nonverbal communication can lead to a false conclusion as to whether consent was sought or given.
- Not indefinite: Consent may be withdrawn by any party at any time. Recognizing the dynamic nature of sexual activity, individuals choosing to engage in sexual activity must evaluate consent in an ongoing manner and communicate clearly throughout the stages of sexual activity. Withdrawal of consent can be an expressed "NO" or can be based on the outward demonstration that conveys that an individual is hesitant, confused and uncertain, or no longer a mutual participant. Once consent is withdrawn, the sexual activity must cease immediately, and all parties must obtain mutually expressed or clearly stated consent before continuing further sexual activity.
- Not unlimited: Consent to one form of sexual contact does not constitute consent to all forms of sexual contact, nor does consent to sexual activity with one person constitute consent to activity with any other person. Each participant in a sexual encounter must consent to each form of sexual contact with each participant.
- Even in the context of a current or previous intimate relationship, each party must consent to each instance of sexual contact each time. The consent must be based on mutually understandable communication that clearly indicates a willingness to engage in sexual activity. The fact that there has been prior intimacy or sexual activity does not by itself imply consent to future acts.

Note: The above definitions have been incorporated into the Student Code of Conduct, and Clery Act offenses are incorporated as covered prohibited acts per the Title IX Final Rule, effective Aug. 14,

2020, and detailed in the university's Interim Sexual Harassment (Title IX) Policy. Where appropriate, applicable university policies may provide more extensive definitions of prohibited offenses that are consistent with Clery Act reporting definitions. The university will utilize the above definitions for Clery Act reporting purposes.

State of Florida laws

Sexual Battery: In the state of Florida, sexual assault is legally referred to as sexual battery, and law enforcement will utilize this definition in determining whether to pursue criminal charges. Florida State Statute 794.011 defines sexual battery as “any oral, anal, vaginal penetration by or union with the sexual organ of another or the anal or vaginal penetration of another by any other object performed without consent and not for a bona fide medical purpose.”

Florida State Statute 794.011(1)(a) defines “consent” as intelligent, knowing and voluntary consent and does not include coerced submission. “Consent” shall not be deemed or construed to mean the failure by the alleged victim to offer physical resistance to the offender.

Stalking: Stalking in the state of Florida is defined as the willful, malicious and repeated following or harassing of a specific person that would cause a reasonable person to fear for their safety or the safety of others; or suffer substantial emotional distress; or an aggravated stalking, which means the willful, malicious and repeated following or harassing of another with credible threats with the intent to place that person in reasonable fear of death or bodily injury; or willfully, maliciously or repeatedly following or harassing a minor under age 16; or after injunction for protection or any court-imposed prohibition of conduct, knowingly, willfully, maliciously and repeatedly following or harassing another person. Florida law enforcement agencies will utilize this definition in determining whether to pursue criminal stalking charges.

Dating violence: Dating violence in the state of Florida is defined as violence between individuals who have or have had a continuing and significant relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on the consideration of the following factors:

1. A dating relationship must have existed within the past six months.
2. The nature of the relationship must have been characterized by the expectation of affection or sexual involvement between the parties.
3. The frequency and type of interaction between the persons involved in the relationship must have included that the persons have been involved over time and on a continuous basis during the course of the relationship.

Florida law enforcement agencies will utilize this definition in determining whether to pursue criminal dating violence charges.

Domestic violence: Domestic violence in the state of Florida is defined as any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment or any criminal offense resulting in physical injury or death of one family or household member by another family or household member. “Family or household member” means spouses, former spouses, persons related by blood or marriage, persons who are presently residing together as if a family or who have resided together in the past as if a family, and persons who are parents of a child in common, regardless of whether they have been married. With

the exception of persons who have a child in common, the family or household members must be currently residing or have in the past resided together in the same single-dwelling unit. Florida law enforcement agencies will utilize this definition in determining whether to pursue criminal domestic violence charges.

Education, prevention, awareness and training programs

The university's primary education and prevention campaigns and programming seek to stop incidents of sexual misconduct before they occur, through (i) promoting positive behaviors that foster healthy, mutually respectful relationships and sexuality; (ii) encouraging safe bystander intervention; and (iii) seeking to change behavior and social norms in a healthy and safe direction. Awareness programming increases awareness of issues of sexual and gender-based misconduct while sharing information and resources to prevent interpersonal violence, promote safety and reduce perpetration.

Programs for incoming students

Incoming students are required to complete online educational modules during their first week on campus. These online modules, provided by Vector Solutions (formerly Safe Colleges), include the following:

- Complete copies and a review of [appropriate university policies](#) that prohibit sexual assault, domestic violence, dating violence and stalking on and off campus between members of the university community.
- The definition of sexual assault, domestic violence, dating violence and stalking as those terms are defined for purposes of the Clery Act and Title IX.
- The definition of sexual battery, domestic violence, dating violence and stalking in Florida.
- The definition of consent to sexual activity in Florida.
- Information on safe and positive options for bystander intervention, risk reduction and recognizing abusive behaviors.
- Information regarding options for reporting sexual assault, domestic violence, dating violence and stalking to the university, local law enforcement or both.
- Information on the resources available to victims of sexual assault, domestic violence, dating violence and stalking, such as confidential counseling, health services, and interim and protective measures.
- International students receive a Title IX Essentials course that includes cultural norms, Title IX issues and how they relate to U.S. law versus university policies.

Additionally, online training modules in Vector Solutions prepare students to address issues related to the use and misuse of alcohol and other drugs. They also provide information about risk reduction and a copy of the university's policy on alcohol and other drugs.

Programs for new employees

All **new employees** must also complete an online training course through Vector Solutions within the first 30 days of employment. The online training modules include the following:

- Complete copies and a review of [appropriate university policies](#) that prohibit sexual assault, domestic violence, dating violence, and stalking on and off campus.
- The definition of sexual assault, domestic violence, dating violence and stalking as those terms are defined for purposes of the Clery Act and Title IX.

- The definition of sexual battery, domestic violence, dating violence and stalking in Florida.
- The definition of consent to sexual activity in Florida.
- Information on safe and positive options for bystander intervention, risk reduction and recognizing abusive behaviors.
- Information regarding options for reporting sexual assault, domestic violence, dating violence and stalking to the university, local law enforcement or both.
- Information about resources available to victims of sexual assault, domestic violence, dating violence and stalking, such as confidential counseling, health services, and interim and protective measures.
- Information on the role of mandated reporters and how to respond when a report of sexual assault, domestic violence, dating violence and/or stalking is made.

In an effort to reduce the risk of sexual assault, domestic violence, dating violence and stalking, various programs and safety measures—including, but not limited to, a comprehensive bystander intervention program, the creation of individual and community safety plans and strategies, and general crime prevention education—are available to members of the campus community during new student and new staff orientations and throughout the academic year.

Ongoing awareness and prevention

Ongoing awareness and prevention educational programs are offered each year, and include the following:

- Educational programs hosted by the Title IX office, Student Health and Student Wellness and Health Promotions.
- Residence hall floor programming: Topics include proper reporting resources, what consent is, bystander intervention and risk reduction techniques.
- Sexual assault awareness month programming: Information sessions, upstander intervention training, Denim Day, Day of Action, etc.
- Custom programs throughout the year, including online training programs, upstander intervention sessions, consent programs and signs of healthy relationships events. Parent orientation: Campus policies, procedures and resources are shared, while an open forum allows for any parent questions or concerns.
- New faculty and staff orientation: In-person training on reporting procedures, their role as a responsible employee and specific examples of situations they could experience.
- New faculty and staff online training programming via Vector Solutions: Mandatory training on Title IX and the role of a responsible employee.
- Title IX workshops for faculty and staff, including resident assistants and athletic coaches: in-person workshop with resources, reporting structures, example scenarios and reporting techniques.

Bystander intervention

The university launched its bystander intervention program in 2012. Since then, various student leaders, staff and faculty members have been trained to facilitate classroom presentations about bystander intervention. All incoming first-year students are invited to complete a bystander intervention course. Participants learn the definitions of consent, sexual assault, dating violence, domestic violence, stalking and bystander intervention; how to identify red flags in common college scenarios; how to assume personal responsibility to better assist someone who might be in trouble; and the different techniques of intervening.

Three steps of bystander intervention:

1. **Notice red flags.** Students discuss challenges that make it difficult to identify an event taking place, such as distractions, alcohol, surroundings and ambiguity.
2. **Assume personal responsibility.** Students learn that it is *everyone's* responsibility to intervene to stop inappropriate behavior. Intervening as soon as it is safe to do so is the best course of action. At the very least, students are encouraged to speak up. Students begin to understand that the person's relationships to the victim or the perpetrator have an impact on what they would do in the situation.
3. **Know how to intervene.** Students discuss ways that they could safely intervene in potential situations (by yelling and causing a commotion to disrupt any physical altercation, by stepping in and suggesting that a friend come back to their room after a night of drinking rather than get in a car with strangers or others, by calling Campus Safety immediately if they believe threatening behavior is occurring in the moment) and the reasons some people do not intervene.

Risk reduction

Risk reduction is best achieved through empowerment and addressing any barriers that may limit bystander intervention. In addition to the university's comprehensive bystander intervention program (discussed above), the following trainings and programs, and advice support a robust risk reduction curriculum:

- Students are assigned a Sexual Misconduct Prevention and Awareness online course annually, which includes modules on consent, rape culture, bystander intervention, verbal defense, drugs and alcohol, healthy relationships, stalking, campus policies and resources, and scenarios permitting students to explore risk reduction and bystander intervention techniques.
- Various programs are held throughout the year to encourage thought-provoking scenarios and education for students to avoid becoming victims and also avoid becoming perpetrators:
 - Consent Trivia: Activity that helps students explore what consent does and does not look like.
 - Cookies and Consent: An annual activity when students learn about affirmative consent, methods of obtaining consent and campus-based resources.
 - Upstander Intervention: Students will learn the steps of upstander intervention, what consent is and the importance of asking.
- Housing and Residence Life staff are provided with various awareness, prevention and response training for incidents of sexual assault, interpersonal violence and stalking:
 - Wellness educator training to support upstander intervention and facilitate conversations around risk reduction, social and cultural norms, bystander intervention, and response and reporting.
- Athletics staff are trained annually by the Title IX team on the importance of mentoring and leadership, early recognition and intervention, and team culture and discriminatory practices.
- Campus Safety staff are provided awareness, response and intervention training annually.
- All staff are assigned an annual online training on Sexual Misconduct Awareness and Prevention.

Only perpetrators are responsible for their actions, and the university educates members of the campus community on ways to reduce risk of abuse with no intent to blame victims.

Additional safety advice

Additional advice is provided to students, such as:

- Attend social gatherings with a group of friends. Arrive together, check in throughout the evening and leave together. Know where you are—it can help you to find a way out of a bad situation.
- Trust your instincts. If you feel unsafe, uncomfortable or worried for any reason, don't ignore these feelings. Go with your gut. If you see something suspicious, get somewhere safe and contact law enforcement immediately. Call 911 or Campus Safety at +1 561-237-7226.
- Avoid clubs and parties that charge men to enter but allow women to enter and/or drink for free.
- Don't leave your drink unattended while talking, dancing, using the restroom or making a phone call. Take the drink with you or throw it out. Avoid using the same cup to refill your drink. If you've left your drink alone, get a new one.
- Don't accept drinks from people you don't know or trust. This can be challenging in some settings, like at a party or on a date. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
- Watch out for friends, and vice versa. If a friend seems out of it, is far too intoxicated for the amount of alcohol they've had or is acting out of character, get them to a safe place immediately.
- Keep an eye on your friends. If you go out in a group, arrive together and leave together. If you leave early, let your friends know. If you're at a party, check in with them to see how they're doing. If something doesn't look right, step in. Don't be afraid to let a friend know if something is making you uncomfortable or if you are worried about their safety.
- Have a backup plan. Sometimes plans change quickly. You might realize it's unsafe for you to drive home, or the group you arrived with might decide to go someplace where you don't feel comfortable. Download a rideshare app or keep the number for a reliable cab company saved in your phone and cash on hand in case you decide to leave.
- Use university services. If you are uncomfortable on campus at night or need an escort, call Campus Security at +1 561-237-7226.
- Know what you're drinking. Don't recognize an ingredient? Use your phone to look it up.
- Check in with yourself. You might have heard the expression "Know your limits." Whether you drink regularly or not, check in with yourself periodically to register how you feel.
- Be aware of sudden changes in how your body feels. Do you feel more intoxicated than you should? Some drugs are odorless, colorless and tasteless, and can be added to your drink without you noticing. If you feel uncomfortable, tell a friend and have them take you to a safe place.
- If you suspect that you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911). Be explicit with doctors so they can give you the correct tests (you may need a urine test and possibly others).

Ask yourself, "Would I do this if I were sober?" Alcohol can affect your overall judgment. You wouldn't drive, make medical decisions or ride a bike while intoxicated. Many professionals, such as doctors, teachers and pilots, cannot be drunk while doing their jobs. Given this context, is what you're about to do a good idea? Will you be comfortable with your decision the next day?

Specialized training

The university recognizes that understanding victim responses, trauma and the dynamics of sexual harassment and sexual assaults is a high priority, and all “responsible employees” complete an online training through Vector Solutions. The required online training module includes the following:

- Statements that the university prohibits acts of sexual and gender-based misconduct, including dating violence, domestic violence, sexual assault, stalking and harassment.
- The definitions of domestic violence, dating violence, sexual assault, stalking and harassment in the applicable jurisdiction.
- The definition of consent to sexual activity.
- Information on risk reduction and recognizing abusive behaviors.
- Information about how to report incidents of stalking, sexual violence or interpersonal violence and how to seek support and services.
- Requirements for responsible employees to report incidents of sexual and gender-based misconduct to the deputy Title IX coordinator, and information on how to respond to a report of sexual and gender-based misconduct.

Title IX staff training

All professional employees designated as Title IX deputies or advisers, hearing or appeals administrators, and/or investigative staff also receive annual training on (i) best practices related to domestic violence, dating violence, sexual assault and stalking, and (ii) Title IX investigations, informal resolutions processes, and hearing and appeals processes. Annual trainings are also compliant with the Title IX Final Rule, and copies of the training provided to Title IX administrators are available online at lynn.edu/titleix. These trainings focus on how investigations and the hearing process are conducted in a manner that protects the safety of victims and promotes accountability. Topics covered include relevant evidence and how it should be used during a proceeding, proper techniques for questioning witnesses, basic procedural rules for conducting a proceeding, and avoiding actual and perceived conflicts of interest.

Assistance and support

Rights and community resources

The university strives to be transparent with all campus community members concerning rights and resources available, regardless of whether sexual misconduct falls under the jurisdiction of the Title IX Final Rule or whether the incident occurs on or off campus. Information on rights, resources and supportive measures is available online and outlined in the Sexual and Gender-Based Misconduct Rights and Resources Guide. This guide is provided to complainants and respondents, both orally and in writing, at any initial meeting after a report is made, and the written guide is also made available at the various educational and training sessions held on campus throughout the year. Complainants and respondents can request assistance and support by contacting a confidential or nonconfidential source. This information outlines the following:

1. Notification about existing counseling, health services, mental health, victim advocacy, legal assistance and other services available for victims on campus and in the community.
2. Notification to victims about options for working with the Title IX team to change academic, living, transportation and working situations, and implementing protective measures if

requested by the victim and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to Campus Safety or local law enforcement.

3. Advice on how to preserve physical evidence, including medical evidence, photographs, text messages, video evidence and phone records, and where to go for medical assistance.
4. An explanation of the student's or employee's rights and options (whether the incident occurred on or off campus), including a statement of the standard of evidence that will be used during the proceedings, the institution's procedures for disciplinary action and all other pertinent information.

Print materials

The Title IX office has created a series of print materials about how to identify and report incidents of sexual and gender-based misconduct (including sexual assault, domestic violence, dating violence and stalking) and how to access support and other resources. These materials, which include posters and brochures about bystander intervention and risk reduction, are available at various on-campus offices and online at lynn.edu/titleix. Reporting parties and responding parties, whether making or involved in a formal or confidential report, will be provided with these materials, regardless of the location of the reporting incident. Additionally, these materials are included in the Sexual and Gender-Based Misconduct Rights and Resources guide, which is provided to complainants and respondents at the time a report is made.

Reporting claims of sexual misconduct

Following an incident of sexual misconduct

Get to a safe place: First and foremost, an individual who is the victim of sexual assault, domestic violence, dating violence, stalking or other violent actions is urged to get to a safe place away from the perpetrator or from any other potential danger as soon as possible. Individuals on campus who are not in a safe place should contact Campus Safety (24 hours) or local law enforcement at 911 immediately. Individuals off campus should contact local law enforcement at 911 immediately.

Preserve evidence: Collecting evidence does not obligate an individual to any course of action, but it can assist law enforcement should a victim decide to ultimately pursue criminal charges and may be helpful in obtaining a protective order. For evidence collection purposes in the context of sexual assault, it is important that, if possible, the victim does not shower, bathe, wash, comb hair, use the toilet, smoke, brush teeth, eat or drink, or wash clothes, sheets, blankets or other items. Anything of evidentiary value should be placed in a paper bag (plastic bags are discouraged). Also, you are urged to photograph visible injuries. Pictures should be taken both zoomed in and panned out to show the location. A credit card, coin or dollar bill may be used for size reference. Evidence of other misconduct should also be preserved: photographs, text messages, videos, phone records, etc.

Seek medical care (health care options): Whether a victim elects to report the incident or not, medical attention must be sought as soon as possible. This allows the individual to get care for any injuries that may have resulted from the assault, to receive medications to prevent sexually transmitted infections in the event of a sexual assault, and to properly collect and preserve evidence, if the patient consents to do so. A medical examination within 72 hours is critical in preserving evidence of sexual assault and proving a criminal or civil case against a perpetrator. A listing of local hospitals that have rape kits and/or Sexual Assault Nurse Examiners (SANE) are set forth in the resources table.

- **Getting to the hospital:** For victims with injuries that require emergency medical care, it is imperative to call Campus Safety or 911 to request emergency transport.

- **Transportation assistance:** If there are no pressing medical needs, the victim may contact any of the university or off-campus resources listed in the resource table in Appendices A and B for assistance in seeking medical attention off campus.

Reporting an incident of sexual misconduct

Victims of conduct that may constitute sexual misconduct or associated incidents of retaliation are encouraged to talk to somebody about what happened so supportive measures can be provided and the university may respond appropriately. Victims and witnesses do not need to determine whether the conduct constitutes sexual harassment or meets a particular definition of sexual misconduct before reporting the incident to the university. Additionally, there is no time limit on reporting an incident of sexual misconduct. The university aims to empower individuals who have experienced sexual assault, domestic violence, dating violence or stalking to make the decisions that are best for them. Some, all or none of the reporting options below may be chosen. This information is distributed annually to all students and staff, explained within new student and new employee mandatory training, and provided to individuals at the time of a report through the rights and resources guide.

Make a confidential report. A victim of sexual assault, domestic violence, dating violence or stalking may seek medical, counseling, support and reporting information from any of the university or off-campus confidential resources listed below. Discussing a matter with these offices or individuals is not considered a report to the university or a request that any action be taken by the university in response to a sexual assault, domestic violence, dating violence or stalking incident unless specifically requested by the victim. Conversations with these resources are confidential, except as described below.

- **Counseling (strict confidential sources).** Individuals can make a confidential report of sexual misconduct by contacting a professional, licensed counselor at the Counseling Services office at +1 561-237-7237 during normal business hours. The licensed professionals at the Counseling Services office may also be visited in person during normal business hours at their location in the Synder Center for Health and Wellness.
- **Student Health professionals (university-designated confidential staff).** Individuals also have the option of making a confidential report by contacting a licensed clinician at Student Health at +1 561-237-7231 during normal business hours. The licensed professionals at Student Health may also be visited in person during normal business hours at their location in the Synder Center for Health and Wellness. The staff members from Student Health may generally talk to a reporting individual without revealing any personally identifying information about an incident to the Title IX coordinator. While maintaining an individual's confidentiality, these individuals will report the nature, date, time and general location of an incident to the Title IX coordinator. This limited report helps keep the Title IX coordinator informed of the general extent and nature of sexual violence on and off campus so the coordinator can track patterns, evaluate the scope of the problem and formulate appropriate campuswide responses.
- **Case managers with the Dean of Students' Office (university-designated confidential staff).** Individuals may make anonymous or confidential reports of sexual misconduct by contacting a case manager within the Dean of Students' Office during normal business hours at +1 561-237-7246 or +1 561-237-7005, or by visiting their office in person in the Synder Center for Health and Wellness. The case managers may generally talk to a reporting individual without revealing personally identifying information about an incident to the Title IX coordinator. While maintaining an individual's confidentiality, these individuals will report the nature, date, time and general location of an incident to the Title IX coordinator. This limited

report helps keep the Title IX coordinator informed of the general extent and nature of sexual violence on and off campus so the coordinator can track patterns, evaluate the scope of the problem and formulate appropriate campuswide responses.

- **Palm Beach County Victim Services (strict confidential source).** Through a memorandum of understanding with the university, Palm Beach County Victim Services (PBCVS) makes available a 24-hour rape crisis hotline service to students and employees of the university and provides confidential crisis intervention, counseling, information and referral, and accompaniment to medical and legal services as requested by students and employees. Victim advocates with PBCVS provide students and employees with information about how to file a complaint with the university and how to report a crime to campus or local law enforcement, and they offer to assist students and employees with filing a complaint or report. Additionally, victim advocates from PBCVS are available 24 hours a day to accompany students and employees as they make reports to Campus Safety or to local law enforcement. Students or employees making a report of sexual and gender-based misconduct will be made aware of their option to have a victim advocate from PBCVS present, and university administrators will assist the student or employee in contacting PBCVS. To speak with a victim advocate, please contact 1-866-891-7273 (RAPE).

Make a nonconfidential report. Any individual who has experienced an incident of sexual assault, domestic violence, dating violence or stalking has the option to contact any of the nonconfidential university resources listed below for immediate assistance. Reporting to these individuals will result in the Title IX office being notified, offenses being reviewed under university policies and the Title IX office working with the reporting party to address and remedy any offenses.

- **Report to one of the deputy Title IX coordinators.**

Anthony Altieri—Interim Title IX coordinator
aaltieri@lynn.edu / +1 561-237-7275

Allyson Miller—Deputy Title IX Coordinator /Title IX Resource Administrator
almiller@lynn.edu / +1 561-237-7581

Aaron Greenberg—Deputy Title IX Coordinator for Employees
agreenberg@lynn.edu / +1 561-237-7915

Meagan Elsberry—Deputy Title IX Coordinator for Students
melsberry@lynn.edu / +1 561-237-7233

Sarah Fraska—Deputy Title IX Coordinator for Athletics Gender Equity
SFraska@lynn.edu / +1 561-237-7058

- **Utilize the sexual harassment reporting form.** The sexual harassment reporting form may be accessed at lynn.edu/titleix. The university's Title IX coordinator will receive all reports submitted via the reporting form.
- **Report to any employee other than those identified as confidential resources.** All reports submitted to nonconfidential university employees will be relayed to the university's Title IX coordinator.
- **Make a report to Campus Safety and/or law enforcement.** Any member of the university community who has experienced an incident of sexual assault, domestic violence, dating violence or stalking has the option to (a) report the conduct to the law enforcement agency that

has jurisdiction over the location where the incident occurred; (b) be assisted by any of the university resources in notifying law enforcement if the victim so chooses; and (c) decline to notify law enforcement or the university. The university will comply with the requirements for assistance in notifying the law enforcement agency. A criminal report and a university report may be pursued at the same time; however, individuals may pursue a formal complaint with the university without pursuing criminal charges and vice versa.

Seek legal assistance. A victim of sexual assault, domestic violence, dating violence or stalking has the right to obtain a petition for injunction (also known as a No Contact Order or a restraining order) or a similar lawful order issued by a criminal court. While Lynn University does not provide legal assistance or attorneys, students may contact the confidential student adviser (see resource table in Appendix A) to provide assistance in initiating legal proceedings in family court or civil court, including, but not limited to, obtaining an order of protection. In addition, the victim may directly contact the Palm Beach County District Attorney's Office:

Palm Beach County District Attorney
401 North Dixie Highway
West Palm Beach, FL 33401
Phone: +1 561-355-7100
Hours: 8 a.m.–4:30 p.m., Monday–Friday

The university will enforce active injunctions issued by a court of law. If you have a court-issued injunction order, please contact the Title IX coordinator or Campus Safety for assistance in enforcing the order. Please be aware that if you notify the university of an existing court-issued injunction order, the Title IX coordinator may follow up with you as prescribed by Title IX. The information about your right to legal assistance is outlined in writing in the Sexual and Gender-Based Misconduct Rights and Resources Guide provided to complainants and respondents.

Please note that a court-issued injunction order is separate and distinct from a campus-based No Contact Order. Members of the campus community may seek a campus-based No Contact Order by speaking with the Title IX office and/or Campus Safety. Additionally, an individual may disclose the conduct to a professional counselor from Counseling Services or Student Health, the confidential student adviser or an off-campus victim advocate, who in turn can ask the Title IX coordinator to introduce interim measures, including a campus-based No Contact Order, on the victim's behalf. Individuals should be aware that when a counselor or adviser requests interim measures on their behalf from the Title IX coordinator and discloses that the reason for the request is sexual or gender-based misconduct, the request may trigger the university's Title IX obligation to investigate.

University response to alleged sexual assault, dating violence, domestic violence or stalking

When alerted to any instance of possible sexual misconduct, the university will take immediate action to:

- Investigate and eliminate the misconduct;
- Prevent its recurrence; and
- Address and remedy the effects of such harassment and discrimination.

All sexual misconduct claims, and the university's responses to such claims, are addressed in detail under the university's Interim Sexual Harassment (Title IX) Policy, the Student Code of Conduct and Conduct Review Procedures, and the Employee Nondiscrimination and Anti-Harassment Policy. When the complaint of sexual and gender-based misconduct fits the definition and jurisdiction requirements of the 2020 Title IX Final Rule, the filing of a formal complaint triggers the university's investigation and hearing process under the Interim Sexual Harassment (Title IX) Policy. If the conduct does not fit the definition and jurisdiction requirements of the 2020 Title IX Final Rule, the Student Code of Conduct or the Employee Nondiscrimination and Anti-Harassment Policy may govern the university's resolution process. Key procedures under each are outlined below.

All procedures that address sexual misconduct reports are characterized by a prompt, fair and impartial process, from the initial investigation to the final determination.

A. Procedures under the Interim Sexual Harassment (Title IX) Policy

Confidentiality

Lynn University seeks to adequately protect confidential student education records while also ensuring that investigations are prompt, equitable and effective. The university, including those individuals who receive a report or disclosure that cannot guarantee confidentiality, will maintain a victim's privacy to the greatest extent possible. Moreover, the university's investigation and resolution proceedings will be discreet and disclosed only on a need-to-know basis. In cases where the victim is a student, the university will take reasonable care to protect the student's privacy by using the student's Lynn University ID number in an incident report and in publicly available recordkeeping (without the inclusion of identifying information) as defined in 42 U.S.C. 1395 (a)(20). The university will also protect the victim's privacy by omitting or redacting any personally identifiable information in any publicly available university records regarding the incident or the university's investigation and resolution proceedings.

The university will maintain as confidential any supportive measures provided to the victim, to the extent that maintaining such confidentiality will not impair the university's ability to provide the interim or protective measures. The Title IX coordinator will determine when it is necessary to share personally identifiable information with other university representatives in order to provide an interim or protective measure. Before doing so, however, the Title IX coordinator will inform the victim or their adviser which information will be shared, with whom it will be shared and why.

It is the policy of the university to keep confidential the identity of any individual who has made a report or formal complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual and gender-based misconduct, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. 1232g, or FERPA regulations, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation or hearing arising under this policy.

Initial meetings

Upon receiving a report, complaint or formal complaint of an alleged incident of sexual misconduct that falls under the jurisdiction of the 2020 Title IX Final Rule, the Title IX office will promptly contact the complainant to:

- Discuss the availability of supportive measures.

- Consider the complainant's wishes with respect to supportive measures.
- Inform the complainant of the availability of supportive measures with or without the filing of a formal complaint and, if applicable, the report of a crime to local law enforcement.
- Explain the process for filing a formal complaint.
- A formal complaint alleging sexual harassment against a respondent is a document filed by a complainant or signed by the Title IX coordinator requesting that the university investigate the allegation of sexual harassment. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in a Lynn University education program or activity. A formal complaint may be filed with the Title IX coordinator in person, by mail or by email. The formal complaint must contain the complainant's physical or digital signature (or otherwise indicate that the complainant is the person filing the formal complaint). When the Title IX coordinator signs a formal complaint, the Title IX coordinator is not a complainant or otherwise a party. A formal complaint must be filed in order to pursue an informal resolution process, an investigation, or a hearing process under this policy. Discuss protection from, and reporting of, incidents of retaliation.
- Provide a copy of the university's Rights and Resources Guide, including a review of their rights and options.
- Discuss desired outcomes and next steps if a formal complaint is filed, describing the process whether a formal investigation or informal resolution is conducted (informal resolution cannot be conducted for reports of misconduct by employee respondents against student complainants). The student is also provided a link to the university's Title IX and Student Code of Conduct policies, which outline in further detail the applicable disciplinary procedures.

If a complainant elects to file a formal complaint, the Title IX Office will also promptly contact the respondent to offer supportive measures and explain the various university processes that may be implicated.

Both parties may have an adviser present to accompany them and advise them on any initial meetings.

Supportive measures

Supportive measures are nondisciplinary, nonpunitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the university's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the university's educational environment, or deter sexual harassment. The Title IX coordinator or their designee is responsible for coordinating the effective implementation of supportive measures.

Supportive measures at Lynn University may include, but are not limited to, the following:

- Counseling
- Extensions of deadlines or other course-related adjustments
- Modifications of work or class schedules
- Campus escort services
- Mutual restrictions on contact between the parties
- Changes in work or housing locations
- Leaves of absence

- Transportation accommodations, such as shuttle service, cab voucher or parking arrangements, to ensure safety and access to other services
- Increased security and monitoring of certain areas of the campus
- Other similar measures

For international students, supportive measures may also include assistance with immigration and visa issues.

Employees may also benefit from the Employee Assistance Program. Information about the program and how to access it is provided upon receipt of a report and available at all times for employees regardless of whether a report has been filed.

The university will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality will not impair the ability of the university to provide the supportive measures. Individuals may contact the Title IX coordinator to request any changes to supportive measures.

Notice of allegations

Upon receipt of a formal complaint, the Title IX coordinator or assigned deputy Title IX coordinator will provide the following written notice to the parties who are known:

- Notice of the applicable university grievance process, including information regarding the university informal resolution process (see the Informal Resolution section below).
- Notice of the allegations potentially constituting sexual harassment and a violation of the Title IX (Sexual Harassment) Policy—and Student Code of Conduct or Employee Anti-Discrimination or Harassment policies, if applicable—including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include:
 - The identities of the parties involved in the incident, if known;
 - The conduct allegedly constituting sexual harassment; and
 - The date and location of the alleged incident, if known.
- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the applicable grievance process.
- A statement informing the parties that they may have an adviser of their choice, who may be, but is not required to be, an attorney, during the grievance process, and may inspect and review evidence during the university investigation process.
- A statement informing the parties that knowingly making false statements or knowingly submitting false information during the grievance process is prohibited and subject to disciplinary action in accordance with the Student Code of Conduct, the Faculty Handbook, or the Staff Involuntary Termination or Corrective Action policies, as applicable.

Timeline for the grievance process

The university's goal is to complete any grievance process within approximately 120 business days from receipt of the formal complaint. The university will use its best efforts to meet this timeline but reserves the right to postpone or extend any investigation for reasonable and necessary reasons.

Informal resolution

Upon receipt of a formal complaint, the Title IX coordinator or assigned deputy Title IX coordinator may seek to resolve certain cases through an informal process involving both the complainant and respondent. The Title IX coordinator or assigned deputy Title IX coordinator, however, will not offer an informal resolution process to resolve allegations that an employee sexually harassed a student. The Title IX coordinator or assigned deputy Title IX coordinator retains the discretion to determine the type of informal resolution that may be appropriate in a specific case. The informal resolution process is an alternative complaint resolution process that includes, but is not limited to, alternative conflict resolution, restorative justice, apology, etc. Before starting the informal resolution process, the Title IX coordinator or assigned deputy Title IX coordinator will notify the parties in writing that participation is strictly voluntary and is not offered as a condition of enrollment/continuing enrollment or employment/continuing employment, or a waiver of the right to a formal investigation. Moreover, the written notification will state that the parties have the right to withdraw from the informal resolution process at any time and resume the grievance process with respect to the formal complaint. The notice will also state that the parties have the right to be accompanied by an adviser and that any information provided by the parties in the course of the informal resolution process may be considered in a subsequent investigation and hearing process.

If, after receiving written notification of the above rights, the parties both voluntarily consent in writing to pursue informal resolution, the Title IX coordinator or assigned deputy Title IX coordinator will assign a trained administrator or third party, either internal or external to the university, to facilitate the informal resolution process. If both parties are satisfied with a proposed resolution after participating in the informal resolution process and the Title IX coordinator or assigned deputy Title IX coordinator believes the resolution satisfies the university's obligation to provide a safe and nondiscriminatory environment, the resolution will be implemented, the investigation and grievance process will be concluded, the matter will be closed and both parties will be provided with written notice of the resolution.

If, however, informal resolution efforts are unsuccessful, the investigation and/or hearing process will continue.

A party may withdraw their consent to participate in informal resolution at any time before a resolution has been finalized.

The university's goal is to complete any resolution through informal resolution within approximately 60 business days from receipt of the formal complaint.

Investigating formal complaints

For all formal complaints that proceed to investigation, the Title IX coordinator or assigned deputy Title IX coordinator will designate a specially trained impartial investigator (or team of investigators), either internal or external to the university, to interview and gather relevant evidence from the complainant, respondent and any witnesses.

When investigating a formal complaint and throughout the grievance process, the Title IX coordinator or assigned deputy Title IX coordinator will:

- Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the university and not on the parties;

- Ensure that the university cannot access, consider, disclose or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the university obtains that party's voluntary, written consent to do so for the grievance process;
- Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
- Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the adviser of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of an adviser for either the complainant or respondent in any meeting or grievance proceeding (see the Right to Adviser section below for more information); however, the university may establish restrictions regarding the extent to which the adviser may participate in the proceedings, as long as the restrictions apply equally to both parties;
- Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants and purpose of all hearings, investigative interviews or other meetings, with sufficient time for the party to prepare to participate; and
- Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including the evidence upon which the university does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence, whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.

The university's investigation may include, but is not limited to:

- Conducting interviews of the complainant(s), the respondent(s) and any witnesses (witnesses must have observed the acts in question or have information relevant to the incident and cannot be participating solely to speak about an individual's character).
- The investigator will provide to a party whose participation is invited or expected written notice of the date, time, location, participants and purpose of all investigative interviews or other meetings, with sufficient time for the party to prepare to participate.
- Reviewing law enforcement investigation documents, if applicable.
- Reviewing student and personnel files.
- Gathering, examining and preserving other relevant documents and physical, written (including medical records) and electronic evidence (including social media, security camera footage, etc.).

The university's goal is to complete the investigation within approximately 60 business days from receipt of the formal complaint. Following the conclusion of the investigation, the assigned investigator will create a draft investigation report, which outlines all key components of the investigation and includes all relevant evidence gathered. The parties involved will be given 10 business days to review and respond to this investigation report. After this 10-day period, and taking into consideration any additional comments by the parties, the investigator will complete a final investigation report, which the parties will again have 10 business days to review and respond to.

Both parties may have an adviser present to accompany and advise them, but not actively participate, throughout the investigation process.

Hearing process and determination regarding responsibility

Live hearings, with the ability for each party's adviser to conduct cross-examination of witnesses and the other party, are a mandatory part of the Title IX grievance process. Following the completion of the investigative process but not sooner than 10 days after the final investigation report is sent to the parties, the Title IX coordinator or assigned deputy Title IX coordinator will forward the case to a specially trained impartial hearing officer(s) either internal or external to the university for formal resolution via a hearing. The hearing officer must not have a conflict of interest or bias and cannot be the same person as the Title IX coordinator, assigned deputy Title IX coordinator or investigator.

The assigned hearing officer(s) will send a written notice of the hearing to the parties no less than 10 business days prior to the hearing date. The written notice will include the following information:

- The date, time, location and factual allegations concerning the alleged policy violation.
- The specific policy and code of conduct allegedly violated.
- Possible sanctions.
- The time, date and location of the hearing and the contact information of the hearing officer(s) assigned to hear the matter.
- Information about requesting reasonable accommodations for the hearing.
- A copy of the university's hearing rules and procedures.
- A statement informing the parties that they may have an adviser of their choice, who may be, but is not required to be, an attorney.
- Notice of the requirement that an adviser must conduct cross-examinations directly, orally, and in real time at the hearing and that if a party does not have an adviser, the university will provide one free of charge. This will include a timeline for requesting a university-provided adviser in advance of a hearing.
- The process for requesting witnesses.
- Notice of the right to request that the parties be separated with the utility of technology to enable the parties to see and hear one another as needed from different locations.
- Notice of the right to file a protest of the appointment of the hearing officer(s) by identifying a possible conflict of interest in writing to the deputy Title IX coordinator (see the Conflicts of Interest clause below).

The hearing is conducted in a fair and equitable manner for the purpose of determining whether it is more likely than not that the respondent committed an act of sexual harassment in violation of this policy (i.e., the "preponderance of the evidence" standard).

Following the hearing, the hearing officer(s) will review all information presented through the investigation and live hearing processes and then issue a written determination regarding responsibility, which includes:

- The allegations of sexual harassment.
- A description of the procedural steps taken.
- Findings of fact.
- Conclusions regarding applying the policy to the facts.
- A statement with rationale detailing the result of each allegation.
- A listing of any imposed sanctions and any remedies provided.

- An explanation of the university's appeals process.

The written determination made by the hearing officer(s) will be delivered simultaneously to both parties approximately 10 business days after the hearing, unless the hearing officer(s) determines additional time is needed to make a decision. The determination of responsibility for a violation of this policy will be made if, in the judgment of the hearing officer(s), the conduct was more likely than not to have occurred (i.e., the "preponderance of the evidence").

Disciplinary 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 hearing officer(s), in consultation with appropriate administrators, to any *student* found responsible for violating any sexual harassment grievance policy:

- No-contact directives
- Written warnings
- Disciplinary probation
- Educational interventions, restrictions or assignments
- Removal from campus housing
- Suspension (for varying lengths of time)
- Expulsion
- Other sanctions as outlined in university policies
 - Restitution: Monetary reimbursement to the university, an individual or organization for any property damages or losses resulting from the acts committed;
 - Community service: A student may be required to complete work assignments or other service to the university community;
 - No-contact directives: Restrictions on one's ability to contact or communicate with another individual;
 - 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 Housing and Residence Life team;
 - Internal referral: Referral to a specific department or university official for the purposes of evaluation and education;
 - 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;
 - Withholding of transcripts or degree: The university may withhold copies of a student's transcripts or a degree conferral that was otherwise earned, either permanently or until the completion of the conduct review process, including the completion of imposed sanctions; and/or
 - Revocation of admission and/or degree: Admission to the university or a degree conferred from the university may be revoked for fraud, misrepresentation or other violation of university policy in obtaining the degree from or gaining admission to the university, or for other serious violations committed by a student prior to graduation.

In light of the facts and circumstances of each case, the following sanctions or a combination of these sanctions may be applied by the hearing officer(s), in consultation with appropriate administrators, to any *employee* found responsible for violating any sexual harassment grievance policy:

- Oral warnings
- Documented warnings
- Probationary periods
- Suspension with or without pay
- Termination

Remedial actions

In addition to the imposition of disciplinary sanctions, the Title IX coordinator or their designee may take remedial action(s) to protect the complainant and/or the university community. Remedial actions are considered separate from, and in addition to, any disciplinary sanction or supportive measure that may have been provided earlier.

Appeals

Both parties may file a written appeal of the hearing officer's determination and the university's dismissal of a formal complaint or any allegations therein, on any of the following bases:

- There was an alleged procedural irregularity that affected the outcome;
- There is new evidence that was not reasonably available at the time the determination or dismissal was made that could have affected the outcome (a summary of this new evidence and potential impact must be included);
- The Title IX coordinator, investigator or hearing officer(s) had a conflict of interest or bias that affected the outcome; or
- The sanction(s) imposed is/are excessive or inconsistent with the nature of the offense.

The written appeal must be submitted to the Title IX coordinator within three business days of the parties' receipt of the hearing officer's written determination or the Title IX coordinator's notice of dismissal, as applicable. Appeals are decided by an impartial appeals officer appointed by the Title IX coordinator or assigned deputy Title IX coordinator from a pool of trained individuals either internal or external to the university. If both the complainant and respondent appeal, the appeals will be considered concurrently. The Title IX coordinator or assigned deputy Title IX coordinator may dismiss the appeal for failing to state one of the grounds for appeal listed above.

Following the appeals officer's review of all information, the appeals officer will:

- Affirm the finding and sanction originally determined; or
- Affirm the finding and modify the sanction; or
- Remand the finding and/or sanction for further investigation or reconsideration at the hearing level.

The appeals officer will notify the parties simultaneously of the final decision on appeal in writing and any changes to the outcome of the case. The appeals officer's written decision will describe the result of the appeal and the rationale for the result. Appeals decisions will be rendered approximately 10 business days after review of the appeal, unless the appeals officer determines that additional time is needed to make a decision. All appeals decisions are final and not subject to further review.

B. Procedures under the Student Code of Conduct

Reports filed against a student for sexual or gender-based misconduct that does not meet the definition and jurisdiction requirements of the Sexual Harassment (Title IX) Policy will be reviewed

under the Student Code of Conduct by a designated university administrator. This section describes shared expectations for behavior while offering procedural fairness and rights and responsibilities to all students documented for allegedly violating established standards of conduct within the Lynn University community.

The university's goal is to complete any resolution within approximately 120 business days from receipt of the formal complaint. All procedures that address sexual or gender-based misconduct reports are characterized by a prompt, fair and impartial process, from the initial investigation to the final determination.

Submitting a complaint

An individual may file a written complaint against a Lynn University student for an alleged violation(s) of the Student Code of Conduct by contacting the Department of Campus Safety and/or the dean of students, either in person, by phone or by email. Reports of sexual and gender-based misconduct, including sexual harassment, dating violence, domestic violence, sexual assault and stalking, may also be made to the deputy Title IX coordinator. Complaints should be submitted as soon as possible after the event takes place, preferably within 24 hours of the incident; however, there is no time limit on submitting such complaints.

Confidentiality

Lynn University seeks to adequately protect confidential student education records while also ensuring that investigations are prompt, equitable and effective. The university, including those individuals who receive a report or disclosure that cannot guarantee confidentiality, will maintain a victim's privacy to the greatest extent possible. Moreover, the university's investigation and resolution proceedings will be discreet and disclosed only on a need-to-know basis. In cases where the victim is a student, the university will take reasonable care to protect the student's privacy by using the student's Lynn University ID number in an incident report and in publicly available recordkeeping (without the inclusion of identifying information). The university will also protect the victim's privacy by omitting or redacting any personally identifiable information in any publicly available university records regarding the incident or the university's investigation and resolution proceedings. In addition, the university will maintain as confidential any supportive measures provided to the victim, to the extent that maintaining such confidentiality will not impair the university's ability to provide the interim or protective measures. Complainants and respondents can request assistance and support by contacting a confidential or nonconfidential source.

In the event that a report proceeds through the Student Conduct process, the student against whom an allegation has been made (the respondent) has the right to review the reports made against them. Therefore, reports can be made anonymously, although reporting anonymously may limit the university's ability to investigate and respond to the incident through the Student Conduct Process. Requests for confidentiality can be made by witnesses or complainants, but they may not always be honored if the case proceeds through the student conduct process. These requests are considered when reasonable cause exists to believe that the safety or emotional welfare of any individual is of concern. The request will be subject to the approval of the chief conduct officer. If approved, such statements from a confidential witness or complainant will be redacted when made available for review by a respondent.

It is the university's policy to keep confidential the identity of any individual who has made a report or formal complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual and gender-based misconduct, any complainant, any individual who has

been reported to be the perpetrator of sex discrimination, any respondent and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. 1232g; FERPA regulations, 34 CFR part 99; as required by law; or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation or hearing arising under this policy.

Initial outreach to the complainant

Upon receiving a report or complaint of an alleged incident of sexual or gender-based misconduct, including sexual harassment, dating violence, domestic violence, sexual assault and/or stalking, that falls under the jurisdiction of the Student Code of Conduct, the Title IX office will be promptly contacted for the purpose of conducting initial outreach to the complainant to:

- Discuss the availability of supportive measures.
- Consider the complainant's wishes with respect to supportive measures.
- Inform the complainant of the availability of supportive measures with or without proceeding through the disciplinary process under the Student Code of Conduct and, if applicable, the reporting of a crime to local law enforcement.
- Explain the option and process for the case being referred to the Office of Student Conduct for resolution.
- Discuss protection from and reporting of incidents of retaliation.
- Provide a copy of the university's Rights and Resources Guide, including a review of their rights and options.
- Discuss desired outcomes and next steps, describing the process whether an investigation or informal resolution is conducted. The student is also provided a link to the University's Title IX and Student Code of Conduct policies, which outline in further detail the applicable disciplinary procedures.

Complainants may have an adviser present to accompany them and advise them on any initial meetings.

Supportive measures

Supportive measures are nondisciplinary, nonpunitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the student. Such measures are designed to restore or preserve equal access to the university's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the university's educational environment, or deter sexual harassment. The Title IX coordinator or their designee is responsible for coordinating the effective implementation of supportive measures.

Supportive measures at Lynn University may include, but are not limited to, the following:

- Counseling
- Extensions of deadlines or other course-related adjustments
- Modifications of work or class schedules
- Campus escort services
- Mutual restrictions on contact between the parties
- Changes in work or housing locations
- Leaves of absence
- Transportation accommodations, such as shuttle service, cab voucher or parking

- arrangements, to ensure safety and access to other services
- Increased security and monitoring of certain areas of the campus
- Other similar measures

For international students, supportive measures may also include assistance with immigration and visa issues.

The university will maintain as confidential any supportive measures provided to students, to the extent that maintaining such confidentiality will not impair the ability of the university to provide the supportive measures. Individuals may contact the Title IX coordinator to request any changes to supportive measures.

Interim action

The vice president for Student Affairs or their designee may decide to impose interim actions on a student at any point following the receipt of a complaint and prior to the final resolution of the conduct case. Not all cases will involve interim action. The decision to take interim action will be based on whether the allegation of misconduct is apparently reliable and whether the continued presence of the student on the university campus reasonably poses a threat, disruption or interference to the health, safety, well-being or property of any individual(s), including the student; or of any university operation, function or property. Depending on the reported behavior and information available at the time, the interim action may modify or suspend the right of a student to be present on campus or to attend classes for an interim period.

Interim actions may include interim suspension, which is suspending the respondent's right to be present on campus property and attend classes, or other, more limited interim restrictions, such as modifying or restricting access to particular building(s) or residence hall(s), to attend particular classes or internships, and/or to access or participate in any other university activities or other privileges. For a student organization, this may include suspending the organization's ability to conduct business, hold events or participate in new member recruitment or development. Interim action may include any number of restrictions and is not limited to the provided examples.

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, and/or sent via Lynn University email. Failure or refusal to take receipt of the notification will not negate or postpone the interim action. Reasonable attempts will be made to speak with the student prior to imposing interim action.

The vice president for Student Affairs or their designee may decide to modify or lift the interim action at any time or put conditions in place for the respondent to comply with. Otherwise, a student who is suspended or has had their 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 the completion of the conduct review process, until a final decision has otherwise been made on the pending complaint, or until the vice president for Student Affairs or their 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.

Notice of conduct allegations

If there is sufficient evidence to formally allege a violation of the Student Code of Conduct, the case will be assigned to a student conduct officer. A written notice of the allegation(s) will be sent to both the respondent and the impacted party, typically within 10 business days of the case being assigned. The notice will:

- State the specific policy that the respondent is alleged to have violated, including the time, date and place of the occurrence (if known).
- Include a scheduled date for a conduct review meeting, if applicable, as well as the date, time and location for such meeting. Such meetings are typically scheduled to occur within 10 business days of the notice.

Initial conduct review meetings

During the initial conduct review meeting, the respondent shall be afforded reasonable access to review the case file, which includes the complaint/report and any supplemental information. The report will be reviewed, the incident will be discussed and the respondent will have the opportunity to either accept responsibility for committing the alleged violation(s) or to contest the alleged violation(s). The student conduct officer will discuss the process and procedures for the resolution of the conduct matter. When applicable, a separate initial conduct review meeting will also be scheduled with the impacted party.

Options for resolution

The method for resolving a conduct case will be determined by the student conduct officer. While most cases will be resolved through the conduct review meeting or through a conduct review hearing, additional forms of alternative resolution exist, and resolution options are not limited to those prescribed below. The goal is to resolve a conduct case within approximately 60 business days from receipt of a report.

Determination after conduct review meeting. If the student conduct officer determines after the initial conduct review meeting that there is no need for a conduct review hearing, then the conduct officer will make a determination regarding the findings and sanctions, if applicable. The conduct officer also reserves the right to request and review additional evidence and witness statements prior to making any decisions. In some circumstances, more than one conduct review meeting will be necessary before making a decision. Typically, a case may be resolved via a conduct review meeting if the case meets the following criteria:

- The respondent is accepting responsibility for the alleged violation(s); or
- The respondent is disputing the alleged violation(s) but there is no need for the conduct officer to personally question any additional witnesses; and
- The possible outcomes for the respondent, if found responsible, do not include suspension or expulsion.

Conduct review meeting with a partnered approach for student organizations. For student organizations, a partnered approach may be offered during the conduct review meeting if the organization has accepted responsibility for the alleged violation and the potential outcome would not result in the organization's separation from the institution. This method of resolution is intended to

encourage and support the organization's internal accountability, collaboration between multiple vested entities, and shared responsibility for the organization's education and success.

The organization that opts to pursue a resolution through this route will be expected to complete and submit the results of a full internal investigation, provide documentation showcasing action steps that have been taken to respond to the incident and submit the plans that the organization has made to implement longer-term education to avoid similar incidents in the future, which will be provided to the conduct officer. This information may be taken into consideration by the conduct officer when deciding the outcome and potential sanctions.

Alternative conflict resolution. Alternative conflict resolution will not be an option for all cases. Depending on the nature and severity of the alleged violation, the conduct officer may select a form of conflict resolution to be utilized in addition to or as an alternative to a conduct review meeting or hearing. Conflict resolution options vary and may require the agreement of the involved parties. Common forms of conflict resolution include mediation, restorative justice, shuttle diplomacy, conflict coaching and facilitated dialogues. However, if a matter is not successfully resolved through a form of conflict resolution, the case may be referred back to the conduct officer for resolution through another method. If an additional meeting is required in order for a case to be resolved through conflict resolution, it will typically be scheduled to occur within 10 business days of the initial meeting.

Conduct review hearing. A student may be informed during their initial conduct review meeting that the proper method for resolution is through a conduct review hearing. A conduct review hearing is typically scheduled to resolve a case for the following reasons:

- The respondent is disputing the alleged violation(s); and
- The conduct officer intends to personally ask questions of one or more witnesses; and/or
- The possible outcomes for the respondent, if found responsible, include suspension and/or expulsion.

A conduct review hearing is a formal meeting between the respondent and the conduct officer. The hearing is scheduled for the purpose of reviewing all available and relevant information in order for the conduct officer to make a decision in the case. The conduct review hearing is not an adversarial process but a formal inquiry that takes the form of a one-on-one conversation. The hearing is an opportunity for the respondent to discuss the relevant information and details pertaining to the incident, and to articulate why they are or are not accepting responsibility for the alleged violation. Hearings are typically scheduled to occur within 15 business days of the conduct review meeting.

During a hearing, all participants are expected to be honest and forthcoming, and to share relevant information to assist the conduct officer in the decision-making process. The conduct officer's role is to determine whether there is a preponderance of information (more likely than not) to find the respondent responsible or not responsible for the alleged violation and, if found responsible, to determine appropriate sanctions.

Determination regarding responsibility

Regardless of what method of resolution is undertaken, the conduct review officer will determine whether the preponderance of the evidence standard has been met. Such decisions are typically made within three business days unless the conduct officer determines additional time is needed.

The respondent will be notified in writing of the findings, including the right to appeal the decision (if applicable) and the appeal procedures. If the student is found responsible for violating the Student

Code of Conduct, sanctions will be imposed. When applicable, the impacted party will receive the same notice simultaneously.

Sanctions

In light of the facts and circumstances of each case, the student conduct officer may apply the following sanctions or combination of sanctions to any student found responsible for violating the Student Code of Conduct:

- Written warning
- Disciplinary probation
- Educational interventions
- Restrictions, such as parking restrictions, student activity participation restrictions, housing restrictions, registration restrictions, computer restrictions and access restrictions
- Removal from campus housing
- Suspension (for varying lengths of time)
- Expulsion
- Other sanctions, which can include:
 - Restitution: Monetary reimbursement to the university, an individual or organization for any property damages or losses resulting from the acts committed;
 - Community service: A student may be required to complete work assignments or other service to the university community;
 - No-contact directives: Restrictions on one's ability to contact or communicate with another individual;
 - 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 Housing and Residence Life;
 - Internal referral: Referral to a specific department or university official for the purposes of evaluation and education;
 - 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;
 - Withholding of transcripts or degree: The university may withhold copies of a student's transcripts or a degree conferral that was otherwise earned, either permanently or until the completion of the conduct review process, including the completion of imposed sanctions; and/or
 - Revocation of admission and/or degree: Admission to the university or a degree conferred from the university may be revoked for fraud, misrepresentation or other violation of university policy in obtaining the degree from or gaining admission to the university, or for other serious violations committed by a student prior to graduation.

Appeals

A decision made from a conduct review may be appealed by the respondent and/or impacted party (when applicable) to the appellate officer within 72 hours of the decision being sent. Such appeals must be requested in writing to the vice president for Student Affairs or their designee by the deadline. An online appeal request form is available on the Lynn University website.

An appeal shall be limited to a review of the information and documents presented during the conduct review meeting, except as required to explain the basis of new information. The appeal request must also identify and explain which of the following criteria is the basis for the appeal:

- The conduct review process significantly deviated from its stated procedures in a way that affected the outcome of the case.
- New and significant information that is related to the case is now available but was unavailable or unknown at the time of the initial conduct review meeting, and the new information could considerably affect the outcome of the case. (This option is not available when a student fails to attend their conduct review meeting after having received adequate notice.)
- The sanction(s) imposed is/are excessive or inconsistent with the nature of the offense.

A great degree of deference is given to the original student conduct officer, and the presumption is that the original conduct review was appropriately conducted, and the burden is on the party requesting the appeal to articulate that the appeal has merit. If the appeal lacks merit, it will be dismissed, and the original decision may stand. If the appellate officer determines there is merit for an appeal, the facts of the case will be reviewed with the student. Appeals can lead to one of the following results:

- The respondent's original sanction will be upheld.
- The respondent's original sanction will be modified.
- The case will be reconsidered with specific directives from the appellate officer. This may take the form of a completely new conduct review by a different conduct officer, reconvening the original conduct officer to consider new or specific information, or other appropriate means. All efforts will be made to correct the error and/or include the additional information with as little intrusion as possible.

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 respondent will receive a written notice of the outcome. When applicable, the impacted party will receive the same notice simultaneously. This outcome is considered to be the university's final decision and there will be no further review of the incident. However, in cases when an appeal request resulted in the case being reconsidered, the student still maintains the right to appeal the outcome of that conduct review. Written notice of the appeal outcome is typically sent within 10 business days of receipt of the appeal, unless additional time is needed.

In specific cases involving an impacted party who has a right to appeal (see definition of "impacted party" in the Student Code of Conduct), if either party submits an appeal, the other party will have the opportunity to provide a written response to the appeal. If the opportunity to meet with the appellate officer is offered to the party that submitted the appeal, a meeting will also be offered to the other party. Both parties will be notified of the appeal outcome.

Unless otherwise specifically stated, any sanctions assigned by the conduct officer are placed on hold when an appeal is submitted. Upon the final decision being made by the appellate officer, any and all sanctions will immediately go into effect.

Student conduct procedure guidelines

Amnesty

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, the abuse of other drugs or hazing.

As such, students who seek immediate assistance on behalf of a peer and are themselves under the influence of alcohol or drugs, or who were involved in an incident of hazing, may not receive a Code of Conduct violation for this action. Additionally, the student who is the subject of the drug- and/or alcohol- and/or hazing-related crisis may not receive a Code of Conduct violation for this action. In order for the amnesty process to apply, such students need to seek assistance immediately by contacting Campus Safety, getting help from a Housing and Residence Life staff member or calling 911. After the crisis is resolved, the involved student(s) will be referred for one or more educational assignments, which they will be required to complete in order to maintain eligibility for resolution through this amnesty process. The substance abuse prevention and treatment specialist or another professional will meet with the student(s) and will provide further assessment, substance abuse education, counseling, recommendations and/or referral as applicable to each individual student's need. If a student does not comply with their amnesty assignments, the case will be resolved through the conduct review process, with the likelihood of receiving a Code of Conduct violation.

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, other drug abuse and hazing. Students may seek such assistance by contacting the dean of students at +1 561-237-7230.

Additional guidelines, rights and responsibilities

1. Notification: Students will receive written notifications regarding their conduct case at their official Lynn University email address, but they may also or alternatively receive notification at their local or permanent mailing address on record with the Registrar's office, and/or have it hand delivered by a university official. For student organizations, this notice will be sent to the last known president of the organization (as reflected in the Center for Student Involvement's records) via that president's official Lynn University email address, local or permanent address, or hand delivery. It is the student's responsibility to check their university email account regularly.
2. Case file: Students will be afforded reasonable access to review the information in the case file and to learn about the Student Code of Conduct resolution process and procedures at a conduct review meeting with a student conduct officer. The student may also request an additional appointment to review the case file in person; such appointments must be requested at least one business day in advance. Failure to attend a meeting and/or review the case file will not delay or affect the validity of the proceedings.
3. Opportunity to respond: Students will be given an opportunity to respond to the allegation(s) at an initial conduct review meeting, or if appropriate, at a conduct review hearing. Failure of the student to appear at a meeting or hearing will not delay or affect the validity of the proceeding(s). In such event, the student conduct officer designated to review or hear the case may conduct the meeting in the absence of the student and make a decision, provided notice of the allegation(s) has been delivered.
4. Evidence and witnesses: Pertinent evidence may be accepted as information for consideration at the discretion of the student conduct officer, including, but not limited to, records, documents, police reports, video footage, exhibits, photos and written statements. The

applicability and weight of such evidence are determined at the sole discretion of the conduct officer. In those cases being resolved by a conduct review hearing, students will have the opportunity to submit additional relevant material evidence and request witnesses. The submission of evidence must be completed and the written request for any witnesses to participate submitted by the deadline as set by the conduct officer and then will be subject to approval for relevance by the conduct officer. No information or witnesses will be accepted after the deadline except upon approval from the director of student conduct or their designee. Information may be presented for the first time at a conduct review meeting or hearing at the discretion of the director of student conduct or designee. This timeline is subject to change by the director of student conduct or their designee, as long as it is the same for both the respondent and the impacted party. Witnesses must have relevant, firsthand knowledge of the alleged incident. Character witnesses are not able to participate in the conduct review process, but they may submit a written statement. Likewise, the conduct officer may call upon any other relevant individual(s) to participate as a witness. When the conduct officer contacts a student to participate as a witness, the student is expected to attend and participate in the process, including attending any meeting(s) and hearing(s) at the date and time stated in the written notice. Any witnesses are subject to questioning by the conduct officer and may be questioned separately from student(s) involved in the alleged violation, if appropriate. The impacted party and respondent will have equal access to the evidence presented in the case and will be able to submit relevant questions to be asked of one another and of the witnesses, at the discretion of the conduct officer. Questioning will typically be conducted by the conduct officer rather than of the witness directly. This method is used to preserve the educational nature of the hearing and to avoid creating an adversarial environment. All students who participate in a conduct review process, including respondents, complainants and witnesses, are expected to be honest and truthful throughout the process (please see "Obstruction of the Student Conduct Process" under the "Prohibited Conduct" section in the [Student Code of Conduct](#) for more information).

5. Privacy and participation: All conduct review proceedings are private and closed to everyone except the involved persons (i.e., the accused student, impacted party or complainant, advisers and those witnesses invited by the conduct officer), unless otherwise approved by the chief conduct officer. Students may participate from another location with the use of technology or with a divider screen between the impacted party/complainant and the respondent.
6. Failure to appear: Failure to attend a scheduled conduct review meeting or hearing may result in a decision being made in the absence of the student. The information in support of the charges shall be presented and considered even if the respondent is not present. Likewise, a student who does appear shall not be compelled against their wishes to answer any questions during the meeting or hearing. The decision being made will be based on the information and testimony that is presented. Failure of the respondent or student witness(es) to report to the conduct review meeting(s) or hearing after reasonable notice may be considered a separate violation of the Student Code of Conduct. In addition, a conduct review meeting or hearing may take place without an involved individual being present if proper notice has already been delivered and the individual does not attend.
7. Recording: The student conduct officer may use a recording device for recordkeeping purposes during any or all conduct review meetings and hearings. However, recording failures that occur despite good faith attempts will not delay or affect the validity of the proceedings. All recordings shall remain the property of the university. No individual other than the conduct officer may record any meetings or other portion(s) of the process.

8. Group meetings: In cases involving more than one respondent or impacted party/complainant, either separate or group meetings and hearings may be conducted as deemed appropriate by the chief conduct officer.
9. Advisers: Respondents and impacted parties may be accompanied throughout any conduct proceedings by an adviser of their choice. Any individual may serve as an adviser provided they do not have any other role in the process, such as serving as a witness (with the exception of cases involving allegations of sexual and gender-based misconduct). This person may be a victim advocate, university staff or faculty member, attorney, friend, family member or another student. All conduct proceedings are designed to enhance student responsibility; therefore, all parties are expected to present their own explanation of events. With this philosophy in mind, advisers are not permitted to speak for, represent or appear in lieu of anyone, address any other party or otherwise actively participate directly in these meetings or proceedings. Advisers may communicate with the student they are advising only by providing advice and support in a manner that is not disruptive, such as through written notes. It is at the student's own expense and initiative to identify an adviser and make appropriate arrangements for them to attend the conduct review meeting or hearing. A student should select as an adviser a person whose schedule allows them to participate, as conduct review proceedings will not be delayed to accommodate the availability of any adviser, and failure or inability of the adviser to attend a meeting will not delay or affect the validity of the proceedings. An adviser's attempt to participate in a meeting or hearing by speaking, presenting information or otherwise disrupting it is grounds for the adviser being required to leave. In such event, the meeting will continue without the adviser present, and the adviser's absence will not delay or affect the validity of the proceedings. All communication regarding a conduct case will be directed to the student and will not be done through the adviser. Additionally, in cases involving an impacted party (see the definition of "impacted party" in the Student Code of Conduct), the university cannot guarantee and is not obligated to provide equal advisory support if one party selects an adviser, such as an attorney, and the other party does not. The university does not provide adviser training nor any list of available advisers. Thus, the university takes no responsibility for the consequences of an adviser's guidance.
10. Impacted parties: In cases involving an identified impacted party (see the definition of "impacted party"), the respondent and the impacted party have the right to submit a written impact statement to be considered if there is a finding of responsibility. The impacted party has the right to remain present throughout the duration of the respondent's conduct review hearing. Additionally, particularly with respect to alleged violations of the sexual and gender-based misconduct policy, the conduct officer will refrain from posing questions about or considering unrelated sexual history with anyone other than the involved parties.
11. Appeal: Students have the right to appeal the outcome of a conduct case one time. Please refer to the appeal process for instructions.
12. Disability: Any student with a university-registered disability, as documented by the ADA coordinator, may request reasonable accommodations to fully participate in the conduct review process by notifying their student conduct officer and providing a copy of their current ADA academic notification form at the earliest opportunity. Existing academic accommodations do not put the institution on notice for the conduct process. Per the Lynn University disability accommodations policy, in accordance with the Americans with Disabilities Act Amendments Act, "Persons with disabilities are held to the same standards of conduct as other employees, students or visitors, and a disability will not excuse misconduct."
13. Interference: Any interference with the conduct review process may result in that individual and their adviser being removed from further participation in the process. The process may continue in their absence, and the interference may be considered a separate violation of the Student Code of Conduct.

Staff training

In cases of sexual and gender-based misconduct, including sexual harassment, dating violence, domestic violence, sexual assault, and/or stalking, all professional employees designated as student conduct investigators, conduct officers, hearing or appeals administrators will receive annual training on best practices related to domestic violence, dating violence, sexual assault and stalking, including conducting these processes in a manner that protects the safety of victims and promotes accountability. Topics covered include relevant evidence and how it should be used during a proceeding, proper techniques for questioning witnesses, basic procedural rules for conducting a proceeding, and avoiding actual and perceived conflicts of interest.

C. Procedures under the Employee Nondiscrimination and Anti-Harassment Policy

Lynn University is committed to a work environment in which individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment, on the basis of race, color, religion, sex, sexual orientation, sexual identity, gender, gender expression, or gender identity, age, national origin, ancestry, citizenship, disability, genetic disposition, veteran or military status, marital status, familial status or any other legally protected characteristic in accordance with federal and applicable state law (hereafter, “protected characteristics”).

This policy applies to conduct committed by all employees, independent contractors, vendors and others doing business with Lynn University. Conduct committed by students in their role as student employees are handled pursuant to Lynn University’s Student Code of Conduct and Conduct Review Procedures.

All allegations of sex discrimination that rise to the level of sexual harassment occurring within the university’s education programs and activities as defined by the university’s Title IX Policy are handled exclusively pursuant to the procedures outlined in that policy. All other acts of discrimination, including acts of sex discrimination that do not rise to the level of sexual harassment occurring within the university’s education programs and activities as defined by the university’s Title IX Policy, are handled pursuant to this policy.

To the extent that alleged misconduct falls outside the Employee Nondiscrimination and Anti-Harassment Policy or university Title IX Policy, or misconduct falling outside these policies is discovered in the course of investigating covered misconduct, the institution retains authority to investigate and adjudicate the allegations under policies and procedures defined within the Student Code of Conduct and Conduct Review procedures when complaints are filed against students or through other employee conduct policies.

I. Definitions

Discrimination—The unfavorable, unfair or inequitable treatment of a person or a class of people because of protected characteristics that adversely affects a term or condition of an individual’s employment or participation in a Lynn University program or activity.

Hostile Environment Harassment—The harassment of an individual on the basis of protected characteristics when the conduct has the purpose or effect of unreasonably interfering with an individual’s employment.

Retaliation—Taking adverse action against an individual making a complaint under this policy or against any person cooperating in the investigation of a complaint under this policy. Retaliation includes intimidation, threats, harassment and/or other adverse action, including adverse job action, against any such complainant or third party.

II. Prohibited Conduct

It is a violation of this policy to engage in discrimination, hostile environment harassment and/or retaliation as defined above.

The following are illustrative examples of conduct that, if based on an individual's protected characteristic, would violate this policy. This list is not all-inclusive; in addition, each situation will be considered in light of the specific facts and circumstances to determine if a policy violation has occurred.

- Singling out or targeting an individual for adverse treatment (e.g., more severe discipline, lower salary increase) because of their actual or perceived protected characteristic.
- Refusing to hire an individual because of their actual or perceived protected characteristic.
- Terminating an individual from employment based on their actual or perceived protected characteristic.

III. Complaint Procedure

The university can address potential violations of this policy only when it becomes aware of problems. Therefore, any employee who believes they have experienced discrimination, harassment or an incident of retaliation as prohibited by this policy should come forward promptly with their inquiries, reports or complaints to one of the appropriate administrative officials identified below:

Aaron Greenberg

Assistant Vice President, Employee Services

Email: agreenberg@lynn.edu

Phone: +1 561-237-7915

Anthony Altieri

Interim Title IX Coordinator

Email: aaltieri@lynn.edu

Phone: +1 561-237-7275

IV. Receipt of a Complaint and Preliminary Assessment

Upon receipt of a complaint, the assistant vice president of Employee Services or their designee (hereafter, Employee Services) will conduct a preliminary inquiry designed to assess (1) the institutional policy or policies potentially invoked by the alleged conduct, (2) the appropriate administrator to respond to the complaint, and (3) the best path of resolution for the complaint. This preliminary inquiry may or may not include meeting with involved parties and the collection of additional information. Based upon the preliminary inquiry, Employee Services will make a determination as to whether (1) investigation is

warranted to resolve the case; (2) the case can be potentially resolved through informal resolution; or (3) no reasonable grounds exist for believing that the conduct at issue constitutes a violation of this policy.

In the event Employee Services determines there are no reasonable grounds for believing the conduct at issue constitutes a violation of this policy, Employee Services will close the complaint.

V. Resolution Procedure

Employee Services will determine whether informal resolution is an appropriate mechanism of resolution based on the information provided about the incident.

If informal resolution is determined to be appropriate, Employee Services will meet separately with both parties to discuss an informal resolution based on the information available. If the proposed resolution satisfies the university's obligation to provide a safe and nondiscriminatory environment for the university community, the resolution will be implemented and the matter will be closed. Employee Services will maintain records of all reports and conduct referred for resolution.

If Employee Services determines that investigation is warranted to resolve a concern, the university will determine whether a faculty member, staff employee or third party is responsible for a violation of this policy and what, if any, corrective action is appropriate, in accordance with the procedures described below:

A. Assignment of Investigator

If Employee Services determines that a formal investigation is warranted to resolve a complaint, Employee Services will appoint an investigator or investigative team with experience investigating allegations of discrimination and harassment. The investigator(s) may be an employee of the university or an external investigator engaged to assist the university in its fact gathering.

B. Investigation

Investigations will be conducted in a manner appropriate to the circumstances of the case. An investigation may include, but is not limited to, conducting interviews of the complainant, the respondent(s) and any witnesses (witnesses must have observed the acts in question or have information relevant to the incident); reviewing law enforcement investigation documents, if applicable; reviewing personnel files; and gathering, examining and preserving other relevant documents and physical, written and electronic evidence (including social media, security camera footage, etc.). The parties will be afforded an opportunity to identify and present relevant witnesses and evidence to the investigator, as well as identify witnesses who may have relevant information.

The investigator will make conclusions as to whether the respondent violated any provision of this policy. The standard of proof shall be by a preponderance of the evidence. The investigator's findings and conclusions will be shared with Employee Services.

If the investigator determines that the respondent did not violate any provision of this policy, Employee Services will determine the appropriate resolution of the complaint. Appropriate resolutions may include, but are not limited to, dismissal of the complaint, conferences with one or more of the parties, and the introduction of remedial and community-based efforts such as educational initiatives and/or training.

If the investigator(s), in consultation with Employee Services, determines there is sufficient information to find, by a preponderance of the evidence, that the respondent violated this policy, the matter will be referred for corrective action.

C. Corrective Action

If the respondent is found responsible for violating this policy, corrective action will be addressed as follows:

For complaints against employees (including staff, faculty and students acting in their capacity as student employees), Employee Services will consult with the individual's supervisor and department head to determine appropriate corrective action, up to and including possible termination of employment.

For complaints against contractors, vendors and others doing business with the university, Employee Services will consult with the contracting department to determine the appropriate resolution.

D. Additional Procedures in Cases of Alleged Dating Violence, Domestic Violence, Sexual Assault and/or Stalking

Dating violence, domestic violence, sexual assault and stalking are defined in Lynn University's Title IX Policy, and those definitions are incorporated into this policy. In the rare situation where an employee is accused of dating violence, domestic violence, sexual assault and/or stalking and that alleged misconduct is **not covered** by the Title IX Policy, such misconduct may be covered by this policy.

In such a case, the Title IX coordinator will work with the alleged victim to discuss a range of protective measures that can be offered by Lynn University, including, but not limited to, assistance in securing court-ordered restraining orders, issuance of no-contact or no-trespass orders, the provision of leaves of absence and access to institutional mental health resources.

Additionally, in cases of dating violence, domestic violence, sexual assault and/or stalking, the following additional procedures apply:

- The assigned investigator will receive annual training on the issues related to dating violence, domestic violence, sexual assault and stalking and on how to conduct an investigation that protects the safety of victims and promotes accountability;

- Both the accuser and the accused will have the opportunity to be accompanied by an adviser of their choice to their investigatory interviews. The adviser, though, must not actively participate in the investigatory interview; and

- Simultaneous notification will be provided, in writing, to both the accuser and the accused, of the result of the investigation, any subsequent change in the result and when the disciplinary process has become final.

VII. Knowingly Filing a False Complaint

Knowingly filing a false complaint of discrimination/harassment or retaliation is a violation of this policy. Such conduct may result in corrective action, up to and including termination of employment.

VIII. Academic Freedom

This policy is not intended to inhibit or restrict academic freedom, and this policy shall be interpreted in a manner that is consistent with the university's academic freedom policies.

IX. Mandatory Reporting Obligation for Supervisory Employees

Supervisory employees must report promptly to Employee Services incidents they witness or receive information about in the course and scope of their employment that a reasonable person would believe violates this policy and that are alleged to have been committed by or against a person who was an employee of the university at the time of the incident. A supervisory employee who fails to make a required report will be subject to corrective action, up to and including termination of employment.

Mandatory reporting of suspected child abuse

Under the State of Florida's Protection of Vulnerable Persons Act, every individual in the state is required to immediately report known or suspected child abuse and child sexual abuse to the Florida Department of Children and Family Services' Abuse Hotline, with the definition of "child" including any person under the age of 18. This includes reporting suspected abuse committed by adults who are not the child's legal guardian and by juvenile sexual offenders.

Failure to report a known instance of child abuse of any kind is a third-degree felony, punishable by up to five years in prison and up to a \$5,000 fine. In addition, the failure of a university administrator to report suspected abuse potentially exposes the university to a \$1 million fine. "Administrator" is defined as the president, vice presidents, deans, director of Campus Safety and Security, the athletic director and the deputy Title IX coordinator.

To report possible child abuse using the Abuse Hotline, please go to reportabuse.dcf.state.fl.us, call toll-free 1-800-962-2873 (TDD 1-800-453-5145) or report by fax to 1-800-914-0004.

Reports may be made (24 hours a day, 365 days a year) by phone using a toll-free telephone number, by fax or by web-based report. For more information and tips on successful reporting, please go to myflfamilies.com. Anyone reporting in good faith is immune from any civil or criminal liability.

Lynn University campus grounds and infrastructure are designed to provide an environment conducive to the university's mission as an institution of higher education, and this includes the safety of minors. The university has adopted the [Protection of Minors \(Under the Age of 18\) in University Programs and Activities](#) policy, which details mandatory reporting obligations of all employees and permits only the exceptions and exemptions contained therein. All university employees and program volunteers are mandated reporters of known or suspected child abuse and neglect under Florida state law and must report to the Florida Department of Children and Families (DCF) in addition to making a report to the university. Employees may use the [Child Abuse Reporting Form](#) provided by the university to make a report to the university while also generating a copy of the report for provision to DCF by the reporting party.

Campus security authorities (CSAs)

The Clery Act is a federal law requiring institutions of higher education to collect and report statistics on certain crimes in an Annual Security Report. This report provides the university community with information about the extent and nature of crime on the university's campus and helps ensure greater community safety.

The Clery Act requires campus security authorities (CSAs) to report campus crimes to Campus Safety. In this way, CSAs facilitate timely warnings and help ensure accurate statistics for the annual report. CSAs, as defined by the Clery Act, include all Campus Safety staff, deans (or other senior student administrative personnel), coaches, directors, vice presidents, staff of Student Wellness, the dean of students, the director of Campus Operations, Student Involvement staff, Housing and Residence Life staff, Student Health staff, advisers, overseers of and advisers to student clubs and organizations, and other campus officials who have “significant responsibility for student and campus activities,” such as, but not limited to, the Division of Student Affairs. Others designated as CSAs include all resident assistants. CSAs must promptly share information about Clery crimes reported to them with Campus Safety. Counseling Services professionals are exempt from the reporting requirement while working within the scope of a license or certification.

Each of these individuals is required and trained to report incidents of a Clery Act crime occurring on campus or at a university-sanctioned event to Campus Safety for inclusion in the university’s Annual Security and Fire Report prepared for the U.S. Department of Education. They are informed of their duties through annual communications, a dedicated webpage and other training.

Crime statistics

Policy for preparing the annual disclosure of campus crime statistics

1. The chief of Campus Safety collects data regarding crime statistics, prepares a report and reviews the statistics with the dean of students on a monthly basis.
2. The statistics are drawn from the daily incident reports filed with Campus Safety, Housing and Residence Life, Student Conduct and the Boca Raton Police Department.
3. The Annual Security and Fire Report policy statements are prepared and compiled by the chief of Campus Safety, the deputy Title IX coordinator, substance abuse prevention and treatment specialists, Student Conduct personnel, and the Dean of Students’ Office in accordance with federal guidelines. It is distributed no later than Oct. 1 of each year.
4. Statistics are submitted to the Department of Education via the Crime Statistics Survey.

The Annual Security and Fire Report is published on lynn.edu/securityreport and is accessible by the university community, students, prospective students, faculty and staff. This guide also is available at the Department of Campus Safety administrative office at the Campus Communication Center.

Definitions of crime categories

The university includes in the Annual Security and Fire Report the following Clery crime statistics by category that occur on the university’s Clery geography during the most recent calendar year and during the two preceding calendar years, as reported to campus security authorities or local law enforcement.

(1) Criminal offenses: Criminal homicide, including arson, murder and non-negligent manslaughter, and manslaughter by negligence; robbery; aggravated assault; burglary; motor vehicle theft; and sexual assault, including rape, fondling, incest and statutory rape.

Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Criminal homicide—Manslaughter by negligence: The killing of another person through gross negligence.

Criminal homicide—Murder and non-negligent manslaughter: The willful (non-negligent) killing of one human being by another.

Robbery: The taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used that could and probably would result in serious personal injury if the crime was successfully completed.)

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes unlawful entry with intent to commit a larceny or felony, breaking and entering with intent to commit a larceny, housebreaking, safecracking and all attempts to commit any of the aforementioned.

Motor vehicle theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by people not having lawful access even though the vehicles are later abandoned, including joyriding.)

Sexual assault: Physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol or other incapacity, such as being a minor or having an intellectual or other disability. This includes the following:

Sex offenses—forcible:¹ Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

- Forcible rape: The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of their temporary or permanent mental or physical incapacity (or because of their youth).
- Forcible sodomy: Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of their youth or because of their temporary or permanent mental or physical incapacity.
- Sexual assault with an object: The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of their youth or because of their temporary or permanent mental or physical incapacity.
- Forcible fondling: The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of their youth or because of their temporary or permanent mental incapacity.

Sex offenses—nonforcible: Unlawful, nonforcible sexual intercourse.

¹ Sex offenses definitions from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program.

- Incest: Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory rape: Nonforcible sexual intercourse with a person who is under the statutory age of consent.

(2) Hate crimes: Any of the above-mentioned offenses and any incidents of larceny theft, simple assault, intimidation or destruction/damage/vandalism of property that were motivated by bias (based on race, religion, sexual orientation, gender, gender identity, ethnicity, national origin or disability).

Larceny theft: The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another.

Simple assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction/damage/vandalism of property: To willfully or maliciously destroy, damage, deface or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

(3) VAWA offenses: Any incidents of domestic violence, dating violence and stalking (note that sexual assault is also a VAWA offense but is included in the Criminal Offenses category for Clery Act reporting purposes):

Dating violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Domestic violence: A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner 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 or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, 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 in which the crime of violence occurred.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others, or suffer substantial emotional distress. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens or communicates to or about a person, or interferes with a person's property. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

(4) Arrests and referrals for disciplinary action for weapons: Carrying, possessing, etc.; law violations, drug abuse violations; and liquor law violations. Statistics will be disclosed separately for each of these four general categories. In addition, the ASR will include the total number of crime reports that were deemed unfounded and subsequently withheld from the crime statistics.

Weapons law violations: The violation of laws or ordinances dealing with weapon offenses regulatory in nature, such as the manufacture, sale or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

Drug abuse violations: Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Liquor law violations: The violation of laws or ordinances prohibiting the manufacture, sale, transporting, furnishing or possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

Definitions of geography

On-campus: Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the university in direct support of or in a manner related to the institution's educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to paragraph (1) of this definition that is owned by the university but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or other retail vendor).

Noncampus buildings or property: Any building or property owned or controlled by a student organization that is officially recognized by the university, or any building or property owned or controlled by an institution that is used in direct support of or in relation to the university's educational purposes, is frequently used by students and is not within the same reasonably contiguous geographic area of the university.

Public property: All public property, including thoroughfares, streets, sidewalks and parking facilities, within the campus, or immediately adjacent to and accessible from the campus. Clergy crimes occurring on public property as defined here will be included in the statistics report. The university's crime statistics do not include, however, crimes that occur in privately owned homes or businesses within or adjacent to the campus boundaries.

Unfounded reports

The university will report to the Department of Education in its Annual Security and Fire Safety Report the statistics for the total number of crime reports that were unfounded and subsequently withheld from the crime statistics reported in the Annual Security and Fire Safety Report.

Unfounded reports are those that have been fully investigated by sworn law enforcement personnel who, based on the results of this full investigation and evidence, have made a formal determination

that the crime report is false or baseless. Recovery of stolen property, stolen property that is of low value, the refusal of a victim to cooperate with law enforcement or the failure to make an arrest do not justify classifying a report as unfounded.

Fire Safety Report Log

Residence halls

Building	Total Fires in Each Building	Fire Number	Date	Time	Cause of Fire	Injuries ²	Deaths	Property Damage	Case Number
EML, 3601 North Military Trail, Boca Raton, FL									
2021	0	0	0	0	0	0	0	0	0
2022	0	0	0	0	0	0	0	0	0
2023	1	2	03/20/2023	1702	Burnt popcorn	0	0	0	IR23-03-0166
Lynn, 3601 North Military Trail, Boca Raton, FL									
2021	0	0	0	0	0	0	0	0	0
2022	0	0	0	0	0	0	0	0	0
2023	0	0	0	0	0	0	0	0	0
Trinity, 3601 North Military Trail, Boca Raton, FL									
2021	0	0	0	0	0	0	0	0	0
2022	0	0	0	0	0	0	0	0	0
2023	0	0	0	0	0	0	0	0	0
de Hoerne, 3601 North Military Trail, Boca Raton, FL									
2021	0	0	0	0	0	0	0	0	0
2022	0	0	0	0	0	0	0	0	0
2023	0	0	0	0	0	0	0	0	0
Freiburger, 3601 North Military Trail, Boca Raton, FL									
2021	0	0	0	0	0	0	0	0	0
2022	0	0	0	0	0	0	0	0	0
2023	0	0	0	0	0	0	0	0	0
Perper, 3601 North Military Trail, Boca Raton, FL									
2021	0	0	0	0	0	0	0	0	0
2022	0	0	0	0	0	0	0	0	0
2023	1	1	01/10/2023	1000	Exposed wires	0	0	0	IR23-01-0007
Capstone, 3601 North Military Trail, Boca Raton, FL									
2021	0	0	0	0	0	0	0	0	0
2022	0	0	0	0	0	0	0	0	0
2023	0	0	0	0	0	0	0	0	0
Wyndham, 1950 Glades Road, Boca Raton, FL, floors 2 and 5									
2021	0	0	0	0	0	0	0	0	0
2022	0	0	0	0	0	0	0	0	0
2023	0	0	0	0	0	0	0	0	0

Fire safety amenities

Residence halls

	Fire alarm monitoring off-site	Partial 1 sprinkler system	Full 2 sprinkler system	Smoke detection	Fire extinguisher devices	Evacuation plans/placards	Number of (fire) drills each calendar year
EML	Yes		Yes	Yes	Yes	Yes	1
Lynn	Yes		Yes	Yes	Yes	Yes	1
Trinity	Yes		Yes	Yes	Yes	Yes	1
de Hoernle	Yes		Yes	Yes	Yes	Yes	1
Freiburger	Yes		Yes	Yes	Yes	Yes	1
Perper	Yes		Yes	Yes	Yes	Yes	1
Capstone	Yes		Yes	Yes	Yes	Yes	1
Wyndham	Yes		Yes	Yes	Yes	Yes	0

Fourteen fire drills were conducted in 2023. Wyndham Hotel is contracted student housing and has established fire protection plans in place.

Calendar years 2021, 2022 and 2023

The following crimes were reported to local police agencies or to campus security authorities.

Main campus

3601 N. Military Trail, Boca Raton, Florida

OFFENSES	2021				2022				2023			
	On-Campus Property	Public	Non-Campus	Total	On-Campus Property	Public	Non-Campus	Total	On-Campus Property	Public	Non-Campus	Total
	Student Housing				Student Housing				Student Housing			
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0
Rape	7	7	0	0	5	5	0	0	4	4	0	0
Fondling	4	4	0	0	3	4	0	0	3	3	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	2	2	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0

Burglary	1	1	0	0	0	0	0	0	2	2	0	0
Motor Vehicle Theft	0	0	0	0	0	2	0	0	0	3	3	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	5	5	0	0	3	4	1	0	7	9	2	0
Stalking	2	3	1	0	1	4	3	0	2	3	1	0
ARRESTS												
Weapons	1	1	0	0	0	0	0	0	0	0	0	0
Drugs	0	0	0	0	0	0	0	0	0	0	0	0
Alcohol	0	0	0	0	0	0	0	0	0	0	0	0
Weapons	0	0	0	0	0	0	0	0	0	0	0	0
Drugs	27	32	5	0	40	45	0	0	21	26	5	0
Alcohol	67	67	0	0	146	160	0	7	80	90	10	0

There were no unfounded crimes on the main campus in the years 2021, 2022 and 2023

Hate crimes—2021: One incident, damage of or vandalism of property. A student reported damage to their vehicle because of their race; this took place on campus.

No hate crimes were reported in 2022 or 2023.

College of Aeronautics

3960 Airport Road, Boca Raton, Florida

OFFENSES		2021				2022				2023					
		On-Campus Property		Public	Non-Campus		On-Campus Property		Public	Non-Campus		On-Campus Property		Public	Non-Campus
		Dorm	Total				Dorm	Total				Dorm	Total		
Murder/ Non-negligent Manslaughter		0	0	0	0		0	0	0	0		0	0	0	0
Manslaughter by Negligence		0	0	0	0		0	0	0	0		0	0	0	
Rape		0	0	0	0		0	0	0	0		0	0	0	0
Fondling		0	0	0	0		0	0	0	0		0	0	0	0
Incest		0	0	0	0		0	0	0	0		0	0	0	0
Statutory Rape		0	0	0	0		0	0	0	0		0	0	0	0
Robbery		0	0	0	0		0	0	0	0		0	0	0	0
Aggravated Assault		0	0	0	0		0	0	0	0		0	0	0	0
Burglary		0	0	0	0		0	0	0	0		0	0	0	0
Motor Vehicle Theft		0	0	0	0		0	0	0	0		0	0	0	0
Arson		0	0	0	0		0	0	0	0		0	0	0	0
VAWA OFFENSES															

Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0
ARRESTS													
Weapons	0	0	0	0	0	0	0	0	0	0	0	0	0
Drugs	0	0	0	0	0	0	0	0	0	0	0	0	0
Alcohol	0	0	0	0	0	0	0	0	0	0	0	0	0
REFERRALS													
Weapons	0	0	0	0	0	0	0	0	0	0	0	0	0
Drugs	0	0	0	0	0	0	0	0	0	0	0	0	0
Alcohol	0	0	0	0	0	0	0	0	0	0	0	0	0

There were no unfounded crimes at the College of Aeronautics in the years 2021, 2022 and 2023. No hate crimes were reported at the College of Aeronautics.

The summary below encompasses the main campus, including the School of Aeronautics, and university residences.

1. No unfounded crimes were reported for the 2020, 2021 or 2022 Annual Security and Fire Safety report by law enforcement at any location.
2. The Lynn University Presidential Residence (noncampus property) had no reportable crimes in calendar years 2020, 2021 or 2022.
3. The HARID Conservatory (on-campus property) had no reportable crimes in 2021 or 2022.
4. Hate crimes: There were no hate crimes reported in calendar years 2020 and 2022 at any location. In 2021, there was one report of a hate crime on campus.

Appendices

A. On-campus resources

Resource	Contact	Availability	Confidential?	Reporting obligations
Deputy Title IX coordinator Anthony Altieri	+ 561-237-7275 aaltieri@lynn.edu University Center— 2nd Floor	9 a.m.–5 p.m.	No	Supervises investigation and response to reported sexual or gender-based misconduct incidents. If the incident is a crime, reports it without any identifying information to Campus Safety for inclusion in the Daily Crime Log and annual statistical report, and for issuance of any required timely warning. Shares information with university personnel who need to know in order to carry out

				university policies and procedures.
Deputy Title IX coordinator/Title IX resource administrator Allyson Miller	+1 561-237-7581 almliller@lynn.edu University Center— 2nd Floor	9 a.m.–5 p.m.	No	Deputy Title IX coordinator
Deputy Title IX coordinator for students Meagan Elsberry , assistant dean of students	+1 561-237-7233 melsberry@lynn.edu University Center— 2nd Floor	9 a.m.–5 p.m.	No	Deputy Title IX coordinator
Deputy Title IX coordinator for employees Aaron Greenberg , director of Employee Services	+1 561-237-7915 agreenberg@lynn.edu Green Center	9 a.m.–5 p.m.	No	Deputy Title IX coordinator
Deputy Title IX coordinator for athletics Kathy Kroupa , deputy director of athletics	+1 561-237-7649 kkroupa@lynn.edu de Hoernle Sports and Cultural Center	9 a.m.–5 p.m.	No	Deputy Title IX coordinator
Campus Safety	+1 561-237-7226 Campus Communication Center, west of Freiburger Residence Hall	24/7	No	<p>Campus Safety reports to the Deputy Title IX coordinator all information received about sexual and gender-based misconduct incidents so the university can investigate and respond.</p> <p>If the incident is a crime, Campus Safety includes it in a Daily Crime Log and annual statistical report, without identifying the alleged victim.</p> <p>If the incident is a crime and poses a serious or continuing threat, Campus Safety will issue an emergency notification or timely warning.</p>

				<p>If there is reasonable cause to suspect that a minor has been sexually abused, Campus Safety will notify Child Protective Services.</p> <p>Campus Safety will share information with university personnel who need to know it in order to carry out university policies and procedures.</p>
Chief of Campus Safety John McAvoy	+1 561-237-7847 jmcavoy@lynn.edu Campus Communication Center, west of Freiburger Residence Hall	9 a.m.–5 p.m.	No	See Campus Safety
Assistant Chief of Campus Safety Brian Siliquini	+1 561-237-7401 bsiliquini@lynn.edu Campus Communication Center, west of Freiburger Residence Hall	9 a.m.–5 p.m.	No	See Campus Safety
Counseling services for students	+1 561-237-7237 E.M. Lynn Residence Hall—1st Floor	9 a.m.–5 p.m. After hours, contact Campus Safety (nonconfidential)	Yes	<p>If a patient's clinical state poses a substantial risk of harm to the patient or others, as manifested by their conduct, mental health officials will be contacted.</p> <p>If there is reasonable cause to suspect that a minor has been sexually abused, Child Protective Services will be contacted.</p>
Assistant Director of Counseling Services Sandra Whitmer	+1 561-237-7956 swhitmer@lynn.edu E.M. Lynn Residence Hall—1st Floor	Normal business hours	Yes	Same as Counseling services for students
Licensed psychotherapist Kelly Patrick	+1 561-237-7121 kpatrick@lynn.edu E.M. Lynn Residence Hall—1st Floor	9 a.m.–5 p.m.	Yes	See Counseling services for students

Referral for counseling services for employees—Employee Services	+1 561-237-7915		Yes, if referral reason is not disclosed to Employee Services	<p>If a patient's clinical state poses a substantial risk of harm to the patient or others, as manifested by their conduct, mental health officials will be contacted.</p> <p>If there is reasonable cause to suspect that a minor has been sexually abused, Child Protective Services will be contacted.</p>
Student Health	+1 561-237-7231 E.M. Lynn Residence Hall	9 a.m.–5 p.m.	yes	The staff members from Student Health may generally talk to a reporting individual without revealing any personally identifying information about an incident to the deputy Title IX coordinator. While maintaining an individual's confidentiality, these staff members will report the nature, date, time and general location of an incident to the deputy Title IX coordinator.
Director of Student Health Rita Albert	+1 561-237-7405 ralbert@lynn.edu E.M. Lynn Residence Hall	9 a.m.–5 p.m.	yes	See Student Health
Dean of Students Sholondo Campbell	+1 561-237-7230 dos@lynn.edu University Center—2nd Floor	9 a.m.–5 p.m.	No	<p>Will report to the deputy Title IX coordinator all information received about sexual misconduct incidents so the university can investigate and respond.</p> <p>If the incident is a crime, the dean will report it without any identifying information to Campus Safety for inclusion in the daily crime log and annual statistical report, and for</p>

				<p>issuance of any required timely warning.</p> <p>If there is reasonable cause to suspect a minor has been sexually abused, the dean will notify Child Protective Services and Campus Safety.</p>
Housing and Residence Life staff	+1 561-237-7236 housing@lynn.edu E.M. Lynn Residence Hall—1st Floor	9 a.m.–5 p.m. plus on-site SRAs 24/7	No	See Dean of Students
Case managers with the Dean of Students Office	E.M. Lynn Residence Hall—1st Floor	9 a.m.–5 p.m.	Yes	<p>Case managers can talk to a victim without revealing personally identifying information about an incident to the university. A victim can seek assistance and support without triggering a university investigation that could reveal the victim's identity or that the victim has disclosed the incident.</p> <p>While maintaining a victim's confidentiality, these individuals or their office should report the nature, date, time and general location of an incident to the deputy Title IX coordinator. This limited report, which includes no information that would directly or indirectly identify the victim, helps keep the deputy Title IX coordinator informed of the general extent and nature of sexual violence on and off campus so the coordinator can track patterns, evaluate the scope of the problem and formulate appropriate campuswide responses. Before reporting any information to the deputy Title IX coordinator, these individuals will consult with the victim to ensure that no personally identifying details</p>

				are shared with the deputy Title IX coordinator.
Case Manager with the Dean of Students Office Mara Ferguson	+1 561-237-7246 mferguson@lynn.edu E.M. Lynn Residence Hall—1st Floor	9 a.m.–5 p.m.	Yes	See Case Managers
Case Manager with the Dean of Students Office Jamie Kranowitz	+1 561-237-7005 jkranowitz@lynn.edu E.M. Lynn Residence Hall—1st Floor	9 a.m.–5 p.m.	Yes	See Case Managers
Student Financial Services	+1 561-237-7185 Green Center	9 a.m.–5 p.m.	No	Student Financial Services provides prospective and enrolled students access to different funding possibilities. The office also supports the university's student services, enrollment and retention goals by providing state, institutional and federal student aid funds to eligible students. SFS can assist with hardship waivers related to revocation of financial aid; identify scholarships, loans and other resources for financial assistance; and provide guidance on financial literacy, assistance and support.
Academic Advising, Director of Academic Advising Ruth Benavides	+1 561-237-7545 rbenavides@lynn.edu Library	M–Th, 8 a.m.–7 p.m. F, 8 a.m.–5 p.m.	No	Academic Advising provides academic guidance to all students at Lynn, ranging from undergraduate to doctoral students. They teach students about the curriculums and how to effectively navigate their academic programs as well as course registration and academic guidance.
Institute of Achievement and Learning, Dean of Academic Support and	+1 561-237-7839 exsteen@lynn.edu Green Center	9 a.m.–5 p.m.	No	The Institute of Achievement and Learning (IAL) is a resource hub for academic coaching, tutoring, test taking and ADA accommodations. Students can come here to meet weekly with an academic

Accessibility Shaun Exsteen				coach who helps them navigate their academic progress and learn skills such as time management. The tutoring section can help the students connect to the right tutor for them and their academic needs. Upstairs is a testing center where students with approved accommodations can go outside of class and take their tests under approved times, with supervision. The IAL is also the home of the ADA coordinator, to whom students can go for accommodations and resources to best connect within their academic environments.
Institute of Achievement and Learning, ADA Specialist Tracy Juleseus	+1 561-237-7711 tjuleseus@lynn.edu Green Center	9 a.m.–5 p.m.	No	See Institute of Achievement and Learning
Institute of Achievement and Learning, Senior Director Dylan Kendrick	+1 561-237-7224 dkendrick@lynn.edu Green Center	8 a.m.–8 p.m.	No	See Institute of Achievement and Learning
Student Success, Assistant Director Elena Tayem	+1 561-237-7308 etayem@lynn.edu Schmidt College Center	9 a.m.–5 p.m.	No	The goal of the Student Success Team is to improve the university's retention and graduation rates by enhancing the student experience. The team supports new students throughout their transition to the university, students who are not making satisfactory academic progress and/or students who are not engaging with the university's academic, cultural and social environments. The team regularly assesses the needs of the students and refers them to the appropriate campus resources.

				Additionally, the team gathers data and assessments to strategically design, execute and evaluate student success initiatives.
E.A.P. Employee Assistance Program	1-800-854-1446	24/7	Yes	Lynn University provides all full-time employees with access to its Employee Assistance Program through Unum. Confidential telephone counseling and assistance are available 24/7, as well as three free in-person counseling sessions per year with a counselor, financial planner and/or legal adviser.

B. Off-campus resources

Resource	Contact	Confidential?
Local law enforcement	911	No
Boca Raton Police Department (nonemergency)	+1 561-368-6201	No
Child Protective Services	+1 561-837-5078	No
Victim advocacy and support Aid to Victims of Domestic Abuse (AVDA) 24-hour hotline	1-800-355-8547	Yes
Palm Beach County Victim Services	1-866-891-7273 (RAPE)	Yes
Rape, Abuse and Incest National Network (RAINN)	1-800-656-4673, rainn.org	Yes
Florida Council Against Sexual Violence	fcasv.org	
National Domestic Violence Hotline (NDVH)	1-800-799-7233 (SAFE)	Yes
Off-campus medical attention		
Bethesda Hospital East	+1 561-737-7733	
Bethesda Hospital West	+1 561-336-7000	
Boca Raton Regional Hospital	+1 561-395-7100	
Butterfly House, Wellington Regional Medical Center	+1 561-355-2418	
Delray Medical Center	+1 561-498-4440	
Good Samaritan Medical Center	+1 561-655-5511	
JFK Medical Center	+1 561-965-7300	
Jupiter Medical Center	+1 561-747-2234	
Kindred Hospital the Palm Beaches	+1 561-840-0754	
Lakeside Medical Center	+1 561-996-6571	

Palm Beach Gardens Medical Center	+1 561-622-1411
Palms West Hospital	+1 561-798-3300
Select Specialty Hospital	+1 561-357-7200
St. Mary's Medical Center	+1 561-844-6300
West Palm Hospital	+1 561-842-6141

C. Campus map

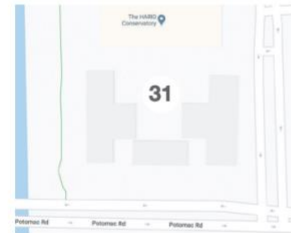
Campus Map

lynn.edu/map

1. **Schmidt College Center**
Office of the President
Admission
Development
Marketing and Communication
2. **Eugene M. and Christine E. Lynn Library**
Academic Affairs
College of Communication and Design
President Emeritus
- 2A. **Perper Coffee House**
3. **Ronald and Kathleen Assaf Academic Center**
College of Arts and Sciences Offices
4. **Louis and Anne Green Center**
Institute for Achievement and Learning
Student Financial Services
Office of the Registrar
General Counsel
Employee Services
de Hoernle Lecture Hall
College of Education
5. **Future home of the Snyder Center for Health and Wellness**
6. **Christine E. Lynn University Center**
Bobby Campbell Dining Commons
Career and Alumni Connections
Center for Learning Abroad
Center for Student Involvement
Christine's
Coworking offices
Dean of Students
Elaine's
Irving and Barbara Gutin Living Room
Mary's Kitchen
Office of Student Affairs
Perper Mailroom
Schmidt Family Campus Store
Social Impact Lab
Watson Institute
7. **Landgren Chapel**
8. **Count and Countess de Hoernle International Center**
Henke Wing
Amarnick-Goldstein Concert Hall
Conservatory of Music
Olewine Culinary Lab
9. **Keith C. and Elaine Johnson Wold Performing Arts Center**
Christine E. Lynn Salon
The Schmidt Family Studio
Boice Box Office
10. **Perper Plaza**
11. **Mechanical Building**
Auxiliary Services
12. **Mohammed Indimi International Business Center**
College of Business and Management
13. **Count and Countess de Hoernle Sports and Cultural Center**
Athletics Offices
Blue and White Club
Gymnasium
14. **Central Energy Plant**
15. **Bobby Campbell Stadium**
Gregory J. Malfitano Field
16. **Recreation Courts**
17. **McCusker Pool Complex**
18. **Perper Tennis Complex**



Lynn University Main Campus
3601 N. Military Trail, Boca Raton, FL 33431



Lynn University
College of Aeronautics
3960 Airport Road,
Boca Raton, FL 33431

The HARID Conservatory,
East building, 2nd floor
2285 Potomac Rd,
Boca Raton, FL 33431

19. **Mary and Harold Perper Residence Hall**
Laundry facility
20. **Remembrance Plaza**
21. **Trinity Residence Hall**
International Student Services
College of Arts and Sciences Offices
Laundry facility
22. **E.M. Lynn Residence Center**
Office of Student Wellness
Health Center
Counseling Center
Office of Housing and Residence Life
Enrollment Center
Laundry facility
23. **de Hoernle Residence Hall**
Information Systems
Network and Support Services
Institutional Research, Planning
and Assessment Offices
Pine Tree Camps Office
24. **Baseball and Softball Fields**
25. **Freiburger Residence Hall**
College of Arts and Sciences Offices

26. **Lynn Residence Center**
Fitness Center
27. **Snyder Sanctuary**
28. **Mary Ann and Harold Perper Intramural Field**
29. **Campus Communication Center**
Bike share and parking decals
30. **Burton D. Morgan College of Aeronautics**
31. **The HARID Conservatory**
Procurement
Finance

Parking

Employee (lots A, B, C, E, H, L)
Student (lots E, H, I, J, K, M)
Visitor (lots A, E, H)
Special disabled permit (lots F, G)