



2019 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 30 professional staff members, is committed to providing the safest environment possible 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

Lynn, under the direction of the chief of Campus Safety, prepares this report to comply with 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 designated campus security authorities (including, but not limited to, directors, deans, department heads, designated staff, student conduct, advisers to students/student organizations) and local law enforcement agencies. For further information or guidance, visit lynn.edu/policy.

This document also provides basic tips and guidelines to help create a safer campus. Please contact [Campus Safety](#) with any questions concerning this material.

Where to find it

Campus Safety distributes an email to 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 also are available in the Campus Communication Center. A direct link also is included in application materials.

Resources

Emergency: 911

Lynn University

Operator	+1 561-237-7000
Campus Safety	+1 561-237-7226
Campus Safety administrative office (E.M. Lynn Residence Hall, 4th floor)	
Campus Communication Center (dispatch) (west of Freiburger Residence Hall)	
Title IX Coordinator (Louis and Anne Green Center)	+1 561-237-7727
Office of Student Wellness/Confidential Student Adviser (Student Center, 2nd floor)	+1 561-237-7955
Counseling Center (E.M. Lynn Residence Hall)	+1 561-237-7237
Health Center (E.M. Lynn Residence Hall)	+1 561-237-7231
Dean of Students (Christine E. Lynn University Center, 2nd floor)	+1 561-237-7157
Employee Services (Louis and Anne Green Center)	+1 561-237-7290
Housing and Residence Life (Lynn Student Center, 2nd floor)	+1 561-237-7236
Office of Student Affairs (Christine E. Lynn University Center, 2nd floor)	+1 561-237-7440
Office of Student Involvement (Christine E. Lynn University Center, 2nd floor)	+1 561-237-7153

Boca Raton and Palm Beach County Resources

Boca Raton Police Department (Nonemergency)	+1 561-338-6201
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 Coalition Against Domestic Violence	fcadv.org
Florida Council Against Sexual Violence	fcasv.org
Rape, Abuse & 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) annually 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 property owned, leased or controlled by Lynn University.

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](#).
- Sex offenders must register in each state that they work or study.
- Sex offenders must also notify any higher education institution they are employed by, carry a vocation in or are a student at.

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

Daily Crime and Fire Log

The Department of Campus Safety maintains a Daily Crime and Fire Log. It records, by the date the incident was reported, all crimes and other serious incidents that occur on campus, within non-campus 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, as well as the disposition of the complaint, if the information is known at the time of publication. The department posts incidents in the Daily Crime and Fire Log within two business days of receiving a report and reserves the right to exclude reports under certain circumstances.

The daily Morning Report is available for public inspection at the Campus Communication Center, located west of Freiburger Residence Hall. Upon request, the Morning Report's most recent 60-day period may be inspected at Campus Safety from 8 a.m. to 5 p.m., Monday through Friday, unless the university is closed. Any portion of the log older than 60 days may be inspected at Campus Safety within two business days of being requested. Logs are kept for seven years.

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.

To fulfill this commitment, Campus Safety continuously addresses campus and community safety with innovative programming, keeping current on federally mandated reporting requirements, new crime prevention innovation opportunities and state-of-the-art technological solutions related to Campus Safety.

Department of Campus Safety

Strategic Goals



11/2013

Campus Safety team

Campus Safety is committed to ensuring a safe environment in which to learn, live and work. At Lynn, the chief of Campus Safety reports to the dean of students, and Campus Safety staff works cooperatively with Student Affairs staff in all matters involving student behavior, safety and emergency situations. Campus Safety also works closely with Employee Services in all matters involving employees.

Lynn provides its own in-house, non-sworn Campus Safety operation. A non-sworn force consists of Campus Safety officers who do not have arrest powers, unlike sworn police officers, who do. 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 Appendices.) Campus Safety staff is composed of 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, Palm Beach County Sheriff's Office, and federal and state police agencies. These agencies can and may arrest students who violate the law on or off campus.

Campus Safety notifies local law enforcement immediately so that it can respond to: crimes against persons, violent crimes, major felonies, crimes involving a known or identified suspect, and all private persons arrests on campus. 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 Auxiliary Services 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 this to Campus Safety.

Lynn encourages victims of or witnesses to any crime to promptly report the incident to Campus Safety or appropriate police agencies when the victim elects to 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 non-campus 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 considers any conduct inappropriate for an event the university hosts off campus as a violation of university policy. Students who violate policy may be held accountable through the university's conduct review process and may be subject to arrest by local or state agencies.

Voluntary reporting

The Department of Campus Safety is available to all members of the Lynn community 24 hours, seven days a week. The university's confidential reporting protocol encourages Office of Student Wellness, pastoral and professional counselors to inform individuals they are counseling that reporting crimes on a voluntary, confidential basis can be done 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.

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 to participate in programs that promote crime prevention and awareness. Details about programming appear later in this document.

Campus Safety programs

Each year, the Department of Campus Safety, along with other on- and off-campus partners, provide programs to further promote personal safety and the safety of others. They begin during Welcome Week-end and continue throughout the year. Campus Safety programs include, but are not limited to: Campus Safety forums, a monthly “For Your Safety” column, 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, the Health Center, the Counseling Center, the Office of the Title IX Coordinator and the Office of Student Wellness provide health and safety programs on an ongoing basis. The university annually sponsors National Collegiate Alcohol Awareness Week and Safe Spring Break events. A substance abuse treatment and prevention specialist supports the Peer Training program in addressing drug, alcohol and wellness issues. Wellness educators also provide programs and trainings related to a variety of wellness matters.

The Counseling Center, the Health Center, the Office of Student Wellness and the 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 also are available upon request.

Crime Prevention Programs

Campus Safety maintains a comprehensive crime prevention program. Working with the Office of 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 own and the security of others. While it is the responsibility of each Campus Safety member to promote 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. To further help students and employees protect themselves and their property, shift supervisors also offer educational programs and materials.

Educational programs

Campus Safety presents proactive and responsive programs to all faculty and staff, as well as 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 through the year, and offers more by request:

- **Who is Campus Safety?** At annual orientations 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.
- **“Packing Parachutes”:** The Chief of Campus Safety explains how Campus Safety cares. The presentation is customized for students and employees and held periodically throughout the academic year, and helps demonstrate the importance of building relationships and meeting expectations.
- **“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 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.
- **“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.
- **Self-Defense training:** This course teaches defensive concepts and techniques against various types of assault to students and employees by utilizing simple yet effective self-defense/martial arts tactics.
- **“Staying Safe” training:** This session provides students with information on how to remain alert to their environment, steps on how to be safety-conscious at all times, how to protect personal property, key city ordinance 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 invited guest of a student or employee. Visitors at all times are subject to university policies and conduct codes. Students and employees are responsible for the conduct of their guests at all times.

Students and employees are required to show a valid university identification card upon request by Campus Safety personnel. Members of the media are required to register with the Office of Marketing and Communication before their arrival so that Campus Safety can be advised to grant 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 the hours of 7 a.m.–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/day, while the east Potomac Road entrance closes evenings from 11 p.m. to 6 a.m. the following morning. All traffic entering or leaving the campus during these hours must use the North Military Trail or west Potomac entrances.

Between the hours of 9 p.m.–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 (driver's license, passport or Lynn ID).
- Residential students or employees may be permitted to 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 will stop and ask for the identification of all individuals who do not have a valid Lynn staff bar code. Student bar codes are null and void following the last day of summer classes. The safety of summer camp attendees (minors) remains a prime obligation; therefore campus closes each day from 5 p.m. until 7 a.m., unless otherwise stated.

During summer hours, students and alumni are authorized access to campus facilities for official business. Students and alumni will not be authorized to utilize facilities beyond summer hours unless an official event is occurring.

Lynn University ID

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

Every student and employee is issued an official Lynn ID. Each person must carry his/her Lynn ID at all times 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 only for use by the person to whom it is issued. Students 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

The Housing and Residence Life works with Campus Safety to provide a safe residence hall environment. All residence 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 assigned hall. Visitation policies and arrangements for guests are managed by Housing and Residence Life staff. Students must cooperate with both Campus Safety officers and Housing and Residence Life staff, which 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.
- *Community advisers (CA):* Upper-level student staff members who live in the residence hall; the CA is on duty to assist students and Campus Safety officers with incidents and emergencies that occur after regular business hours.
- *Area coordinators (AC):* 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.

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 personal property.

Take precautions in residence halls, as well as while walking, driving and in unfamiliar places. Know what to do if being followed or assaulted; 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 or admit strangers to a room or residence hall. Ask for identification of repairmen and verify by telephone. If you suspect anything suspicious, call Campus Safety or Housing and Residence Life.

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. Never dress in front of an open window. Draw blinds after dark.

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 and will be well lit upon return. When returning to the vehicle, be aware of surroundings, have your key ready and check the back seat before entering the vehicle.

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 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 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 or to remove an item for servicing.

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

A "Lost and Found" is located 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 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, call Campus Safety and ask for an escort to your car.

While walking

Do not walk alone at night, and never leave members of your group alone or in an isolated spot.

Be aware of your surroundings. Walk only on sidewalks or streets. Note possible hiding places, such as building corners, parked cars and shrubbery. If someone 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

On-campus shuttle (tram)

A complimentary shuttle service is provided from the H parking lot to the residence halls and library every evening, 6 p.m.–6 a.m.

Bike share program

Ride and return a free bike on campus. Visit the Campus Communication Center to reserve.

U-Haul Car Share program

[Reserve a car](#) by the hour or the day. Services are available 24 hours a day, seven days a week.

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
- Specialty lots are for short-term parking and mail pick-up: Lot I; and disabled permits: Lots F, G

Visitors may park in lots A, E, H.

Valet service is 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)

Electric Vehicle (EV) spaces are equipped with electric charging stations and 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 in a Restricted Area 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:

- 0-4hr, \$1/per hour
- 4hr+, \$5/per hour
- Spots are only for electric vehicles that are charging.
- Chargers only may be used 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, must be reported to Campus Safety and to the Health Center. An accident report also may 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 certified in first aid or CPR, proceed to stabilize the injured person. Once a representative from Campus Safety or the Health Center 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. 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.

**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.

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, 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

When a fire alarm is activated, the elevators in most buildings automatically will stop at 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 a person is caught in an elevator during an evacuation.

Fire protection equipment/systems

A majority of university buildings are equipped with automatic fire detection and alarm systems monitored by Campus Safety. Refer to the Fire Safety Amenities in the Residential Facilities Chart for information about fire detection, notification and suppression systems in each residential facility.

Reporting a fire

If a fire occurs, community members should notify Campus Safety at +1 561-237-7226 as soon as they have reached a safe place to do so. Campus Safety will initiate a response, summon the fire department 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 not sure whether Campus Safety has already responded, immediately notify Campus Safety to 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 who has 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 shut off 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.

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

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

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 the use or possession of any flammables including, but not limited to, candles, incense, open flames, fragrance pots, lighter fluid, dangerous chemicals, propane, smoke bombs, torches and gasoline canisters.
- 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 that have been 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. Residence life staff members receive an orientation on all fire alarm systems, instruction for using the equipment, 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.

Improvements in fire safety

All residence hall fire alarm Red Hawk systems are connected into the Campus Safety Dispatch system

through text, email and phone alerts. This allows Campus Safety to receive alarms directly from the halls upon an 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 from 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 clear 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 advised by the university or emergency personnel that it is safe.

Hurricanes

If there is a threat of severe weather, including tropical storms or hurricanes, the university will activate necessary protocols. All pre-, during and post-storm guidance will be available at lynn.edu/alert. Residential students additionally 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 the Housing and Residence Life.

Timely Warnings

Crimes covered by the Clery Act that take place within the Clery geography, or non-Clery Act crimes that occur and that represent a serious or on-going threat to the campus community, will result in a campus-wide “Timely Warning” notification.

The chief of Campus Safety is responsible for determining whether to issue a Timely Warning to the campus community. Whether to issue a Timely Warning is determined on a case-by-case basis for Clery Act reportable crimes (1) Occurring: on campus; on public property within or immediately adjacent to the university’s campus, or in or on non-campus buildings or property controlled by the university; and (2) When the university determines, in its judgment, that the allegations present a serious or continuing threat to the university community.

Timely Warnings 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 for a seven-year period.

Timely Warnings typically contain the phrase “Timely Warning” or “Crime Alert,” depending on the

threat's nature and severity. The body of each Timely Warning includes a short description of the crime or incident, including 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 include personal safety information to aid members of the university community in protecting themselves from becoming victims of a similar crime and to promote safety for the university community. In no instance, however, will a Timely Warning include the name of or other identifying information about the victim.

Timely Warnings are developed taking into account all reasonable efforts not to compromise ongoing law enforcement efforts.

Emergency Procedures

In the event of a campus emergency, severe weather or similar occurrence, the office and/or Campus Safety will inform the campus community (employees and students, and those individuals they've registered as their emergency contacts) using the university's emergency notification systems as applicable.

Notifications

Immediate notification: 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.

The method(s) used for notification: will depend on the seriousness of the incident, as determined by the chief of Campus Safety (incident commander), who will confirm whether a significant emergency or dangerous situation involving an immediate threat to health or safety, or safety of students or employees exists. Coordination between the Office of Marketing and Communication and Campus Safety will occur based on the timeliness of the message needing to be shared.

a) Procedure

A victim(s), witness(es) or third-party report to Campus Safety of a crime initiates the process for determining whether an alert or warning is required.

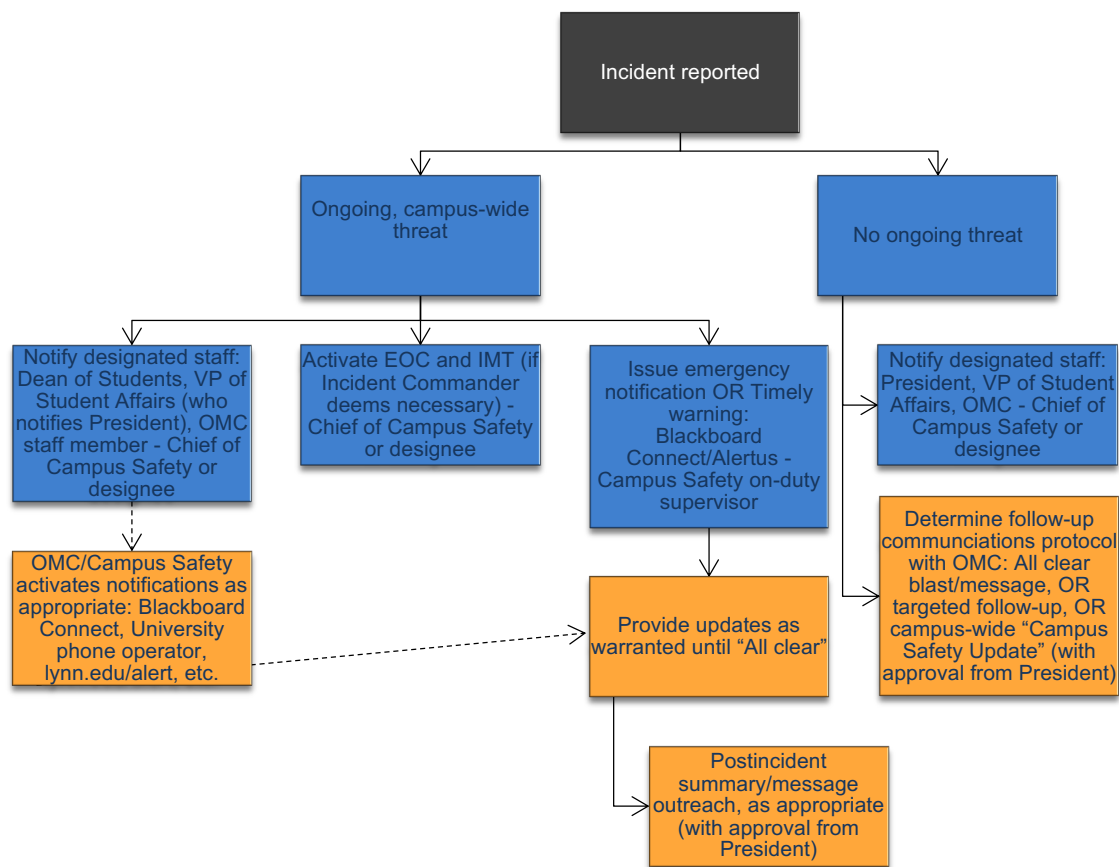
- Once incident information is obtained, the Campus Safety officer or dispatcher receiving the information will immediately assess the severity of the information and advise the on-duty supervisor.
- If it is determined to be a serious and urgent matter requiring campus alert notification, the on-duty supervisor will immediately contact the assistant chief and chief of Campus Safety and explain the totality of the circumstances.
- The chief of Campus Safety will determine the need for an alert based on the information provided and the criteria set forth in Department of Education guidance.
- According to Lynn University policy, the Office of Marketing and Communication (OMC)—and specifically the public information officer—operates as the university's crisis communication arm.
- If an alert notification is warranted, the chief of Campus Safety will contact the points of contact within OMC and provide the facts and circumstances of the particular incident.
- In the event of an immediate or ongoing threat, Campus Safety dispatch will manage notifications; OMC will support broader communications once the "all clear" is provided.
- OMC staff, along with the chief of Campus Safety, will draft and review the content of the 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. The on-duty Campus Safety supervisor is the responsible person for issuing the warning itself. OMC personnel may assist with the notification process, upon the chief of Campus Safety's request, to disseminate the information to the larger community.

Title of the person(s) and organization 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 captain, lieutenant and/or sergeant
 - Campus Safety dispatchers
- Marketing and Communications team:
 - Marketing and Communications director (Event and Emergency Management team, public information officer)
 - Public relations manager

The Timely Warning notification process, including responsibilities, is described as follows:



Color Key:

Blue = Campus Safety responsibility

Orange = Joint responsibility

Students and employees are encouraged to keep their emergency contact information up to date. Update emergency contact information via lynn.edu/emergencycontact. Note: Users must be signed in to use this function.

b) Communication distribution and operations

Methods of distribution: Official emergency communication platforms include and are not limited to the following:

- **Email alerts**: Most common and distributed as a Campus Safety Update
- **Text alerts**: Typically used for imminent or more serious incident(s) that may be weather or emergency related
- **Desktop messaging**: Temporarily “takes over” university computer screens to provide emergency message; typically identical to 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
- **Public address system**: Outdoor campus-wide system that carries message identical to 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 to the above, the Incident Management Team (IMT) may employ other methods for notifying those within the university community, including, but not limited to, phones, two-way radios, Campus Safety officers and other university personnel.

Operations: Blackboard Connect and Alertus systems provide information that relates to an emergency via text, email, desktop, public address system and/or voicemail. A targeted or full deployment of all communication modalities may be used based on the nature of the event.

- Blackboard Connect (email, text, voice communication) and/or Alertus (desktop, alert beacons/with speakers, public address system) should be used if one of the following is true:
 - 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 an on-campus reaction: campus is locked down, evacuated, etc.; e.g., police request campus lockdown due to external incident.
- When an incident is not deemed a threat, the proper communications 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. Specifically, if the incident creates fast-moving misinformation via word-of-mouth and/or social media, OMC staff may recommend an approach to address rumors/reduce panic.
 - A campus-wide email may be used with other communications channels.

* 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.

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

c) 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. OMC, in cooperation with Campus Safety, will be prepared to issue the following types of alerts to the university community:

Emergency No-tifications	<p>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 occurring on campus.</p> <p>Reaches all university-owned mobile phones and the phones of students or employees who have registered this information in their emergency contact form.</p> <p>Two types of emergency notices are possible:</p> <ul style="list-style-type: none"> • Emergency Alert—Text message alert when there is imminent danger • Weather Alert—Text message alert about severe weather and/or weather-related closures
Timely Warning alerts	<p>Depending upon the incident, this type of alert will be sent for</p> <ul style="list-style-type: none"> • Clery Act crimes reported to the Campus Security Authority (CSA) or local law enforcement occurring in specific geographical areas (on-campus, public property, non-campus), or • Non-Clery Act crimes and representing a serious and/or ongoing continuing threat to students and employees (e.g., a robbery when no suspect is in custody). <p>Timely Warnings shall be provided in a manner that is timely and withhold the names of the victims as confidential. Timely Warnings can be issued for threats to persons or to property. The institution is not required to issue a Timely Warning with respect to a pastoral or professional counselor.</p>

d) Public information

University policy mandates that only certain administrators may speak on behalf of the university. The director of Marketing and Communication and the public relations manager serve as the authorized university spokespersons. All public information must be coordinated and disseminated by this 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.

e) Individuals and groups outside of the campus community

Off-campus emergency contacts may also receive emergency notifications, depending on the situation. (e.g., Boca Raton Police Department, Boca Raton Fire Rescue, Palm Beach County Emergency Operations Center, the media, parents/guardians or other).

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. This effort includes annually updating first-responder information and reviewing current plans and best safety practices. Plans may be tested through periodic tabletop exercises. Specifically, predesignated incident command personnel may formally talk through the planning process and develop scenarios to evaluate the plan and its response procedures.

Furthermore, the Housing and Residence Life and Campus Safety hold quarterly fire drill evacuations. These drills provide residents with a chance to familiarize themselves with evacuation routes and meeting points. Campus Safety, Auxiliary Services, and the Housing and Residence Life use these drills as a chance to test systems and egress situations.

Lynn conducts at least one announced test exercise or drill annually:

- On June 1, 2018, Lynn University 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.
- On June 23, 2018, Lynn University participated in an announced Active Shooter exercise with local law enforcement agencies to enhance preparedness and coordinate services from responding police and fire agencies.
- On June 27, 2018, Lynn University conducted an announced First Responder orientation to examine and discuss planning, logistics, supports services, business affairs, employment, first responder designations, student affairs programming/activities, residential staff operations, support/welfare advising, and information technology backup processes in a crisis.

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 university owned, leased or operated facility, is the evacuation signal. Everyone who is alerted by this alarm is required to evacuate the facility as quickly and as calmly as possible.

The university's "Zero Tolerance Fire Alarm Response Protocol" demands that all facility occupants respond to the alarm signal by immediately initiating the following evacuation procedure:

- Conclude activities immediately.
- Follow EXIT signs to the nearest safe exit. Do not use elevators!
- Walk briskly down 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, reenter 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 (IMT) 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 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.
- Campus Safety shall:
 - Immediately dispatch an officer to the facility reported as the location of occurrence.
 - Confirm transition of the alarm to Red Hawk and once Boca Raton Fire Rescue has been notified.
 - Provide subsequent notification to the following:
 - The director of Auxiliary Services or Auxiliary Services on-call personnel
 - Select members of the IMT, as appropriate (based on building involved)
 - Ensure 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 his or her 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 Campus Safety dispatcher
 - Specifically Auxiliary Services personnel, shall remain accessible and await the authorization from the 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 that timely and widespread notification is provided to the university community regarding any and all 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 occurrence 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 likely to impair their ability to safely and independently evacuate a building at the time of an emergency to make necessary arrangements. This includes working with the Housing and Residence Life and/or Campus Safety to coordinate assistance to facilitate the safe and timely evacuation of university facilities at the time of an emergency.

Reporting Crimes (Options) and Other Emergencies

Prompt and accurate reporting of criminal offenses and other emergencies assists the university in providing timely response 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 to Campus Safety at +1 561-237-7226 by speaking directly with a Campus Safety officer or by reporting the incident at the Campus Communication Center. 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. 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)

Voluntary confidential reporting: Any victim or witness can also report crimes occurring on campus on a confidential basis by calling Campus Safety at +1 561-237-7226.

Although the university strongly encourages all members of its community to report violations of the Sexual Violence, Relationship Violence or Stalking policy to Campus Safety or law enforcement, it is the victim's choice whether or not to make such a report, and 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 proceed to seek university discipline against the offender. If the victim chooses to report a voluntary, confidential report as opposed to a regular report, the victim has the option to ask a university official where they can make this type of report. The victim should be directed to the Office of Student Wellness, a pastoral counselor or the counseling center for further confidential support and assistance.

Note that all university Campus Security Authorities (CSAs) 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 Uniformed Crime Reporting and Clery Act guidelines will be included in crime statistics.

Incidents that are reported to the appropriate departments at Lynn will be addressed promptly and will be treated as discreetly as possible. The procedure 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 institutional 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 Wellness Resources Center 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 of the on-campus residence halls and take appropriate action to ensure 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, a student is considered missing when a student residing in on-campus housing has been absent from Lynn University for more than 24 hours without any known reason. 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, visit lynn.edu/emergencycontact. 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 missing student notification, the person(s) to be contacted must be a custodial parent or guardian.

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 utilizing established procedures and appropriate university resources. Campus Safety will also notify the Boca Raton Police Department or other appropriate law enforcement agency within 24 hours if the student is determined to be missing.

Specifically, when a student who resides in on-campus housing is determined to have been missing for 24 hours, the university will:

- Determine length of time since student was last seen or reporting parties last made contact.
- 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 within 24 hours.
- Cooperate with any investigating agency to assist in locating the missing person.

Methods of contacting a reported missing student

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 extra jurisdictional law enforcement for assistance
- Assessing 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 reestablished:

- 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 kept informed of the university's information without disrupting any 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, 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 who have been given explicit consent by the university to carry a weapon on the property.

For the purposes of this policy, weapons or dangerous instruments are broadly defined to include, but are not limited to: rifles, shotguns, machine guns, semi-automatic rifles, BB guns, dart guns, pellet guns, airsoft guns, paintball guns and other firearms; stilettos, razors and other knives capable of inflicting harm; 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, because unauthorized activity often shows up here 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 and 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, PIN numbers, 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

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.

Student Alcohol Use

Lynn University respects the rights of those students 21 years of age or older to consume alcohol. Therefore, with regard to on-campus consumption of alcohol, only students 21 years of age or older may consume and possess alcohol, and only if done so in the privacy of their rooms or at specifically designated functions. Students under the age of 21 are not permitted to have alcohol on campus or at any designated university function. Students found in violation of this policy may have the alcohol confiscated and may also have conduct code charges 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 officer. Please refer to the university's Alcohol and Other Drugs Policy for additional information.

It is expected that students will 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 officer.
- 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 him/her.
- 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 where approved by appropriate administrator.

- The selling, supplying, possession and consumption of alcohol are generally prohibited at 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 risk factors, developmentally, for university students. Alcohol, binge drinking and other drug use affects 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 victim's use of alcohol and other drugs, which slow reflexes and impair the victim's ability to recognize a potentially dangerous situation.

Drug- and Alcohol-Free Workplace

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

Lynn University does not consider the use of alcoholic beverages as necessary to the process of higher education. Since alcohol is a drug that can have serious consequences when consumed in a high-risk manner, all members of our community must act together in promoting health and safety.

This partnership is designed to:

- 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

Possession, use and sale of illegal drugs

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

viduals 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 his or her 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, ranging from addiction to 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 the possession of marijuana 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 conduct action.

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:

- For **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 set forth

in detail in the Student Code of Conduct, which is found in *Lynn University Student Policy Manual*. Sanctions that include suspension and/or expulsion from the university may be noted on the student's permanent academic records, including transcripts.

- For **staff**, the sanction may include any form of progressive discipline or termination as set forth in the *Lynn University Employee Policy Manual*, 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 **faculty**, the sanction may include any form of progressive discipline or termination as set forth in the *Lynn University Faculty Policy Manual*, 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** who is acting within the scope of his/her employment at the time of the incident, the sanction may include any permissible discipline from the Student Code of Conduct as well as the *Lynn University Employee Policy Manual*.

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 sanction 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 by calling 911.

It is the university's intention to partner with students in promoting health and safety. The university will provide students with the assistance needed to respond to high-risk drinking and other drug abuse. 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 law 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 Substance Abuse Prevention and Treatment Specialist Gail DeCina (see table below).

Programs

The university recognizes societal problems that exist with regard to alcohol and substance abuse. Therefore, the university accepts an ethical as well as 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:

<p>Employee Services Louis and Anne Green Center +1561-237-7290</p>	<p>Substance Abuse Prevention & Treatment Specialist - Gail DeCina Counseling Center, E.M. Lynn Residence Center +1 561-237-7468, gdecina@lynn.edu</p>	<p>Health Center E.M. Lynn Residence Center +1 561-237-7231</p>
<p>Campus Safety Campus Communication Center +1 561-237-7226</p>	<p>Dean of Students - Dr. Gary Martin Christine E. Lynn University Center, 2nd floor +1 561-237-7157, gmartin@lynn.edu</p>	<p>Counseling Center E.M. Lynn Residence Center +1 561-237-7237</p>

In addition, Lynn offers:

- Academic Life Emergency Response Team (ALERTeam)**
The ALERTeam is a student assistance team composed of the dean of students, counselors, staff, faculty and members of Housing and Residence Life. This group has been trained as an intervention team to identify, intervene with and refer for assistance those students who are at risk for stress, substance abuse, suicidal tendencies, etc., which affect their performance in school.
- Counseling**
The university’s Counseling Center offers a variety of 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:

1. *Certified Peer Educators*: Learn beginning peer counseling skills and receive a national certification. This program includes undergraduate student interns and select Peer Mentors as well as student volunteers.
2. *Classroom presentations*: By students for students about alcohol and other drugs and under the instruction of a prevention educator and supervision of Counseling Center staff.
3. On-campus *undergraduate internship for academic credit* on alcohol and other drug education.
4. *Students in Recovery group*: For students who want assistance remaining free of alcohol and other drugs (AOD) and who already are abstinent.
5. *A group for students seeking to change*, but who are not ready to commit to abstinence.
6. *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.
7. *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.
8. *Online alcohol education* for incoming first-year students, before arriving on campus.

All programs and student learning is 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 the Counseling Center 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 staff member from Housing and Residence Life.

After calling 911, turn the person on his or her 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 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 semi-conscious or unconscious and cannot be awakened.
- Person has cold, clammy, unusually pale or bluish skin.
- Person is breathing slowly or irregularly—usually this means less 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 charges, as well as possible legal action. Students found responsible for violating policy may be addressed in as expedient a manner as possible. If a student is found to be a risk to himself or herself 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, or federal laws relating to alcohol or drug use the law 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).

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:

Sale of illegal drugs

- 1st offense - 1 year from date of conviction
- 2nd offense - 2 years from date of conviction
- 3+ offenses - Indefinite period

Possession of illegal drugs

- 1st offense - 2 years from date of conviction
- 2nd offense - Indefinite period
- 3+ offenses - Indefinite period

If the student was convicted of both 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 the Office of 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 will 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 person under the age of 21, except a person employed under the provisions of s. 562.13 acting in the scope of her or his employment within hotels, restaurants and other licensed establishments, to have in her or his 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 his 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 s. 775.082 or s. 775.083. A person who violates this subparagraph a second or subsequent time within 1 year after a prior conviction commits a misdemeanor of the first degree, punishable as provided in s. 775.082 or 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 s. 775.082 or 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 s. 877.111, or any substance controlled under chapter 893, when affected to the extent that the person's normal faculties are impaired;
- 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:

- d) 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
- e) By imprisonment for: a. Not more than 6 months for a first conviction; b. Not more than 9 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. This 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.

Florida Controlled Substance List and Schedules can be found under F.S. 893.03. Florida Precursor Chemical list, which are 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 10-99 gram (gm) or 100-999 gm mixture of methamphetamine or PCP; 100-999 gm mixture of heroin; 500-4,999 gm mixture of cocaine; 5-49 gm mixture of cocaine base; 1-10 gm mixture of LSD; 40-399 gm mixture of fentanyl; 10-99 gm 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 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 individual.

For possession of 100 gm or more, or one kg or more mixture of methamphetamine or PCP; one kg or more mixture of heroin; five kg or more mixture of cocaine; 50 gm or more mixture of cocaine base; 10 gm or more mixture of LSD; 400 gm or more mixture of fentanyl; 100 gm 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 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 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 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 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 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 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 individual. Second offense: penalties double that of first offense.

Marijuana, Hashish, and Hashish Oil

For possession of 1,000 kilogram (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 individual.
- Second offense: not less than 20 years of imprisonment or not 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 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 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 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 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, 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 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 individual.

Drug-related Overdoses; Medical Assistance; Immunity from Prosecution (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 and gender-based 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, as defined under the [Sexual and Gender-Based Misconduct Policy](#), 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, consultants or vendors doing business 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. This conduct and any retaliation or intimidation associated with it are prohibited by the university and may also violate federal and state law.

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

- Education, prevention and training programs that inform the community about the risks and myths that contribute to sexual and gender-based misconduct
- Assistance and support, including procedures sensitive to a person who has been the victim of a sexual or gender-based misconduct offense
- 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's Sexual and Gender-Based Misconduct Policy may result in the imposition of sanctions up to and including termination, suspension or expulsion.

Sexual assault, dating violence, domestic violence and stalking

Educational programs and campaigns

Through comprehensive educational programming and awareness campaigns designed to reduce the risk of sexual assault, domestic violence, dating violence and stalking incidents between members of the campus community (also referred to as "sexual and gender-based misconduct") and to encourage students, staff and third parties to play an active role in creating a safe and respectful living, learning and working environment, the university seeks to empower individuals to make smart decisions and take responsible actions.

Primary prevention and awareness programs

The university's primary prevention campaigns and programming seek to stop incidents of sexual assault, domestic violence, dating violence and stalking before they occur through the promotion of positive behaviors that foster healthy, mutually respectful relationships and sexuality; encourage safe bystander intervention; and seek 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.

As part of the university primary prevention and awareness programs, incoming first-year students are required to complete online educational modules during their first week on campus. These online modules, provided by SafeColleges, include the following:

- Complete copies and a review of the university's Sexual and Gender-Based Misconduct Policy (available at lynn.edu/university-policies), which prohibits 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.
- 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 SafeColleges prepare students to address issues related to the use and misuse of alcohol and other drugs. It also provides information about risk reduction and a copy of the university's policy on alcohol and other drugs.

All new employees also must complete an online training course through SafeColleges within the first thirty (30) days of their employment. The online training modules include the following:

- Complete copies and a review of the university's Sexual and Gender-Based Misconduct Policy (available at lynn.edu/university-policies), which prohibits 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
- 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 Responsible Employees 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, self-defense courses 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. See *Bystander Intervention and Risk Reduction* sections below.

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:

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 his/her temporary or permanent mental or physical incapacity (or because of his/her 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 his/her youth or because of his/her 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 his/her youth or because of his/her 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 his/her youth or because of his/her temporary or permanent mental incapacity
- *Sex offenses – non-forcible:* unlawful, non-forcible sexual intercourse
 - Incest: non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
 - Statutory rape: non-forcible 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; 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 di-

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

rectly, 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 only be given 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 university's Sexual and Gender-Based Misconduct Policy. The Sexual and Gender-Based Misconduct Policy provides more extensive definitions of prohibited offenses that are consistent with Clery Act Reporting definitions. The Clery Act-compliant definitions within the Sexual and Gender-Based Misconduct Policy will be utilized in determining whether an incident of sexual assault in violation of the university's Sexual and Gender-Based Misconduct Policy by the preponderance of the evidence standard has occurred (and not to determine whether a crime has been committed). The above definitions will also be utilized by the university for Clery Act Reporting purposes.

The effect of alcohol and other drugs on consent

In general, sexual contact while under the influence of alcohol or other drugs poses a risk to all parties. Alcohol and drugs impair a person's decision-making capacity, awareness of the consequences and ability to make informed judgments. It is especially important, therefore, that anyone engaging in sexual activity be aware of the other person's level of intoxication. If there is any doubt as to the level or extent of the other individual's intoxication or impairment, the prudent course of action is to forgo or cease any

sexual contact or activity.

Being intoxicated or impaired by drugs or alcohol is never an excuse for sexual harassment, sexual violence and stalking or intimate partner violence, and does not diminish one's responsibility to obtain informed and freely given consent.

Incapacitation

Incapacitation is a state where an individual cannot make an informed and rational decision to engage in sexual activity because he or she lacks conscious knowledge of the nature of the act (e.g., to understand the who, what, when, where, why or how of the sexual interaction) and/or is physically helpless. An individual is incapacitated, and therefore unable to give consent, if he or she is asleep, unconscious or otherwise unaware that sexual activity is occurring.

Where alcohol or other drugs are involved, incapacitation is a state beyond drunkenness or intoxication. The impact of alcohol and other drugs varies from person to person; however, warning signs that a person may be approaching incapacitation may include slurred speech, vomiting, unsteady gait, odor of alcohol, combativeness or emotional volatility.

Evaluating incapacitation requires an assessment of how the consumption of alcohol and/or drugs affects an individual's:

- Decision-making ability
- Awareness of consequences
- Ability to make informed judgments
- Capacity to appreciate the nature and the quality of the act
- Level of consciousness

Evaluating incapacitation also requires an assessment of whether a respondent should have been aware of the complainant's incapacitation based on objectivity and reasonably apparent indications of impairment when viewed from the perspective of a sober, reasonable person in the respondent's position.

An individual who engages in sexual activity with someone the individual knows or reasonably should know is incapable of making a rational, reasonable decision about whether to engage in sexual activity is in violation of the university's Sexual and Gender-Based Misconduct Policy.

Note: The above definitions have been incorporated into the University's Sexual and Gender-Based Misconduct Policy. The Sexual and Gender-Based Misconduct Policy provides more extensive definitions of prohibited offenses that are consistent with Clery Act Reporting definitions. The Clery Act compliant definitions within the Sexual and Gender-Based Misconduct Policy will be utilized in determining whether an incident of sexual assault in violation of the university's Sexual and Gender-Based Misconduct Policy by the preponderance of the evidence standard has occurred (and not to determine whether a crime has been committed). The above definitions will also be utilized by the university 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 his or her 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 another with credible threats with the intent to place that person in reasonable fear of death or bodily injury; or willfully, maliciously, 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.

Bystander intervention program

Lynn 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 required 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. Participants also learn about on- and off-campus resources, prevention strategies and what to do if they know someone who has been the victim of a sexual assault. This program is ongoing.

Goals

The program aims to educate, prepare and empower students to better recognize how to safely intervene, and to give them the confidence and comfort to intervene in situations that involve, or have the potential to involve, sexual assault or an incident of domestic violence, dating violence or stalking. Participants learn about the three steps of intervention.

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 and the reasons why some people do not intervene.

Risk reduction

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. While individuals can never completely be protected from sexual violence, dating violence, domestic violence and stalking, certain actions can help reduce the risk of being victimized in social situations (taken in part from Rape, Abuse & Incest National Network, rainn.org).

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 when 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 way 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 not safe for you to

drive home, or the group you arrived with might decide to go somewhere 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.

- Utilize 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 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 was 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?

Additional risk reduction programming, efforts and resources include:

- Safe Escort program offered by Campus Safety
- Self-defense course
- Custom safety planning

How to get involved

The Office of Student Wellness offers an annual "Train the Trainer" session. This is open to any interested student, staff or faculty member. Once a community member is a trained facilitator, he or she will be required to make at least two presentations throughout the academic year (orientation, classrooms, resident assistant training, clubs and organizations, etc.). For more information, contact the Office of Student Wellness.

Sexual and Gender-Based Misconduct Rights and Resources Guide

A Rights and Resources Guide is available at the Counseling Center, Health Center, the Office of Student Wellness, the Office of the Title IX Coordinator and Campus Safety.

The brochure outlines the following:

1. Notification about existing counseling, health services, mental health, victim advocacy, legal assistance and other services available for victims both on campus and in the community
2. Notification to victims about options for, and available assistance in, changing academic, living, transportation and working situations, 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. In-depth advice on how to preserve physical evidence and where to go for medical assistance
4. An explanation of the student 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, and all other pertinent information

Print materials

The Office of the Title IX Coordinator 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, including the Counseling Center, the Health Center, the Office of Student Wellness, the Office of the Title IX Coordinator and Campus Safety and online at my.lynn.edu/titleix. Reporting parties and responding parties, whether making or involved in a formal or confidential report, regardless of the location of the reporting incident, will be provided with these materials.

Ongoing awareness and prevention

Ongoing awareness and prevention educational programs are offered each year:

- One Love lacrosse game to raise awareness of dating and domestic violence
- Quarterly educational programs hosted by the Office of Title IX, Health Center and Office of Student Wellness, such as:
 - Sex in the Dark: A program that allows students to anonymously ask a panel of experts, including administrators, licensed therapists and professionals in sexual assault prevention, questions about sex, sexuality, identity, health relationships, risk reduction and bystander intervention.
 - Take Back the Night: An on-campus event held to combat sexual violence through awareness, speeches, artistic expression and activities
 - Walk a Mile in Her Shoes: International men's march to stop rape, sexual assault and gender violence
 - Clothesline Project: An opportunity for survivors of violence, or someone honoring someone who has experienced violence, to create t-shirt art which is displayed on clotheslines
 - Vagina Monologues: A play presented by students and staff exploring issues of consent, violence, empowerment, and gender and identity concerns.
 - Condom Bingo: An interactive game that share information about safe sex
 - Sex Ed Boot Camp: This program helps students receive sex education and learn how to navigate relationships by helping them recognize unhealthy and dangerous behaviors within their relationships and those of others
 - Scream Theatre: "Students Challenging Realities and Educating Against Myths", a peer education improvisation theater group offered by Rutgers University Office of Violence Prevention and Victim Assistance that uses interactive, educational skits to educate audiences on issues of interpersonal violence, specifically sexual assault, dating and domestic violence, stalking, sexual harassment and bullying
- Residence hall floor programming: Topics include proper reporting resources, what is consent, bystander intervention, and risk reduction techniques.
- Sexual assault awareness month programming: Informational email blasts, Sex in the Dark, 50 Shades of Consent, A Mile in Their Shoes, sexual assault awareness athletic home game events, etc.
- Custom semester-long curriculum embedded in Lynn 101 course including online training program, peer-led intervention program sponsored by United Educators, Upstander Intervention Sessions within the classroom, Scream Theatre, and classroom-based activities and discussions.
- 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 scenario examples of situations they could experience
- New faculty and staff online training programming via SafeColleges: Mandatory training on Title IX and the roll of a responsible employee

- Title IX workshops for faculty and staff, including resident assistants and community advisers: in-person workshop with resources, reporting structures, example scenarios, reporting techniques.
- Bystander peer-led programming: Escalation workshops in alliance with Yards for Yardley

Professional staff training

Specialized training in 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 in SafeColleges. 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 definition 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 Title IX coordinator, and information on how to respond to a report of sexual and gender-based misconduct

Additionally, all professional employees designated as student conduct and/or investigative staff also receive annual training on best practices related to domestic violence, dating violence, sexual assault and stalking. 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.

Staff groups receive targeted in-person trainings conducted by the Title IX coordinator. Specifically, professional staff members receive bi-annual training regarding methods and best practices related to domestic violence, dating violence, sexual assault and stalking, and how to respond to at survivor’s needs. Trained employees are considered “responsible employees” and receive training on reporting requirements and how to effectively serve as a first responder.

Professional staff members play an active role in the university’s Title IX training and complete on and off-campus trainings each year. Sexual and Gender-Based Misconduct Response team members receive in-person annual training custom to their unique role in addition to training responsible employees receive.

Procedures for victims of alleged dating violence, domestic violence, sexual assault or stalking

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. Campus and community advisers, counselors and emergency first responders can offer assistance. Moreover, seeking assistance and advice promptly from one of these resources may be important to ensure physical safety or to obtain medical care or other support. It may also be necessary to preserve evidence, which can assist the university and/or law enforcement in responding effectively, should the victim decide to pursue such actions. Assistance is available 24 hours a day, seven days a week. The resource table provides contact information for campus and community advisers, counselors and emergency first responders.

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. For evidence collection purposes, 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 location. A credit card, coin or dollar bill may be used for reference of size. Evidence preservation information is provided in writing within the Sexual and Gender-Based Misconduct Rights and Resources Guide.

Seek medical care (health care options): Whether a victim elects to report the incident or not, it is important that medical attention is 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.

Choosing to undergo a Sexual Assault Forensic Exam (commonly referred to as a “rape kit”) does not require that the individual report the incident to police or to the university. Undergoing the exam, however, will help to ensure that the victim receives proper care and preserves his/her opportunity to support a disciplinary or criminal action if s/he decides later to prosecute, seek a protective order or report the incident to the university.

While there should be no charge for a rape kit, there may be a charge for medical or counseling services off campus and, in some cases, insurance may be billed for services. Individuals are encouraged to let hospital personnel know if they do not want their insurance policyholder to be notified about access to these services.

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 make arrangements for travel to the hospital or contact any of the university or off-campus resources listed in the resource table for assistance in seeking medical attention off campus.

What happens during the medical exam?

Even if you have no apparent injuries after the assault, it is still a good idea to seek medical care. Going to the hospital, even though it might be difficult, is an important way for you to start taking care of yourself. You can decide what medical care you want or don’t want. You may come to health services, or you may go to any hospital you choose. At the hospital, you will be asked questions about your general health. If you are female, you will be asked about your menstrual history and your use of contraception.

You will also be asked specific questions about the assault. Medical providers ask specific questions to find out what to look for when they examine you. The information you give helps them conduct a thorough physical evaluation.

Then you can choose to have a general physical exam and, if you are female, a pelvic exam. The clinician will check for external and internal injuries and test for any sexually transmitted infections. You may be given antibiotics to prevent infection. For females, a pregnancy test will be done, and, with your permission, you may be given emergency contraceptive pills to prevent unintended pregnancy.

The medical providers will, with your permission, collect physical evidence to be used if you decide to prosecute. This physical evidence is called a “rape kit.” This cannot be done at health services, but must be done at a certified emergency room or hospital. Depending on the types of sexual contact that occurred, the search for physical evidence may include taking samples from the vagina, mouth or rectum to test for sperm cells and semen. Other evidence may be obtained from fingernail scrapings, foreign matter on your body and the clothes you were wearing at the time of the assault.

All exam findings are completely confidential and can only be released with your written consent. If you have visible injuries, you may be asked to have photographs taken. Photographing injuries is important because by the time your assailant is prosecuted, the injuries may have healed. Going to the hospital does not mean that you have to make a report to the police. That is your choice. However, the police can be called in the collection of evidence. The hospital staff will probably ask you to come back for a follow-up checkup, or advise you to follow up with a medical provider of your choice. A counselor will always be available. Additional ongoing counseling will be available through other selected support resources.

Contact a confidential counselor, adviser or health care providers¹: 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 in the resource table. 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 in the resource table.

The confidential counselors, advisers and health care members listed in the resources table can provide individuals with both immediate and long-term help. They will listen and help access additional assistance, and explain options for obtaining additional support from the university and others. They can also arrange for medical care and accompany victims, or arrange for someone to accompany individuals, to seek such care. In addition, they can provide assistance in filing a complaint with local law enforcement should the victim decide to pursue such action. These resources may be used regardless of whether the victim wants to file an official report or participate in a university investigation and resolution proceeding

¹ A victim can seek medical assistance and support from employees within the University Health Center without triggering a university investigation that could reveal the victim’s identity or that the victim has disclosed the incident.

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 Title IX coordinator. This limited report—which includes no information that would directly or indirectly identify the victim—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 campus-wide responses. Before reporting any information to the Title IX coordinator, these individuals will consult with the victim to ensure that no personally identifying details are shared with the Title IX coordinator. The Title IX Coordinator will provide non-identifying information for Clery Reporting requirements.

or a criminal process. These resources are familiar with the university's investigation and resolution processes, can explain what to expect, and provide support while university or legal processes are pending, all on a confidential basis.

Contact a nonconfidential university resource: In addition to confidential resources, 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 in the resource table for immediate assistance or to decline notifying these resources.

Upon the receipt of an initial report, the victim's immediate health and safety needs will be assessed by the first responder (usually a Campus Safety officer). The first responder will outline all of the options for the victim, including but not limited to medical treatment, access to an on-campus safe room, the importance of preserving relevant evidence or documentation, and filing a report with the appropriate law enforcement authority. Additionally, the first responder will advise the victim that the university has a duty to investigate the report in order to remedy the effects of any hostile environment created for the victim and the campus community.

Make a report to local law enforcement (nonconfidential): 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 listed in the resource table in notifying law enforcement if the victim so chooses; and (c) decline to notify law enforcement or the university. The university will comply with a request for assistance in notifying the law enforcement agency.

A criminal charge and a report with the university may be pursued at the same time; however, individuals may pursue a formal complaint with the university without pursuing criminal charges and vice versa. The university, however, may still be obligated to investigate the matter even if the victim elects not to file a formal complaint with the university. Because the standards for finding a violation of criminal law are different from the standards in this policy, criminal investigations or reports are not determinative of whether or not the university's Sexual and Gender-Based Misconduct Policy has been violated. Any of the university resources listed in the resource table and written within the Sexual and Gender-Based Misconduct Rights and Resources Guide and can provide assistance in filing a complaint with local law enforcement.

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) 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, Florida, 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 their right to legal assistance is outlined in writing the Sexual and Gender-Based Misconduct Rights and Resources Guide provided to students.

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 Office of Title IX and/or Campus Safety. Additionally, an individual may disclose the conduct to a professional counselor from the Counseling or Health Centers, 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.

Frequently asked questions

What is a petition for injunction (also known as a restraining order)?

An injunction is a court order, sometimes referred to as a restraining order, that directs a person not to have contact with you. The individual who files an injunction is called the "petitioner," and the party being filed against is called the "respondent."

What will an injunction for protection (also known as a restraining order) do?

It will legally prohibit an alleged abuser (the respondent) from committing any further acts of violence to you or from threatening you.

Depending on the situation, an injunction may:

- Restrain a respondent from going to, in or within 500 feet of a petitioner's residence, place of employment, place of school or places you and your family frequent
- Provide no contact between the parties, in any manner
- Require a respondent to attend counseling, treatment or a batterer's intervention program
- Require a respondent not to possess a firearm or to surrender any firearms to law enforcement
- Provide sole possession of a dwelling a petitioner and respondent shared
- Address awarding temporary custody of any minor child between the parties, visitation of the child and child support
- Address support for petitioner (alimony)

Is there a fee for filing an injunction of protection?

There is no filing fee for an injunction of protection against domestic violence, repeat violence, dating violence or sexual violence.

What happens if the respondent violates the order?

Call the police to protect yourself (and your children). File a police report to document the incident, and then proceed to the office clerk of the appropriate circuit court to file a violation.

What if I have questions about filing?

The confidential student adviser can explain all options, discuss safety planning and assist with filing the injunction for protection. A trained victim advocate provided by Palm Beach or Broward County is also

available to provide support and assistance to any student or employee to help make an informed decision regarding reporting options and to offer support/accompaniment through the court and overall reporting process. The phone number for Palm Beach Victim Services is +1 866-891-7273 and the phone number for the Broward County Victim/Witness Liaison Office is +1 954-831-6200. All services are free. Additional on-campus and off-campus resources can be found in the Appendices of this document.

Procedures in case of alleged sexual assault, dating violence, domestic violence or stalking

Victim confidentiality

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 only disclosed 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 interim or protective 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 his or her adviser which information will be shared, with whom it will be shared and why.

If a report of sexual and gender-based misconduct reveals that there is an immediate threat to the health or safety of students or employees on campus, or that an ongoing serious or continuing threat to the campus community exists, a Timely Warning will be issued. The purpose of the Timely Warning is to enable individuals to protect themselves and to increase safety awareness, as well as seek information that will lead to the arrest and conviction of the perpetrator. The victim's name and other personally identifiable information will not be included in any emergency notification or public safety advisory.

Support services

Lynn University and the local community provide counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services for victims—free of charge. A comprehensive list of support services on and off campus is set forth in the resource table, as well in the Sexual and Gender-Based Misconduct Rights and Resources Guide, which is available at the Counseling Center, Health Center, the Office of Student Wellness, the Office of the Title IX coordinator and Campus Safety.

Interim accommodation and protective measures ("interim measures")

Interim measures are those services (counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, etc.), accommodations (academic, living, transportation and working situations), protective measures (No Contact Orders, enforcement of court-issued protective orders) or other assistance that the university puts in place and/or enforces for victims after receiving notice of alleged sexual assault, domestic violence, dating violence or stalking but before any

final outcomes—investigatory, disciplinary or remedial—have been determined. These services and accommodations are available regardless of whether the victim reports to law enforcement. Moreover, even when the victim doesn't request any measures to be taken, the university may elect to impose some measures at its discretion to ensure safety not only for the victim, but also for the welfare of the university community or the integrity of the investigative process. These interim accommodations and protective measure options are outlined in writing within the Sexual and Gender-Based Misconduct Rights and Resources Guide widely available on campus and provided to all complainants and respondent regardless of path of reporting.

Interim accommodations and protective measures include but are not limited to:

- a. Issuing of mutual No Contact Orders to prevent any contact between the complainant, the respondent, witnesses, and/or third parties to ensure the safety of all parties and the integrity of the process; No Contact Orders may be requested or issued through the Office of the Title IX Coordinator, Campus Safety and the Office of Student Conduct and Community Standards.
- b. Providing an escort to ensure individuals move safely between classes, work, and/or activities
- c. Changing a complainant's or a respondent's on-campus housing, if any, to a different on-campus location and providing assistance from university support staff in completing the relocation;
- d. Rescheduling class work, assignments, and examinations
- e. Changing work arrangements or schedules
- f. Providing academic support services such as: providing alternative course completion options, dropping a course without penalty, or transferring to a different class section (with the agreement of the appropriate faculty)
- g. Limiting an individual or organization's access to certain University facilities or activities pending resolution of the matter
- h. Transportation accommodations, such as shuttle service, cab voucher, or parking arrangements to ensure safety and access to other services
- i. Preserving eligibility for academic, athletic, or other scholarships, financial aid, internships, study abroad, or foreign student visas

Interim disciplinary measures include but are not limited to:

- a. For student respondents:
 - a) Temporarily suspend the student respondent from the university; or
 - b) Summarily suspend the respondent from campus housing on an interim basis and/or restrict their movement on campus.
- b. For employee respondents:
 - c) Take such steps as are reasonable, appropriate and necessary to restrict the respondent's movement on campus; or
 - d) Temporarily adjust the job duties of or place on administrative leave such respondent.

The university offers victims of sexual assault, domestic violence, dating violence or stalking two options for reporting the misconduct and requesting interim measures. The first option allows the victim to report the misconduct to any of the university's nonconfidential resources listed in the resource table (e.g., the Title IX coordinators, Campus Safety). The second option allows a victim to disclose the conduct to a professional counselor from the Counseling or Health Centers, the confidential student adviser or an off-campus victim advocate, who in turn can ask the Title IX coordinator to introduce interim measures on the victim's behalf. Under the second option, victims 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. To the extent the counselor or adviser makes such a disclosure, but, consistent with the victim's wishes, asks that the university not investigate or otherwise notify the alleged perpetrator of the report, the Title IX coordinator will consider whether it can honor the request while still providing a safe and nondiscriminatory environment for all students, as set forth in the confidentiality section of the university's Sexual and Gender-Based Misconduct Policy, and take interim measures to protect the victim as necessary.

The university is obligated to comply with a student's reasonable request for interim measures following an alleged incident of sexual assault, domestic violence, dating violence or stalking. Factors that will be considered by the Title IX coordinator include, but are not limited to, the following: the specific need(s) expressed by the victim; the age of the students involved; the severity or pervasiveness of the allegations; any continuing effects on the victim; whether the victim and alleged perpetrator share the same residence hall, dining hall, classes, transportation or job location; and whether other judicial measures have been taken to protect the victim (e.g., civil protection orders).

How to report to the university

Once a report is made with the university, the victim will be referred to as the complainant and the alleged perpetrator the respondent. There are several ways to formally report sexual assault, domestic violence, dating violence or stalking, as well as retaliation or intimidation incidents, which may or may not trigger a disciplinary complaint to the university. It should be noted that discussions regarding a request for disciplinary proceedings will be processed through the Title IX Coordinator but triggered through a report to any non-confidential office listed below.

a. Title IX coordinator or a deputy Title IX coordinator

A report may be made to the Title IX coordinator regardless of whether the complainant or witness is a student, employee or third party. Lynn University's Title IX coordinator is Lorna Fink, university compliance officer, whose office is located in the Louis and Anne Green Center, 3601 N. Military Trail, Boca Raton, FL 33431. Fink may be contacted at +1 561-237-7727 or lfink@lynn.edu.

b. Campus Safety

Sexual and gender-based misconduct, retaliation or intimidation may be reported to Campus Safety regardless of whether the complainant or witness is a student, employee or third party.

The Campus Safety Campus Communication Center is located west of Freiburger Residence Hall and is available at +1 561-237-7226, 24 hours a day, seven days a week.

Campus Safety personnel immediately report to the Title IX coordinator all relevant details about the alleged sexual or gender-based misconduct that the university will need to determine what happened—including the names of the victim and alleged perpetrator(s), any witnesses and any other relevant facts, including the date, time and specific location of the alleged incident.

c. Employee Services

In addition to the Title IX coordinator, an incident of sexual and gender-based misconduct, retaliation or intimidation may also be reported to Employee Services if the complainant or witness is an employee or third party.

d. "Responsible employees"

Any member of the university community has the option to report an incident of sexual misconduct, retaliation or intimidation to a “responsible employee” of the university.

The following Lynn employee positions have been designated as “responsible employees”: the president; the vice presidents; the Title IX coordinator and deputy title IX coordinators; all Student Affairs staff, including resident assistants and professional Housing and Residence Life staff; all Athletics Department staff, including coaches; and all Campus Safety officers. In addition, faculty and staff are required to report sexual and gender-based misconduct offenses to the Title IX coordinator.

When a member of the university community tells a responsible employee, faculty or staff member about an incident of sexual or gender-based misconduct, retaliation or intimidation, the individual has the right to expect the university to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

A responsible employee must report to the Title IX coordinator as soon as reasonably possible all relevant details about the complaint that the university will need to determine what happened—including the names of the victim and alleged perpetrator(s), any witnesses and any other relevant facts, including the date, time and specific location of the alleged incident. Any responsible employee who knew about a violation of this policy and took no action to stop it or failed to report the prohibited act may be subject to disciplinary action.

To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the university’s response to the report. A responsible employee will not share information with law enforcement without the complainant’s consent or unless he or she has also reported the incident to law enforcement or as otherwise required by law.

Responsible employees will not pressure a victim to request confidentiality, but will honor and support the victim’s wishes, including for the university to fully investigate an incident. By the same token, responsible employees will not pressure a victim to make a full report if the victim is not ready to.

Requests for Confidentiality

Victims may (i) request that the university not investigate the information or allegation(s) reported; (ii) request confidentiality; (iii) refuse to file a report; and/or (iv) refuse to cooperate in the investigation and/or resolution of allegation(s).

The university takes such requests and decisions seriously; however, such requests and decisions may limit the university’s ability to investigate and take reasonable action in response to a report of sexual or gender-based misconduct. In such cases, the university will evaluate requests and decisions in the context of the university’s commitment to providing a reasonably safe and nondiscriminatory environment.

In order to make such an evaluation, the Title IX coordinator may conduct a preliminary investigation and may weigh such requests and decisions against the following factors:

1. The increased risk that the alleged perpetrator will commit additional acts of sexual or other violence, such as:
 - a. Whether there have been other sexual or gender-based misconduct complaints about the same alleged perpetrator
 - b. Whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence
 - c. Whether the alleged perpetrator threatened further sexual or gender-based misconduct or

- other violence against the victim or others
 - d. Whether the sexual or gender-based misconduct was committed by multiple perpetrators
2. The seriousness of the alleged sexual or gender-based misconduct, including but not limited to whether it was perpetrated with a weapon
 3. Whether the victim is a minor
 4. The respondent's right to receive information about the allegations if the information is maintained by the university as an "Education Record" under FERPA
 5. Whether the university possesses other means to obtain relevant evidence of the sexual or gender-based misconduct (e.g., security cameras or security personnel, physical evidence)
 6. Whether the victim's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group or person

The presence of one or more of these factors could lead the university to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the university will likely respect the victim's request for confidentiality. If the university honors the request for confidentiality, a victim must understand that the university's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited.

There are times when the university may not be able to honor a victim's request in order to provide a safe, nondiscriminatory environment for all members of the university community. If the university determines that it cannot maintain a victim's confidentiality, the assigned Title IX coordinator will inform the victim prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the university's response.

The university will remain ever mindful of the victim's well-being, and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to implement interim measures. Retaliation against the victim, whether by students, university employees or third parties, will not be tolerated. The university will also:

1. Assist the victim in accessing other available victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance both on and off campus
2. Provide other security and support, which could include issuing a No Contact Order, helping arrange a change of living or working arrangements or course schedules (including for the alleged perpetrator pending the outcome of an investigation) or adjustments for assignments or tests
3. Inform the victim of the right to report a crime to campus or local law enforcement—and provide the victim with assistance if the victim wishes to do so

The university will not require a victim to participate in any investigation or disciplinary proceeding.

Because the university is under a continuing obligation to address the issue of sexual and gender-based misconduct, reports (including nonidentifying reports) will also prompt the university to consider broader remedial action—such as increased monitoring, supervision or security at locations where the reported sexual and gender-based misconduct occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/victimization surveys; and/or revisiting its policies and practices.

If the university determines that it can respect a victim's request for confidentiality, the university will also take immediate action as necessary to protect and assist the victim. Accommodations can and will be provided as is reasonably necessary. Any accommodations or protective measures provided to the victim will be kept confidential to the extent that maintaining such confidentiality would not impair the ability

of the university to provide such accommodations or protective measures. The Title IX coordinator will work with the victim to institute accommodations and protective measures that are appropriate and meet the victim's request for confidentiality. Additionally, accommodations and protective measures are available to victims whether or not a report is filed with the appropriate law enforcement agency.

Declining to file a report

The student has the right not to file a report with the university. However, students are highly encouraged to seek medical attention, including counseling, either on or off campus. Students who wish to file a report at a later date may do so by contacting the Title IX coordinator or Campus Safety. Please note that a delay in reporting could weaken or result in a loss of evidence used to determine whether an individual is responsible for a sexual misconduct/assault.

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 sanction 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 by calling 911.

It is the university's intention to partner with students in promoting health and safety. The university will provide students with the assistance needed to respond to high-risk drinking and other drug abuse. 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.

University proceedings

When a complainant makes a nonconfidential report to the university, he or she has the right to expect the university to institute proceedings to resolve the matter promptly, fairly and impartially from the initial investigation to the final result.

Depending upon the status of the reporting party and the responding party (student or employee), various proceedings for resolution of a complaint may be utilized. A full description of the resolutions processes and proceedings available for a sexual assault, domestic violence, dating violence and stalking complaint can be found within the university's Sexual and Gender-Based Misconduct Policy, available in its full form online at my.lynn.edu/titleix. Below is a summary of those processes and proceedings.

Right to an Adviser

All parties are entitled to an adviser of their choosing to guide and accompany them throughout the campus resolution process. The adviser may be a friend, mentor, family member, attorney or any other supporter a party chooses to advise them, as long as the adviser does not play any other role in the process, such as serving as a witness. The university will assist Complainants and Respondents in finding an adviser of their choosing if they are unable to do so on their own.

The Office of the Title IX Coordinator offers all complainants and respondents and their adviser the ability to participate in an optional thirty (30) minute orientation session in which the Sexual and Gender-Based Misconduct Policy and resolution process will be discussed and the rules pertaining to the role of the adviser will be shared.

The parties are entitled to be accompanied by their adviser in all meetings and interviews at which the party is entitled to be present, including intake, interviews, hearings and appeals. Advisers should help their advisees prepare for each meeting, and are expected to advise ethically, with integrity and in good faith. The university cannot guarantee equal advisory rights, meaning that if one party selects an adviser who is an attorney, but the other party does not, or cannot afford an attorney, the university is not obligated to provide one.

Individuals may wish to contact organizations such as:

- FACE (<http://www.facecampusequality.org>)
- SAVE (<http://www.saveservices.org>),

Complainants may wish to contact organizations such as

- The Victim Rights Law Center (<http://www.victimrights.org>), or the
- The National Center for Victims of Crime (<http://www.victimsofcrime.org>), which maintains the Crime Victim's Bar Association.

All advisers are subject to the same campus rules, whether they are attorneys or not. Advisers are not permitted to speak for, represent, appear in lieu of anyone, address any other party other than the one they are advising, or otherwise actively participate directly in a meeting, interview or other proceeding, but may only communicate with the party they are advising by providing advice and support in a manner that is not disruptive to the meeting or proceeding at hand. Advisers may confer quietly with their advisees as necessary, as long as they do not disrupt the process. For longer or more involved discussions, the parties and their advisers should ask for breaks or step out of meetings to allow for private conversation. Advisers may be given an opportunity to meet in advance of any interview or hearing with the individual assigned to conduct that interview or meeting for the purpose of answering any general questions the adviser may have about the process. Advisers are expected to refrain from interference with the university investigation and resolution. Any adviser who steps out of their role or causes a disruption in any meeting under the campus resolution process will be warned once and only once. If the adviser continues to disrupt or otherwise fails to respect the limits of the adviser role, the adviser will be asked to leave the meeting. When an adviser is removed from a meeting, that meeting will typically continue without the adviser and the adviser's absence shall not require a delay or affect the validity of the proceedings. Subsequently, the Title IX coordinator or a deputy will determine whether the adviser may be reinstated, may be replaced by a different adviser, or whether the party will forfeit the right to an adviser for the remainder of the process.

The university expects that the parties will wish to share documentation related to the allegations with their advisers. The university provides a consent form that authorizes such sharing. The parties must complete this form before the university is able to share records with an adviser. Advisers are expected to maintain the privacy of the records shared with them. These records may not be shared with third parties, disclosed publicly, or used for purposes not explicitly authorized by the university. The university may seek to restrict the role of any adviser who does not respect the sensitive nature of the process or who fails to abide by the university's privacy expectations. Additionally, communication regarding any resolution process will be directed toward the involved party, and will not be done through the adviser

except in circumstances in which the Title IX coordinator or designee has granted an exception for special circumstances.

The university expects an adviser to adjust their schedule to allow them to attend university meetings when scheduled. The university does not typically change scheduled meetings to accommodate an adviser's inability to attend. The university will, however make provisions to allow an adviser who cannot attend in person to attend a meeting by telephone, video and/or virtual meeting technologies when appropriate and available.

A party may elect to change advisers during the process and is not locked into using the same adviser throughout.

(This information is adapted from the ATIXA VAWA Section 304-Compliant Process Adviser Model Language and comes directly from the Sexual and Gender-Based Misconduct Policy).

Initial meeting with the Title IX coordinator

1. Meeting with the complainant

Within five days following the filing of a report (or as soon as is reasonably practicable), the Title IX coordinator or designee will contact the complainant to schedule an initial meeting. (If the person who reported the alleged sexual and gender-based misconduct is a third-party reporter, the Title IX coordinator will attempt to meet with him or her as soon as possible to gather information.) At this initial meeting, the Title IX coordinator will, as applicable:

- Provide the complainant a copy of the university's Sexual and Gender-Based Misconduct Policy, including a review of his or her rights
- Provide written notification of the counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services available for victims both within the university and in the community and the availability of changes to academic, living, transportation, and working situations or protective measures regardless of whether the victim reports to law enforcement, including a copy of the university's Sexual and Gender-Based Misconduct Rights and Resources Guide
- Explain the avenues for formal and, if applicable, informal resolution of the complaint
- Explain the steps involved in a Title IX investigation
- Advise the complainant that he or she may have an adviser of his or her choice present throughout the Title IX investigation and resolution process. If the complainant is a member of the Lynn University community and does not have an adviser, the university will assist the complainant in finding an adviser.
- Discuss confidentiality standards and concerns
- Determine whether the complainant wishes to pursue an informal (if applicable) or formal resolution through the university, law enforcement, both or no resolution of any kind
- Refer the complainant to the Counseling Center, the confidential student adviser, Health Center and other on- and off-campus resources, as appropriate
- Discuss the importance of preserving relevant evidence or documentation in the case (e.g., texts, emails, notes, photographs, etc.)
- Discuss protection from, and reporting of, retaliation and intimidation
- Discuss with the complainant possible interim measures that can be provided during the pendency of the investigative and resolution processes. (If interim protective measures already have been implemented, the Title IX coordinator or designee will evaluate whether they should continue and whether other interim measures should also be implemented.) The university may implement

such measures regardless of whether a formal complaint has been filed (with either campus officials or law enforcement agencies) or whether an investigation has commenced (by either campus officials or law enforcement agencies). These interim measures may include the interim protective measures and/or other appropriate interim measures including, but not limited to:

- A No Contact Order
- Arranging for complainant to withdraw from class or take an incomplete without penalty
- Providing academic support services (e.g., tutoring)
- Providing alternative course completion options
- Providing counseling services

The Title IX coordinator or designee will promptly inform the complainant (no later than it is communicated to the respondent) of the imposition of any interim measures and, to the extent that it affects him or her, the respondent.

2. Meeting with respondent

If the complainant wishes to pursue resolution through the university or if the university otherwise deems that further investigation is warranted, within five days or as soon as is reasonably practicable after the Title IX coordinator's initial meeting with the complainant, the Title IX coordinator will schedule an initial meeting with the respondent. During the initial meeting with the respondent, the Title IX coordinator or designee will, as applicable:

- Provide the respondent, in writing, information consistent with state and federal privacy laws and, if applicable, the alleged victim's request for heightened confidentiality, that is sufficient to allow him or her to respond to the substance of the allegation, including, if possible, the name of the complainant and the date, location and nature of the alleged sexual or gender-based misconduct
- Provide the respondent a copy of the Sexual and Gender-Based Misconduct Policy, including a review of his or her rights under the policy
- Explain the university's procedures for resolution of the complaint
- Explain the steps involved in a Title IX investigation
- Advise the respondent that he or she may have an adviser of his or her choice present throughout the Title IX investigation and resolution process. The adviser may be an attorney, retained at the respondent or complainant's own initiative. Any adviser may participate as a silent observer in any meeting or proceeding related to the investigation or resolution process. If the respondent is a member of the Lynn University community and does not have an adviser, the university will assist the respondent in finding an adviser.
- Discuss confidentiality standards and concerns with the respondent
- Discuss non-retaliation and intimidation requirements with the respondent
- Inform the respondent of any interim measures already determined and to be provided to the complainant that directly affect the respondent (e.g., changing the respondent's class schedule, or moving the respondent to an alternate residence hall)
- Discuss the importance of preserving relevant evidence or documentation in the case (e.g., texts, emails, notes, photographs, etc.)
- Refer the respondent to the Counseling Center or other resources, as appropriate, and discuss with the respondent, as appropriate, possible interim measures that can be provided to the respondent during the pendency of the investigative and resolution processes

The university may implement such measures if requested and/or appropriate, and reasonably available, whether a formal complaint has been filed (with either campus officials or law enforcement agencies) or whether an investigation has commenced (by either campus officials or law enforcement agencies). Such determination will promptly be communicated to the respondent (no later than it is communicated to the

complainant) and, to the extent that it affects him or her, the complainant.

Title IX coordinator's initial assessment

After meeting with the complainant and the respondent, the Title IX coordinator or designee will make a determination as to whether (a) a formal Title IX investigation is warranted to resolve the case; (b) the case can possibly be resolved through informal resolution; (c) the case can be resolved through other means of resolution, including but not limited to referral to the Office of Student Conduct and Community Standards upon receipt of a full investigative report from Campus Safety without need for an additional Formal Title IX Investigation; or (d) there are no reasonable grounds for believing that sexual assault, domestic violence, dating violence or stalking has occurred.

In the event that the Title IX coordinator or designee determines there are no reasonable grounds for believing that the conduct at issue constitutes sexual assault, domestic violence, dating violence or stalking, the Title IX coordinator or designee will determine (in consultation, as necessary, with the complainant, the respondent and other university administrators) and document the appropriate resolution of the complaint. The Title IX coordinator also will promptly notify the parties of such resolution and will close the complaint.

Informal resolution

The university recognizes that in limited circumstances voluntary informal resolution options may be an appropriate means of addressing behaviors reported under the Sexual and Gender-Based Misconduct Policy. The Title IX coordinator or designee will determine if informal resolution is appropriate, based on the willingness of the parties and the nature of the conduct at issue. For cases involving student respondents, the Office of Student Conduct and Community Standards will conduct the informal resolution process. For all other respondents, the Title IX coordinator (or designee), in collaboration with the appropriate administrator, will conduct the informal resolution process.

While informal resolution will never be the primary resolution mechanism used to address a report of sexual assault or other forms of sexual violence, the university may utilize informal resolution measures as appropriate in such cases under the following circumstances:

- To determine remedial actions when the Office of Student Conduct and Community Standards determines there are no reasonable grounds for believing that a report constitutes gender-based discrimination, harassment and/or sexual misconduct as defined by the Sexual and Gender-Based Misconduct Policy
- To determine disciplinary sanctions and/or remedial actions when the respondent has admitted that he or she has violated the Sexual and Gender-Based Misconduct Policy
- To determine appropriate remedial actions whenever a complainant does not wish to start or continue a formal resolution process, and no pattern, predation, threat, violence or weapon conditions as outlined in Section 8.7 (Requesting Confidentiality from Lynn University) presents the university with the obligation to proceed formally despite the complainant's request
- To determine appropriate steps for reintegrating the respondent into the university community after a period of separation and addressing any lingering community concerns

Participating parties must voluntarily elect to pursue an informal resolution process without pressure or compulsion from others. It is not necessary to pursue informal resolution first, and the university or the parties may, at any time, elect to end such proceedings and initiate formal resolution instead. In such cases, information provided by the parties in the course of the investigation and conflict resolution may be considered in the subsequent formal resolution. Moreover, the complainant and respondent may be accompanied by an adviser at any meetings related to the informal resolution process. If a satisfactory

resolution is reached through the informal resolution process, the matter will be considered completed. If these efforts are unsuccessful, the formal resolution process will commence.

Information shared or obtained during an informal resolution process will be treated as confidential to the extent permitted by law. Any agreements reached in an informal resolution process must be approved by the Title IX coordinator to ensure consistency with the university's Title IX obligations.

The Title IX coordinator will maintain records of all reports and conduct resolved through informal resolution. Informal resolution will typically be completed within 60 business days as is reasonable and practicable.

Formal Title IX investigation and resolution procedures

If the Title IX coordinator determines that a formal resolution is warranted to resolve the complaint, the Title IX coordinator will refer the matter for formal resolution, which includes a thorough and prompt investigation and provides for a fair and impartial evaluation and resolution. The formal resolution process utilized by the university is determined by the role of the respondent:

- *Complaints against students* will be investigated and resolved pursuant to the formal resolution procedures for complaints against students outlined below.
- *Complaints against faculty, staff and third parties* will be investigated and resolved pursuant to the formal resolution procedures for complaints against faculty, staff and third parties outlined below.

A. Formal resolution procedures for complaints against student respondents

The university will determine whether a student is responsible for an incident of sexual assault, domestic violence, dating violence or stalking in violation of the Lynn University Sexual or Gender-Based Misconduct Policy and what, if any, disciplinary sanctions and/or remedial actions are appropriate, in accordance with the procedures described below:

1. Assignment of investigator

If the Title IX coordinator determines that a formal Title IX investigation is warranted to resolve a complaint, the Title IX coordinator will appoint an investigator or an investigative team ("investigator") who has specific training and experience investigating allegations of sexual assault, domestic violence, dating violence or stalking. The Title IX coordinator will notify both the complainant and the respondent in writing of the formal Title IX investigation and the name of the investigator(s). The investigator(s) may be an employee(s) of the university, a Campus Safety officer, or an external investigator(s) engaged to assist the university in its fact gathering.

The respondent and the complainant may protest the appointment of the investigator(s) by identifying a possible conflict of interest in writing to the Title IX coordinator within 24 hours after the appointment of the investigator(s). The Title IX coordinator will carefully consider such statements and will assign a different investigator(s) if it is determined that a material conflict of interest exists. The investigator(s) will refrain from posing questions about or considering the complainant's sexual history with anyone other than the respondent. The mere fact of a current or previous consensual dating or sexual relationship between the two parties does not itself imply consent or preclude a finding of sexual misconduct. The investigator(s) will also ensure that the investigation is conducted in a manner that does not inflict additional trauma on the complainant.

2. Process for formally resolving complaints

If the respondent is a student, the matter will be referred to the Office of Student Conduct and Community Standards for formal resolution. The Office of Student Conduct and Community Standards will allow the complainant and respondent access to the investigative report. All parties to whom access to the investigative report is granted are encouraged to maintain it in confidence (even after the resolution of the complaint).

a. Student conduct hearing

A student conduct hearing is conducted for the purpose of determining whether it is more likely than not (also known as the “preponderance of the evidence” standard) that the respondent committed an act of sexual assault, domestic violence, dating violence or stalking in violation of the university’s Sexual and Gender-Based Misconduct Policy. Every effort is made to conduct hearings within 30 days from the date that the complaint is referred to a hearing. All relevant and useful evidence, including hearsay, may be admissible in a hearing at the discretion of the hearing officer, and credibility may serve as a contributing factor in the outcome, as well. Student conduct hearings allow for the resolution of complaints in a manner that not only seeks to hold parties found responsible under the preponderance of the evidence standard accountable for their actions, but also allows for a forum in which both the complainant and respondent can receive the resources necessary to better their experience within the Lynn University community. The following rules and regulations apply to student conduct hearings for matters of sexual assault, domestic violence, dating violence or stalking:

- Complainants and respondents will have equal access to the student conduct hearing officer but will NOT have equal access to each other. Cross examination is permitted in the form of the submission of questions to the student conduct hearing officer. The use of the submitted questions is at the student conduct hearing officer’s discretion.
- Hearings in absentia: If the respondent or the complainant fails to appear for the scheduled hearing, the hearing will be conducted in that individual’s absence without the benefit of their explanation. During all conduct review proceedings, reasonable efforts will be undertaken to encourage the involved individuals to actively participate. If all reasonable attempts to contact an involved individual have been exhausted, the student conduct officer may proceed with the review in the involved individual’s absence. If the respondent is subsequently determined to have violated any section of the Student Code of Conduct, the corresponding sanction imposed will be effective immediately. All relevant information presented at the review will be considered. The complainant and respondent will be sent a written notification of the decision. Any absent individual will still maintain their right to appeal.
- After the review, the student conduct officer shall determine whether or not the respondent was responsible for violating any section(s) of the Student Code of Conduct within three business days, unless the student conduct officer determines additional time is needed to make a decision. If the respondent is found responsible for a violation, the student conduct officer will set forth a list of appropriate sanctions to address and remedy the unique hostile environment created in the individual case.
- The complainant and the respondent will be notified in writing of the findings and any applicable sanctions. If the respondent is found responsible for violating a specific section(s) of the Student Code of Conduct, the applied sanction(s) will be explained in the outcome letter. The student conduct officer will author all pertinent documents.
- In addition to any sanctions imposed on the respondent, promptly following the conclusion of the hearing(s) and the student conduct officer’s issuance of a determination of responsibility, the Title IX coordinator (or their designee) will determine the final remedial actions to be provided to the complainant, if any, and the Title IX coordinator (or their designee) will communicate such decision to the complainant and, to the extent that it affects him or her, to the respondent. See Remedial Actions below.

Note: Should a student respondent that has a complaint pending for violation of the university's Sexual and Gender-Based Misconduct Policy decide to leave or withdraw from the university, the process may still proceed to a reasonable resolution, even in the absence of the respondent. The respondent will not be permitted to return to Lynn University unless all sanctions have been satisfied, if applicable, and a hold may be placed on the student's account to prohibit reenrollment and the release of transcripts.

Complainant rights: Complainants are afforded the following rights in the university's investigative and resolution processes:

- To be treated with respect, dignity and sensitivity throughout the process
- To seek and receive appropriate support services at the university
- To the presence of their choice of an adviser throughout the process
- To confidentiality and protection under the Family Education Rights and Privacy Act (FERPA)—the university will make all reasonable efforts to ensure preservation of privacy, restricting information to those with a legitimate need to know
- To be informed of the university's Sexual and Gender-Based Misconduct Policy and procedures
- To a prompt and thorough investigation of the allegations
- To review all applicable documents and evidence available to the university prior to a hearing
- To challenge any individual taking part in a hearing or investigator review if a conflict of interest is present
- To participate or decline to participate in the university's investigation—however, the university will determine an outcome with the information available pursuant to applicable proceedings
- To refrain from making self-incriminating statements
- To be notified, in writing, of the case resolution, including the outcome of any sanctions/remedial action and appeal
- To report incidents of criminal sexual and gender-based misconduct to law enforcement if he or she wishes to do so
- To understand that information collected in this process may be subpoenaed in criminal or civil proceedings

Respondent rights: Respondents are afforded the following rights in the university's investigative and adjudication process:

- To be treated with respect, dignity and sensitivity throughout the process
- To seek and receive appropriate support services at the university
- To the presence of their choice of an adviser throughout the process
- To confidentiality and protection under the Family Education Rights and Privacy Act (FERPA)—the university will make all reasonable efforts to ensure preservation of privacy, restricting information to those with a legitimate need to know
- To be informed of the university's Sexual and Gender-Based Misconduct Policy and procedures
- To a prompt and thorough investigation of the allegations
- To review all applicable documents and evidence available to the university prior to a hearing.
- To challenge any individual taking part in a hearing or investigator review if a conflict of interest is present
- To participate or decline to participate in the university's investigation—however, the university will determine an outcome with the information available pursuant to applicable proceedings
- To refrain from making self-incriminating statements
- To be notified, in writing, of the case resolution, including the outcome of any sanctions/remedial action and appeal

- To understand that information collected in this process may be subpoenaed in criminal or civil proceedings

b. 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 student conduct officer to any student found responsible for violating the Student Code of Conduct (this list is not exhaustive):

- Written warning: A written notice expressing disapproval of acts committed.
- Disciplinary probation: A notice that informs the student that for a specified period of time, additional violations shall lead to removal from university housing, suspension or expulsion from the university. Disciplinary probation may also be assigned with specific restrictions.
- Suspension: A student is removed from the university for a designated period of time, may be required to meet certain conditions in order to be eligible for reinstatement, and may be subject to probation or additional terms upon reenrollment.
- Expulsion: The permanent separation of the student from the university.
- Removal from university housing
- Restrictions: During a specified or indefinite period of time, a student may be restricted from a particular privilege or aspect of student life within the university community.
- Educational assignments
- No Contact Directives

In addition to the assignment of disciplinary sanctions, the Title IX coordinator may take action to remedy the hostile environment. These remedies may be imposed to protect the complainant and the university community and are considered separate from, and in addition to, any interim measure that may have been provided prior to the conclusion of the university's investigation.

c. Final outcome letters

Title IX requires both parties be notified, in writing, about the outcome of both the investigation and any appeal. This notification will be provided concurrently in writing. If providing notification concurrently is impracticable, the complainant will be notified prior to the respondent to reduce the risk of retaliation or any potential safety problems. The Title IX coordinator or designee will inform the complainant as to whether the investigation found that the alleged conduct occurred, any individual remedies offered or provided to the complainant or any sanctions imposed on the respondent that directly relate to the complainant, as well as other steps the university has taken to eliminate the hostile environment, if the school finds one to exist, and prevent its recurrence. The respondent will NOT be notified of the individual remedies offered or provided to the complainant. A list of remedies, services and accommodations provided to the complainant along with additional methods utilized to eliminate the hostile environment and prevent recurrence are set forth in the "remedial action" section above. The notice of outcome letters also will provide each party with their appeal options. The university may also notify appropriate university officials, including a direct supervisor of a respondent, as necessary to implement the outcome, sanctions and/or remedial actions.

d. Appeals

Complainants and respondents may file an appeal within 72 hours of the student conduct officer's decision being sent. Such appeal requests must be submitted in writing to the vice president of student affairs or his or her designee.

The appeal shall be limited to a review of the initial proceeding and supporting documents for one or more of the following purposes:

- The original conduct review meeting was inconsistent with the established procedures.
- 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.
- The sanction is excessive or inconsistent with the nature of the offense.

If the Appellate Officer determines there is merit for an appeal, the facts of the incident will be reviewed with the student. Appeals can result in one of the following:

- The original sanction(s) will be upheld.
- The original sanction(s) 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 another appropriate means. All effort will be made to correct the error and/or include the additional information with as little intrusion as possible.

B. Formal resolution procedures for complaints against faculty, staff and third parties

The university will determine whether a faculty member, staff employee or third party is responsible for an incident of sexual assault, domestic violence, dating violence or stalking in violation of the Lynn University Sexual or Gender-Based Misconduct Policy and what, if any, disciplinary sanctions and/or remedial actions are appropriate, in accordance with the procedures described below:

1. Assignment of investigator

If the Title IX coordinator or designee determines that a formal Title IX investigation is warranted to resolve a complaint of sexual or gender-based misconduct, the Title IX coordinator will appoint an investigator or an investigative team (“investigator”) who has specific training and experience investigating allegations of sexual assault, domestic violence, dating violence or stalking. The Title IX coordinator will notify both the complainant and the respondent in writing of the formal Title IX investigation and the name of the investigator(s). The investigator(s) may be an employee(s) of the university or an external investigator(s) engaged to assist the university in its fact gathering.

The respondent and the complainant may protest the appointment of the investigator(s) by identifying a possible conflict of interest in writing to the Title IX coordinator within 24 hours after the appointment of the investigator(s). The Title IX coordinator will carefully consider such statements and will assign a different investigator(s) if it is determined that a material conflict of interest exists.

2. The investigator’s activities

The Title IX investigation will be conducted in a manner appropriate in light of the circumstances of the case. The formal investigation may include, but is not limited to, conducting interviews with the complainant, 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); reviewing law enforcement investigation documents, if applicable; reviewing student and personnel files; and gathering, examining and preserving other relevant documents and physical, written (including medical records) and electronic evidence (including social media, security camera footage, etc.). The parties will have an equal opportunity to present relevant witnesses and evidence to the investigator, as well as identify witnesses who may have relevant information. Moreover, both the complainant and respondent(s) may have an adviser accompany him or her (but not actively participate) through the investigation process.

In gathering the facts and arriving at a conclusion, the investigator may consider the respondent's prior conduct history if:

- The respondent(s) was previously found to be responsible.
- The previous incident was substantially similar to the present allegation.
- The information indicates a pattern of behavior by the respondent(s).

Additionally, the investigator will refrain from posing questions about or considering the complainant's sexual history with anyone other than the respondent. The mere fact of a current or previous consensual dating or sexual relationship between the two parties does not itself imply consent or preclude a finding of sexual misconduct. The investigator(s) will also ensure that the investigation is conducted in a manner that does not inflict additional trauma on the complainant.

3. *The investigator's report and conclusions*

The investigator will complete within 30 days after the investigation begins a preliminary written report that makes (1) findings of fact and (2) conclusions as to whether the respondent violated any provision of the university's Sexual and Gender-Based Misconduct Policy. The standard of proof shall be by a preponderance of the evidence.

The findings of fact portion of the report will include items such as summaries of all interviews conducted, photographs, descriptions of relevant evidence, summaries of relevant electronic records and a detailed report of the events in question. The conclusion(s) will be clearly explained and address each element necessary to establish whether the respondent violated the university's Sexual and Gender-Based Misconduct Policy so that the reader understands how the investigator(s) reached the conclusions outlined in the report in light of the available evidence and the standard of proof.

In general, the investigator(s) may redact information that is irrelevant, more prejudicial than probative or immaterial. Statements of personal opinion, rather than direct observations or reasonable inferences from the facts, and statements as to general reputation for any character trait, including honesty, may also be redacted.

Before the report is finalized, the complainant and respondent will be given the opportunity to review the preliminary report and all information that was used in reaching a determination of whether this policy has been violated. Consistent with FERPA or safety concerns, identifying information about the complainant or third parties may be redacted at the discretion of the Title IX coordinator. A complainant and respondent may submit any additional comment or evidence to the investigator within five business days of the opportunity to review the report.

Upon receipt of any additional information by the complainant or respondent, or after the five-day comment period has lapsed without comment, the investigator(s), in consultation with the Title IX coordinator, will issue a final report to both parties outlining the findings of fact and indicating conclusions as to whether the respondent, by the preponderance of the evidence, violated any provision of the university's Sexual and Gender-Based Misconduct Policy. (See Notice of Outcome section below.)

a. Determination not to proceed to disciplinary action

If the investigator(s), in consultation with the Title IX coordinator or designee, determines that the respondent did not violate any provision of the university's Sexual and Gender-Based Misconduct Policy, the final outcome letter to both parties will inform them of the complainant's right to appeal that decision on the grounds of either (a) a lack of fairness in the procedures or process used to investigate the com-

plaint that may alter the outcome of the investigation or (b) significant new information (previously unknown) that has been revealed or discovered that materially alters the facts of the matter and may alter the outcome of the investigation.

b. Determination to proceed to disciplinary action

If the investigator(s), in consultation with the Title IX coordinator or designee, determines that there is sufficient information to find, by a preponderance of the evidence, that the respondent violated the university's Sexual and Gender-Based Misconduct Policy, the final written report to both parties will inform them that the matter will be referred for disciplinary action to the appropriate administrative officer. In addition, the matter will be referred to the Title IX coordinator or designee for the imposition of remedial actions.

4. *Disciplinary sanctions and remedial actions*

a. Assignment of the administrative officer

The administrative officer will be designated based on the role of the respondent:

- For complaints against **staff**, the administrative officer is typically the director of employee services or a designee in conjunction with the appropriate supervisor.
- For complaints against **faculty**, the administrative officer is typically the director of employee services or a designee in conjunction with the appropriate supervisor.
- For a complaint against a **student employee** who was acting solely within the scope of his or her university employment at the time of the incident, the administrative officer is typically the director of employee services or a designee in conjunction with the appropriate supervisor.

The administrative officer must be a neutral and impartial decision-maker. Any administrative officer who has reason to believe he or she cannot make an objective determination must recuse himself or herself from the process.

b. Imposition of disciplinary sanctions

If the respondent is found responsible, the assigned administrative officer will consider the imposition of a disciplinary sanction designed to eliminate the misconduct, prevent its recurrence and remedy its effects while supporting the university's educational mission and Title IX and VAWA obligations. Disciplinary sanctions or interventions may also serve to promote safety or deter individuals from similar future behavior.

The administrative officer is responsible for determining the appropriate disciplinary sanction. Both the complainant and respondent will be provided two days from the date they are provided the investigator's report to submit a written impact statement for consideration by the administrative officer. These written statements provide the parties an opportunity to inform the administrative officer how the incident has impacted them and whether any facts or mitigating circumstances should be considered. The administrative officer, in reaching a final decision on an appropriate sanction, will review the investigator's report and impact statements, as well as consult with the Title IX coordinator.

The administrative officer may impose any sanction deemed appropriate after a consideration of all of the relevant information.

- For **staff** employees, the sanction may include any form of progressive discipline or termination as set forth in Lynn Employee Policies including training, referral to counseling and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination.
- For **faculty**, the sanction may include any form of progressive discipline or termination as set

forth in Lynn Faculty Policies including training, referral to counseling and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination.

- For a **student employee** who is acting within the scope of his or her employment at the time of the incident, the sanction may include any permissible sanction from the Student Code of Conduct as well as Lynn Employee Policies.

c. Remedial actions

In addition to the assignment of disciplinary sanctions, the Title IX coordinator or designee may take action to remedy the hostile environment. These remedies may be imposed to protect the complainant and the university community and are considered separate from, and in addition to, any disciplinary sanction or interim measure that may have been provided prior to the conclusion of the university's investigation.

i. *Examples of remedial action for the complainant*

Complainant remedies, as determined by the Title IX coordinator, may include, but are not limited to:

- Providing an effective escort to ensure that the complainant can move safely between classes and activities
- Ensuring the complainant and respondent do not share classes or extracurricular activities
- Moving the respondent or complainant (if the complainant requests to be moved) to a different residence hall
- Providing comprehensive, holistic victim services, including medical, counseling and academic support services such as tutoring
- Arranging for the complainant to have extra time to complete, re-take or withdraw from a class without an academic or financial penalty

ii. *Examples of remedial action for the broader university population*

Remedies for the broader university population, as determined by the Title IX coordinator, may include, but are not limited to:

- Designating an individual from the Counseling Center who is specifically trained in providing trauma-informed comprehensive services to victims of sexual violence to be on call to assist students whenever needed
- Training or retraining employees on the university's responsibilities to address allegations of sexual and gender-based misconduct and how to conduct Title IX investigations
- Developing materials on sexual or gender-based misconduct
- Conducting bystander intervention and sexual and gender-based misconduct prevention programs with students
- Issuing policy statements or taking other steps that clearly communicate that the university does not tolerate sexual and gender-based misconduct and will respond to any incidents and to any student who reports such incidents
- Conducting a "campus climate check" to assess the effectiveness of efforts to ensure that the university is free from sexual or gender-based misconduct and to inform future proactive steps that the school will take
- Targeted training for a group of students if, for example, the sexual and gender-based misconduct created a hostile environment in a residence hall or on an athletic team
- Developing a protocol for working with local law enforcement

5. *Final outcome letters*

Title IX requires both parties be notified, in writing, about the outcome of both the investigation and any

appeal. This notification will be provided concurrently in writing. If providing notification concurrently is impracticable, the complainant will be notified prior to the respondent to reduce the risk of retaliation or any potential safety problems. The Title IX coordinator or designee will inform the complainant as to whether the investigation found that the alleged conduct occurred, any individual remedies offered or provided to the complainant or any sanctions imposed on the respondent that directly relate to the complainant, as well as other steps the university has taken to eliminate the hostile environment, if the school finds one to exist, and prevent its recurrence. The respondent will NOT be notified of the individual remedies offered or provided to the complainant. A list of remedies, services and accommodations provided to the complainant along with additional methods utilized to eliminate the hostile environment and prevent recurrence are set forth in the “remedial action” section above. The notice of outcome letters also will provide each party with their appeal options. The university may also notify appropriate university officials, including a direct supervisor of a respondent, as necessary to implement the outcome, sanctions and/or remedial actions.

6. *Appeals*

Either the complainant or the respondent or both may appeal the determination of the final outcome letter. The vice president of business and finance or a designee decides appeals. The three grounds for appeal are:

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

Disagreement with the finding or sanctions is not, by itself, grounds for appeals.

The appeal shall consist of a plain, concise and complete written statement outlining the grounds for the appeal. The appeal must be submitted within 24 hours of the date of the final outcome letter to the Office of the Vice President of Business and Finance.

Upon receipt of the appeal, the vice president of business and finance (or designee) will provide the other party notice of the appeal and the opportunity to respond in writing to the appeal. Any response to the appeal must be submitted within five business days from receipt of the appeal. In the event that both parties initially appeal the findings, each party will be provided notice and a copy of the other party’s appeal. The Title IX coordinator will be copied on all matters related to the appeal.

The vice president of business and finance (or designee) will conduct an impartial appeal. In any request for an appeal, the burden of proof lies with the party requesting the appeal, as the original determination and sanction are presumed to have been decided reasonably and appropriately. The appeal is not a new review of the underlying matter. The vice president of business and finance (or designee) shall consider the merits of an appeal only on the basis of the grounds for appeal. The vice president of business and finance (or designee) will review the written investigation report and all supporting documents and may consult with both parties independently.

The vice president of business and finance (or designee) can affirm the original findings, alter the findings and/or alter the sanctions, depending on the basis of the requested appeal. If the appeal is based on procedures not having been followed in a material manner, the vice president of business and finance (or designee) can ask that a new investigation and/or imposition of sanctions occur. In the case of new and relevant information, the vice president of business and finance (or designee) can recommend that the case be returned to the administrative officer to assess the weight and effect of the new information and

render a determination after considering the new facts.

The vice president of business and finance (or designee) will communicate the result of the appeal to the complainant and respondent in writing within 10 business days from the date of the submission of all appeal documents by both parties. Appeal decisions are final.

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 the Office of Student Wellness, dean of students, director of auxiliary services, Center for Student Involvement (CSI) staff, Housing and Residence Life staff; Health Services, advisers, overseers 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 the director of employee services and all resident assistants. CSAs must promptly share information about Clery crimes reported to them with Campus Safety. Counseling Center 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 Community Standards, 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, Title IX coordinator, substance abuse prevention and treatment specialist, Student Conduct, and Office of Student Wellness staff 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 to 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.

Definition 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 persons 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 his/her temporary or permanent mental or physical incapacity (or because of

¹ Sex Offenses Definitions from the National Incident Based Reporting System Edition of the Uniform Crime Reporting Program.

his/her 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 his/her youth or because of his/her 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 his/her youth or because of his/her 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 his/her youth or because of his/her temporary or permanent mental incapacity

Sex offenses – non-forcible: unlawful, non-forcible sexual intercourse

Incest: non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law

Statutory rape: non-forcible 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 (race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, 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; 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: means 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 "unfounded" and subsequently withheld from the crime statistics.

Weapon law violations: the violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as 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, 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. (Drunkness 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).

Non-campus 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, that is 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 and, based on the results of this full investigation and evidence, have made 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 – 2018

Residence Halls

Building	Total Fires in Each Building	Fire Number	Date	Time	Cause of Fire	Injuries ^{1*}	Deaths	Property Damage	Case Number
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EML – 3601 North Military Trail, Boca Raton, FL

2016	0	0	0	0	0	0	0	0	0
2017	1	1	4/10/17	1343 hrs	Overheat P.C.V. unit			\$100-999	IR #17-04-0236
2018	0	0	0	0	0	0	0	0	0

Lynn – 3601 North Military Trail, Boca Raton, FL

2016	1	1	11/16/16	1125 hrs	Trash Can	0	0	\$0-99	IR #16-11-0623
2017	0	0	0	0	0	0	0	0	0
2018	0	0	0	0	0	0	0	0	0

Trinity – 3601 North Military Trail, Boca Raton, FL

2016	0	0	0	0	0	0	0	0	0
2017	0	0	0	0	0	0	0	0	0
2018	0	0	0	0	0	0	0	0	0

de Hoernle – 3601 North Military Trail, Boca Raton, FL

2016	1	1	9/12/16	1052 hrs	Outlet short circuit	0	0	\$0-99	IR # 16-09-0453
2017		0	0	0	0	0	0	0	0
2018	1	1	8/16/18	1239 hrs	Water Pump Over-heated	0	0	\$100-999	IR #18-08-0363

Freiburger – 3601 North Military Trail, Boca Raton, FL

2016	0	0	0	0	0	0	0	0	0
2017	0	0	0	0	0	0	0	0	0
2018	0	0		0	0	0	0	0	0

Perper – 3601 North Military Trail, Boca Raton, FL

2016	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2017	0	0	0	0		0	0	0	0
2018	0	0	0	0	0	0	0	0	0

¹ *Number of injuries requiring treatment in a medical facility.

Fire safety amenities
Residence Halls

	Fire Alarm Monitoring Done Offsite	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	0
Lynn	Yes		Yes	Yes	Yes	Yes	0
Trinity	Yes		Yes	Yes	Yes	Yes	0
de Hoernle	Yes		Yes	Yes	Yes	Yes	0
Freiburger	Yes		Yes	Yes	Yes	Yes	
Perper	Yes		Yes	Yes	Yes	Yes	0

Number of fire drills were not scheduled/counted for CY 2018.

Calendar Years 2016, 2017, 2018

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

Main Campus – 3601 N. Military Trail, Boca Raton, Florida

OFFENSES	2016				2017				2018			
	On-Campus Property		Public Property	Non-Campus	On-Campus Property		Public Property	Non-Campus	On-Campus Property		Public Property	Non-Campus
	Residence Hall	Total On-Campus			Residence Hall	Total On-Campus			Residence Hall	Total On-Campus		
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	3	3	0	0	8 ¹	8 ²	0	0	3	4	0	0
Fondling	3	6	0	0	4 ³	4 ⁴	0	0	1	2	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	1 ⁵	0	0
Robbery	0	0	1	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	5	5	0	0	10	10	0	0	5	6	0	0
Motor Vehicle Theft	0	1	0	0	0	2	0	0	0	3	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
VAWA OFFENSES												
Domestic Violence	0	0	0	0	3	3	0	0	0	0	0	0
Dating Violence	1	2	0	0	5 ¹	5 ²	0	0	2	2	0	0
Stalking	0	7	0	0	2 ³	3 ⁴	0	0	1	5	0	1
ARRESTS												
Weapons	0	0	0	0	0	0	0	0	0	0	0	0
Drugs	2	3	0	0	14	16	0	0	12	13	1	0
Alcohol	0	0	0	0	0	0	0	0	0	0	0	0
REFERRALS												
Weapons	1	1	0	0	2	2	0	0	0	0	0	0
Drugs	16	17	1	1	24	31	0	0	20	22	2	1
Alcohol	73	73	0	0	20	21	0	0	47	47	0	0

1 One of the eight rapes and a dating violence crime is duplicative.

2 One of the eight rapes and a dating violence crime is duplicative.

3 One of the four fondlings and a stalking crime is duplicative.

4 One of the four fondlings and a stalking crime is duplicative.

5 This statistic details a delayed report in which the conduct allegedly occurred at an unspecified time between 2004–05.

School of Aeronautics – 3960 Airport Rd., Boca Raton, Florida

OFFENSES	2016				2017				2018			
	On-Campus Property		Public Property	Non-Campus	On-Campus Property		Public Property	Non-Campus	On-Campus Property		Public Property	Non-Campus
	Residence Hall	Total On-Campus			Residence Hall	Total On-Campus			Residence Hall	Total On-Campus		
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	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
Dating Violence	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
ARRESTS												
Weapons	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
Alcohol	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
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

Design and Media Arts Center

5400 Broken Sound Blvd, NW, Boca Raton, Florida

OFFENSES	2016				2017				2018			
	On-Campus Property		Public Property	Non-Campus	On-Campus Property		Public Property	Non-Campus	On-Campus Property		Public Property	Non-Campus
	Residence Hall	Total On-Campus			Residence Hall	Total On-Campus			Residence Hall	Total On-Campus		
Murder/ Non-negligent Manslaughter	n/a	n/a	n/a	n/a	0	0	0	0	0	0	0	0
Manslaughter by Negligence	n/a	n/a	n/a	n/a	0	0	0	0	0	0	0	0
Rape	n/a	n/a	n/a	n/a	0	0	0	0	0	0	0	0
Fondling	n/a	n/a	n/a	n/a	0	0	0	0	0	0	0	0
Incest	n/a	n/a	n/a	n/a	0	0	0	0	0	0	0	0
Statutory Rape	n/a	n/a	n/a	n/a	0	0	0	0	0	0	0	0
Robbery	n/a	n/a	n/a	n/a	0	0	0	0	0	0	0	0
Aggravated Assault	n/a	n/a	n/a	n/a	0	0	0	0	0	0	0	0
Burglary	n/a	n/a	n/a	n/a	0	0	0	0	0	0	0	0
Motor Vehicle Theft	n/a	n/a	n/a	n/a	0	0	0	0	0	0	0	0
Arson	n/a	n/a	n/a	n/a	0	0	0	0	0	0	0	0
VAWA OFFENSES												
Domestic Violence	n/a	n/a	n/a	n/a	0	0	0	0	0	0	0	0
Dating Violence	n/a	n/a	n/a	n/a	0	0	0	0	0	0	0	0
Stalking	n/a	n/a	n/a	n/a	0	0	0	0	0	0	0	0
ARRESTS												
Weapons	n/a	n/a	n/a	n/a	0	0	0	0	0	0	0	0
Drugs	n/a	n/a	n/a	n/a	0	0	0	0	0	0	0	0
Alcohol	n/a	n/a	n/a	n/a	0	0	0	0	0	0	0	0
REFERRALS												
Weapons	n/a	n/a	n/a	n/a	0	0	0	0	0	0	0	0
Drugs	n/a	n/a	n/a	n/a	0	0	0	0	0	0	0	0
Alcohol	n/a	n/a	n/a	n/a	0	0	0	0	0	0	0	0

Summary below encompasses Main Campus, to include the School of Aeronautics and Design and Media Arts Center:

- Sex offenses: Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
 - Rape*: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim
 - Fondling*: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his or her age or because of his or her temporary or permanent mental incapacity
 - Incest*: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
 - Statutory rape*: Sexual intercourse with a person who is under the statutory age of consent
- No "unfounded" crimes were reported for the 2016, 2017 or 2018 Annual Security and Fire Safety report by law enforcement at any location.
- Lynn University Presidential Residence (non-campus property) had no reportable crimes in calendar year 2016, 2017 or 2018.
- Hate Crimes – There were no hate crimes reported in calendar year 2016, 2017 or 2018 at any location.

Appendices

A. On-campus resources

Resource	Contact	Availability	Confidential?	Reporting obligations
Title IX coordinator Lorna Fink, compliance officer	+1 561-237-7727 lfink@lynn.edu Green Center	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 Briana Andrews, assistant compliance officer	+1 561-237-7728 bandrews@lynn.edu Green Center	9 a.m.–5 p.m.	No	See Title IX coordinator
Deputy Title IX coordinator for students Dr. Anthony Altieri, vice president for student affairs	+1 561-237-7275 aaltieri@lynn.edu University Center – 2nd Floor	9 a.m.–5 p.m.	No	See 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	See Title IX coordinator
Deputy Title IX coordinator for athletics/Deputy Director of Athletics Angela Jabir	+1 561-237-7703 ajabir@lynn.edu de Hoernle Sports and Cultural Center	9 a.m.–5 p.m.	No	See Title IX coordinator
Campus Safety	+1 561-237-7226 Campus Communication Center, west of Freiburger Residence Hall	24/7	No	Campus Safety reports to the Title IX coordinator all information received about sexual and gender-based misconduct incidents so the university can investigate and respond. If the incident is a crime, includes it in a Daily Crime Log and annual statistical report, without identifying the alleged victim. If the incident is a crime and poses a serious or continuing threat, Campus Safety will issue an emergency notification or Timely Warning. If there is reasonable cause to suspect that a minor has been sexually abused, Campus Safety will notify Child Protective Services. Campus Safety will share information with university personnel who need to know it in order to carry out university policies and procedures.
Chief of Campus Safety, Larry Rickard	+1 561-237-7118 lrickard@lynn.edu E.M. Lynn Residence Hall, 4th floor	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	If a patient's clinical state poses a substantial risk of harm to the patient or others, as manifested by conduct, mental health officials will be contacted. If there is reasonable cause to suspect that a minor has been sexually abused, Child Protective Services will be contacted.
Director of Counseling Services, Nicole Ovedia	+1 561-237-7140 novedia@lynn.edu E.M. Lynn Residence Hall – 1st Floor	Normal Business Hours	Yes	Same as counseling services for students
Substance Abuse Prevention and Treatment	+1 561-237-7468 gdecina@lynn.edu	9 a.m.–5 p.m.	Yes	Same as counseling services for students

Specialist, Gail Decina	E.M. Lynn Residence Hall – 1st Floor				
Licensed Psychotherapist, Kelly Farrell	+1 561-237-7121 kfarrell@lynn.edu E.M. Lynn Residence Hall – 1st Floor	9 a.m.–5 p.m.	Yes		Same as counseling services for students
Licensed Psychotherapist, Sandra Whitmer	+1 561-237-7956 swhitmer@lynn.edu E.M. Lynn Residence Hall – 1st Floor	9 a.m.–5 p.m.	Yes		Same as 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		If a patient’s clinical state poses a substantial risk of harm to the patient or others, as manifested by conduct, mental health officials will be contacted. If there is reasonable cause to suspect that a minor has been sexually abused, Child Protective Services will be contacted.
Health Center	+1 561-237-7231 E.M. Lynn Residence Hall	9 a.m.–5 p.m.	No		See Title IX coordinator
Director of Health Center, Rita Albert	+1 561-237-7405 ralbert@lynn.edu E.M. Lynn Residence Hall	9 a.m.–5 p.m.	No		See Title IX coordinator
Dean of Students, Gary Martin	+1 561-237-7157 gmartin@lynn.edu University Center – 2nd Floor	9 a.m.–5 p.m.	No		Will report to the Title IX coordinator all information received about sexual misconduct incidents so the university can investigate and respond. 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 issuance of any required Timely Warning. If there is reasonable cause to suspect a minor has been sexually abused, will notify Child Protective Services and Campus Safety.
Housing and Residence Life staff	+1 561-237-7236 reslife@lynn.edu E.M. Lynn Residence Hall – 1st floor	9 a.m.–5 p.m., plus on-site CAs 24/7	No		See dean of students
Office of Student Wellness, Associate Director Charlotte Muriel	+1 561-237-7955 cmuriel@lynn.edu E.M. Lynn Residence Hall – 1st floor	9 a.m.–5 p.m.	Yes		Individuals who work in the on-campus Office of Student Wellness 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.
Coordinator of the Office of Student Wellness, Allison Brachmann	+1 561-237-7993 abrachmann@lynn.edu E.M. Lynn Residence Hall – 1st floor				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 Title IX coordinator. This limited report—which includes no information that would directly or indirectly identify the victim—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 campus-wide responses. Before reporting any information to the Title IX coordinator, these individuals will consult with the victim to ensure that no personally identifying details are shared with the Title IX coordinator.
Student Financial Services	+1 561-237-7185 Green Center	9 a.m.–5 p.m.	No		The Office of 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, Diane DiCerbo	+1 561-237-7320	M–Th 8 a.m.–7 p.m. F 8 a.m.–5 p.m.	No	The Office of 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, Executive Director and ADA Coordinator, Shaun Exsteen	+1 561-237-7839	9 a.m.–5 p.m.	No	The Institute of Achievement and Learning is a resource hub for academic coaching, tutoring, test taking and ADA accommodations. Students can come here to meet weekly with an academic coach who helps students 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 by supervision. The IAL is also the home for the ADA Coordinator where students can go for accommodations and resources to best connect within their academic environments.
Institute of Achievement and Learning, Director of Diagnostic Center for Educational Assessment, Dr. Catherine Wharton	+1 561-237-7105	9 a.m.–5 p	No	See Institute of Achievement and Learning
Institute of Achievement and Learning, Director of Tutoring and Testing Center, Dylan Kendrick	+1 561-237-7224	8 a.m.–8 p.m.	No	See Institute of Achievement and Learning
Student Success Assistant Director Melissa Moscara	+1 561-237-7923	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 assess 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 is available 24/7, three (3) 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)	+1 561-338-1333	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
SAFE RIDE	1-800-675-6349	Yes
Rape, Abuse and Incest National Network (RAINN)	1-800-656-4673, rainn.org	Yes
Florida Council Against Sexual Violence	fcasv.org	
Florida Coalition Against Domestic Violence	fcadv.org	
National Domestic Violence Hotline (NDV)	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	

Campus map

- Academics
- Athletics
- Multi-use
- Residence halls
- Food services

Parking

- Employee** (lots A, B, C, E, H, L)
- Student** (lots D, E, H, I, J, M)
- Visitor** (lots A, E, H)
- Special** Disabled permit (lots F, G)

1. Schmidt College Center

Admission
Development
Marketing and Communication
Office of the President

2. Eugene M. and Christine E. Lynn Library

Academic Affairs
Academic advising
Campus Card Office
College of Communication and Design
IT Support Services
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

College of Education
de Hoernle Lecture Hall
Employee Services
General Counsel
Institute for Achievement and Learning
Office of the Registrar
Student Financial Services

5. Eugene M. and Mary Lynn Student Center

Office of Student Conduct and Community Standards

6. Landgren Chapel

7. Count and Countess de Hoernle International Center

Amarnick-Goldstein Concert Hall
Conservatory of Music
Henke Wing
Olewine Culinary Lab

8. Keith C. and Elaine Johnson Wold Performing Arts Center

Boice Box Office
Christine E. Lynn Salon
The Schmidt Family Studio

9. Mechanical Building

Auxiliary Services

10. Mohammed Indimi International Business Center

College of Business and Management

11. Count and Countess de Hoernle Sports and Cultural Center

Blue & White Club
Department of Athletics
Gymnasium

12. Central Energy Plant

13. Bobby Campbell Stadium

Gregory J. Malfitano Field

14. Recreation Courts

15. McCusker Pool Complex

16. Perper Tennis Complex

17. Mary Ann and Harold Perper Intramural Field

18. Campus Communication Center

Department of Campus Safety
Parking decals and bike share

19. Trinity Residence Hall

College of Arts and Sciences
Events
International Student Services
Laundry facility
Office of Construction and Sustainability

20. E. M. Lynn Residence Center

Counseling Center
Enrollment Center
Health Center
Laundry facility
Office of Housing and Residence Life
Women's Center

21. de Hoernle Residence Hall

Information Systems
Institutional Research, Planning and Assessment
Network Services
Pine Tree Camps office

22. Baseball and softball fields

23. Freiburger Residence Hall

College of Arts and Sciences

24. Lynn Residence Center

Fitness Center

25. Perper Plaza

26. Remembrance Plaza

27. Burton D. Morgan College of Aeronautics

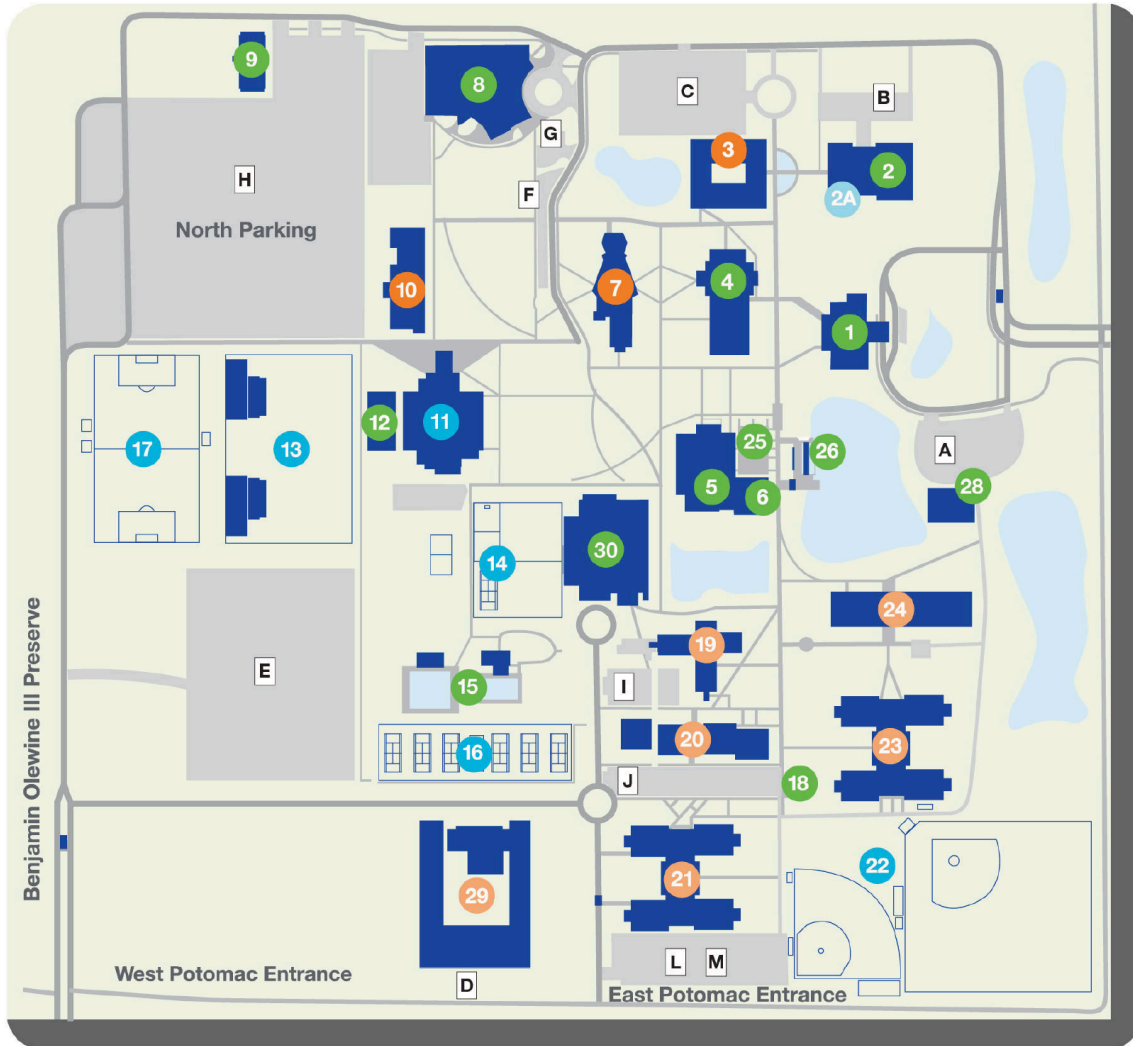
28. Snyder Sanctuary

29. Mary and Harold Perper Residence Hall

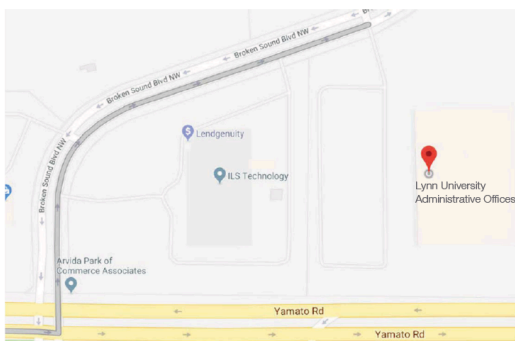
Laundry facility

30. Christine E. Lynn University Center

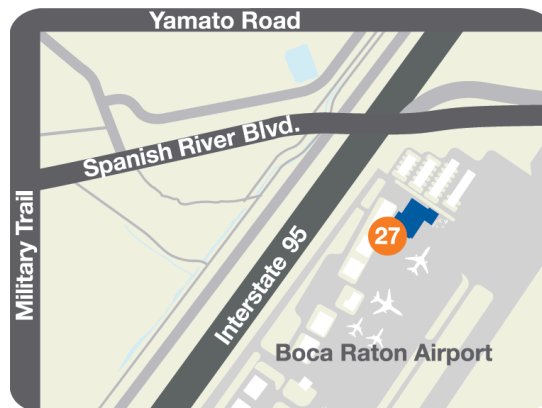
Bobby Campbell Dining Commons
Career and Alumni Connections
Center for Learning Abroad
Center for Student Involvement
Christine's
Co-working offices
Dean of Students
Elaine's
Irving and Barbara Gutin Living Room
Mary's Kitchen
Office of Student Affairs
Perper Mailroom
Schmidt Family Campus Store
Social Impact Lab
Watson Institute



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



Lynn University Administrative Offices
5400 Broken Sound Blvd. NW #100, Boca Raton, FL 33487



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

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