

Prospective Student Current Student **Parent**

October 1 , 2020

[Rei bur e ent De dline](#)

October 1 , 2020

[Rep rtin f Linc In Univer ity.
St ti tic I D t P licy & Pr cedure](#)

January 2 , 2007

[Sp u l Tr vel Expen e nd
Rei bur e ent](#)

October 1 , 2020

[Textb k Ad pti n P licy](#)

December 1 , 2008

[U e f Inf r ti n nd
C unic ti n Techn l ie](#)

April 1, 2000

[U e f P rt ble C puter](#)

January 11, 2000

ACCESS CONTROL PROCEDURES

To ddress concerns reg rding un uthori ed indi idu ls nd

Special Events

ALL OTHER GATES AND POINTS OF ENTRY SHALL BE CLOSED TO VEHICULAR TRAFFIC

2. All pedestrians and vehicles entering campus shall comply with established procedures and instructions received from campus Safety Officers

All students, faculty, staff, and visitors' vehicles shall display an authorized parking permit (issued by the Department of Public Safety & Security) according to procedure and instructions

To gain access to the campus after 5 PM and on weekends, a valid Lincoln University identification card shall be presented to the campus Safety Officer at the point of entry

All visitors shall request, secure and present (when requested by a University official, a visitor's pass issued by the Department of Public Safety & Security)

Failure to comply with access control procedures will result in denial of access to Lincoln University facilities

order to register a motor vehicle on campus you must provide the following:

current driver's license

current registration

current inspection sticker

valid proof of insurance

Failure to register your motor vehicle will result in denial of admittance to the campus in an unregistered vehicle. All unregistered vehicles found on campus will be towed at the owner's expense. Effective 1/18/00, all unregistered and unauthorized vehicles found on campus will be towed at the owner's expense.

Note: Freshmen are not permitted to have vehicles on campus.

Possession of a permit does not guarantee a parking space. Lack of available parking is not a valid excuse for violating parking regulations. Parking is permitted only in approved spaces. All other areas not specifically designated for parking shall be considered as no parking areas. All illegally parked vehicles will be towed at the owner's expense.

Campus Parking Violations

Inasmuch as the roads on campus are used for pedestrian and vehicular traffic, it is necessary that all vehicles be operated at or below 15 MPH.

It is the responsibility of the registered vehicle owner that the vehicle, regardless of the operator, is parked in conformance with the University parking regulations listed below:

ouble parking

Parking in "No Parking" zones

Parking in a "Handicapped" space without a state-issued
sq *

Key Hall/Library - staff/faculty only

Right Hall - staff/faculty only

Haskell - open parking

Center Gate - open parking

Column House - open parking

Green Gym - staff/faculty only

Lincoln House - registered guests

Guest House - open parking

Bond House - residents/guests

Wannon House - residents/guests

Foster House - residents/guests

Physical Plant - maintenance only

ACKNOWLEDGMENT AND PROCESSING OF GIFTS

I. Acknowledgment of Contributions

Effectively immediately, the University has implemented explicit policies and procedures regarding the acknowledgment and processing of all gifts and contributions.

All gifts and contributions received by the Office of Development and External Relations will be recorded within two business days.

Official acknowledgment and letters of appreciation to all individual and corporate donors will be forwarded within seven business days of receipt. This acknowledgment also

All gifts and contributions received by the Office of Development and External Relations are coded for deposit to correct fund and forwarded with a transmittal memorandum to the Controller in the University's Business within forty-eight (48) hours or less.

All donations are listed according to donor but

The written policies and procedures that govern non-kind giving University-wide
In-kind contributions are given a fair market value (FMV). The gifts acknowledged in written form for the FMV, and the donor is able to take a tax deduction. The donor receives credit for the FMV as part of his/her giving history. For a gift to be credited, documentation must be received in the Development Office. For example, a donor cannot expect to receive credit for donating \$300 worth of sodas to the golf tournament without proper written documentation. For another example, State Farm Insurance Company donated 2 computers, 2 monitors and 1 printer. This gift was accompanied by written documentation and an FMV was established and a letter was sent to State Farm indicating such. We include the latter example in the University's giving totals, but not the former.

BUSINESS TRAVEL EXPENSES

General Guidelines

All business travel requests must be submitted on a Travel Authorization Form and be approved in advance by the appropriate Dean or Vice President, or in the event of overseas travel, by the President. Traveler should submit all paperwork at least 10 business days in advance to ensure approvals and processing of any travel advances.

Only those employees who have followed University policy and procedures for travel by completing the Travel Authorization Form will be permitted to travel on University business at the expense of the University.

The University will not pay for any unapproved travel expense, including

approved by authorized University personnel

Employees who are involved in an accident while traveling on business must, within 24 hours, report the incident to the immediate supervisor and Risk Management at x744 or 804 and, if a University vehicle, Fleet Management at x7113. Vehicles owned, leased, or rented by Lincoln may not be used for personal use

Without prior approval, a family member or friend may accompany employees on business travel, when the presence of a companion will not interfere with the successful completion of business objectives. Generally, employees are also permitted to combine personal travel with business travel, as long as time away from work is minimized, and as long as a Fleet Management vehicle is not used. Additional expenses arising from such non-business travel are the responsibility of the employee.

When travel is completed, employees should submit completed travel expense reports within 4 days. Receipts for all expenses whose total is greater than \$10.00 must accompany reports and be attached to an 8-1/2" x 11" sheet of paper. For example, if two receipts for the same type of expense (e.g. tolls) are less than \$10.00 separately but total \$10.00 together, they must be submitted.

Travel Procedures for Air, Amtrak, Hotel, and Car Reservations

Once the required Travel Authorization Form has been submitted and approved,

Fleet Management may be used to obtain a rental car or University vehicle. Please refer to the Fleet Management policy or contact the office at x7113.

It is the policy of Lincoln University to secure the least expensive fares and will therefore search all airlines, including low-cost carriers when making their own travel arrangements. The University will not pay for first-class or business class fares. All other travel-related expenses, i.e., meals, etc., will be reimbursed through the Travel Expense Statement. Employees are expected to limit expenses submitted for reimbursement to business-related purposes.

Advance Payment of Travel Expense

When a registration or similar fee requires payment in advance of the travel date, the date required should be indicated on the Pre-travel authorization Form with appropriate documentation attached. The University will then remit payment directly to the applicable organization.

Travel Advances

If the estimated cost of an approved travel exceeds \$200, the Business Office will provide the employee with an advance of up to 10 percent of the estimated cost. The requested advance must be submitted on an approved Travel authorization Form received by the Business Office no later than 10 days prior to the date the checks needed. Travel advances will not be released more than five days before the travel is to begin.

Requests for future travel advances will not be honored if the previous advances have not been reconciled and unspent funds have not been returned to the Business Office.

Entertainment Expenses

Expenses generated for the purpose of entertainment (lunch, dinner, etc. vendors, visiting lecturers, and other non-employee constituents of the University for the purpose of conducting business) are permitted and will be

Travel for Employee Recruitment

All travel arrangements for all faculty and staff recruitment will be handled by the corresponding department. Travel authorization Forms must be completed for each candidate and approved by the appropriate vice president. After approval has been obtained, all travel for recruitment requiring agency assistance should be coordinated through International Tours or other Lincoln University approved travel agency.

If the candidate lives within driving distance (100 miles of Lincoln University), the candidate will be expected to use his/her personal vehicle to travel to Lincoln University and will be reimbursed for mileage and reasonable expenses after submitting original receipts to the responsible office.

Please note that the most economical travel should be used unless the arrangements are detrimental to the candidate and/or department's schedule. Unreasonable travel expenses, i.e., car rental charges, hotel reservations, etc., will not be reimbursed unless approved in advance by the appropriate vice president.

Substitution of Expenses

In general, receipts for expenses incurred by the employee must be attached to the claim that is submitted for reimbursement. Statement of Travel Expense Report, with all receipts attached, is required to be submitted to settle all travel advances, regardless of whether the actual expenses incurred were less than or more than the amount of the advance. Advances in excess of substantiated expenses shall be repaid to the University immediately upon completion of the travel for which the advance is claimed. Receipts are required for all expenses.

Reasonable expenses that will be reimbursed include the following:

air rental fees, only for compact or medium-sized cars

Fares for shuttle or airport bus service (upon arrival at destination city, where available or costs of public transportation for other ground travel

Tax and limousine fares, only when there is a no less expensive alternative

Overnight stays for seminars or training programs when the distance is greater than 100 miles from Lincoln University one way

Cost of standard accommodations in low to mid-priced hotels, motels, or smaller lodgings

Lodging at a facility other than at the conference site when such lodging cannot be obtained

Cost of meals, no more lavish than would be eaten at the employee's own expenses to a maximum of \$ 10.00 per day, including taxes and tips, for overnight stays; maximum of \$30.00 per day, including taxes and tips, for day travel of six (6) hours or more

Tips (are inclusive of the daily meal per diem not exceeding 18% of the cost prior to tax of a meal or 10% other

charges for telephone calls, fax, and similar services required for business purposes

charges for one personal telephone call lasting 15 minutes each day for overnight stays

Laundry services for an overnight business stay greater than 3 days

COPYRIGHT LAW

FLEET MANAGEMENT POLICY

The purpose of the Lincoln University Fleet Management Policy is to establish guidelines for the safe operation of the fleet of vehicles owned, operated, and maintained by Lincoln University.

1 Safety

University vehicles in the fleet will be operated in a safe manner. All regulations, ordinances, laws, and University rules apply.

usage by a

GRANT AWARDS

Reviewed 10/14/2020

Purpose

To establish the process used for setting up new grants and renewals of existing grants once a funding agency has sent a proposal of awarding the grant

Scope

All University Principal Investigators (PIs) who submit proposals for new grants or grant renewals to funding agencies will follow the same approval process. Grants follow a two-phase process for funding approval, (1) the Grant Writing and Proposal Development and (2) the Grant Award Process. This procedure addresses the Grant Award Process.

Procedure

WHEN THE

sources require official acceptance of the grant award and may
provide a form to be completed or request a letter from the
University President. Contact the Secretary

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There are Special Program Vouchers and Purchase Requests that must be used. The Special Assistant will provide the forms and the instructions as to how to prepare them and route them for approval. The project will be given a department number and a line-item budget based on your award document and proposal budget. During the life of the grant, the PI will receive conformance reports from the Business Office. The PI needs to check them against records and report any questions or discrepancies to the Grants accountant immediately.

The "External Grant" must correspond with the rules and regulations of Lincoln University. For example, all purchasing, travel, and personnel regulations of the University must be adhered to.

Grant Renewals: Grant renewals often require resubmission of a proposal prior to grant award. Items that will be considered before approval are given on existing grant renewals include:

a. Budget - The budget for the grant must be as detailed as the original award.

b. Timing of Spending - The timing of spending for the grant must be as detailed as the original award.

c. Adherence to Financial Policy and Estimated Impact on the University.

Subcontracts

If the grant award comes in the form of a subcontract from another institution, make sure the document is sent to the Special Assistant to the Vice President for Academic Affairs immediately. The document will have to be reviewed and approved by Legal and the Special Assistant will facilitate that process. If a subcontract needs

to be created for another institution as part of the grant award, the Special Assistant can help prepare that document and have it approved. Subcontracts will follow the same procedures as grants where the U

All acquisitions including equipment and furniture must follow University purchasing procedures. The Purchasing Department (x3 2) will discuss monetary thresholds and can assist with bids if that is necessary. If computer equipment is involved, Information Technology (x3 4) is

In addition to the monthly conformance reports from the Business Office, the PI will receive reports from the Compliance Officer. The report from the Compliance Officer will be S3P*

Proposals should be generated using the proposal development guidelines outlined in detail in the "Grant Writing and Proposal Development Essential Materials" manual

Proposal submission should be coordinated through the Special Assistant to the Vice President for Academic Affairs or, in the case of other divisions grants, the corresponding office

Fiscal Affairs should review proposals for financial feasibility prior to submission in close coordination with the Principal Investigator and the Special Assistant to the Vice President for Academic Affairs or, in the case of other divisions grants, the corresponding office

IMPLEMENTATION OF UNIVERSITY POLICIES

In order to create a set of guidelines to help managers and supervisors evenly manage the workforce, the University will establish a process for adopting policies. Policies adopted should comply with the major objectives of the University's goals, mission, and values

When adopting policies we should keep in mind that the purpose of these tools is to ensure that all individuals are treated fairly and consistently. Policies should cover difficult personnel or student areas such as discipline or termination. Therefore, we do not need the policy to regulate every single event that might occur

Adoption of General University Policy

1. Each Vice President is responsible for identifying the need for policies in his/her division
2. Upon formulation of the policy, the Vice President or his designee must present the policy at the President's cabinet meeting

- 3 After review and revisions, if any, the President*, who signs off on the policy approval sheet, then approves the policy
- 4 The policy along with a signed copy of the approval sheet is then submitted to Human Resources for official distribution in the policy manual

Deans and other department heads are responsible for the maintenance and upkeep of the Policies binders for their area

*In certain situations, primarily those that affect the by-laws of Lincoln University and collectively bargained agreements, the approval of the policy may have to be approved by the Board of Trustees or the designated union representatives

Adoption of Faculty Policy

Policies adopted by the Faculty, based on the recommendation by the Board of Trustees, within the framework of the existing procedure will be captured in the University catalog or maintained in the Office of Academic Affairs until the catalog is updated

INTERNET MONITORING

Monitoring of the University's Internet may be conducted to ensure quality control, employee safety, security, and customer satisfaction

Computers and the equipment, services, and technology provided to access the Internet remain at all times the property of Lincoln University. Such, Lincoln reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through online connections and stored in computer systems. Technology monitoring is performed with the utmost respect for individual privacy and confidentiality, and exclusively for the purpose of maintaining a secure, smooth function of computers,

communications, and information systems. Monitoring may only be performed by University employees authorized by the President and Vice President of Fiscal Affairs. Other employees must not mediate this monitoring or make any attempt to monitor the communication of others.

Because Lincoln is sensitive to the legitimate privacy rights of employees, every effort will be made to guarantee that workplace monitoring is done in an ethical and respectful manner.

INTERNET PRIVACY POLICY

Lincoln University Vision Statement

Lincoln University is a premier, historically Black university that combines the best elements of a liberal arts and science-based undergraduate core curriculum, and selected graduate programs to meet the needs of those living in a highly technological and global society.

Commitment

Lincoln University is committed to our applicants, students, parents, faculty, staff, alumni, friends, supporters, and the general public. We are dedicated to protecting your privacy whether we deal with you in person, on the telephone, via US mail, or through internet access. Please feel free to browse this site without concern about the disclosure of any

Copyrights and Disclaimer

License

The equipment, services, and technology provided to access the Internet remain at all times the property of Lincoln. Lincoln reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems. Monitoring is performed with the utmost respect for individual privacy and confidentiality, and exclusively for the purpose of maintaining a secure, smooth technology function. Authorized University employees may perform monitoring. Users must not imitate the monitoring or make any attempt to monitor the communication of others.

Control of Website and Content

Lincoln University has the exclusive right to control the content of its websites. Such, we reserve the right in our sole discretion to add, delete, or otherwise edit any documents, information, or other content including any material that may be construed as offensive.

Violations of this Policy

Violations of this policy should be reported to the Chief Information Technology Officer (upport@linc.ln.edu), Director of Human Resources (hr@linc.ln.edu), or to any member of management. Any violation of this policy or any laws related to the use of information and communication technologies will be subject to disciplinary action.

INTERNET USAGE

Internet access to global electronic information resources on the world wide web is provided by Lincoln to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage. While Internet usage is intended for job-

send ng any mater al over the Internet has the a rro r ate
d str but on r ghts

Internet users should take the necessary ant -v rus precaut ons
before download ng or co y ng any f le from the Internet ll
downloaded f les are to be checked for v ruses all com ressed f les
are to be checked before and after decom ress on

buse of the Internet access rovd ed by L ncoln n v olat on of law
or L ncoln ol c es w ll result n d sc l nary act on, u to and
nclud ng term nat on of em loyment Em loyees may also be held
ersonally l able for any v olat ons of th s ol cy The follow ng
behav ors are exam les of rev ously stated or add t onal act ons
and act v t es that are rohb ted and can result n d sc l nary
act on:

Send ng or ost ng d scr m natory, harass ng, or threaten ng
messages or mages

Us ng the organ zat on's t me and resources for ersonal gan

Steal ng, us ng, or d sclos ng someone else's code or
assword w thout author zat on

o y ng, rat ng or download ng software and electron c f les
w thout erm ss on

Send ng or ost ng conf dent al mater al, trade secrets, or
ro r etary nformat on outs de of the organ zat on

V olat ng co yr ght law

Fa l ng to observe l cens ng agreements

Engag ng n unauthor zed transact ons that may ncur a cost
to the organ zat on or n t ate unwanted Internet serv ces and
transm ss ons

Sending or posting messages or material that c

in the Manuel R. Vero Gym and one in the Office of Public Safety and
at the Graduate Center in Public Safety. Only Public Safety Officers,
University Nurses, and others who have been trained/certified in
the potential life-saving use of such medical equipment will be
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call -1-1 and no01? u-

Turn on the E

Bare and re are chest (cut or tear
cloth ng, f excess ve chest ha r, shave or
cl dry the chest f wet

Follow E 's verbal and v sual rom ts

ly electrodes (follow ng draw ngs on
ads

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EMS providers, such as:

Victim's name

nnnn

Towel

Gauze pads (non-sterile)

NO SHOULDER VISE :

The device will prompt to check for a pulse (or for breathing or signs of circulation) and if absent, start CPR

If pulse or signs of circulation such as normal breathing and movement are absent, perform CPR for one minute

If pulse or signs of circulation such as breathing and movement are present, check for normal breathing

If the victim is not breathing normally, give rescue breaths at a rate of 12 per minute or 1 slow breath every 5 seconds

E will automatically evaluate the victim's heart rhythm after one minute

Continue cycles of heart rhythm evaluations, shocks (if advised) and CPR until professional help arrives

The victim must be transported to the hospital
Leave E alive

add total su lles on each shift and document such as the Publ c Safety Log

If needed, all Ph ll s customer Serv ce may be contacted at 1-800-2 3-3342 for guidance n dealing w th a roblem or quest on about the o eration of the E un t

If an E un t s not funct on ng ro erly and customer serv ce s able to determ ne that the roblem s the un t tself, a loaner un t w ll be requested and made ava lable w th n twenty-four (24 to th rty-s x (3 hours of the request

In the event, the Graduate enter Gr ob

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1 Purchase – To set forth the policy to be followed in the procurement of all goods and services. This policy applies to all schools, divisions, departments, programs, and funds unless otherwise noted.

2 General

1 Purchases Under \$,000

- 1 Purchases under \$,000 shall not require competitive bidding.
- 2 Reasonable and prudent business practices shall be followed regarding all purchases under \$,000.
- 3 University Legal Counsel shall review all contracts that exceed \$1, 000.

2 Purchases Over \$,000

- 1 Purchases over \$,000 must be bid competitively under established University business practices utilizing Purchasing procedures.
- 2 Reasonable and prudent business practices shall be followed regarding all purchases over \$,000.

3 Policy

- 1 All purchases of goods and services shall be coordinated through the Purchasing Department of the Business Office. It shall be the direct responsibility of each department head to control all transactions against the assigned budget accounts to ensure that such transactions conform to the policies of the University. This responsibility includes, but is not

limited to, all requests for purchases of

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REIMBURSEMENT DEADLINE

Purpose

The purpose of this policy is to facilitate timely submission of expense reimbursements

Scope

This policy applies to all University personnel

Policy

Reimbursement of expenses will have the following deadlines:

Petty cash – 10 calendar days from the date of the expense receipt

Travel – 10 calendar days from the date of the end of the trip

All other expenses – 30 calendar days from the date of the expense receipt

This policy is in force regardless of the payment mechanism used to reimburse the expense – petty cash, check request, or travel reimbursement

Revised 10/1/20

REPORTING OF LINCOLN UNIVERSITY STATISTICAL DATA POLICY PROCEDURE

Purpose

To ensure the accurate and uniform reporting of university statistical data to all constituencies

Policy

The Office of Institutional Research (OIR) shall have sole responsibility for gathering, analyzing, and reporting university statistical data to internal and external constituencies.

Numbers representing data about the university must be verified by OIR before inclusion in documents that characterize the institution.

Guidelines

The director of OIR is charged with ensuring that data is treated with confidentiality, where necessary.

The director of OIR is responsible for maintaining the integrity of all data supplied by that office to both internal and external constituencies.

Procedures

Requests for institutional statistical data/information shall be directed to OIR.

OIR shall be responsible for the completion and submission of statistical reports to internal and external constituencies.

OIR staff shall be permitted inquiry access to all university databases, including but not limited to Student Information, Personnel, Fiscal and Security.

OIR shall request information from departments and divisions as necessary to comply with reporting requirements.

OIR shall utilize appropriate instruments (e.g. surveys, databases, university department records) to gather necessary information.

OIR shall consult with appropriate university departments before submitting information/data that is in question

OIR shall report inaccuracies in department submitted data to the appropriate university department(s) for correction

OIR shall provide a copy of the completed report/form to the university office from which the request was received

USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES

Authorized Use Only

Information technologies, including computers, computer files, the e-mail system, the telephone system, Internet access, information systems, and software furnished to employees are Lincoln University intended for use in teaching, learning, research and University business. The University maintains policies covering authorized and unauthorized use of its technology. Employees, students, alumnae/i, and visitors may not use or access the University's information technologies without proper authorization. To ensure compliance with this policy, and to properly manage technology, usage may be monitored.

University facilities, including the information technologies, may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

University facilities may be used for personal as well as professional communication, and for any activities that support the lifelong learning of community members.

Password and Account Security

Information technologies are protected and controlled through the use of accounts and passwords. Technology users may not share

USE OF PORTABLE COMPUTERS

Background

All university employees are given access to desktop computing as part of the normal work environment. Portable computers provide a way for employees to bring a portion of the normal work environment with them when traveling or presenting to groups, and a way to stay in touch with the university while away from campus. This support for mobile workers comes at a significant cost compared to desktop computers:

- Portable computers cost more than desktops for the same computing power

- Portable computers are more delicate than desktops and are moved much more often. In addition, many repairs on portable computers cannot be made on campus, increasing support costs

- Portable computers are more susceptible to viruses and spyware, which can then be brought back to the campus network

- University information has a greater

allocated

Short-term loans of portable computers will be made through the Academic Technology Support Center (TS) in Cockey Hall 110. Portable computers on short-term loan are expected to be returned when their use is completed, but may not be borrowed again.



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