



LINCOLN UNIVERSITY

COLLEGE OF GRADUATE AND UNDERGRADUATE STUDIES

Consumer Information

Federal regulations require institutions to disclose a broad range of information that might be useful to prospective students and their families, as well as continuing students and prospective and current employees. It is Lincoln University's policy to annually provide the required information to all such students and personnel describing the availability of the consumer information that is required to be made available under the Family Educational Rights and Privacy Act of 1974 (FERPA) and under Section 485(a)(1), Section 485(f), Section 485(g), Section 485(h) and Section 485(j) of the law.

Lincoln University (LU) has chosen to make much of this information available on its official Web site. These topics are covered below with either a link to the Web site or the information itself. All disclosures posted to the Lincoln University website provides the exact electronic address and a statement that paper copies are available.

Notice to Enrolled Students

Notice to Enrolled Students: <http://www.lincolnuca.edu/>

Financial Aid Information

Financial Aid Information: <http://www.lincolnuca.edu/>

At a minimum, Lincoln University will publish and make readily available the following information to current and prospective students.

- The description of all the Federal, State, local, private and institutional student financial assistance programs available to students who enroll at LU.
- Need-based and non-need-based federal financial aid available to students;
- The terms and conditions under which students receive Federal Direct Loans;
- The procedures and forms by which students apply for assistance;
- The criteria for selecting recipients from the group of eligible applicants;
- The criteria for determining the amount of a student's award;

Lincoln University makes available the following information on the rights and responsibilities of students receiving financial assistance and, specifically, assistance under the Title IV, HEA programs. This description includes specific information regarding:



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- Criteria for continued student eligibility under each program;
- Standards which the student must maintain in order to be considered to be making satisfactory progress in his/hers course of study for the purpose of receiving aid. The method by which financial assistance disbursements will be made to the students and the frequency of those disbursements;
- The terms of any loan received by a student as part of the student's financial assistance package, a sample loan repayment schedule for sample loans and the necessity for repaying loans;
- The general conditions and terms applicable to any employment provided to a student as part of the student's financial assistance package;
- The exit counseling information the school provides and collects as required by 34 CFR 685.304 for borrowers under the Federal Direct Loan Program
- Financial assistance
- Criteria by which the student who has failed to maintain satisfactory progress may re-establish his or her eligibility for financial assistance.

Institutional Information

Institutional Information: <http://www.lincolnuca.edu/>

LU will make readily available to enrolled and prospective students the following information:

Methods of Disclosure: All of the below Consumer Information general requirements are publicly disclosed and made available through appropriate publications, mailings, or electronic media. A description of how these disclosures are distributed through publications, mailing, or electronic media is indicated:

Lincoln University Website

Paper Copies at FA and Registrar Offices

- Lincoln University's cost of attendance including tuition and fees charged to full-time and part-time students; estimates of costs for necessary books and supplies; estimates of typical charges for room and board; estimates of transportation costs for students and any additional cost of a program in which a student is enrolled or expresses a specific interest.



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- Any refund policy with which Lincoln University is required to comply for the return of unearned tuition and fees or other refundable portions of costs paid to the school
- 3. The requirements and procedures for officially withdrawing from Lincoln University
- 4. A summary of the requirements under 34 CFR 668.22 for the return of Title IV grant or loan assistance (R2T4)
- 5. LU's academic program, including the current degree programs and other educational and training programs; the instructional and other physical facilities which relate to the academic program; faculty and other instructional personnel and any plans by Lincoln University for improving the academic program, if such a plan exists
- 6. The names of associations, agencies, and/or governmental bodies that accredit, approve, or license Lincoln University and its programs, and the procedures by which a student may receive a copy for review of LU's accreditation, licensure, or approval
- 7. A description of the services and facilities available to students with disabilities, including students with intellectual disabilities
- 8. The titles of persons designated to assist enrolled or prospective students in obtaining financial aid information, school information, information on completion or graduation rates and LU's security policies and crime statistics (and how and where those persons may be contacted).
- 9. Required disclosures to prospective & enrolled students if a program is designed to be offered by another entity; Portion of program not being offered by the degree/certificate granting school, name and location of the other school/organization, method of delivery not being offered by the degree/certificate granting school and estimated additional costs that may incur due to arrangement
- 10. LU's policies and sanctions related to copyright infringement including a statement that explicitly informs students that unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject the students to civil and criminal liabilities; a summary of the penalties for violation of Federal copyright laws and a description of LU's policies with respect to



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unauthorized peer-to-peer file sharing, including disciplinary actions that are taken against students who engage in illegal or unauthorized distribution of copyrighted materials using the school's information technology system

11. A description of the transfer of credit policies established by the school which must include a statement of the school's current transfer of credit policies that includes, at a minimum any established criteria LU uses regarding the transfer of credit used at another school; and a list of schools with which the school has established an articulation agreement*
12. LU will make available for review to any enrolled or prospective student a copy of the documents describing the school's accreditation, approval or licensing
13. LU will make available to current and prospective students information about its vaccinations policies (requirement from HEOA Section 485(a)) (20 U.S.C. 1092(a)(1)); DCL GEN 08-12, page 96
14. LU has posted a net price calculator on its website (requirement from HEOA Section 485(a)) Net Price Calculator

Other Institutional Requirements: Lincoln University also will ensure that the following requirements are met. These requirements are a result of the Higher Education Opportunity Act.

Methods of Disclosure: Each method of disclosure is unique to the specific requirement and is listed under each.

1. Lincoln University will provide to each student upon enrollment, a separate, clear, and conspicuous written notice with information on the penalties associated with drug-related offenses under existing section 484(r) of the HEA. LU will provide a timely notice to each student who has lost eligibility for any grant, loan, or work-study assistance as a result of the penalties under 484(r)(1) of the HEA. It is a separate, clear, and conspicuous written notice that notifies the student of the loss of eligibility and advises the student of the ways in which to regain eligibility. *Additional information is shown as Appendix E.*

Method of Disclosure: This Information is provided to each student in a separate written notice.

2. Lincoln University will report information to NCES in IPEDS for posting to the College Navigator Website. In return the U.S. Department of Education is required to post 26 items on the College Navigator Website for Lincoln University, including a link to the school's website that provides in



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an easily accessible manner: Student activities offered by Lincoln University; Services offered by Lincoln University for individuals with disabilities; Career and placement services offered to students during and after enrollment; Lincoln University's policies related to transfer of credit from other schools.

Method of Disclosure: Made available on the school's website. The URL for Lincoln University's website is reported to NCES in IPEDS for posting on the College Navigator website

3. Lincoln University will make available to current and prospective students information about student body diversity, including the percentage of enrolled, full-time students in the following categories: Male, Female, Self-identified members of a major racial or ethnic group, and Federal Pell Grant recipients.

Method of Disclosure: Made available through appropriate publications, mailings, or electronic media

4. To the maximum extent practicable, and in a manner of Lincoln University's choosing, LU must disclose on its internet course schedule used for preregistration and registration purposes, the International Standard Book Number (ISBN) and retail price information or required and recommended textbooks and supplemental materials for each course listed. If the ISBN is not available, LU will include the Internet course schedule, the author, title, publisher, and copyright date for the textbook or supplemental material. If LU determines that the disclosure of the information is not practicable for a textbook or supplemental material, Lincoln University will use the designation "To Be Determined."

Method of Disclosure: Internet Course Schedule. If applicable, LU will include on its written course schedule a notice that the textbook information is available on the Internet course schedule and the Internet address for the schedule.

5. Upon the request of a college e-bookstore operated by or affiliated with LU, LU will make available as soon as practicable the most accurate information available regarding the school's course schedule for the subsequent academic period, the information provided for students regarding the required recommended textbooks and supplemental materials for each course or class, the number of students enrolled in each course or class and the maximum student enrollment for each course or class.

Method of Disclosure: Information provided to e-bookstores upon request.

6. Lincoln University will make available information on its policy on disbursement of books and supplies for Pell eligible students that allow them to obtain or purchase required books & supplies by the seventh day of a payment period and how the student may opt out. The students may purchase books and supplies required for their classes through the e-bookstore by charging them to the student's account.



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Method of Disclosure: The information is provided to students in their consumer information.

Method of Disclosure: Each school must provide a report annually to the state and to the general public. The states must submit to the U.S. Department of Education, and make available to the public, an annual report containing school and state-level information. The U.S. Department of Education makes the state reports available to the public.

7. Lincoln University will make a good faith effort to distribute a mail voter registration form (for federal elections and state elections for governor or other State chief executive) to each student enrolled in a degree or certificate program and physically in attendance, make the voter registration form widely available to LU students, and request forms from the state 120 days prior to the deadline for registering to vote within the state.

Method of Disclosure: LU will electronically distribute the voter registration form from an Internet address where such a form can be downloaded. The information will be in an electronic message devoted exclusively to voter registration.

Availability of Employees for Information dissemination purposes

Method of Disclosure: Information must be provided to students in their consumer information.

- a. Unless given a waiver by the Secretary, LU will designate an employee or group of employees who will be available to assist enrolled or prospective students in obtaining the information specified in 668.42 (See 1. Financial Aid Information above), 668.43 (See 2. Institutional Information above), 668.45 (See 3.4 Completion and Graduation Rates), and 668.46 (See 3.5 Campus Security and Crime Statistics).

a. Graduation, Retention, & Transfer Out Rate(s)

Calculation of Graduation Rate(s): Graduation rates are calculated by taking the number of first-time students at an eligible school it prepares the transfer-out rate of its certificate or degree-seeking, first time, full-time undergraduate students.

- a. In calculating the transfer out rate Lincoln University counts as transfers-out students, who by the end of the 12-month period ending August 31 during which 150 percent of the normal time for completion or graduation from the program in which they were enrolled has lapsed, have not completed or graduated but have subsequently enrolled in any program of an eligible school for which its program provided substantial preparation.



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- a. Lincoln University offers a predominant number of its programs based on semesters, so it bases its completion or graduation rate, retention rate, and, if applicable, transfer-out rate calculations, on the cohort of certificate or degree-seeking, first-time, full-time undergraduate students who enter Lincoln during the fall term of each year.
- a. Lincoln University counts an entering student as a first-time undergraduate student who is enrolled as of October 15, the end of the school's drop-add period, or another official reporting date as defined in 668.41(a).
- b. Lincoln University counts an entering student as a first-time undergraduate student who is enrolled for at least 15 days, in a program of up to, and including, one year in length; or 30 days, in a program of greater than one year in length.
- a. Lincoln University makes available its completion or graduation rates, and, if applicable, transfer-out rate, no later than the July 1 immediately following the 12-month period ending August 31 during which 150 percent of the normal time for completion or graduation has elapsed for all of the students in the group on which the school bases its completion or graduation rate, and, if applicable, transfer-out rate calculations.
- b. Lincoln University disaggregates its completion or graduation rate information by gender, by each major racial and ethnic subgroup (as defined in IPEDS), by recipients of a Federal Pell Grant, by recipients of a Federal Direct Loan (other than a Federal Direct Unsubsidized Stafford Loan) who did not receive a Federal Pell Grant, and by recipients of neither a Federal Pell Grant nor a Federal Direct Loan (other than a Federal Direct Unsubsidized Stafford Loan) if the number of students in such group or with such status is sufficient to yield statistically reliable information and reporting will not reveal personally identifiable information about an individual student. If such number is not sufficient for such purpose, i.e., is too small to be meaningful, then LU notes that it enrolled too few of such students to so disclose or report with confidence and confidentiality. Note: with respect to the requirement to disaggregate the completion or graduation rate information by the receipt or non-receipt of Federal student aid, students shall be considered to have received the aid in question only if they received such aid for the period specified in 668.45(a)(3).
- c. For the purpose of calculating a completion or graduation rate and a transfer-out rate, LU excludes students who have left school to serve in the Armed Forces; have left school to serve on official church missions; have left school to serve with a foreign aid service of the Federal Government, such as the Peace Corps; are totally and permanently disabled; or are deceased. In cases where students who left to serve in the Armed Forces, on official church missions or foreign aid service of the Federal Government represent 20 percent or more of the certificate or degree-seeking, full-time, undergraduate students at LU, it recalculates the completion or graduation rates of those students by adding to the 150 percent time-frame they normally have to complete or graduate, the time period the students were not enrolled due to their service in the Armed Forces, on official church missions, or with a recognized foreign aid service of the Federal Government.



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In addition to calculating the completion or graduation rate of its certificate or degree seeking, first-time, full-time undergraduate students LU may, but is not required to, calculate a completion or graduation rate for students who transfer into the school; calculate a completion rate for students described in 668.45(d)(1)(i) through (iv); and calculate a transfer-out rate as specified in 668.45(c) if the school determines that its

1. Annual Security Report

Annual Security Report: <http://lincolnuca.edu/admission/securityreport>

1. Timely Warnings and Emergency Notifications Procedure

To: Campus Community
From:
Subject:

1. *PURPOSE*

- a. This policy creates a system for immediate alerts and notifications to the campus community, prior to and during a potentially catastrophic life-threatening emergency. It was developed to furnish information and direction so that campus community members may immediately protect themselves in an emergency situation. The protocols include the activation of an immediate emergency alert on campus and the use of other messaging systems to provide specific instructions when the crisis alert and notification protocol is activated.

2. *POLICY*

- a. In the event of an emergency situation requiring immediate campus-wide precautions and actions, Mikail Brodsky and Michael Guerra are authorized to activate the crisis alert notification system. Immediately prior to activating the system, a 911 call will be made to trigger a response from the appropriate jurisdictional first-responder authority and the security company will be contacted.
- b. The activation will be the first part of an integrated communication system, using a variety of vehicles, to notify the campus community. The notification will contain simple, clear instructions intended to minimize risk of serious physical injury or death.
- c. The initiation of the crisis alert will be immediately followed by notification of the appropriate University officials to activate our internal response mechanism.
- d. Such emergency situations shall include only those catastrophic events or dangerous incidents where there is an immediate threat of physical harm or death to community members and there is no time to prepare or otherwise warn them of the crisis in advance.
 - i. Examples of such events or incidents, include, but are not limited to, an active shooter incident, a “gunman” at large, an immediate life-threatening and wide-spread hazardous material incident, a bomb located, or other serious in-progress potentially deadly incidents.
 - ii. Such threats may either be on-campus or off-campus in the immediate area of University owned, operated, and/or controlled property.



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- iii. Only those threats requiring immediate action by community members may result in the activation of the crisis alert and notification protocol.
 - a. The emergency notification system will send simple, clear pre-established messages to members of the campus community through a variety of designated systems including, but not limited to, cell phone text messaging, voice messages, Lincoln University e-mail accounts, supervisor notifications, and door-to-door notifications. A typical message will identify the type of crisis, the location, and the action to take to minimize risk.
 - i. Examples are:
 1. "There is (type of crisis) on campus at (a specific location), seek shelter, lock the door if possible, and remain in place."
 2. "There is a (type of crisis) on campus (location) evacuate the area immediately and remain away (from the area) until further notice."
3. *PROTOCOLS*
- a. In the event of an emergency situation as defined in the policy Mikail Brodsky and Michael Guerra will activate the alert notification protocol and, based on the nature of the emergency, choose the appropriate pre-established message for immediate notification to the University community.
 - b. Further instructions and information necessary to minimize risk of physical injury or death to community members may be transmitted through the same notification system as necessary until there is no longer an immediate threat. This will be done at the discretion of the Mikail Brodsky and Michael Guerra
 - c. Only a duly authorized member of the Senior Staff may direct the transmission of a message that either notifies the campus community that there is no longer an immediate threat or provides additional non-emergency information.
4. *PROPOSED SCRIPTS FOR NOTIFICATION:*
- a. SHOTS FIRED - "Gunshots have been fired at (location) Seek shelter, lock door, remain in place, and wait for further instructions."
 - b. GUNMAN AT LARGE - "A person with a gun has been seen at (location). Seek shelter, lock the door, remain in place, and wait for further instructions."
 - c. HAZARDOUS MATERIAL INCIDENT - "A potentially hazardous material event has occurred that may affect campus. Stay indoors, close windows/doors, remain in place, and wait for further instructions."
 - d. BOMB LOCATED - "An explosive device was located at (location) Evacuate immediate area. Stay away from (location) until further instructions."
 - e. MISCELLANEOUS - STAY IN PLACE - "There is a (name crisis) on campus (location), seek shelter, lock door, and remain in place."
 - f. MISCELLANEOUS - EVACUATE - "There is a (name crisis) on campus (location), evacuate the area immediately, remain away from the area until further instructions."

1. **Campus Crime Log**

The campus crime log is kept in the accounting office with all appropriate logs made as needed. The Crime log is available by request



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1. Annual Fire Safety Report

Fire Safety Reports on Student Housing Policy & Procedures

[CFR 668.49\(b\)](#)

1. Each year Lincoln University publishes a fire safety report that contains information about campus fire safety practices and standards of the school. LU's report includes the following information:
 1. A description of each on-campus student housing facility fire safety system.
 2. The number of fire drills held during the previous calendar year.
 3. Policies or rules on portable electrical appliances, smoking and open flames in a student housing facility.
 4. Procedures for evacuation in case of a fire.
 5. Policies regarding fire safety education and training programs provided to students, faculty and staff. In these policies, the school must describe the procedures that students and employees should follow in the case of a fire.
 6. For purposes of including a fire in the statistics in the annual fire safety report, a list of the titles of each person or organization to which students and employees should report that a fire occurred.
 7. Plans for future improvements in fire safety if determined necessary by the school.
2. In addition, the report also includes statistics for each on-campus student housing facility during the most recent calendar years for which data are available concerning each of the following categories:
 - a. The number of fires and cause of each fire
 - b. The number of persons who received fire-related injuries that resulted in treatment at a medical facility, including at an on-campus health center
 - c. The number of deaths related to a fire
 - d. The value of property damage caused by a fire

A. Fire Log [CFR 668.49\(d\)](#)

- A. LU also maintains a written, easily understood fire log that includes the following:
 - A. By report date, any fire that occurred in an on-campus student housing facility
 - B. The nature, date, time and general location of each fire



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- C. Entries are made within 2 business days of receipt of the information
- D. The fire log for the most recent 60 day period is available for public inspection during business hours. LU will make any portion of the log older than 60 days available within two business days of a request for public inspection
- E. Older portions of the log will be made available within two business days of request
- F. The school must make an annual report to the campus community on the fires recorded in the fire log. This requirement is satisfied by the annual fire safety report filed.

Fire Evacuation Procedures

Students and staff should locate the fire exits on their floors and should be on the alert to prevent fires. Students and staff should be familiar with the fire instructions that are posted in each room, floor or apartment. All students, staff and visitors are required to evacuate the building when the fire alarm is sounded. Periodic fire drills are required to ensure that residents and staff know what to do in the event of a fire.

In the event the fire alarm sounds:

- Everyone is required to leave the building at once using the nearest stairway exit.
- Depart the room immediately, but dress in preparation for existing weather (shoes, coat, etc).
- Never use an elevator during a drill or actual fire. If you are away from your room/office when the fire alarm sounds, do not return to your room/office. Do not return to the building until given the all-clear signal by security.

Fire Equipment Regulations

Because it is imperative that fire and safety equipment function properly when it is needed, the following acts are prohibited:

- Tampering or playing with fire extinguishers, smoke detectors, exit lights, or emergency lights.
- Tampering with or pulling a fire alarm under false pretense.
- Removing smoke detector batteries or otherwise rendering a smoke detector inoperative.
- Obstructing halls and stairwells with furniture, debris, and other materials
- Residents who jeopardize the security or safety of any resident Will be subject to immediate disciplinary action.
- Disciplinary action could also result for residents who cause potential fire hazards through unsafe practices (e.g. overloading circuits, use of inappropriate extension cords, use of unauthorized cooking appliances, etc.)