

# Lincoln University

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## **Consumer Information**

All institutions participating in federal financial aid programs are required to provide enrolled and potential students, current students and prospective employees available consumer information. This consumer information guide provides important information and institutional policies. To request and receive this information in writing, contact the student service director or the Admissions and Records office at Lincoln University 401 15<sup>th</sup> Street Oakland, CA 94612 (510) 628-8010 during regular business hours.

## **About Lincoln University**

Accreditation, Licensures, Reviews and Approvals

Lincoln University is accredited, reviewed, and/or approved by federal and state agencies and has a pending candidacy eligibility application for regional accreditation by WASC Senior College and University Commission (WSCUC). Further information on WSCUC may be obtained at [wascsr@wascsenior.org](mailto:wascsr@wascsenior.org). Lincoln University is a private nonprofit institution and is approved to operate by the California Bureau of Private Postsecondary Education (BPPE).<sup>\*1</sup> Lincoln University is authorized by USCIS to enroll nonimmigrant students. The university is also listed in U.S. Department of Education Database of Accredited Postsecondary Institutions and Programs. The University is approved to participate in the Financial Aid Program established by Title IV of the Higher Education Act (HEA) of 1965, as amended.

## **Federal**

U.S Department of Education, Certificate of Eligibility

Lincoln University has been approved to participate in each of the following listed Title IV HEA programs by the U.S. Department of Education:

- Federal Pell Grant Program
- Federal Direct Student Loan
- Federal Supplemental Education Opportunity Grant Program (FSEOG)
- Federal Family Education Loan
- Federal Perkins Loan
- Federal Work Study

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<sup>1</sup> Anyone may file a complaint with BPPE if they believe an approved institution has violated the laws governing the institution operations at: <http://www.bppe.ca.gov/>

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## Academic Programs

Lincoln University offers undergraduate and graduates programs in business administration and business and management, international business and finance management and diagnostic imaging ultrasound technician program. Detailed information regarding academic programs offered can be found at: <http://lincolnuca.edu/academics/index#%2Facademics%2Findex>: The university confers the following degrees:

- Doctor of Business Administration (DBA)
- Master of Business Administration (MBA)
- Master of Science (MS) in International Business
- Master of Science (MS) in Finance Management
- Bachelor of Arts (BA) in Business Administration
- Bachelor of Science (BS) in Diagnostic Imaging

## Articulation Agreements

Lincoln University has established articulation agreement with the following institutions of higher education:

- Patten University – Oakland, California
- Gurnick Academy of Medical Arts – San Mateo County, California
- College of Marin, Kentfield, California
- Laurus College, San Luis Obispo, California

## Credit Transfer

Information regarding criteria used to evaluate the transfer of credits earned at another institution can be located at: <http://lincolnuca.edu/admission/transfercredit>

## Disability Services

Lincoln University adheres to and accepts its obligation under Section 504 of the Rehabilitation Act of 1973, the American with Disabilities Act (ADA) of 1990 and the ADA Amendments Act of 2008, prohibiting discrimination on the basis of a disability and requiring the university to provide reasonable accommodations to otherwise qualified disabled students in Lincoln University programs and activities.

Lincoln University offers disability services through the staff assistance of the Student Services Office to students with appropriate documentation who have temporary health issues or a permanent disability.

Students with either a temporary or permanent disability seeking disability services from Lincoln University must: (1) disclose their disability to the Student Services Office and (2) request accommodation through the Student Services Office director. It may be required that the student have a confirmation from a health care provider prior to the accommodations being determined and fulfilled.

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## Obtain Information

The disability services advisor or the director and assistant director are responsible for managing the accommodation process, including any negotiations regarding services, as well as finalizing appropriate student accommodations. The disability service advisors maintain a liaison between the university and the Ed Roberts Campus in Berkeley, CA. The Ed Roberts Campus is a nonprofit corporation that was formed by disability organizations that share a common history in the Independent Living Movement of People with Disability. These organizations were joined together to plan and develop a universally designed transit-oriented campus located at the Ashby Bart Station in South Berkeley.

## Student Borrowing

During the Academic Year 2015-2016 6.98% of student enrolled received federal student loans.

## Loan Default Rate

Lincoln University's loan default rate for Fiscal Year 2014 is 9.7%.

Lincoln University's loan default rate for Fiscal Year 2013 is 12.8%.

Lincoln University's loan default rate for Fiscal Year 2012 is 11.9%.

## Graduation and Retention Rates

In accordance with the Higher Education Act (HEA) of 1965, as amended, each postsecondary educational institution must publish information regarding graduation rates as defined by the National Center for Education Statistics (NCES). This graduation measure includes the cohort of full-time, first-time (FTFT) degree/certificate-seeking undergraduate students and tracks their completion status at 150% of the normal time to complete all requirements of their program of study. A first-time student is defined as a student who has no prior postsecondary experience attending any institution for the first time at the undergraduate level.

Data are collected on the number of students entering the institution as FTFT degree-and/or certificate-seeking undergraduate in a particular cohort year. Graduation rates are disaggregated by race and ethnicity, gender and federal financial aid grant or loan funds. The graduation rates shown below represent student from the 2009-2010 cohort and the percentages of those who graduates within 150% by August 31, 2015.

The table below shows FTFT undergraduate students and is derived from the IPEDS graduation rate survey, although shown in aggregate rather than by degree/award type:

<https://nces.ed.gov/collegenavigator/?q=lincoln+university&s=CA&id=117557>

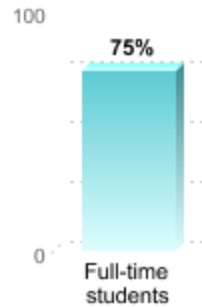
Retention rates measure the percentage of first-time students who are seeking bachelor's degrees who return to the institution to continue their studies the following fall.

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## RETENTION RATES FOR FIRST-TIME STUDENTS PURSUING BACHELOR'S DEGREES

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## RETENTION RATES FOR FIRST-TIME STUDENTS PURSUING BACHELOR'S DEGREES



Percentage of Students Who Began Their Studies in Fall 2015 and Returned in Fall 2016

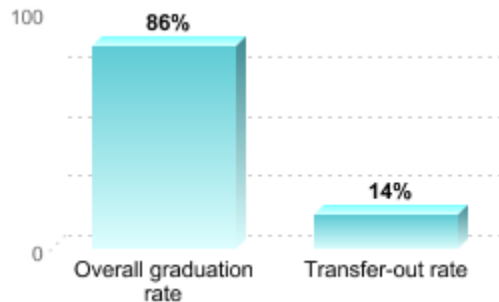
### OVERALL GRADUATION RATE AND TRANSFER-OUT RATE

The overall graduation rate is also known as the "Student Right to Know" or IPEDS graduation rate. It tracks the progress of students who began their studies as **full-time, first-time degree- or certificate-seeking students** to see if they complete a degree or other award such as a certificate within 150% of "normal time" for completing the program in which they are enrolled.

Some institutions also report a transfer-out rate, which is the percentage of the full-time, first-time students who transferred to another institution.

Note that not all students at the institution are tracked for these rates. Students who have already attended another postsecondary institution, or who began their studies on a part-time basis, are not tracked for this rate. **At this institution, 80 percent of entering students were counted as "full-time, first-time" in 2016.**

### OVERALL GRADUATION AND TRANSFER-OUT RATES FOR STUDENTS WHO BEGAN THEIR STUDIES IN FALL 2010



Percentage of Full-time, First-Time Students Who Graduated or Transferred Out Within 150% of "Normal Time" to Completion for Their Program

### BACHELOR'S DEGREE GRADUATION RATES

Bachelor's degree graduation rates measure the percentage of entering students beginning their studies full-time and are planning to get a bachelor's degree and who complete their degree program within a specified amount of time.

### GRADUATION RATES FOR STUDENTS PURSUING BACHELOR'S DEGREES

Percentage of Full-time, First-time Students Who Graduated in the Specified Amount of Time and Began in Fall 2008 or Fall 2010

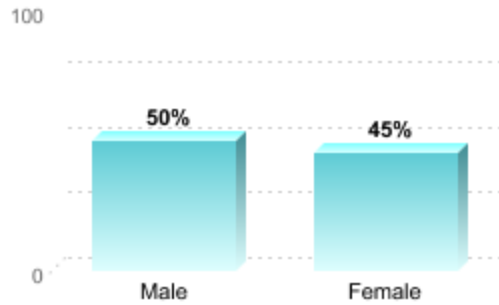
### 6-YEAR GRADUATION RATE BY GENDER FOR STUDENTS PURSUING BACHELOR'S DEGREES

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## 6-YEAR GRADUATION RATE BY GENDER FOR STUDENTS PURSUING BACHELOR'S DEGREES

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Percentage of Full-time, First-time Students Who Began Their Studies in Fall 2010 and Received a Degree or Award Within 150% of "Normal Time" to Completion for Their Program

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## 6-YEAR GRADUATION RATE BY RACE/ETHNICITY FOR STUDENTS PURSUING BACHELOR'S DEGREES

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Percentage of Full-time, First-time Students Who Began Their Studies in Fall 2010 and Received a Degree or Award Within 150% of "Normal Time" to Completion for Their Program

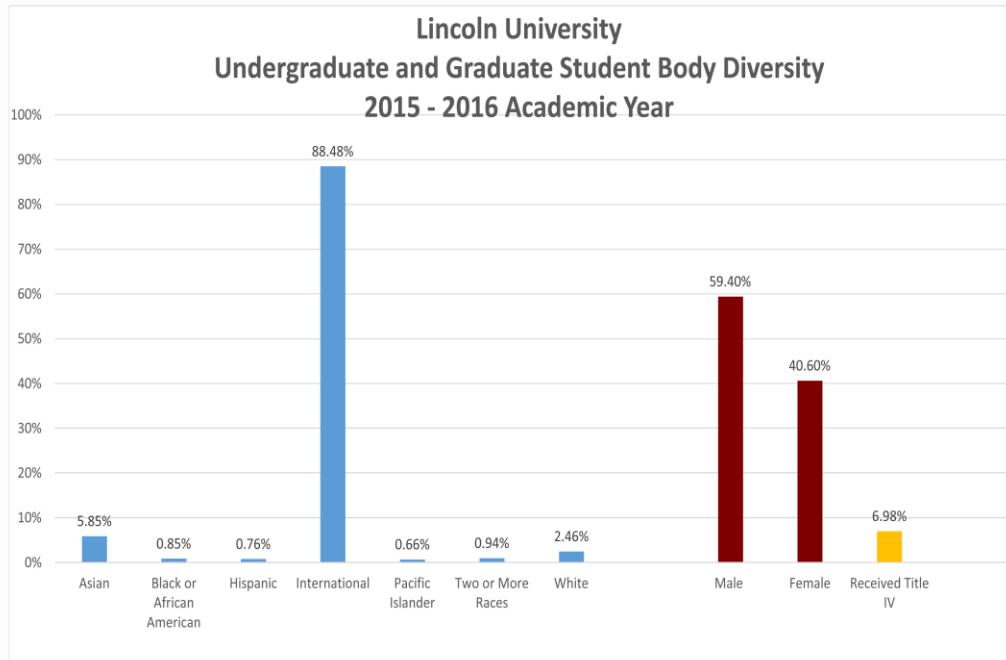
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### Student Diversity

In accordance with the Higher Education Act (HEA) of 1965, as amended, each postsecondary educational institution must make available information regarding student diversity as defined by the IPEDS. Data reported are for enrolled full-time students.

The following Chart represents all enrolled undergraduate and graduate students for the 2015-2016 academic year:

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International is the IPEDS definition of "non-resident alien"  
Student Body is defined as all enrolled undergraduates and graduates as reported to IPEDS.

Asian	62	Number of Students:	1059	Number of Students	1059
Black or African American	9	Male :	629	Receiving Pell Grants	37
Hispanic	8	Female:	430	Financial Aid Students	74
International	937				
Pacific Islander	7				
Two or More Races	10				
White	26				
<b>Total</b>	<b>1059</b>				



## Federal Financial Aid Application Process

The first step in the federal financial aid process requires that each student complete the Free Application for Federal Student Aid (FAFSA), available at <http://www.fafsa.ed.gov>. This is also the initial step in determining a student's eligibility for federal financial aid.

Federal financial aid is processed after submitting an application for admission and registering for courses in an eligible degree program approved both by Lincoln University and U.S. Department of Education Eligibility and Certification Approval Report.

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In addition to the FAFSA, the following forms must also be completed during the federal financial aid process:

- Free Application for Federal Student Aid (FAFSA)
- Federal Direct Loan Master Promissory Note (MPN)
- Entrance Counseling Survey
- Financial Aid Authorization form
- Lincoln University Request for Federal Student Financial Aid Funds

A student should reapply for financial aid prior to the start of each new academic year.

## **Statement of Educational Purpose**

The parents or students that sign a Free Application for Federal Student Aid (FAFSA) certifies the following: (1) use federal and/state student financial aid only to pay the cost of attending an institution of higher education, (2) is not in default on a federal student loan or has made a satisfactory arrangement to repay it, (3) does not owe money back on a federal student grant or has made satisfactory arrangement to repay it, (4) will notify Lincoln University if defaulting on a federal student loan, and (5) will not receive a Federal Pell Grant from more than one college for the same period of time.

The parent or student signing the FAFSA agrees, if asked, to provide information that will verify the accuracy of the completed form. This information may include federal or state income tax forms filed or that are required to file. In addition, the parent or student certifies and understand that the Secretary of Education has the authority to verify information reported on this application with the IRS and other federal agencies. If a parent or student signs any document related to the federal student aid programs electronically using a personal identification number (FSAID), username and password, and/or other credential, that person certifies that he or she is the person identified by the FSAID, username and password, and/or other credential and has not disclosed that FSAID, username and password, and/or other credential to anyone else. If the parent or student purposely gives false or misleading information, he or she may be fined up to \$20,000 in-prison or both.

## **NSLDS Title IV, HEA**

Lincoln University will provide information to students or parents who enter into an Agreement regarding a Title IV, HEA loan that the loan will be submitted to National Student Loan Data System (NSLDS) and may be accessible by authorized agencies, lenders, and institution.

## **Referrals to the Office of Inspector General**

Lincoln University is required by law to make referrals to the Office of Inspector General any time there is credible information or evidence that a student applicant may engage in fraud or other criminal misconduct in connection with the application involving federal financial aid programs.

## **Federal, State and Institutional Financial Aid Programs**

Degree-seeking students who are U.S. citizens or eligible noncitizens enrolled in an eligible academic program can apply for federal financial aid as a means of assisting with financing their education.

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Certificate programs may also be eligible for federal financial aid. However, as of this writing Lincoln University does not have active certificate programs. Depending on the program, student eligibility may be need-based, non-need based, credit based or dependent on other specific conditions. Students may also be eligible to receive funding through state grant or scholarship programs.

## General Eligibility Requirements

General eligibility requirements for federal financial aid are as follows:

- Be a U.S. citizen or an eligible noncitizen
- Have a valid Social Security number (with the exception of students from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau)
- Be registered with Selective Service, if you're a male (you must register between the ages of 18 and 25).
- Be enrolled or accepted for enrollment as a regular student in an eligible degree or certificate program.
- Be enrolled at least half-time to be eligible for Direct Loan Program funds.
- Maintain satisfactory academic progress in college or career school.
- Sign statements on the FAFSA stating that (a) You are not in default on a federal student loan and do not owe money on a federal student grant and (b) You will use federal aid only for educational purposes.
- Show you are qualified to obtain a college or career school education by having a high school diploma or
  - - Final high school transcript that shows the date a diploma was awarded
  - - Recognized equivalent such as General Educational Development (GED) certificate or other state-sanctioned test of diploma-equivalency certificate
  - - California High School Proficiency Examination (CHSPE) Certificate; High School Equivalency Test (HiSET); Test Assessing Secondary Completion (TASC)
  - - Completed homeschooling and was conferred a diploma by the state.

For additional eligibility requirements, visit <http://studentaid.ed.gov/eligibility/basic-criteria>

## Verification

A federal financial aid student may be chosen to participate in the verification process by U.S. Department of Education Central Processing System. The Central Processing System prints an asterisk next to the expected family contribution (EFC) on the Student Aid Report (SAR) as acknowledgment that the student has been selected for verification.

The purpose of verification is to maintain the integrity of federal financial aid programs by verifying the information provided by students and parents on financial aid applications.

If a student is selected for verification, Lincoln University will request the student provide all applicable documentation, which may include, but is not limited to the following:

- IRS-issued federal tax return transcript(s)



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- IRS W-2 form for each source of employment income
- Verification worksheet
- Verification of household member(s) receiving Supplemental Nutrition Assistance Program (SNAP) benefits
- Verification of child support paid
- Verification of untaxed income
- Documentation of high school completion
- Government-issued photo identification (To comply with 18 USC Section 701, the university is unable to make or accept photo copies of military identification cards. Copies of military identification cards will not be accepted.)
- Statement of Educational Purpose

Additional documents may be required by Lincoln University to complete the verification process. A student will receive written notification from the University of verification requirements, required documentation and the timelines for completion of the process.

The student must return any requested verification documents within 30 days of receiving written notification from the University. If verification documents are not received within this timeframe, the University will cease processing the student's financial aid request.

Applicant selected for verification must complete the process by the federally published deadline, September 23, 2017, or September 14, 2018 or 120 days after the last day of the student's enrollment, whichever is earlier.

## **Cost of Attendance Policy**

The Cost of Attendance Policy addresses the cost of attendance (COA) established for use in calculating a student's amount of federal financial aid eligibility in the EDEXpress system and awarding financial aid for a specific period of enrollment. Lincoln University uses the same COA when awarding Pell and Direct Loan unless the student is a Pell or Iraq and Afghanistan Service Grant (IASG) only student. If the student is only receiving Pell or IASG, the Pell COA is used for awarding purposes. The COA consists of various components to determine eligibility for a period of enrollment. Lincoln University reviews and updates, if necessary, each COA component annually, referencing both the California Student Aid Commission and the Consumer Expenditure Survey from the Bureau of Labor and Statistics websites.

Lincoln University's COA is made up of the following components:

- Tuition
- Books and Supplies
- Living Expenses
  - - Room and Board (housing and food)
  - - Transportation
  - - Miscellaneous (personal care expenses)
- Loan Fees

If the student is attending less than half-time, the COA is limited to the following components:

- Tuition
- Books and Supplies

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## **Withdrawal and Return of Title IV Funds Policy and Procedures (R2T2)**

In response to the requirement for return of Title IV grant and loan assistance 34 C.F.R. Section 668.43(a)(4) and 668.22 and the refund policy required to comply for the return of unearned tuition and fees or other refundable portion of costs paid to the institution 34 C.F.R Section 668.43(a)(2) as well as information about the requirement and procedures for officially withdrawing from the institution 34 C.F.R. Section 668.43(a)(3) is provided in detail on Lincoln University website at: <http://lincolnuca.edu/admission/returntitleivfunds>

## **Federal Financial Aid Satisfactory Academic Progress Policy**

Lincoln University's Federal Financial Aid Satisfactory Academic Progress (SAP) policy makes a determination on whether an otherwise eligible student is meeting SAP in an educational program and may receive financial aid under the Title IV HEA programs. This federal financial aid SAP policy does not supersede the institution's academic SAP policy, but complements it.

### **Policy**

Students must maintain SAP throughout the duration of their academic program to remain eligible for federal financial aid, SAP is assessed by qualitative and quantitative measures and is evaluated at the end of each completed payment period in the student's academic program.

### **Qualitative Measure**

Each Undergraduate student must have a cumulative program grade point average (GPA) of 2.0 at the end of each completed payment period, unless otherwise defined by academic policy. Graduate students must have a program GPA of 3.0 at the end of each completed payment period.

A student's cumulative program GPA is calculated using only those grades earned at Lincoln University for the current program of study. The program GPA is computed by adding the program applicable cumulative grade points earned (calculated by multiplying the credit hours and the weight of the grade earned in the course) and dividing it by the program applicable cumulative total number of credit hours completed. Courses from which the student withdraws are not included in the program GPA calculation for the qualitative measurement.

### **Quantitative Measure**

Each academic program has a published standard credit load for completion. Pace of completion is automatically evaluated for all periods of attendance at Lincoln University, including periods the student did not receive federal financial aid.

The Maximum Timeframe to complete the program cannot exceed 150% of the published length of the program measured in credit hours attempted for undergraduate and graduate students. Progress will be evaluated cumulatively at the completion of each payment period for a student's primary program of study to ensure completion of the program within the 150% maximum timeframe.

If the student cannot be complete the program of study within the maximum timeframe (as determined at the end of the payment period), the student will be placed on financial aid disqualification (FD) status.

The quantitative measure for the pace of completion is calculated using the formula:

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## Cumulative number of credit hours the student successfully completed

Cumulative number of credit hours the student attempted

At the end of each payment period, the student's pace completion will be evaluated. Student must earn at least 67% of the credit hours attempted towards completion of the primary program of study.

### **Financial Aid Warning**

Undergraduate students with less than a cumulative 2.0 GPA, or the minimum as stated in the policy, and graduate students with less than a 3.0 or who do not earn 67% of their attempted credits (cumulatively) at the end of a completed payment period, are automatically placed on financial aid warning (FW) status. However, Lincoln University can disburse federal financial funds to students on FW status for one payment period.

### **Financial Aid Disqualification**

If the student on FW status does not meet SAP at the end of the subsequent completed payment period, the student is not eligible for additional federal financial aid and will be placed on an FD status. Students who are placed on an FD status are ineligible for federal financial aid.

### **Financial Aid Probation**

Students who are granted an appeal will be placed on financial aid probation (FP) status and will have their financial aid eligibility reinstated based on that appeal. Lincoln University is allowed to disburse federal financial aid funds to students on FP status for one probationary payment period, provided all other eligibility requirements are met. It is essential that the student meet the University's SAP standards to maintain federal financial eligibility.

### **Student Notification**

Lincoln University will notify each student at any point during their enrollment in the event they are placed on or taken off the FW, FD, FP or retains the Regular Student (RS) statuses. These statuses can affect students' eligibility to receive federal financial aid.

### **Professional Judgment**

Lincoln University, with respect to some aspects of eligibility, may exercise discretion to accommodate special circumstances. Professional Judgment gives the University an opportunity to work with a student individually when the student has special circumstances not sufficiently addressed by the normal standard procedures. Professional Judgment is conducted on a case-by-case basis. The decision will be independently reviewed and documented by the University and is a final decision and cannot be appealed to the U.S. Department of Education. A student should contact Lincoln University's Chief Financial Aid Administrator in Room 103 if there is an interest in submitting a professional judgment request.

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## **Access to Education Records**

As promulgated by the Family Education Rights and Privacy Act of 1974 (FERPA) University student records are confidential for all schools receiving funding under the programs administered by the U.S. Department of Education. Generally, it is the case that students' records shall not be released to a third party without written or authorized electronic consent, via FERPA Release form, judicial court order or a lawfully issued subpoena.

Lincoln University is required to provide students a copy of its FERPA policy annually and upon written request from students. Current students can obtain a copy of the FERPA policy from the Records Office. <http://lincolnuca.edu/academics/retention>.

FERPA regulations require the University to comply with the students' right to inspect and review their academic records by responding within 45 days from the time the university receives a written request to access the records. However, the Office of Admissions and Records will respond to students' request to review the records within 14 days from receipt of the request.

Education records are defined as all records, files, documents and material that contain information directly related to a student, and maintained by an educational institution. A student may file a complaint with the: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue S.W. Washington, D.C. 20202-5920.

## **Private Education Loan Self-Certification Form**

Lincoln University adheres to the requirements under 34 C.F.R Section 601.1(d) and 668.14(b)(29) regarding the institution need to have students sign, and complete a self-certification form from a lender and with the school of student applicants applying for a private education loan. Lincoln University has available and provides and assist the enrolled student applicant to complete the form even in circumstances where the lender also has the applicant to complete one. A sample self-certification form, used is: <https://ifap.ed.gov/dpclatters/attachments/GEN1001A-AppSelfCert.pdf>

## **Gainful Employment Disclosures**

Disclosure regarding Lincoln University's eligible program related to gainful employment is provided on the program home page. The program home page is linked to gainful employment information specific to that program. As of this writing, the university no longer has a program requiring gainful employment data. [http://file.lincolnuca.edu/2016/Summer%202016/Events/Gedt\\_print.pdf](http://file.lincolnuca.edu/2016/Summer%202016/Events/Gedt_print.pdf)

## **Copyright Infringement and Peer-to-Peer File Sharing Policy**

U.S law, Title 17 U.S.C. Section 512(c)(2) is a Copyright protection law which protects the owner's right to control the reproduction, distribution, performance, display and transmission of a copyrighted work. The public, in turn, is provided with specific rights for fair use of copyrighted works. Copyrighted works protect original works of authorship and include:

- Books, articles and other writings
- Songs and other musical works

- Movies and television productions
- Pictures, graphics and drawings
- Computer software
- Pantomimes and choreographic works
- Sculptural and architectural works

Copyright law provides the owner of a copyright the exclusive right to do the following with his/her work:

- Reproduce the work in copies
- Prepare derivative works based upon the work
- Distribute copies of the work to the public by sale or other transfer of ownership, or by rental, lease, or lending
- Perform the work publicly
- Display the copyrighted publicly
- Perform the work publicly by means of a digital audio transmission in the case of sound recordings

17 U.S.C. Section 501(a) states, "Anyone who violates any of the exclusive rights of the copyright-owner is an infringer of the copyright of the author." It is generally the case under the law that if one engages in any of these activities without obtaining the copyright owner's permission may be liable for infringement.

One may find specific information on copyright law and fair use at the following sites.

- The U.S. Copyright Office: <http://www.copyright.gov>
- The Electronic Frontier Foundation fair use questions: [http://w2.eff.org/IP/eff\\_use\\_faq.php](http://w2.eff.org/IP/eff_use_faq.php)

## **Peer-to-Peer File Sharing**

Peer-to-Peer (P2P) file sharing is a term that describes software programs that allow computer users to utilize compatible P2P software to connect with each other and directly access digital files from one another's hard drives. The transfer and distribution of these works without authorization of the copyright holder is illegal and prohibited.

## **Violations and Penalties Under Federal Law**

The federal law provides that anyone found liable for civil copyright infringement may be ordered to pay either actual damages or statutory damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For willful infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For more information see Title 17, United States Code, Section 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

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Lincoln University will monitor and vigorously provide enforcement and remediation activities for students identified as potential violators or infringers of copyright. Disciplinary sanctions will be based on the seriousness of the violation and designed to curb illegal file sharing and copyright offenses through limiting and denial of network access or other appropriate means. Lincoln University in establishing its compliance with the federal Digital Millennium Copyright Act (DMCA) will be able to setup a mandated process for receiving and tracking alleged incidents of copyright infringement.

## **Education and Awareness**

Lincoln University through its Librarian and IT Department will inform students, faculty and other network users about copyright laws and the responses to copyright infringement claims by the university. The university will inform its campus community through the Consumer Information Guide and other periodic communications that unauthorized distribution of copyrighted material, including unauthorized P2P file sharing, may subject student and faculty to civil and criminal liabilities and their possible extent.

## **Vaccination Requirements**

Lincoln University student population is at least 85% or more nonimmigrant students and under the Immigration laws of the United States, a foreign national who applies for an immigration F-1 Visa is required to receive vaccinations to prevent the following diseases:

- Mumps
- Measles Rubella
- Rubella
- Polio
- Tetanus and Diphtheria Toxoids
- Pertussis
- Haemophilus influenza type B
- Hepatitis B
- Any other vaccine-preventable diseases recommended by the Advisory Committee for Immunization Practices

The Advisory Committee for Immunization Practices (ACIP) is an advisory committee to the Department of Health and Human Services (HHS)/Center for Disease Control and Prevention (CDC) that recommends immunizations for the general U.S. population.

## **Voter Registration**

Lincoln University will make every effort to educate students regarding the importance of exercising their right to vote and will continue to make Voter Registration information available at the campus. The university will request; receive from the State and mail to each U.S. citizen student enrolled in a degree program and physically in attendance at the school a voter information form.

The National Mail Voter Registration Form can be used to register U.S. citizen to vote, to update registration information due to a change of name, make a change of address or to register with a political party.

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The national form also contains voter registration rules and regulations, which are state-specific. Registration form can be found at [http://www.eac.gov/voter\\_resources/register\\_to\\_vote.aspx](http://www.eac.gov/voter_resources/register_to_vote.aspx) For further information on voting one can review the California Secretary of State Voter Information website: <http://www.sos.ca.gov/elections/>

## **United States Constitution**

Lincoln University's educational information also consists of providing information to enrolled students on the U.S. Constitution. This is a requirement for schools that receive Title IV HEA funds for a fiscal year. In this respect, Lincoln University will hold and conduct a Constitution Day on September 17 of each year for students served by the institution. The Dean of Students is responsible for implementing this activity and will make available to students and the general public copies of the materials used.

## **Campus Safety and Security**

Lincoln University Annual Security Report will be published annually by the university. The report will consist of two parts, the Campus Safety Policies and Campus Crime Statistics covering the last three years.

### **Campus Safety Policies**

The purpose of the campus safety policy is to make the community campus and surrounding communities aware of current programs that exist to protect its members' safety and well-being and to also satisfy the requirements of the Safe and Drug Free Schools and Community Act and Clergy Act. Related information included is as follows:

- Alcohol and other drug abuse prevention, health risks and counseling services
- Annual crime statistics
- Available counseling and assistance resources
- Crime prevention measures
- Reporting criminal activities
- Emergency mass notification
- Information related to campus safety programs
- Penalties and sanctions regarding the unlawful use, sale, possession or distribution of illegal drugs and alcohol
- Legal effects of alcohol and other drug use
- Prohibited use or distribution of alcohol and other drugs
- Safety and awareness
- Sex offender registry
- Sexual violence policy and prevention

### **Campus Crime Statistics**

The Campus Crime Statistics will be made available on Lincoln University website in accordance with definitions used in the Uniform Crime Reporting System of the Department of Justice and FBI, as modified by the Hate Crime Statistics Act. The data will be compiled in conjunction with Lincoln University Campus Safety Policies and includes all crimes reported to the local Oakland police over the

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last three years that occurred on campus, in certain off-campus buildings or property owned or controlled by the university; and on public property within or immediately adjacent to and accessible from campus. Crimes that may have occurred, but not reported cannot be reflected in the statistics. Lincoln University encourages the reporting of all crimes to the designated Student Services Office Director and the local law enforcement agency.

## **Alcohol and Other Drug Abuse Prevention**

The U.S. Department of Education requires institution of higher education to implement a drug prevention and awareness program for both students and employees. The university will abide by federal Drug-Free Workplace and Drug-Free Schools and Communities Act regulations. Students are expected to refrain from the use of drug and alcohol in the University's academic community. Any member of the University community found consuming or selling alcohol and other drugs on University property, including attending class or meeting with campus personnel is subject to disciplinary action up to and including dismissal from the university depending on the seriousness of the situation.

According to the Higher Education Act (HEA), students convicted for a drug offense that occurred during a period of enrollment while they were receiving federal financial aid may lose eligibility for federal financial aid. Federal financial aid includes Federal Pell Grant and FSEOG Grants, Federal Work Study, Federal Perkins Loans, Federal Stafford Loans, Federal Plus Loans, Graduate Plus Loans and other financial loan and grant assistance.

## **Annual Notice of Availability of Information**

Lincoln University will provide annual notices to enrolled students state and federal agencies and the general public, when applicable. The Administrative Vice President will have lead responsibility for all data information update, and corrections to the Consumer Information Disclosures.



