



18-19

# STUDENT HANDBOOK

LINDENWOOD

REAL EXPERIENCE. REAL SUCCESS.



# TABLE OF CONTENTS

|  |    |
|--|----|
| Message from Student Development . . . . .                                     | 3  |
| Office 365 . . . . .   | 4  |
| Emergency Text Message Program . . . . .                                       | 4  |
| Welcome to Lindenwood . . . . .  | 4  |
| A Proud Past and a Promising Future. . . . .                                   | 4  |
| An Understanding of Commitment . . . . .                                       | 5  |
| University Mission and Commitments . . . . .                                   | 6  |
| Academic Freedom . . . . .   | 7  |
| Diversity, Equality, and Inclusion. . . . .                                    | 7  |
| Drug-Free Schools, Communities, and Workplace. . . . .                         | 8  |
| Institutional Nonpartisanship . . . . .  | 9  |
| Non-Discrimination . . . . .   | 9  |
| Title IX Sexual Harassment Policy . . . . .                                    | 10 |
| University Policies . . . . .  | 10 |
| Alcoholic Beverages. . . . .   | 10 |
| Bulletin Board Fliers, Notices, and Other Promotions . . . . .                 | 10 |
| Controlled Substances . . . . .  | 11 |
| Classroom Cell Phone Use . . . . .   | 11 |
| Classroom Recording Devices Use . . . . .                                      | 11 |
| County Library District Fines - St. Charles City. . . . .                      | 11 |
| Directory Information Notice. . . . .  | 11 |
| Fire and Tornado Alarms . . . . .  | 12 |
| Fire Protection Equipment . . . . .  | 12 |
| Fireworks, Firearms, Explosives, and Weapons . . . . .                         | 12 |
| Gambling . . . . .   | 12 |
| Parking . . . . .  | 12 |
| Pets. . . . .  | 13 |
| Respect for Campus Authority . . . . .   | 13 |
| Security . . . . .   | 14 |
| Skateboards/Roller Blades/Motor Scooters/Hoverboards . . . . .                 | 14 |
| Social Events . . . . .  | 14 |
| Social Networking and Public Forms of Communication via Social Media . . . . . | 14 |
| Solicitors and Salespersons . . . . .  | 15 |
| Student Right to Know and Campus Security . . . . .                            | 15 |
| Tobacco-Free Policy. . . . .   | 16 |
| Campus Buildings . . . . .   | 16 |
| Residential Halls . . . . .  | 21 |
| Campus Culture. . . . .  | 23 |
| Expectations of Students and Student Conduct. . . . .                          | 25 |
| Student Intellectual and Property and Patent Ownership Policy. . . . .         | 30 |
| Student Responsibilities: Policies and Procedures . . . . .                    | 32 |
| Residential Housing: Policies and Procedures . . . . .                         | 34 |
| Holiday Residence Hall Closings. . . . .                                       | 36 |
| Holiday Residence Hall Closings Schedule . . . . .                             | 37 |
| Housing Assignments. . . . .   | 37 |
| Housing Contract . . . . .   | 37 |
| Keys . . . . .   | 38 |
| Lost and Found . . . . .   | 38 |

|  |    |
|--|----|
| Maintenance Service . . . . .  | 38 |
| Non-Traditional Housing Options . . . . .  | 39 |
| Personal Property . . . . .  | 39 |
| Quiet/Study Hours . . . . .  | 39 |
| Remaining on Campus during Holidays/Breaks . . . . .                                 | 40 |
| Residential Authority and Room Privacy . . . . .                                     | 40 |
| Residential Deposit Refund . . . . .   | 40 |
| Residential Visitation Policy . . . . .  | 41 |
| Room Change Requests . . . . .   | 43 |
| Room Furnishings, Possessions, and Care . . . . .                                    | 44 |
| Continuing Student Housing Request . . . . .   | 45 |
| Withdrawal from University Housing . . . . .   | 45 |
| Student Voicemail & Telecommunications . . . . .                                     | 45 |
| Telecommunications . . . . .   | 45 |
| Student Services . . . . .   | 46 |
| Academic Advising . . . . .  | 46 |
| Business Office . . . . .  | 46 |
| Campus Accessibility . . . . .   | 46 |
| Career Development . . . . .   | 46 |
| Communications . . . . .   | 47 |
| Computer Labs . . . . .  | 47 |
| Dining Hall Hours . . . . .  | 47 |
| Dining Services . . . . .  | 47 |
| Drones (Unmanned Aerial Aircraft) . . . . .  | 48 |
| Emergency Text Message Program . . . . .   | 48 |
| Inclement Weather Announcements . . . . .  | 48 |
| Cancellation of Classes and Suspending Operations due to Inclement Weather . . . . . | 49 |
| Financial Aid . . . . .  | 49 |
| First-Year Programs . . . . .  | 49 |
| Identification Cards . . . . .   | 49 |
| Information Technology Acceptable Use Policy . . . . .                               | 49 |
| Internet . . . . .   | 50 |
| Lion Pride and Java 201 . . . . .  | 50 |
| Office 365 . . . . .   | 50 |
| Mail . . . . .   | 51 |
| Student and Academic Support Services and Student Ombudsman . . . . .                | 52 |
| Wellness Center . . . . .  | 52 |
| Veterans Affairs . . . . .   | 53 |
| The Connection . . . . .   | 53 |
| The Loft . . . . .   | 53 |
| Tutoring Services . . . . .  | 53 |
| Writing Center . . . . .   | 53 |
| Student Employee Programs . . . . .  | 54 |
| Final Exam Schedule . . . . .  | 55 |
| Campus Directory . . . . .   | 56 |



## MESSAGE FROM STUDENT LIFE & DIVERSITY

Dear Students:

I am excited that you have chosen to be a part of our Lindenwood University family. In addition to being challenged academically, you will also experience a wonderful student body, facilities, athletics, concerts, dance performances, fine arts programs, student organizations, and support services. I encourage you to take full advantage of all that Lindenwood has to offer inside and outside of the classroom. Students are also encouraged to take part in the Lindenwood Student Government, which plays an active role on campus and in facilitating campus events, because they work with 90 student organizations. The university features over 50 athletic programs, providing a wealth of opportunities to participate in and/or attend athletic events. Whether you commute or live on campus, we look forward to you being an active part of our community.

This 2018-2019 Student Handbook was prepared to provide you with the values, expectations, and policies we hold as an institution. Should you ever have any questions regarding the policies and regulations or need clarification, please do not hesitate to contact me. Our goal is your success, because your success is our success.

Lindenwood is proud of the availability of its student email system, Office 365, as well as the Rave emergency text message program. Both forms of electronic media are offered to enhance and expand the college experience and empower students by providing university-related and/or emergency information. Please be aware that official university notices are frequently sent to your Office 365 account. Please check yours regularly, as all students are responsible for the information conveyed via Office 365 messages. If you need assistance procuring access to Office 365 or the Rave emergency text message program, please visit the Office of Student Life & Diversity, located on the third floor of the Evans Commons.

Welcome to your university.

A handwritten signature in black ink that reads "Shane Y. Williamson". The signature is written in a cursive style with a long horizontal flourish extending to the right.

Shane Y. Williamson, Ed.D.  
Associate Vice President for Student Life & Diversity/Dean of Students

The Student Handbook shall apply to all students currently enrolled in Lindenwood University, 209 S. Kingshighway, St. Charles, Missouri 63301, online, and any of its extension sites located in Missouri. This Student Handbook shall not apply to students that are solely attending Lindenwood University-Belleville, which has its own handbook.

## **OFFICE 365**

Office 365 is available to all currently enrolled students, undergraduate and graduate, part-time and full-time. Therefore, official university correspondence will come via this communication medium. Students are responsible for being aware of and responding to all university emails sent to them. Failure to do so may result in missing important deadlines, opportunities, or other need-to-know information.

## **PHOTO USAGE**

As a student at Lindenwood University, you may be photographed on campus or at campus events, and those photographs may be used on Lindenwood's website and social media sites and in promotional materials for the university.

## **RAVE EMERGENCY TEXT MESSAGE PROGRAM**

The emergency text message program is designed to disperse important alerts or emergency information, such as class cancellation due to weather conditions or negative activities affecting the campus. All students are automatically enrolled in the service with their Office 365 email addresses and mobile phone numbers if one is provided. Participation in the program is voluntary, and students can opt out, but the university strongly encourages everyone to participate to ensure all are apprised of pertinent information.

## **WELCOME TO LINDENWOOD**

### **A PROUD PAST AND A PROMISING FUTURE**

Lindenwood University was founded 190 years ago on the highest ground between two rivers amid a grove of beautiful linden trees. Today, it is the second oldest university west of the Mississippi River. Since 1827, when it was founded by pioneering educators Mary Easton Sibley and George Sibley, Lindenwood has enjoyed a reputation as an innovative force dedicated to liberal arts education.

Mary Sibley, along with her husband, George, himself a prominent pioneer and frontiersman who helped chart the Santa Fe Trail, sought to establish an institution that would reach across all fields of knowledge. They wanted their school to teach a solid academic core and a balanced sense of self-worth among its students, a sense that accompanies a dedication to the larger community and nation. They also sought to create an institution that teaches the breadth of liberal arts along with the focused scope of the sciences and other academic fields of specialty, seeking to synthesize all knowledge in an effort to educate the student as a whole person.

Lindenwood has changed through the years, in keeping with its innovative, pioneering heritage. A number of new programs and delivery formats are offered at both the

undergraduate and graduate levels to meet the ever-expanding horizons of the Lindenwood student population—a population that now includes a wide range of working adults and professionals in addition to traditional university students.

This academic year, more than 12,000 full- and part-time students will attend classes at Lindenwood University. Approximately 2,500 of those students will live on the beautifully wooded residential university campus. Campus residence halls and classroom buildings are newly renovated and modernized. Eight new dormitories have been built within a 10-year period. The Library Academic Resource Center is one of the more recent buildings to open.

The innovative, pioneering spirit of Mary and George Sibley certainly flourishes at Lindenwood today. More than 30,000 alumni continue to distinguish themselves in virtually all fields and walks of life, reflecting not merely their excellent academic preparation but their development as balanced, whole persons. Lindenwood continues the tradition begun by the Sibleys by preparing liberally educated (not merely specialized or trained), responsible citizens.

Lindenwood seeks to balance formal learning in the classroom with a wide range of extra- and co-curricular experiences designed to provide education for lifelong learning: education that continues to prepare individuals for success as responsible citizens. Importantly, while offering this range of opportunities, Lindenwood encourages its students to reach their full academic potential, insisting that they be their very best.

## **AN UNDERSTANDING OF COMMITMENT**

Lindenwood University is committed to the development of the whole person within a values system that acknowledges the university's Judeo-Christian heritage and focuses on four-dimensional personal growth: mental, social, physical, and spiritual. Resident life helps students establish good learning skills; gain a broad range of knowledge and understanding about the arts, humanities, and sciences; obtain social and physical enjoyment through athletic and recreational activities and special events; grow in capacity for work, achievement, and leadership; and experience self-discovery and personal fulfillment that will serve a lifetime.

The university community seeks to foster peace and harmony by maintaining order and stability. Policies and rules help to establish order and serve the common good. The Lindenwood University community is a voluntary society that asks you, as its member, to possess a loyalty to the institution and personal commitment to growth, education, and the community.

Your activities affect both you and others. In choosing to be a part of this learning community, you agree to be responsible and act in such a way that reflects favorably on yourself and the community. You are expected to abide by established laws. You are expected to conduct yourself at all times in a manner that exemplifies respect and seeks the best interest of all members of the community.

Responsible members of the Lindenwood University community demonstrate respect for self, others, and their institution by

- Exhibiting personal qualities of honesty, fairness, integrity, and accountability;
- Developing interpersonal relationships that enhance the quality of life on campus by treating other persons with respect and dignity;

- Relating to others in a manner that assures their physical safety, emotional health, and psychological well-being;
- Abstaining from any form of intimidation and harassment that causes fear, threat, or discomfort on the part of others;
- Respecting the rights of students and staff by remaining reasonably quiet in the residence halls, classrooms, library, and laboratories;
- Respecting the physical property of the university and of other students;
- Striving to enhance the physical and mental health of all persons by not using, possessing, or providing others with alcohol, illegal drugs and chemicals, or other harmful substances;
- Respecting traditional Judeo-Christian values;
- Abiding by all policies of the university and fulfilling all contractual agreements with the university;
- Abiding by the laws of the city, county, state, and nation.

When your behavior or attitude does not conform to these standards, you will be counseled in a personal, patient, and just manner. Referrals may be made to a university official for personal inventory, self-evaluation, counseling, and advice. Correcting behavior and fostering personal growth are often times more desirable than punishment. However, disciplinary action will be taken when warranted. The university reserves the right in its discretion to issue sanctions, deny admission or dismiss a student whose behavior and/or living habits are judged to be detrimental to the welfare of the community.

## **UNIVERSITY MISSION AND COMMITMENTS**

### **REAL EXPERIENCE. REAL SUCCESS.**

Enhancing lives through quality education and professional preparatory experiences.

### **VALUES**

- Integrity - We are committed to ensuring trust and respect for all persons in an environment that cultivates individual and institutional integrity.
- Dedication - We are committed to developing a high-performance work ethic and dedication to discipline or vocation.
- Excellence - We are committed to providing quality and excellence in all our endeavors.
- Creativity - We are committed to the development of original ideas, knowledge and innovative approaches to solving complex problems.
- Community - We are committed to creating a connected, diverse community, sharing common attitudes, interests, and goals supporting personal and professional growth.



## **ACADEMIC FREEDOM**

The following statement on academic freedom was formulated by a joint task force of the faculty's Educational Policies Committee and the Faculty Council and endorsed by the president and the academic administration in 2007:

Lindenwood University is committed to the idea that universities are centers of intellectual growth, exploration, creativity, and expression. It is incumbent upon the university, therefore, to create an atmosphere that is conducive to open, critical thinking. Central to that duty is the freedom to formulate and express ideas that advance the process of intellectual inquiry and education. Therefore, freedom of thought and word within the confines of higher education is central to effective education of the whole person.

Academic freedom also carries profound responsibilities. The university itself must take all precautions to protect the ability of faculty to express ideas and teach concepts that are germane to their respective subjects in research and publication as well as the classroom; the ability to do so without interference must remain unfettered. Some subjects of intellectual inquiry cause discomfort to some or all students and faculty members, yet failure to explore those topics would be to deny our responsibility as educators. Rather, the open exchange of ideas between faculty and students must be conducted in an atmosphere of mutual civility, respect, and attention toward the greater good of the university and its members.

Faculty members should neither be censored for expression of their views nor engage in self-censorship out of fear of recrimination; similarly, students should know that they have the right to express their views as well but will be held to the same standard of defense of those views. Academic freedom in no way implies a tolerance of disrespect, of bigotry, or of discrimination regarding age, race, national origin, religion, sexual orientation, or gender, nor should the academic freedom of one person interfere with the freedom of another.

Academic freedom also includes the right to freedom in research and publication. Faculty members are free to select topics, obtain data, and report findings in a manner that is scientifically and academically sound in one's field without censorship. Work that produces monetary gains will be based on standard practices and shall not be linked to nature of the research.

The freedom to associate, to speak, and to write are central to the republic itself. Therefore, it shall be the policy and practice of the university to permit a faculty member's exercise of the basic right of freedom of speech when outside the university itself and to be involved in community activities.

## **DIVERSITY, EQUALITY, AND INCLUSION STATEMENT**

Lindenwood University's commitment to equality and inclusion is detailed below.

Lindenwood University is proud of its diverse population of faculty, staff, and students from all corners of the world. We intentionally design our policies in such a manner that all stakeholders (whether students, employees, or visitors) will be treated respectfully, fairly, equitably, and with dignity and inclusiveness in the pursuit and achievement of the objectives of their relationship with the university.

Additionally, we strive to ensure the opportunities afforded by the university for learning, personal advancement, and employment are offered to all without discrimination and that we always provide a safe, supportive, and welcoming environment for all students, employees, and visitors. Upholding a culture of diversity, equity, and inclusion means that people of different cultures, races, colors, genders, ages, religions, orientations, affiliations, sexual orientations, socio-economic backgrounds, disabilities, or countries of origin shall not be mistreated or discriminated against on the basis of their differences. Therefore, all Lindenwood policies, facilities, resources, activities, and privileges, irrespective of individual differences, are made available and accessible to everyone in our campus community.

## **AT LINDENWOOD UNIVERSITY, WE WILL STRIVE TO**

- Offer collaborative and integrated academic, co-curricular and sporting programs that provide mutually beneficial experiences to our diverse body of students.
- Pursue and promote mutual understanding, respect, and cooperation among our students, teaching and non-teaching staff, contractors, suppliers, and visitors to our community who represent the aforementioned differences.
- Encourage and promote the empowerment and advancement of minority groups within our community through academic and social activities, offering activities of special interest to them, and affording them equal-opportunity integration within our community.
- Respect the knowledge, skills, and experiences that every person in our community brings to the university.
- Design and operate flexible and easily accessible services, facilities, and activities whose procedures appropriately recognize the needs of everyone in our community.
- Make every effort to ensure that our current and future contractual agreements and obligations fully reflect and embrace our commitment to the philosophy and culture of diversity, equity, and inclusion as delineated in this statement.
- Encourage all faculty and staff members to promote diversity, equity, and inclusion throughout our community.
- Protect every member of our community against all forms of discrimination.

## **DRUG-FREE SCHOOLS, COMMUNITIES, AND WORKPLACE**

Lindenwood University's commitment to a drug-free community is detailed below.

Lindenwood University strives to uphold the ideal of an alcohol-free, drug-free campus, and we strictly enforce related policies and regulations. In keeping with this ideal, we comply with the Drug-Free Schools and Communities Act of 1989 and the Drug-Free Workplace Act of 1988, and we seek to provide a healthy, safe, and secure environment for students and employees. Lindenwood has implemented programs that provide for annual distribution, in writing, to each student and employee of (1) standards of conduct that clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on university property or as part of any university activity; (2) descriptions of applicable legal sanctions under local, state, or federal law; (3) descriptions of available drug or alcohol counseling, treatment, or rehabilitation or re-entry programs; and (4) clear

statements of the disciplinary sanctions that the university will impose on the students and employees. Lindenwood University also provides for the biennial review of these programs to determine their effectiveness, implement needed changes, and ensure that disciplinary sanctions are consistently enforced. Non-compliance with the regulations by students, employees, and the institution carries serious penalties, including the termination of all federal financial assistance and the possible requiring of repayment of funds received. Refer also to the Campus Policies section in the Student Handbook and to the information booklets distributed separately to both students and employees.

## **INSTITUTIONAL NONPARTISANSHIP**

Lindenwood University's commitment to nonpartisanship is detailed below.

No office, organization, subdivision, student, or employee of Lindenwood University may use university resources, advertising channels, or work time to promote, assist, or express support for any particular candidate(s) pursuing election or appointment to a political office. No Lindenwood students, faculty members, or employees may use those resources or university work time on behalf of personal political initiatives or state or imply that they speak as a representative of the university when expressing personal support for a political candidate. No Lindenwood students are permitted to post, mount, erect, or stand a sign, banner, or poster of a political nature on any property owned, leased, or managed by the university.

This policy is in no way meant to deter students or organizations on campus from engaging in political discussions and debate. However, Lindenwood as an institution must remain politically neutral relative to candidates for office. Also, students may invite active candidates to campus as long as the university issues equal invitations to the opposing candidates. The general principle is that Lindenwood will allow political activities on campus only if they serve a clear educational purpose. Any such events must be approved by the Office of Student Involvement.

## **POLICY OF NON-DISCRIMINATION**

Lindenwood University does not discriminate on the basis of race, color, national origin, age, sex, pregnancy, religion, disability, veteran status, or other status protected under applicable federal or state law. This policy extends to its admissions, employment, activities, treatment, educational programs, activities, and services.

Lindenwood University is committed to a policy of non-discrimination. Any kind of discrimination, harassment, intimidation, or retaliation is unacceptable. For the purpose of this policy, discrimination, harassment, intimidation, or retaliation may be defined as any attempt on the part of individuals, groups, or recognized campus organizations to deny an individual or group those rights, freedoms, or opportunities available to all members of the Lindenwood University community.

The following persons have been designated to handle inquiries regarding Lindenwood University's non-discrimination policies: Kelly Moyich, Title IX Coordinator (636.255.2275 or LARC , Suite 221) and Dr. Shane Y. Williamson , associate vice president for student life & diversity/dean of students (636.949.4728 or 3030 Evans Commons). Jeremy Keye (636.949.4510 or jkeye@lindenwood.edu) has been designated to handle inquiries regarding Lindenwood University's disability services. Any person may also direct inquiries

to the U.S. Department of Education's Office for Civil Rights (One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, MO 64106, Ph: 816.268.0550, OCR.KansasCity@ed.gov). Lindenwood University is an Equal Opportunity Employer.

## **TITLE IX SEXUAL HARASSMENT POLICY**

Lindenwood University is committed to maintaining an environment that is free from sexual discrimination, sexual and gender-based harassment and violence, relationship violence, stalking, and retaliation. A full copy of Lindenwood University's Sexual Misconduct Policy is located at <http://www.lindenwood.edu/files/resources/final-title-ix-policy-11-2.pdf>. If a student is aware of sexual misconduct and/or feels he or she is a victim of sexual misconduct, he or she should immediately contact Lindenwood University's Title IX coordinator at 636.255.2275, LARC, Suite 221.

## **UNIVERSITY POLICIES**

### **ALCOHOLIC BEVERAGES**

Present state law makes subject to arrest and prosecution any person younger than 21 years of age who consumes and/or possesses alcoholic beverages or supplies such beverages to a person under the age of 21. The university administration and Board of Trustees have further instructed that alcohol be prohibited on campus. Lindenwood University has policies prohibiting alcoholic beverages at any athletic event on or off campus. Student problems relating to alcohol and its possession and/or use will be brought to the attention of university authorities, resulting in disciplinary action, including possible dismissal from the university. The Student Counseling and Resource Center provides confidential counseling and referral services to students who are dealing with substance abuse issues.

### **BULLETIN BOARD FLIERS, NOTICES, AND OTHER PROMOTIONS**

Announcements of meetings and events by campus-approved organizations may be posted or placed at designated areas on campus by Student Involvement staff. These postings and announcements will reflect the integrity of the university and represent student meetings and events. Materials will be posted according to the following guidelines:

- Materials for meetings and events must be pre-approved by Student Involvement and will be posted by its staff on designated Student Activities bulletin boards. Materials of an academic nature (courses, research participants, etc...) must be approved by the Office of the Provost and Vice President for Academic and Student Affairs.
- Posters, fliers, banners, or other notices will only be posted on bulletin boards. Postings will not be attached to or written on building walls, beams, glass, trees, hallways, lamp posts, doors of any type, floors, or ceilings or painted on sidewalks.
- No more than one flier per event will be posted on a bulletin board.
- Chalking on sidewalks must also be approved by Student Involvement.
- Painting of the Spirit Rock must also be approved by Student Involvement.

Students, campus organizations, or non-campus persons wanting to host a table in a facility on campus must request permission to do so through Student Involvement. Additional promotional methods are available. For more information, visit the Student Involvement Office on the third floor of Evans Commons.

## **CONTROLLED SUBSTANCES**

Lindenwood University cooperates with local, state, and federal officials regarding the use of controlled substances. Because the use of drugs harms the user physically and mentally, interferes with the user's ability to carry on his or her academic and social life, and infringes upon the social and academic rights of others, Lindenwood University will not tolerate and strictly prohibits any use, possession, or distribution of narcotics, illegal drugs, chemicals, and/or related paraphernalia. Further, students receiving federal financial aid (Pell Grant, Guaranteed Student Loan, etc...) are required to sign pledges that they will not use, possess, or distribute controlled substances, and they risk the cancellation of that aid by involvement in such activity. A medical use of drugs is permitted when prescribed by a physician. Violation of this policy may result in immediate dismissal. A copy of the Lindenwood University Guide to a Drug-Free Campus is available in Student Development and Student Involvement.

Lindenwood will assist in any substance abuse problem that may arise. The Student Life & Diversity Office, the university chaplain, and the Wellness Center will provide additional assistance for students having a physical or psychological problem with alcohol, drugs, or other chemicals. Students may also voluntarily approach a university official for assistance. In situations in which a behavioral incident involves substance abuse and results in disciplinary action, the university's interest also includes the provision of screening, educational, and informational assistance and referral to other professional services.

## **CLASSROOM CELL PHONE USE**

No phone calls may be answered during class; phones must be set on vibrate or silenced during class periods. The use or permitted presence of cellphones in the classroom is left to the discretion of the professor. Unauthorized or disrespectful use of cell phones hinders learning outcomes, and continued cell phone use may result in disciplinary action at the discretion of the professor or as stated in the course syllabus.

## **CLASSROOM RECORDING DEVICES USE**

During classroom instruction, the use of cameras, video, audio taping devices, or any other kinds of recording devices (including telephones) is allowed only after obtaining permission from the instructor; otherwise, the use of such devices is prohibited. Such recordings may not be redistributed to anyone who is not a member of the class without the express written permission of the instructor and all student subjects of the recording.

## **COUNTY LIBRARY DISTRICT FINES – ST. CHARLES CITY**

The university, in cooperation with the St. Charles City-County Library District, will collect any fines or assessments due to the library and bill them to each student's account. Any sums due will be treated as any other student fee.

## **DIRECTORY INFORMATION NOTICE**

Pursuant to the Family Education Rights and Privacy Act (FERPA), Lindenwood University may disclose, without consent, "directory" information. You must notify the Office of Academic Services, in writing, to request that certain directory information not be disclosed. Directory information includes name, address, telephone listing, email



information, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, degrees and awards received, most recent school attended, and other similar information.

## **FIRE AND TORNADO ALARMS**

All residents must leave the residence hall immediately when the fire alarm sounds. When the city tornado siren sounds with a steady blast, students must go to the nearest designated campus shelter and remain there until the “all clear” is given by a university official. The City of St. Charles conducts a test of alarms on the first Monday morning of every month when the weather is clear.

## **FIRE PROTECTION EQUIPMENT**

The presence of fire extinguishers, hydrants, and alarms is mandated by civil housing codes and state and federal laws. Any unauthorized use or tampering with such equipment is considered a violation of those statutes and university policy and will result in disciplinary action, financial charges for damage, dismissal when abuses are severe or repetitive, and possible prosecution by civil authorities.

## **FIREWORKS, FIREARMS, EXPLOSIVES, AND WEAPONS**

All fireworks, firearms, explosives, BB guns, archery equipment, knives, or other items that may be considered weapons (i.e., snowballs, water balloons, paint pellet guns, soft pellet pistols, or decorative swords) are prohibited on the campus. Violators are subject to campus disciplinary action, up to and including dismissal and possible referral to appropriate local, state, or federal law enforcement agencies.

## **GAMBLING**

Students are prohibited from Internet gambling and other forms of gambling conducted on any university-owned property. Violations of this policy may result in university sanctions, up to and including dismissal.

## **PARKING**

A valid Lindenwood parking permit is required for all vehicles used by undergraduate and graduate resident and commuter students. In an effort to be responsible and harbor a safe environment in all traffic and parking situations, students are required to park in valid, marked parking spots in designated parking lots, without exception. Frequent violations or the creation of hazardous situations as a result of irresponsible driving or parking will result in booting of the vehicle, possible loss of driving/parking privileges on campus, and towing at the vehicle owner’s expense without warning.

The following regulations are strictly enforced:

- The speed limit on campus is 15 MPH and will be closely monitored by public safety personnel. Numerous violations will result in loss of driving privileges on campus.
- Parking in areas other than those designated parking spots is forbidden and will result in a fine.

- Impeding traffic is hazardous and causes unnecessary delays in the flow of vehicles and traffic. This action will result in a fine and possible immediate towing at the owner's expense.
- Handicapped parking spots require the vehicle to have a valid state-issued hangtag or license plate. All others parking in a handicapped parking spot are subject to fines.
- Fire lanes are designated by yellow markings on the curb throughout campus. Vehicles are prohibited from parking at these curbs. Violators are subject to towing and additional fines.
- Courtesy lanes are designated by red markings on the curbs or signs throughout campus. These areas are provided for a maximum of 10-minute parking; cars parked longer than 10 minutes may be ticketed.

The Memorial Arts Building and Young Hall parking lots are designated for commuter, faculty, and staff parking only. No resident parking is permitted in these lots. Additionally, some parking spots on campus are reserved specifically for adjunct faculty members and university vehicles. No student parking is permitted in these spots.

Written appeals of parking tickets can be made to the director of Public Safety and Security within 30 days of the date the ticket was issued. Appeals must include the ticket number, date, and time the ticket was received and an explanation of the reason for the appeal. The director of Public Safety and Security will reply indicating whether (1) the ticket has been dismissed, (2) the fine has been reduced, or (3) the ticket has been sustained and the fine must be paid.

## **PETS**

No pets, except fish, are permitted on the university campus without supporting medical documentation. Aquarium size is limited to 10 gallons or smaller. In most cases, pets cause clean-up problems, create noise, occasional feeding and food storage problems, odors, aggravation of allergies, and sometimes health and sanitary violations. On occasion, a stray pet will be found roaming the campus. For safety reasons, please do not feed the animal or touch it. Please contact the security office regarding any stray animals. Any resident who is found to have an unauthorized pet will receive a \$150 fine.

## **RESPECT FOR CAMPUS AUTHORITY**

It is the policy of Lindenwood University, consistent with its efforts to foster an environment of respect for the dignity and worth of all members of the Lindenwood community, that harassment, improper language, and/or aggressive actions directed toward employees of the university will not be tolerated.

All staff and faculty participate fully in the university's lines of authority and are to be respected. Such individuals have full authority to administer university policies, recommend actions, and have the responsibility to report any violation or areas of concern to the proper administrative office.

## SECURITY

Students are encouraged to take the following security measures:

- Always lock your room and car.
- Do not keep or carry large sums of cash.
- Protect your keys at all times and report lost keys immediately to your community advisor, area coordinator, or the Student Development Office.
- Report to the Public Safety and Security Office the strange behavior of any individual on campus.
- Do not violate campus security measures or policies; specifically, abide by all access rules, adhere to the university's outlined visitation policies, and do not open locked doors.
- Report any known or suspected thievery to the director of Public Safety & Security. This will ensure the safety of everyone's property. The Student Right to Know and Campus Security Act, signed into law Nov. 8, 1990, requires the university to collect information on campus security. The crime log is available in the Office of Public Safety.
- To contact campus security for an escort to or from the parking lots or buildings, call (636) 949-4911. Please give advance notice to campus security personnel on duty so they can accommodate you.

## SKATEBOARDS/ROLLER BLADES/MOTOR SCOOTERS/HOVERBOARDS

The use of skateboards, roller blades, hoverboards, and any non-street legal motor scooter is authorized as a mode of transportation only but is not permitted for use within university buildings. Any student found to be damaging university property as a direct result of improper usage of the items listed above is subject to campus disciplinary action. Motor scooters and/or motorcycles must display a valid Lindenwood University parking permit for use on campus, and the operator must have a helmet and insurance to operate the vehicle on public roadways.

## SOCIAL EVENTS

Events sponsored by recognized student organizations must be approved by the Office of Student Involvement. These events must be submitted through Involve U at least 21 days prior to the time of the activity. Student Involvement is located in Evans Commons on the third floor. For a complete listing of all events, go to Involve U in your student portal.

## SOCIAL NETWORKING AND PUBLIC FORMS OF COMMUNICATION VIA SOCIAL MEDIA

Lindenwood respects each student's right to free speech and expression. However, students are responsible for the manner in which they choose to use this expression. The university's primary concern regarding social media such as Facebook, Snapchat, Twitter, and Instagram, involves the safety of students as well as the integrity of Lindenwood and its community. Potential employers, clients, and family members may access the information posted on social media. Unfortunately, so may predators and criminals. Once information is posted on social media sites, it becomes part of a public realm, accessible to anyone with Internet access. Students forfeit any right to privacy

when pictures, blogs, and/or comments are posted online. In addition, online photos, comments, and posts can be archived forever. Remember, what you do, what you say, and what you post online represents you, your team, and the university.

While Lindenwood has no specific policy prohibiting the use of these websites (as it recognizes that they can be educational), the university does possess resources to determine whether any content violates the university's policies. Any use of social networking or media that is deemed inappropriate by the dean of students, defames the university or its community, is discriminatory or harassing, or violates any of the university's policies or procedures will be subject to sanction, including but not limited to dismissal from the program and/or the university.

In addition, listed below are a few guidelines to follow regarding social media use:

- Avoid posting personal information like addresses, residence hall locations, cell phone numbers, etc.
- Do not make references to alcohol or drugs in photos or blogs.
- Do not post explicit pictures.
- Do not post negative references to your classmates, instructors, staff, or athletic teams or players from other schools.
- Logos and pictures posted on the university's website are copyrighted and cannot be used without university permission.
- Do not post discriminatory or harassing comments.

## **SOLICITORS AND SALESPERSONS**

Students, campus organizations, or non-campus persons are prohibited from solicitation at any time for non-campus-related activities. Any exceptions to this policy must be requested in writing to the director of Student Involvement. Students, campus organizations, or non-campus persons wanting to host a table in a facility on campus must request permission through the Office of Student Involvement. Students should be particularly alert to off-campus salespersons who pose a nuisance and security threat. Contact the Student Involvement or Public Safety and Security offices immediately if you see questionable activity.

## **STUDENT RIGHT TO KNOW AND CAMPUS SECURITY**

Lindenwood University complies with the Crime Awareness and Campus Security Act of 1990 and the Campus Securities Disclosures (Section 458 of the Higher Education Amendments of 1992). The university has developed and implemented policies and educational programs, maintains pertinent institutional statistics, and distributes the particular information to students, employees, and applicants. Policies pertain to (1) timely reporting of criminal actions and other emergencies, along with the university's response processes; (2) access to and the maintenance of facilities for the purpose of security; (3) law enforcement processes, the authority of security personnel, and the working relationship with state and local law enforcement agencies; (4) possession, use, and sale of alcoholic beverages and enforcement of underage drinking laws; and (5) monitoring of any off-campus student groups and facilities. Education programs include those designed to inform the campus about security and general crime

prevention. Statistical records include incidents of criminal offenses (murder, rape, robbery, aggravated assault, burglary, motor vehicle theft and arson) and arrests on campus for violations of liquor laws, drug abuse, and weapons possession. Persons wishing to obtain additional information concerning the 1990 act, 1992 amendments, and university policies may refer to the Student Right to Know and Campus Security Annual Security and Fire Safety Report.

## **TOBACCO-FREE POLICY**

Lindenwood University is committed to providing a healthy working and learning environment for the entire campus community. The purpose of this policy is to reduce harm from tobacco use and secondhand smoke, provide an environment that encourages individuals to be tobacco-free, reduce health insurance and health care costs, and promote a campus culture of wellness. Therefore, Lindenwood University establishes the following tobacco policy for all facilities, campus areas, and university-owned and leased property, or vehicles where services are carried out or offered. All university students, employees, contractors, and visitors are subject to these regulations.

Tobacco includes but is not limited to cigarettes, cigars, pipes, water pipes (hookah), electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and any non-FDA approved nicotine delivery device. Tobacco use is prohibited in all facilities, campus areas, and university-owned or leased property or vehicles where services are carried out or offered.

- A. Tobacco use is prohibited in all university vehicles, including maintenance vehicles and automobiles owned and leased by the university.
- B. Tobacco use is prohibited in all university housing units.
- C. University parking areas are included in the ban.

## **CAMPUS BUILDINGS**

Located on 500 acres at First Capitol Drive and Kingshighway in St. Charles, Mo., Lindenwood University offers a picturesque setting with handsome architectural designs campus-wide and an arboretum of natural beauty, including the linden trees for which the university is named.

### **ADMISSIONS AND WELCOME CENTER (2001)**

The Welcome Center is the brick building located at 1735 First Capitol Drive, next to the water towers; it includes the Office of Undergraduate Day Admissions and the Office of Evening and Graduate Admissions and Extension Sites. The Office of Day Admissions can be reached at (636) 949-4949 or by emailing [admissions@lindenwood.edu](mailto:admissions@lindenwood.edu). The Office of Evening Admissions can be reached at (636) 949-4933 or by emailing [eveningadmissions@lindenwood.edu](mailto:eveningadmissions@lindenwood.edu).

### **BUTLER HALL (1914)**

Named in honor of university benefactor Colonel James G. Butler, this historic hall contains the the Butler Parlor, Butler Loft, computer lab, and Makerspace.



## **EVANS COMMONS (2011)**

The Evans Commons is a place for students to relax and have fun when not in class. The 119,000-square-foot facility includes a dining hall, three basketball courts, a multi-activity court for indoor soccer and inline hockey, a suspended jogging track, and a state-of-the-art workout facility. The building houses offices for Residential Life, Student Involvement, Greek Life, Lindenwood Student Government, CAB, the Wellness Center: Student Counseling and Health Center, Student Life & Diversity, and spaces for student organizations. It also includes a mailroom and laundry room.

## **FIELD HOUSE ATHLETICS CENTER (1901, RENOVATED IN 1989)**

The Field House, which is next to the Fitness Center and across from Hunter Stadium, contains offices for the School of Health Sciences, as well as additional offices for the athletics training program, locker rooms, and a competition billiards room.

## **THE FITNESS CENTER (1901, RENOVATED IN 2001)**

Adjacent to the Spellmann Center, this athletics facility offers weight training and fitness equipment, an indoor athletic cage, an indoor track, and a combination wrestling/dance floor for student and class use. Students must present a valid Lindenwood ID to use the facility. Hours of operation are posted.

## **HUNTER STADIUM (1976, RENOVATED IN 2018)**

This 7,000-seat stadium is the site of Lindenwood Lions men's and women's soccer, men's and women's lacrosse, football, field hockey, rugby, and other sporting events and activities. Named after longtime Lindenwood friend Harlen C. Hunter, the venue features stadium-style and traditional bleacher seating, concession stands, locker rooms, a two-story press booth, live broadcasting, and VIP seating (450 seats).

## **HARMON HALL (1969, RENOVATED IN 2010)**

Located at Watson and Gamble streets and named for the family of the late Chairman of the Board Ray Harmon (2005), Harmon Hall, which houses the entire Robert W. Plaster School of Business & Entrepreneurship faculty and administration, completed a large-scale renovation and expansion in 2010.

## **J. SCHEIDEGGER CENTER FOR THE ARTS (2009)**

This facility was built to accommodate the needs of Lindenwood's fine and performing arts students and the surrounding community. It houses the Lindenwood Theater, a 1,200-seat Broadway-style theater; the Emerson Black Box Theater, which seats 150 to 250 individuals for a more private and intimate production setting; and the Boyle Family Gallery, which displays a variety of art exhibitions. The center is also the home of the School Arts, Media, and Communications' higher education cable channel, LUTV.

## **LIBRARY AND ACADEMIC RESOURCES CENTER (2017)**

Opened in the fall of 2017, this new state-of-the-art 100,000-square-foot building offers a wealth of amenities. In addition to a variety of academic support services, the new space

offers students community spaces, a multi-media lab, gaming spaces with access to all gaming platforms, a theater, group study rooms, classroom spaces, a vastly expanded archives, Help Desk staff, a Starbucks coffee shop, quiet study spaces, tutoring, and Wi-Fi throughout.

In addition to those services, over 23 million book titles are available through the Lindenwood Library in conjunction with its membership in Missouri's statewide academic library consortium, MOBIUS. MOBIUS gives enrolled students physical and electronic access to public and academic library collections in Missouri, as well as access to the collections of the Colorado Alliance of Research Libraries (CARL). In order to take advantage of these resources, students must obtain a valid Lindenwood student ID.

The Lindenwood Library subscribes to more than 100 online databases that are accessible through the library's website. A number of the databases provide full-text access to research materials. In addition to the databases, the library has purchased supplementary electronic tools that easily facilitate navigation of these online resources. A valid student ID is also required to access the library's databases.

Additional services available through the Lindenwood Library are as follows:

- Access to reference librarians in person, via email, by telephone, or by chat;
- Computer lab;
- Laptop checkout for up to 24 hours;
- Hardcopy journal collections;
- An interlibrary loan service for any items not available at the Lindenwood Library or through MOBIUS.

For current hours, students may contact the library at [library@lindenwood.edu](mailto:library@lindenwood.edu) or by visiting [www.lindenwood.edu/library](http://www.lindenwood.edu/library) or calling 636.949.4820.

## **LINDENWOOD ICE ARENA (2004)**

The Lindenwood Ice Arena, located 20 miles west of the main campus in Wentzville, Mo., is home to the men's and women's ice hockey teams. The rink hosts collegiate games as well as local high school and youth games. The arena includes the following features and services:

- 750-seat capacity
- 70,000 square feet
- Side-by-side rinks, both professional NHL size (85-by-200 feet)
- 8 locker rooms
- Heated bleacher seating
- Pro shop (special orders welcome)
- Skate sharpening
- Full-service concession stand
- Video arcade

## **LILLIE P. ROEMER MEMORIAL ARTS BUILDING (1939)**

Dedicated and named in memory of President John Roemer's wife, who was also dean of students at Lindenwood, this building is usually called the Memorial Arts Building or MAB. The beautiful Arthur S. Goodall Lounge on the first floor of the MAB is named in honor of the individual who held the longest membership on the university's Board of Trustees and is now home to the Office of the President. The Latzer Great Hall, located on the second floor, is named in memory of Cora O. Latzer, grandmother of an alumna. The MAB is the home of the Office of Institutional Effectiveness, classrooms, and faculty offices.

## **LINDENWOOD HOUSE (2010)**

The Lindenwood House is the home of the university's president. The home is a private residence for the president's family and is also the site of school-related functions involving students, alumni, and friends of the university.

## **LINDENWOOD UNIVERSITY ALUMNI MUSEUM (1996)**

Located at 136 S. Kingshighway, the Alumni Museum holds artifacts depicting the history of Lindenwood University. The museum is located directly across from the heritage campus entrance.

## **LINDENWOOD UNIVERSITY CULTURAL CENTER (1996)**

Purchased in the spring of 1996, the Cultural Center, also known as the LUCC, is located two blocks north of the main campus at 400 North Kingshighway. The center holds an art gallery. The LUCC houses an auditorium acoustically fit for concerts and is the headquarters of Lindenwood's acclaimed Accelerated Degree Programs.

## **LINDENWOOD UNIVERSITY TRACK (2004)**

Located behind the Hyland Arena, the Lindenwood University Track is the host site for many local and national track and field competitions. A 400-meter synthetic track surrounds a synthetic turf field utilized as a practice field and secondary competition field. Bleacher seating for 1,000, including a press box, was installed in 2015.

## **LOU BROCK SPORTS COMPLEX (2005)**

The complex is named after Hall of Fame St. Louis Cardinal Lou Brock and is home to Lindenwood baseball (seats 670) and softball (seats 200). The fields feature professional dimensions, thick artificial grass, concessions, and live broadcasting facilities.

## **MCCLUER HALL (1961)**

Named in memory of former Lindenwood President Franc L. McCluer and in honor of his wife, Ida Belle, McCluer Hall houses the School of Humanities, some faculty members from the School of Arts, Media, and Communications, converged media lab, and a lounge.

## **ROBERT F. HYLAND ARENA (1996)**

This 3,000-seat arena houses men's and women's basketball, men's and women's volleyball, cheerleading, dance squads, wrestling, gymnastics, and table tennis. Named after the late Robert F. Hyland, former chairman of the board at Lindenwood University,

the arena is acoustically sound and accommodates concerts and performances as well as athletics events. Amenities include coaches' offices, an athletics training room, staff offices, classrooms, concession stands, an auxiliary gym, the 270-seat Luxury Skybox Pavilion, the Sprecklemeyer meeting room, and the VIP Room.

## **ROEMER HALL (1921)**

Dedicated to honor John L. Roemer, president of Lindenwood from 1914 to 1940, and his wife, Lillie P. Roemer, this building serves as the main administration building of the university. Administrative offices in Roemer Hall include the vice president for operations and finance, as well as the Office of Financial Aid, Business Office, Financial Affairs, and the Office of Academic Services. Classrooms and faculty offices are located on the second and third floors of this building.

## **SPELLMANN CAMPUS CENTER (2002)**

The Spellmann Center is named in honor Dennis C. Spellmann, president of Lindenwood from 1990 until his death in August 2006. This 112,000-square-foot building serves as a multi-purpose student center. Sacred rooms, the Nursing Department, and KCLC 89.1 "The Wood" radio station are located on the first floor. The Spellmann Center Dining Hall and Lion Pride are located on the second floor. The Office of General Counsel, Title IX Coordinator, main computer lab, communications faculty offices, and classrooms are located on the third floor. The Office of Public Safety and Security, additional classrooms, and the Anheuser-Busch Leadership Room are located on the fourth floor.

## **STUDENT-ATHLETE CENTER (2012)**

The Spellmann Center is named in honor of Dennis C. Spellmann, president of Lindenwood from 1990 until his death in August 2006. This 112,000-square-foot building serves as a multi-purpose student center. The Connection, KCLC 89.1 "The Wood" radio station, and main computer lab are located on the first floor. The Spellmann Center Dining Hall and Lion Pride convenience store are located on the second floor. The One-Stop-Shop (Academic Services, Financial Aid, Business Office, and Admissions) are located on the third floor along with the Office of International Students and Scholars. Public Safety and Security, additional classrooms and the Anheuser-Busch Leadership Room are located on the fourth floor.

## **STUDIO EAST (1998)**

Located one block from campus on First Capitol Drive, the facility houses Lindenwood University's art studios and an art gallery, as well as space for classes in studio art.

## **STUDIO WEST (2009)**

Located one block from campus on First Capitol Drive, the facility houses Lindenwood University's art studios and an art gallery, as well as space for classes in studio art.

## **STUMBERG HALL (1933, RENOVATED IN 1989 AND IN 2016)**

Named in memory of B. Kurt Stumberg, M.D., and once the site of the university infirmary, Stumberg Hall now is the home to the Office of Human Resources.

## **WARNER HALL (1941)**

Serving for many years as the President's House, located in the center of the Heritage Campus, Warner Hall was dedicated in 2008 to the memory of beloved alumna and Board Member Dorothy DuQuoin Warner. The building now houses offices for the School of Education.

## **YOUNG SCIENCE HALL (1965)**

Named in memory of Howard I. Young, former chairman of the Board of Trustees, the building houses natural science, social sciences, mathematics, and computer science classrooms and labs, the Monsanto Green House, Young Auditorium, and an HD movie theater for the Lindenwood University Film Series.

## **RESIDENCE HALLS**

### **AYRES HALL (1908)**

The hall is named in memory of former Lindenwood President George Frederic Ayres (1903-1913). Ayres Hall serves as a residence for 143 upper-class women and offers one-, two-, and multi-person rooms; community and private bathrooms; and a lounge, located on the lower level.

### **BLANTON HALL (2000)**

This residence hall is named after the family of Board Member Ben Blanton. The building houses 180 female students in air-conditioned suite-style rooms. Blanton consists of two-room suites (two women each) with a shared bathroom. The first floor is home to the Delta Zeta Sorority. The building also has a comfortable main floor lounge with microwave/dining area and first-floor laundry facilities.

### **CALVERT ROGERS HALL (2005)**

This residence hall was named by former Board Member Jane Calvert Rogers to recognize her late parents, her late husband, and her sister, Nancy Calvert. Calvert Rogers Hall houses 187 upper-class students in air-conditioned suite-style rooms. It consists of two-room suites (two students per room) with a shared bathroom. The first floor is home to the Sigma Sigma Sigma sorority. This hall has a comfortable main floor lounge with microwave/dining area and first floor-laundry facilities.

### **COBBS HALL (1950)**

Named in memory of Thomas H. Cobbs, a prominent St. Louis attorney and member of the university's Board of Trustees, Cobbs Hall offers air-conditioned traditional rooms for 78 women. Cobbs Hall is designated as an upper-class hall. It consists of two-room suites (two women per room) with a shared bathroom and single rooms. The lower level offers four-person rooms with community bathrooms. There is a comfortable main floor lounge with microwave/dining area, and laundry facilities are located on the lower level.

## **FIRST CAPITOL HOUSES**

Located on First Capitol Drive across from campus, these houses provide residence for students.



## **FLOWERS HALL (2003)**

This residence hall is named in honor of the family of Board Member Duane Flowers. Flowers Hall houses 180 first-year men in an air-conditioned facility with two-room suites (two men per room) and shared bathrooms. It also has a comfortable main floor lounge with a microwave/dining area and first-floor laundry facilities.

## **GUFFEY HALL (2000)**

Guffey Hall is named in honor of longtime former deans John R. Guffey (Admissions) and Sheryl K. Guffey (Campus Life). Guffey Hall offers air-conditioned rooms for 187 male students, with two-room suites (two men per room) and shared bathrooms. Guffey Hall also has a comfortable main floor lounge with a microwave/dining area and first-floor laundry facilities.

## **IRWIN HALL (1924)**

The residence hall is named in memory of Reverend Robert Irwin, college president from 1880 to '93. Irwin provides a traditional residence for 150 female upper-class students. Irwin has two-room suites (two women per room) with shared bathrooms and three- and four-woman rooms available. The lower level and fourth floor have community bathrooms. It also has a comfortable main floor air-conditioned lounge with a microwave area. The laundry facilities are located on the lower level. The first floor is home to the Phi Sigma Sigma Sorority.

## **LINDEN LODGE (2010)**

This is an upperclassmen residential facility located just off the main campus, adjacent to the Wal-Mart shopping area in St. Charles. This facility has occupancy for 224 students. It consists of two-person rooms, each with an individual bath. There is a spacious lounge located in the hall. It is air-conditioned and has wireless Internet service and a small laundry facility.

## **LINDEN TERRACE**

Located on and east of Droste Road, Linden Terrace offers duplexes and houses for junior, senior, and graduate students.

## **MATHEWS HALL (2005)**

This residence hall is named in honor of the family of Trustee Member Joseph Mathews. Mathews Hall offers air-conditioned rooms for 180 first-year male students with two-room suites (two men per room) with shared bathrooms. It also has a comfortable main floor lounge with a microwave/dining area and first-floor laundry facilities.

## **NICCOLLS HALL (XXXX)**

Niccolls Hall is home to the members of our fraternities: Delta Tau Delta, Phi Delta Theta, Phi Lambda Chi, and Theta Xi. This facility provides our fraternities an opportunity for community and interfraternalism by providing them with a community living space.

## **PARKER HALL (1966)**

Named in memory of Dr. Alice Parker, former professor of English literature at Lindenwood, Parker Hall serves as an upper-class men's residence hall for 160 students. It has air-conditioned two-room suites (two or three men per room) with a shared bathroom; four-man rooms are available with a private bathroom, and six single rooms are available with a community bathroom. The hall also has a spacious main floor lounge with microwave area and main-floor laundry facilities.

## **PFREMMER HALL (2008)**

This freshman residence hall is named in honor of Ralph Pfremmmer, founder and CEO of PFoodman. Pfremmmer Hall provides housing for 199 first-year women in air-conditioned suite-style rooms. Pfremmmer has two-room suites (two women per room) with a shared bathroom. It also has a spacious main floor lounge with a microwave/dining area and first-floor laundry facilities.

## **RAUCH MEMORIAL HALL (2001)**

This residence hall was named by Board Member Elizabeth Rauch in honor of her family. It is equipped to house 199 upper-class students in air-conditioned suite-style rooms. Rauch has two-room suites (two students per room) with shared bathrooms. There is also a comfortable main-floor lounge with a microwave/dining area and first-floor laundry facilities.

## **REYNOLDS HALL (2008)**

Named in honor of longtime school superintendent Gene Reynolds, this residence hall offers housing for 199 first-year women in air-conditioned two-room suites (two women per room) with a shared bathroom. This hall also has a comfortable main-floor lounge with a dining area and laundry facilities on the first floor.

## **SIBLEY HALL (1860)**

The oldest and the most celebrated building on campus, Sibley Hall was named in honor of Mary Easton Sibley and George C. Sibley, who founded Lindenwood in 1827. It replaced the campus' original log cabin structure in 1860 and is listed in the National Register of Historic Sites. Sibley Hall serves as a women's residence hall for 120 female students. It has one-, two-, three-, or four-woman rooms with community bathrooms, although some private bathrooms are available. It has a beautiful air-conditioned lounge on the main floor, and the laundry facilities are on the lower level. The renovated Sibley Chapel is open for lectures, recitals, and other special events.

## **CAMPUS CULTURE**

Lindenwood University believes in the importance of co-curricular involvement in activities as a valuable supplement to classroom learning in the total educational experience. The Office of Student Involvement, located in the Evans Commons 3040, serves as a coordination center on campus and works with the Lindenwood Student Government, Greek organizations, the Intramural Sports program, and all other student organizations in facilitating all activities and projects sponsored by these programs and organizations.

Student-organized programs and events are scheduled throughout the year. The primary programming body is represented by the student-run Campus Activities Board (CAB). For a complete listing of events, go to Involve U via the student portal.

## STUDENT ORGANIZATIONS

Student organizations are an integral part of university life, providing opportunities for students to design and implement programs, events, and activities that extend and amplify the goals of Lindenwood's mission. Students may complement their academic experiences by becoming involved with some of the 90-plus student clubs and organizations on campus. Lindenwood University is proud to offer a diverse mix of student organizations, including organizations geared toward academic interests, special interest groups, fraternities and sororities, honor societies, departmental clubs, religious organizations, and recreational clubs. The student organizations themselves work in conjunction with Student Involvement to schedule lectures, movies, dances, entertainers, and a wide variety of other events planned to satisfy the diverse needs and interests of the Lindenwood University community. In order to be recognized, student organizations must complete a recognition form through Student Involvement each academic year and provide the name of a faculty or staff advisor, current constitution, and a current list of officers and members. For more information on student organizations, including joining or creating an organization, stop by the Student Involvement Office on the third floor of Evans Commons or visit the Student Life page of the Lindenwood website at <http://www.lindenwood.edu/student-life/>.

## GREEK LIFE

Social Greek organizations have been a part of Lindenwood University since 1992. The goal of all fraternities and sororities on campus has long been to help students develop as leaders and empower them by providing opportunities to create campus traditions, initiate community service, and make lifelong friendships. The social Greek community at Lindenwood consists of three national sororities (Delta Zeta, Phi Sigma Sigma, and Sigma Sigma Sigma) and four fraternities (Delta Tau Delta, Phi Delta Theta, Phi Lambda Chi, and Theta Xi). Lindenwood is also home to culturally based Greek letter organizations as well. These organizations participate in the same activities as social Greek organizations, but also have a social justice focus as well. Currently, Lindenwood has one culturally based organization (Alpha Psi Lambda National, Inc.) and collaborates with several historically African-American fraternities and sororities in the city of St. Louis. The university also has multiple professional and service fraternities. Sororities and fraternities are committed to seeing their members achieve personal excellence; the cornerstone of the Greek campus experience is the development of better women and men. Being a member of the Greek community helps students transition to college life. Not only does the community provide a home away from home, but it also allows members to showcase and train their many talents and gifts. Lindenwood fraternity and sorority members are known for their community service, tight networking, and support for each other. To learn more about Greek life, stop by the Student Involvement Office on the third floor of Evans Commons or visit the Student Life page of the Lindenwood website at <http://www.lindenwood.edu/student-life/>.

## LINDENWOOD STUDENT GOVERNMENT

The Lindenwood Student Government is committed to the highest form of ethical student representation at Lindenwood University. Student government seeks out, identifies, and

acts upon student concerns in a constructive and effective manner, working in cooperation with the appropriate university offices, programs, and departments. Student government also aids in facilitating the academic, social, spiritual, and physical well-being of the student body, as set forth in the Mission Statement of Lindenwood University. The mission of the Lindenwood Student Government is threefold. It is committed to amplifying the voice of students, upholding the standards set by the administration, and providing campus leaders with the tools needed to build a thriving campus culture. For more information on Lindenwood Student Government, stop by the Student Involvement Office on the third floor of Evans Commons or visit the Student Life page of the Lindenwood website at <http://www.lindenwood.edu/student-life/>.

## **LEADERSHIP DEVELOPMENT**

Student Involvement is proud to facilitate educational and engaging opportunities, which provide students and organizations with the essentials needed to explore, strengthen, and elevate their leadership skills. For students wanting to develop specific leadership skills, Student Involvement offers one-hour workshops through our Leadership Series and Lunch with Leaders programs. These programs feature faculty, staff, and alumni and help students develop skills in communication, conflict management, networking, and more. Students wishing to have a more in-depth leadership development experience can participate in our Elevate Leadership Certification or Collegiate Leadership Competition Team. Elevate is a self-designed, co-curricular experience that students can structure around their own interests and career goals. This certification is designed to encourage and reward students for their involvement and leadership at Lindenwood, and help them connect their out-of-class experiences with their academics. The Collegiate Leadership Competition team is a semester-long leadership program. Students meet regularly to develop and practice their leadership skills and then together as a team, compete in a leadership competition against schools from across the country. For more information about leadership programs, you can stop by the Student Involvement Office on the third floor of Evans Commons or visit the Student Life page of the Lindenwood website at <http://www.lindenwood.edu/student-life/>.

## **INTRAMURAL SPORTS**

The role of Lindenwood Intramural Sports is to involve the student body in recreational sports, which can enhance overall university morale and increase satisfaction with campus life. Participating in intramural sports can increase and develop the physical, mental, and social skills of all participants; it can also lead to improved time-management habits. Past intramural options have included activities such as dodgeball, softball, volleyball (indoor and outdoor), soccer (indoor and outdoor), basketball, flag football, and more. All events are publicized through the Student Life page of the Lindenwood website and on Facebook at [facebook.com/LindenwoodCampusRec](https://facebook.com/LindenwoodCampusRec). Students can sign up for any intramural event at [www.imleagues.com](http://www.imleagues.com) or through their student portal. For more information on intramurals, stop by the Intramurals Office on the first floor of Evans Commons or visit the Student Life page of the Lindenwood website at <http://www.lindenwood.edu/student-life/>.

## **EXPECTATIONS OF STUDENTS AND STUDENT CONDUCT**

### **ACADEMIC INTEGRITY AT LINDENWOOD UNIVERSITY**

Academic integrity is the foundation of any educational institution. Lindenwood University

students belong to an educational community invested in the exploration and advancement of knowledge. Academic integrity is a critical part of that investment: all students have a fair opportunity to succeed, and as such, all students owe their classmates, instructors, administrators, and themselves the duty of scholarly and creative work untainted by plagiarism, dishonesty, cheating, or other infringements of academic integrity. In turn, instructors, staff, and administrators will also uphold these policies in order to promote student intellectual development and preserve the integrity of a Lindenwood degree.

As part of this educational community, students are expected to familiarize themselves with the university's policies on academic standards in the Lindenwood University Student Handbook and academic catalog and to adhere to these policies at all times. Students are also encouraged to consult the resources of the university library and the Writing Center and Academic Success Center for assistance with compliance with academic standards.

Academic dishonesty includes plagiarism, cheating, and lying or deception.

- Cheating is giving or receiving unauthorized aid on an examination, assignment, or other graded work. Regardless of where the aid comes from—e.g., cell phone, crib sheet, or another student—it qualifies as academic dishonesty.
- Lying/Deception refers to dishonest words, actions, or omissions directed at university personnel by a student in order to improve the academic or financial standing of any student at the university.
- Plagiarism is the fraudulent presentation of another person's ideas or work as the student's own, or the presentation of the student's own previous work as new and original.
- When a student, whether by accident or design, does not properly acknowledge sources in any academic assignment where original work is expected, that student is stealing the ideas and effort of another.
- For all assignments completed entirely or in part out of class, the instructor reserves the right to interview the student about the work to verify authorship. A student who is unable to demonstrate a basic understanding of the submitted work will be reported for academic dishonesty and an appropriate penalty will be applied.

## **CONSEQUENCES OF ACADEMIC DISHONESTY**

The penalty for the first reported offense of academic dishonesty will be determined by the instructor and may result in a reduced or failing grade on the work/test, failure in the course, or other appropriate penalty. Upon a first report of dishonesty, the student is also required to complete an online academic integrity tutorial. A charge for the tutorial will be applied to the student's Business Office account. For undergraduate students, a second offense will result in failure of the class, and a third offense will lead to expulsion from the university. Graduate students will be expelled after a second offense is reported.

Any questions concerning this policy should be directed to the associate provost and vice president for academic and student affairs, who maintains confidential records of academic dishonesty reports. These records are accessible only to the provost and vice president for academic and student affairs and associate provost and vice president for academic and student affairs and are not linked to the student's academic or financial records at the university.

## **BIAS INCIDENTS**

Lindenwood University is committed to providing a safe, respectful and inclusive environment for all students, staff, faculty, and guests to our community. The institution is therefore committed to achieving a campus that is free from bias incidents and hate crimes. Hate crimes are defined by the Clery Act as “criminal offenses that manifest evidence that the target was intentionally selected because of the perpetrator’s bias related to race, gender, religion, sexual orientation, ethnicity, national origin, gender identity, and/or disability status.” Bias incidents are defined as conduct, behavior, speech and/or expression which are motivated, in whole or in part by bias against the person’s or group’s actual or perceived sex, gender identity, sexual orientation, national origin, race, religion, or disability. Examples may include, but are not limited to, vandalism to personal or university property, defacement of posters or signs, intimidating comments or messages, comments that express harmful stereotypes (i.e., racial jokes), graffiti on a dorm room white board that expresses bias against the above categories, or other similar acts when the target, victim, or class of person was chosen because of one of the above-referenced characteristics. A Bias incident and hate crime will be deemed a violation and subject to discipline and may be deemed an aggravating circumstance to any other violation. Consequently, bias incidents and hate crimes may result in a more serious sanction, up to and including dismissal from Lindenwood University.

However, just because an expression of an idea or point of view may be offensive to some or many does not mean that it constitutes a bias incident. Lindenwood University values freedom of expression and the open exchange of ideas and, in particular, values the expression of controversial ideas and differing views. That being said, this value system does not protect harassment, discrimination, or expressions of bias or hate that violate this handbook. Whether conduct, behavior, speech, and/or expression is an expression of a controversial idea or a bias incident will be determined at the discretion of the dean of students.

## **BULLYING**

Lindenwood University defines bullying as any intentional act of intimidation during which an individual engages in unwarranted conduct that is purposely designed to insult, threaten, humiliate, undermine, coerce, or defame another. Students, faculty, staff, administrators, or organizations who resort to bullying or other forms of intimidation are subject to university disciplinary procedures. To report an alleged instance of bullying, a student should contact the dean of students or the Title IX coordinator. Investigations into alleged occurrences of bullying will be conducted with the highest level of confidentiality.

The institution assures its employees and students that it will consider fairly all complaints and third-party comments and not engage in retaliatory action against any individual who has submitted such information.

## **CONDUCT**

To maximize classroom and campus success for each student and to ensure a positive learning environment, the following conduct is expected of all students:

- Attend all scheduled classes punctually. Enter the room quietly if you are late.
- Dress appropriately, including shirts and shoes.

- Do not use or possess tobacco on any Lindenwood University-owned or -leased property.
- Dispose of empty beverage containers properly if coffee, water, or soft drinks are permitted by the class instructor.
- Limit conversation to class discussion only.
- Do not bring children to class. The faculty advisor or instructor should be contacted for special arrangements for unusual circumstances.
- Inform the instructor at the beginning of class of any important appointments that will require you to leave class or use your cellphone. In these instances, it would be helpful to sit near the door and leave quietly when it's time.
- Ensure that the classroom and student seating area is properly arranged for the next class at the end of each class period.
- Do not accept phone calls in class; phones must be set on vibrate or silenced.
- Remain quiet while in the hall when class is on break or dismissed earlier than usual, as other classes may still be in session.
- Act in accordance with the University Honesty Policy. Academic integrity and student honor are of the highest importance at Lindenwood University. Therefore, students are not permitted to sign classroom, lab, or lecture attendance lists for another student. Cheating, lying, and plagiarism of any kind will not be permitted in the academic program and will be considered a violation of university policy.

## DISCIPLINE

Disciplinary action for non-compliance with university policies, unless already specified in the Student Handbook, will be handled by the Dean of Students Office. Non-compliance covers conduct that occurs on any university-owned or -leased property as well as any university-owned/leased vehicles and off-campus during a university-sponsored activity/funded program/or approved event (i.e. internships), as well as off-campus conduct that will interfere with the campus community and well-being of others. The following steps and procedures will occur once a student has been accused of being non-compliant:

The student will be informed that he/she must meet with the dean of students (or designee), an investigation will be conducted into the allegation(s), interim measures (depending on the severity of the allegations and potential threat to the campus community and well-being of others) may be implemented while the investigation is ongoing, the reporting and accused parties have the right to meet with the dean of students prior to the final decision, a final decision will be made once all of the evidence has been collected and analyzed, the student will be informed via Office 365 of the outcome and any sanctions, and appropriate university constituents will be notified of the outcome.

The student has the right to appeal the sanction(s) in writing to the appellate officer within five university business days from the date of the notification letter. The appeal must be based on either (1) new or relevant information, which was not available at the time of the investigation and/or hearing, or (2) the sanction imposed by the dean of students was excessive and not in keeping with the gravity of the misconduct. The appellate officer will resolve the appeal within five university business days of receiving it and may take any and all actions that he/she determines to be in the interest of a fair and just decision. The decision of the appellate officer is final. The appellate officer will email a statement of the



resolution of the appeal, including any changes made to the previous written determination.

Potential sanctions include, but are not limited to

- Notice
- Warning
- Community service
- Counseling
- Reflective paper
- Social probation
- Assessment of fines or charges for damage
- Administrative withdrawal from a course
- Behavioral contract
- No Contact Order
- Expulsion from residence halls, non-traditional housing, public facilities, or the university
- Suspension
  - Suspension from athletic teams and/or extracurricular activities
- Dismissal from the university (Dismissal may result without prior probationary action.)

In serious situations, a parent or legal guardian may be notified. If a student is dismissed from the university, readmission requires a letter of appeal to be submitted to the dean of students that shows (1) satisfactory understanding by the student of why the dismissal was necessary, (2) why the student wishes to return, and (3) what the student is willing to do in the future to prevent past problems from recurring and contribute to a more positive campus life.

If expelled or dismissed from the university, a student is still responsible for all tuition, room, board, and other charges incurred for that term, subject to the withdrawal and refund policies set forth in the University Course Catalog.

When a student is placed on social probation, the Office of Human Resources will be notified and will determine the impact on the student's employment status.

## **FIGHTING**

Arguments may arise as students relate to each other on campus and in residences. However, students who resort to fighting and/or intentional use of objects to inflict personal harm will incur sanctions up to and including expulsion from the university.

## **STEALING AND POSSESSION OF STOLEN PROPERTY**

The possession of stolen property (from another student, the university, or the general public) or related suspicious behavior (i.e., uninvited entry, deception, false statements) is unacceptable. Violators are subject to campus disciplinary actions and possible referral to appropriate local, state, or federal law enforcement agencies.

# STUDENT INTELLECTUAL AND PROPERTY AND PATENT OWNERSHIP POLICY

## I. STUDENTS

Student Rights--“Student Work” is a work produced by one or more Lindenwood students in fulfillment of class assignments, as projects for academic credit, or as projects with co-curricular or extra-curricular organizations. The primary purpose of a Student Work is educational. A Student Work is owned by the student(s) and is subject to a non-exclusive, royalty-free license for the university to use the Student Work for its educational, promotional, and public relations purposes if the Student Work is not a confidential educational record.

(a.) Student Responsibilities--Students who participate in the creation of a Student Work are responsible for their contributions to such Student Work including, without being limited to, ensuring that their contributions to such Student Work do not violate or infringe on any copyright, any right of privacy, or any other right of any person, and that such Student Work is not libelous, obscene, or otherwise contrary to law. Students are responsible for obtaining any necessary permission to use any copyrighted materials that may be included as a part of their contributions to such Student Work.

(b.) Limitation on Transfer Rights to Student Work. A Student Work may also have market value. However, if a student markets, commercially distributes, or transfers his or her rights in a Student Work to a third party, the student may hinder faculty supervision of the Student Work, thereby limiting the primary educational purpose of the Student Work. Students should also be sure that their marketing, commercial distributions, or transfer of rights do not infringe upon the rights of co-authors of the Student Work. A Student Work that is produced by more than one student (a “joint Student Work”) is subject to the following policy, and all students agree, as a condition of their attendance at the university, to abide by the provisions of this policy.

Students agree to wait until every student who contributed to a joint Student Work has either graduated from Lindenwood University or is no longer enrolled before distributing their own interest in a joint Student Work. This temporary limitation on distribution of one’s interest in a joint Student Work includes distribution in any manner, such as by sale or other transfer of ownership or other rights, licenses, leases, loans, gifts, or otherwise. Students may, however, enter a joint Student Work in festivals or competitions. Students shall make a joint Student Work available to other students and to faculty members of Lindenwood University who participated in creation of the joint Student Work for any use relating to their education or to the education of such other students. The dean of the appropriate school at Lindenwood University may, in consultation with the vice president for academic affairs and the president of the university, waive these restrictions for any reason satisfactory to the dean.

(c.) Lindenwood Credit--Lindenwood University will decide whether or not to put its name on a given Student Work. If so requested by the appropriate dean at Lindenwood University, the students who own the Student Work agree to give credit in such Student Work in a manner satisfactory to the dean and any donor to Lindenwood University whose donation contributed directly to the production of such Student Work.

(d.) Destruction of Student Work--It is the obligation of students to retrieve their Student Work. The university has no obligation to preserve Student Work and reserves the right to destroy Student Work after the end of the semester in which the Student Work was created.

## **II. DISCLOSURE**

Students who participate in the creation of Student Work in which the university may have an ownership interest should make an immediate disclosure, in writing, to the dean of their respective schools.

## **III. ADDITIONAL PATENT PROVISIONS**

The goal of the inventions and patent policy is to ensure that discoveries, inventions, and other creations generated by students of Lindenwood University are utilized in ways most likely to benefit the public.

The university seeks to assist its student inventors in properly disclosing their scholarly work, in complying with applicable laws and formal agreements, and in gaining the protection available under United States laws governing patents. Likewise, the university seeks to ensure that commercial benefits are distributed in a fair and equitable manner that recognizes both the contributions of the inventors and the interests of Lindenwood University.

(a.) Definition of Invention— “Invention” means any and all ideas, processes, inventions, machines, technology concepts, designs, manufacture, programs, trade secrets, compositions of matter, discoveries, and other proprietary information, or an improvement thereof, whether patentable or unpatentable, that have been or are created, discovered, acquired, conceived, or reduced to practice.

(b.) Administration--The administration of this patent policy will reside with the president, the president’s designee, or a committee appointed by the president. The Invention shall be evaluated as to commercial value and whether it should be patented. All parties shall work together to ensure that all sales or licensing of the Invention are implemented to bring the Invention to the public while securing financial reward for the university and the inventors.

(c.) Procedure--Students may be required to sign a patent agreement with the university that will detail the parties’ patent-related rights and responsibilities and the ownership of the Invention as provided herein. The absence of such a signed agreement will not in any way be interpreted as lessening or reducing the university’s claim to an Invention, and the rules set forth herein shall apply.

(d.) Ownership--Any student Invention is the property of the university pursuant to the patent policy only if it is made in the course of the student’s staff-guided or assigned research projects in research courses or on a voluntary basis. Royalties from the university’s licensing of any student Invention will be shared with the student on the same basis that royalties are shared with faculty or staff.

(e.) Expenses and Distribution of Income--An account will be opened to which expenses associated with patenting and marketing an Invention will be charged. Expenses include, but are not limited to, invoiced costs such as legal fees, patent filing fees, licensing agent

fees, development fees, production fees, and other out-of-pocket expenses. Revenues attributable to a particular Invention will first be used to recover expenses incurred according to the following formula:

- One hundred percent (100%) of the income shall go to the university until all of its out-of-pocket expenses associated with the protection and development of the Invention have been reimbursed. After the university's full recovery of expenses, the net revenues received by the university will be distributed as follows: 50 percent (50%) to the university and 50 percent (50%) to the inventor.
- In the event of multiple inventors, the inventors will be expected to agree among themselves on the fractional distribution of each inventor's share of any royalties. The inventors shall sign a written agreement specifying the fractional distribution of their share of royalties. The inventor's share will continue even if the inventor leaves Lindenwood University.

(f.) Dispute Resolution--In the event of any dispute regarding a decision of the committee or a decision of the inventors in the case of multiple inventors, under this policy--including, without limitation, the ownership of an Invention or the allocation of the inventor's share of royalties--the president shall have the final decision concerning the university's position on the matter.

## **STUDENT RESPONSIBILITIES: POLICIES AND PROCEDURES**

### **THE RESPONSIBLE STUDENT**

Lindenwood University helps prepare students for success in their personal and professional lives. Along with classroom education, students will be provided with opportunities outside of the classroom to develop their personal and social skills for successful living. Toward that end, students must be able to comfortably and respectfully interact with others, including their peers and classmates; professors and advisors; supervisors and professional mentors; and all faculty, staff, and members of the administration. The following reminders are intended to guide students in such interaction and help ensure that they attain the highest possible degree of educational, social, and spiritual fulfillment as they attend Lindenwood.

- Give proper respect to faculty, staff, and others in authority.
- Be courteous to fellow students and authorized campus visitors.
- Choose your language and speaking volumes with consideration for others.
- Wear hats in the classroom only at the discretion of the instructor or professor.
- Maintain good grooming and personal hygiene; they are a reflection of your health, attitude, and personality.
- Behave appropriately in front of prospective students and guests. Students, prospective students with their families, alumni, corporate executives, and other financial supporters will visit the campus throughout the year. We expect our students

to present the best possible image of Lindenwood University by keeping the campus attractive and keeping a positive attitude at all times. A friendly smile with directions for a campus visitor is remembered and highly respected. If you see any trash on the campus grounds, please pick it up and deposit it in a nearby receptacle. Also, please keep entrances to residence halls and campus buildings free and clear of congestion, litter, and loitering. Your campus is your home, and its beauty is something for you and your visitors to enjoy.

- Adhere to all local, state, and federal laws on and off campus. Failure to do so may result in your dismissal from Lindenwood University. The dean of students may impose interim measures for the duration of the investigative process when a student is arrested on or off campus during a sanctioned or unsanctioned Lindenwood University activity.

Students are responsible for the administrative tasks described below.

## **APPLYING FOR GRADUATION**

Students are responsible for tracking their own academic progress and eligibility for graduation. Specifically, students must track their own progress through their degree programs by maintaining a checklist of all requirements, including major and minor requirements, general education requirements, free electives, sufficient number of 30000+ level courses, and total number of credit hours completed. The academic advisor will confirm that all degree requirements have been met.

In addition to tracking their own progress through academic programs, students must submit an Application for Degree (an application to graduate). The application must be signed by the student and the student's academic advisor and be submitted to the Office of Academic Services. Also, this form is available on the student portal to submit online to the advisor. Failure to submit an application by the appropriate deadline may postpone the posting of the student's degree.

The deadlines for the submission of applications for graduation are as follows:

|  |                           |
|--|---------------------------|
| Deadline to apply for March graduation     | December 30 of prior year |
| Deadline to apply for May graduation       | December 30 of prior year |
| Deadline to apply for June graduation      | December 30 of prior year |
| Deadline to apply for August graduation    | February 28 of same year  |
| Deadline to apply for September graduation | March 30 of same year     |
| Deadline to apply for October graduation   | May 30 of same year       |
| Deadline to apply for December graduation  | May 30 of same year       |

## **CONFERENCE TRAVEL AND STUDENT SCHOLARS**

Students are encouraged to make their own travel arrangements but are permitted to travel to a conference in a faculty member's vehicle if they sign a waiver releasing the professor and Lindenwood from any and all liability associated with the outing.

The Lindenwood Student Scholars Fund supports travel for the purpose of reading a paper or other scholarly work at a conference, presenting a poster session to communicate a scholarly work accepted for presentation at an event, serving as a moderator or invited participant in a scholarly panel, or exhibiting artistic productions that have been explicitly

invited or accepted for presentation by the organizers of the event. Applicants must be currently enrolled at Lindenwood University and must provide documentation of having been invited or accepted as a student presenter or participant. An undergraduate student may be awarded up to \$300. A graduate student may receive up to \$500.

## **DRESS CODE**

Students are expected to dress in a manner consistent with the location and nature of their educational activities. Failure to do so will result in the removal from a class session and possibly the course or even the institution. Notification of inappropriate attire may come from a staff member, instructor, or any other university official. It is at the university representative's discretion to ask the student to change his/her attire. Students failing to comply with such requests will be subject to the above disciplinary action.

Specifically, students should not wear attire to class or university functions that could be categorized in one of the following ways:

- Clothing and accessories that contain vulgar, derogatory, or suggestive images or diagrams.
- Pictures, slogans, or words that may be interpreted as racially, religiously, ethnically, or sexually offensive.
- Clothing symbolic of gangs or disruptive groups associated with threatening behavior, harassment, or discrimination.

## **EXCUSED ABSENCES FOR AUTHORIZED EVENTS**

Lindenwood University allows all students engaged in official university-sponsored sporting contests, arts events, approved field trips and academic conferences, or other school-related activities in which students are officially representing the university to be excused from classes they miss while attending such events. Students are required to communicate with their professors in advance of their university-authorized absences and make arrangements to complete missed work. When make-up work is pertinent, students who have provided their professors with advance notice should be permitted to make up the missed work or its educational equivalent at a time and place mutually agreed upon by the student and faculty member.

## **RESIDENTIAL HOUSING: POLICIES AND PROCEDURES**

Lindenwood University views a resident's experience in group living as an opportunity to learn, live, and work with others of varying ages, cultural backgrounds, and interests. Community advisors (CAs) are available throughout each residential location to provide a support system for the students residing there. Each facility is also supervised by an area coordinator (AC) who resides in one of our resident halls or non-traditional houses. Together with their assistant area coordinators (AAC) and CAs, they oversee the general safety and wellbeing of the residents, assist and support students with the daily challenges of university life, and coordinate maintenance and housekeeping activities within the buildings.

The director of Residential Life has overall responsibility for student housing. Students are encouraged and expected to take responsibility for themselves in their places of residence

and to be responsible to the community in which they live. Active participation in residential activities aids residents in developing a sense of community spirit. Resident students may direct questions, concerns, or ideas about residential living to an AC, AAC, CA, or the director of Residential Life or the dean of students.

In order to live in campus housing, students must be enrolled in classes for the upcoming semester (12 hours for undergraduate students; graduate/quarter students should refer to their program requirements for full-time status). Any student falling below full-time status will be asked to leave Lindenwood housing. Failure to register for classes by the last day of the term will result in the loss of a housing assignment.

## **ABSENCE FROM RESIDENTIAL HOUSING**

Students who become ill, are involved in accidents, or are for some other reason going away from the residence hall for a time period exceeding one day should inform their AC so that the student can be reached in the event of an emergency. The Office of Residential Life occasionally receives calls from residents' parents/guardians regarding their whereabouts. By informing your AC of your travel plans, you enable the university to keep your family informed in the event of an emergency.

## **CHECKING IN TO RESIDENTIAL HOUSING**

All residents are required to complete the check-in procedure at the beginning of each semester. Students must first report to the designated check-in area (see the Lindenwood website or refer to Office 365 student email for the location), complete the process, and obtain student ID cards and key cards for their housing assignments. Upon completion of the check-in process, students may proceed to their assigned residence locations to check in with the area coordinator, receive a key, and move in. Failure to complete the official check-in process will result in a fine. Assigned rooms are held for the students for 48 hours from the date of the start of classes. Any student who anticipates arriving late to campus must notify in writing the director of Residential Life of the late arrival. If no arrangement has been made, the student's room may be reassigned.

## **CHECKING OUT OF RESIDENTIAL HOUSING**

All residents are required to check out of their housing assignments at specific times each year (see holiday closings) and will receive reminders of these move-out dates at their residences. At the end of each semester, residents are required to return their keys to the area coordinator prior to leaving for the break. Any student found to have duplicated a residential key will be assessed a charge of \$35 for each key that needs to be replaced and assessed a \$100 charge to change the lock.

Prior to a student's departure, the area coordinator is required to assess any possible damage that might have occurred to the student's residence. Rooms must be returned to their original state (personal items removed, tape and staples removed from walls, and room left in clean condition with all trash removed and properly thrown away). In multi-occupancy rooms, the first person to leave is responsible for settling with other roommates any concerns about the physical state of the room, including damaged or missing equipment. Cleaning the room and returning the individual room keys to the area coordinator is the responsibility of each individual student. In the event that a room is left unclean, all individuals will be charged. An additional fee of \$100 will be assessed for



improper checkout. Appeals of the fee for improper checkout or any other damage charges must be addressed with the area coordinator.

## **GUESTS**

Any non-Lindenwood student who is visiting the campus and staying overnight must be pre-approved and registered on StarRez and approved by the area coordinator. No visitation will be allowed unless specifically approved on an individual basis. All guests must pay for meals that are eaten at any dining services location. The university holds the host student responsible for the behavior of any guest and for informing the guest of the university's policies. There is a three-day limit on all approved same-sex visitors

Invited guests of residents must use the front door of the residential facility and be properly checked in according to the regulations of the facility. Arrangements should be made by the residents to meet the guests in the lounge or at the front door.

Visiting guests must be accompanied by their hosts at all times when on campus and in a residential facility. Resident hosts are responsible for their guests until the guest is escorted out of the residence and has left the campus.

Lindenwood University students visiting Lindenwood residential facilities other than their own are considered guests and must check in as such.

Visits by parents or family members of the opposite sex are permitted by notifying the area coordinator and making a courtesy announcement to other students sharing the facility. Unauthorized guests, especially non-family juveniles under the age of 18 and uninvited or inconsiderate persons, are not permitted in campus residences or on the campus and are considered trespassers. Parents are not authorized to remain in the residence overnight.

Violations of these regulations may result in immediate dismissal from the university.

## **HOLIDAY RESIDENTIAL HOUSING CLOSINGS**

For security reasons, residences are closed and locked at noon on the Saturday following finals week. Residences re-open at noon on the day before classes resume. Food service ends after lunch on Friday of finals week and resumes at breakfast on the first day of classes. Lindenwood University encourages students and their families to make travel plans early in accordance with this schedule. All residences are closed for winter break. Dates of vacation breaks are available in the Office of Academic Services and online (see academic calendar in the Course Catalogs and Schedules section of the Lindenwood website).

Failure to leave by the designated time or returning before the halls re-open will result in charges being added to the student's account. Students must address special circumstances in writing to the Office of Residential Life, and the resulting special arrangement must be approved by the director of Residential Life at least one week prior to the date in question.

As students prepare to leave for holidays or breaks, they should make certain they have disconnected all electrical appliances, locked windows and doors, and removed all opened food items from the residence. University staff will make health and wellness checks during this time. Additionally, the university does not provide storage of belongings during the summer or other vacation or break periods. Quarter or trimester students who

are not on the traditional housing schedule may be asked to relocate during the period of time that the residence hall is closed for semester-schedule breaks.

## **HOLIDAY RESIDENTIAL HOUSING CLOSINGS SCHEDULE**

### **WINTER/SEMESTER BREAK**

Check-out occurs by 12 p.m. the Saturday after finals for semester students, by 12 p.m. the Saturday after the last day of finals for MBA students, and by 12 p.m. the Saturday after the last day of finals for ADP students.

A request for late departure or permission to remain through break must be received in the Office of Residential Life no later than December 1. Requests received after that date must be approved by the director of Residential Life.

### **SPRING BREAK**

Residential housing will remain open during Spring Break.

A request to remain on campus must be received in the Office of Residential Life no later than the Monday during the week prior to the start of Spring Break. Requests received after that date must be approved by the associate vice president for student life and diversity.

### **SPRING SEMESTER MOVE-OUT**

Residences will close at noon the Saturday after the last day of finals for semester students.

All students are encouraged to check out on the day of their last exams. A request for late departure must be received in Office of Residential Life no later than May 1. Requests received after that date must be approved by the director of Residential Life.

## **HOUSING ASSIGNMENTS**

Assignments are selected by each student requesting housing accommodations on the StarRez portal located on the Residential Life web page. The student's assigned and confirmed room is to be used and occupied as a residence by the student and for no other purpose. The university does not guarantee any student the assignment of a specific room in a specific residential building, nor does it guarantee the assignment of a specific roommate. Housing rosters are maintained as official records of the university. Assigned rooms are held for the students for 48 hours from the start of the first day of classes. Students must notify the Office of Residential Life in writing of their late arrival. If no arrangement for late arrival has been made, the late student's room may be reassigned.

## **HOUSING CONTRACT**

Each resident student must complete a housing contract on the StarRez portal. Once resident students sign their housing contracts, they are bound to the contracts for the entire time they are enrolled in classes as full-time students. Residential students wishing to change to commuter status must first meet with Financial Aid to determine the difference in cost, then proceed to the Office of Student Academic Support Services (SASS) located in the Library and Academic Resources Center to complete an electronic

Change of Status/Check-Out form. (Note: The housing contract is a primary component of the university's planning process that the university uses to determine and commit to a certain housing capacity and food cost, regardless of whether the students under contract stay in campus housing every night or eat every meal in the cafeteria.)

## KEYS

Student signatures are required to receive keys to rooms. The room keys must be turned in to the area coordinator before departure from the university. Lost room keys result in a \$35 replacement charge because the door must be re-keyed for proper security. The area coordinator must be notified immediately about lost keys to authorize the key replacement. Additional locks may not be placed on any residential interior or exterior doors without prior approval from the director of the Campus Facilities Office.

Residents living in apartment-style housing may request that an additional lock be installed on their bedroom by paying a \$35 fee to the Business Office and then taking the receipt of payment to the Facilities Office. The lock will be installed and the new key will be issued to the resident.

## LOST AND FOUND

All property found on campus should be taken to Public Safety & Security within 48 hours of being found. Security will act as custodian of all found property. Please note the following lost and found guidelines:

- If an individual finds an object in a public area, such as on the sidewalk, it is his/her responsibility to take it to the Office of Public Safety & Security.
- Items left in common areas, such as in the library, will be taken to security by the personnel in these areas.
- All staff workers are directed to take found items to security no later than the end of their shifts.
- Athletic clothing and other athletics-related items found at the Robert F. Hyland Arena will be handled by the Athletics Department at the arena.
- Items found at the Lindenwood Ice Arena will be handled by the staff at the arena.
- Members of the Lindenwood faculty are asked to use discretion in dealing with lost property. For example, a textbook containing the name and contact information of the owner should, if possible, be given to the student rather than transferred to Security.
- Unclaimed items will be discarded two weeks after the end of each academic year.

## MAINTENANCE SERVICE

The director of campus facilities will conduct annual inspections of all Lindenwood residences throughout the school year. Although every effort is made to maintain physical facilities in working order, fixtures and furnishings will occasionally need repair. The procedure for requesting repair or replacement is as follows:

- Minor Repairs: Contact your Area Coordinator and they will determine the priority and then input the work order in Famis.

- **Emergency Repairs:** Contact your Area Coordinator who will notify security and they will notify maintenance.

For repairs needed Monday through Friday after 5pm and weekends call Campus Security 636.262.4622. Security will then notify the on-call Area Coordinator.

## **NON-TRADITIONAL HOUSING OPTIONS**

Lindenwood University offers non-traditional housing in our Linden Terrace and First Capitol subdivisions. Utilities, cable television, and wireless internet service are also provided by the university. Please see the Office of Residential Life for further details.

Students in non-traditional housing, located in the Linden Terrace and First Capitol housing areas, are not authorized to utilize the basements for storage of personal belongings. Placing any items in these areas is done at the student's own risk.

## **PERSONAL PROPERTY**

Lindenwood University cannot assume responsibility for the personal property, including automobiles, of students or visitors. The university carries no insurance to cover such property losses, even in the case of fire, theft, or other disasters. Students are urged to consider insuring personal property through a homeowner's or personal-effects policy (preferably by extending the policy carried by their parents). Students should clearly mark personal possessions and maintain records of serial numbered items to discourage theft and aid in filing insurance claims.

Loss or damage to personal property should be reported immediately to the director of Public Safety and Security. The university can furnish documentation of the loss for insurance purposes. Within 48 hours following the end of an academic term, all personal property left in a residential facility shall be deemed legally abandoned. Such property shall be bagged and stored on campus up to four weeks. If not claimed within the four weeks, property will be discarded.

Students may claim such property by contacting the university and will be charged \$25 per week as a storage fee. A student residing on campus is not a party to a lease and therefore waives all rights of a tenant. As such, the holding of a student's personal property by the university shall result in no responsibility or liability for damage or loss. Students consent to the disposal of any abandoned property after four weeks.

## **QUIET/STUDY HOURS**

The primary purpose of the residence facility is to foster academic achievement. Where large numbers of people are living together, careful planning and the sharing of responsibility are essential to ensure the best atmosphere. It is imperative that quiet hours be observed by everyone living in university residential facilities. Quiet/study hours are established to allow for adequate study and resting periods for all students. Quiet hours begin Sunday through Thursday at 10 p.m. and Friday and Saturday at midnight. Keeping noise to a minimum for those who wish to study or sleep requires respect and responsibility on the part of all residents. The residence hall staff will determine what constitutes an acceptable noise level during quiet hours. Undue or excessive noise or disturbance of the residence or of the Lindenwood University campus and surrounding community (by the use of electronic or other sound-producing instruments and/or vocal levels) is not permitted.

## REMAINING ON CAMPUS DURING HOLIDAYS/BREAKS

Students may request permission to remain on campus during breaks. To do so, a late departure form must be submitted to the Office of Residential Life. It is the responsibility of the student to contact the Office of Residential Life two days prior to check-out day to verify that approval to stay on campus has been granted. Students remaining during the break may request meals by completing a food request contract. Payment for these meals must be made in advance of the break to the Business Office. Food request contracts are available in the Residential Life Office.

A charge will be made to the student's account based on the approved period of the stay.

## RESIDENTIAL AUTHORITY AND ROOM PRIVACY

The university will make every reasonable effort to respect the privacy of students and give prior notice when entry into students' rooms is required for the purpose of health and wellness checks, verification of occupancy, or maintenance. The university reserves the right to enter students' rooms without notice as necessary to assure compliance with university policies and to meet emergency needs. Additionally, throughout the year, area coordinators will be instructed to conduct unannounced health and wellness checks. If necessary, the right of entry will also apply to student-owned or operated vehicles located on university property. Please contact your area coordinator with any questions on this matter.

Bedrooms in the basements of the houses in Linden Terrace and First Capitol are not permitted unless designated as bedrooms by the university. Failure to comply with this expectation may result in disciplinary action and a \$250 fine.

## RESIDENTIAL DEPOSIT REFUND

An initial \$200 housing deposit is required to reserve campus housing for all residential students. By making the housing deposit, the student and the student's parent or guardian indicate acceptance of the terms and conditions of the university with respect to residential life. Once the semester charges have been paid, the housing deposit becomes a refundable room-damage deposit. This deposit remains on account at the university for as long as the student resides in university housing. The cost for any damages to the student's university housing will be deducted from the deposit.

Students are eligible for the room-deposit refund upon departure from campus housing (coinciding with graduation or any move from university housing). In order to qualify for this refund, students must meet all financial obligations to the university, satisfy all outstanding debts, and complete the residential check-out process. Any student wishing to move off campus and receive a refund of the housing deposit must complete a change of status to commuter by speaking to the Financial Aid Office and completing the Change of Status/Check-Out form. Failure to do so by June 1 for the end of the spring term and January 1 for the end of the fall term will result in forfeiture of the deposit. No refund will be granted to any student who withdraws from the university after making the initial deposit but prior to the start of an academic term.

Application materials for the refund of the room-damage deposit are available in the Office of Residential Life; materials for the residential check-out process are available through the Office of Student and Academic Support Services (Library and Academic Resources Center).

# RESIDENTIAL VISITATION POLICY

## 2018/19 VISITATION GUIDELINES FOR ON-CAMPUS RESIDENCES PILOT PROGRAM

*\*Approved by the system president of Lindenwood University, July 17, 2017*

Visitation within university residences must be managed with concern for personal safety, security, and consideration for the wellbeing of all students. Visitation is a privilege that is granted by the university because it has faith in the students' ability to be responsible.

However, the privilege requires certain understandings, restrictions, and responsibilities.

**Violations of the regulations may result in immediate eviction and/or dismissal from the university and/or university housing.** For the purposes of this policy, a visitor is defined as any person who does not reside in a particular residence and is 18 years of age or older.

### HOURS OF VISITATION: NON-TRADITIONAL HOUSES

24-hour visitation 7-days/week

### HOURS OF VISITATION: RESIDENTIAL HALLS

Monday – Thursday 12:00 p.m.–12:00 a.m.

Friday at 12 p.m. through Sunday at 12:00 a.m.

### VISITORS

- Non-Lindenwood visitors under the age of 18 are not allowed.
- ALL visitors are required to be escorted by their Lindenwood hosts at all times. A violation will result in disciplinary sanctions.
- It is the responsibility of the host to ensure his or her visitors are aware of University policies and that those policies are followed.
- Each resident is approved to have only **one** overnight visitor at a time during the authorized hours of visitation.
- Visitors who are in violation of the policies will be asked to leave, and the host could face disciplinary action.
- ALL overnight visitors must be approved by their roommate(s) prior to entering the student's Lindenwood residence.
- All visitors must provide either a Lindenwood Student ID card or driver's license (if non-Lindenwood student) upon request from any university faculty/staff member.
- Lindenwood holds the student host responsible for the visitor's actions and behavior.

### ROOMMATE AGREEMENT

Each resident will sign an agreement outlining his or her responsibilities acknowledging understanding of the written policy and approving visitation in his or her residence (signed by each resident).

Any student who lives in the residence may choose to object to his or her roommate(s) receiving visitors for any reason. The student who objects to visitation must register the objection with his or her area coordinator in writing. The area coordinator will keep the petition on file and inform the roommate of the objection.

A student may request a new housing location if he or she is not in agreement with the Roommate Agreement. If alternative accommodations are available, a change will be made.

Visitation begins on the first day of the semester; however, a residence is not eligible for visitation until all roommates have signed the Roommate Agreement and submitted it to the Area Coordinator and the area coordinator verifies the agreement is complete.

## **NON-LINDENWOOD VISITOR PROCEDURES**

1. Non-Lindenwood visitors must be registered via the StarRez housing portal at least 24 hours in advance. Registration requires entering the approximate length of stay of the visitor.
2. After receiving verification from the area coordinator that the guest has been registered and authorized, the student is able to have the non-Lindenwood student visit his or her residence.

The following will be considered violations of the visitation policy:

- Not escorting your visitor
- Failure to obtain prior approval from the Residential Life staff for a non-Lindenwood student
- Having an overnight visitor for more than three consecutive days outside of the authorized times. The current visitation policy allows for a maximum of three overnight stays by a visitor.
- Having an opposite sex visitor outside of the authorized times
- Violation of university policies by your visitor
- Other violations related to Student Handbook code of conduct

Below is a list of disciplinary proceedings that could be applied when this policy is violated.

## **VIOLATION OF THE VISITATION POLICY ONLY**

1. First offense –The entire residence (house or residential hall room) will lose visitation privileges for 30 days and be issued a first notice.
2. Second offense –The entire residence (house or residential hall room) will lose visitation privileges for the entire semester and will be placed on social probation.
3. Third offense –The resident and visitor may be evicted if it is a third offense for each.

## **VIOLATION OF THE VISITATION POLICY INCLUDING ALCOHOL**

1. First offense –The entire residence (house or residential hall room) may lose visitation privileges for the semester. If under-age visitors were present, then we reserve the right to contact the local police authorities.
2. Second offense –The resident(s) who are responsible will be placed on social probation, required to complete an online alcohol course, and referred for counseling.



3. Third Offense – Additional sanctions up to and including dismissal from the university may be levied.

## **VIOLATION OF THE VISITATION POLICY INCLUDING ILLEGAL SUBSTANCES**

1. First offense – The entire residence (house or residential hall room) will lose visitation privileges for the semester and will be required to take a drug test. The local police will be notified.
2. Second offense – The responsible resident, as well any individual who previously tested positive for illegal drugs, will be dismissed from the university.

## **OFFICE/DESK HOURS OF OPERATION AND LOCATION**

### **RESIDENCE HALLS:**

Hours: Monday-Thursday      noon-midnight  
Friday-Sunday                6:00 p.m.-midnight

### **FIRST CAPITOL OFFICE: 712 NATHAN AVENUE, UNIT A**

Phone: 636-395-7741

Hours: Monday-Thursday:      9:00 a.m.-midnight  
Friday                                9:00 a.m.-6:00 p.m.  
Saturday and Sunday:        10:00 a.m.-2:00 p.m.

### **LINDEN TERRACE OFFICE: 2206 PATMA STREET**

Phone: 636-206-5482

Hours: Monday-Thursday:      9:00 a.m.-midnight  
Friday                                9:00 a.m.-6:00 p.m.  
Saturday and Sunday:        10:00 a.m.-2:00 p.m.

## **ROOM CHANGE REQUESTS**

Room changes may be requested after the first two weeks of each term. Approval for a room change is granted by the Office of Residential Life. Students changing rooms must follow the check-out and check-in procedures supplied by the Office of Residential Life. Any resident living in an under-occupied room/house must be prepared to receive a roommate at any time. The Office of Residential Life may consolidate assignments for students who do not have roommates. Consolidation may include moving to another room or house. For specific information regarding the consolidation process, contact the Office of Residential Life at ext. 4848. If a student's roommate moves to another location on campus, withdraws, graduates, or leaves the university for any reason, the Office of Residential Life may request that the remaining student move to another room. All room assignments and changes are made by the Office of Residential Life. Unauthorized room changes will result in a \$250 fine.

## ROOM FURNISHINGS, POSSESSIONS, AND CARE

Students are expected to care for their rooms and residences, keeping them clean and free from damage resulting from carelessness or neglect. Rooms left unclean or neglected will be cleaned by university housekeeping personnel with the cleaning fee assessed to the student's account. Continued abuse of university residences may result in the student no longer being able to live on campus. All furnishings provided by the university are to remain in place and not be dismantled or removed for any reason without specific authorization. Any plans for room/house modifications beyond the reasonable introduction of furnishings must be submitted, in writing and in advance, to the Office of Residential Life for approval.

Permitted items include small portable refrigerators, electric fans, shavers, hair dryers, electric blankets, coffee makers, and self-contained popcorn poppers. Small floor-model air cooling units are permitted; however, they must be pre-approved through the Office of Residential Life. Televisions and electric equipment are permitted at reasonable volumes; students bringing such equipment are advised to engrave the items with the owner's name and phone number and record the serial numbers of each piece of equipment as a security precaution.

Prohibited items include waterbeds, wireless routers, washers, dryers, pets, dart boards, cooking appliances (such as microwaves, toasters, toaster ovens, electric grills, blenders and any other cooking appliances (except those mentioned in the paragraph above), barbecue pits, window and window-vented air conditioners, outside antennae, halogen lamps, incense and candles, and empty alcohol containers used as decoration. All exceptions must have the approval of the director of Residential Life.

Note the following additional recommendations:

- Clothing irons should be used with extreme caution and only on an ironing board. Ironing on beds and floors is prohibited.
- We recommend purchasing clothing irons that have an automatic shut off to avoid serious fire hazard.
- Weapons of any type, including decorative and ornamental, are prohibited.
- Room decorations may be hung on the walls with stick pins or small thumb tacks only in Blanton, Calvert Rogers, Rauch Memorial, Guffey, Flowers, Mathews, Pfremmer, and Reynolds Halls.
- 3M® products with Command adhesive, white poster putty, or "sticky tac" may be used in any residence hall on the Heritage Campus; however, other adhesive products, nails, or screws are not permitted anywhere for hanging decorations. Shelves or units that need to be attached to walls are not permitted.
- Room painting is also prohibited, except when approved in advance and in writing by the Campus Facilities Office. Unauthorized painting of rooms will result in a charge to have the room repainted.
- The use of signs, flags, and pictures as window coverings is unacceptable, and except for emergencies, windows are not to be used as an entrance or exit. Controversial flags are unacceptable as room décor.

## **CONTINUING STUDENT HOUSING REQUEST**

Each spring semester, continuing students participate in a priority housing assignment process. Students will be notified by letter and email of the dates during which they are eligible to request continuing student housing (a printed copy of the letter will be sent to their residences, and an electronic copy will be sent via the Office 365 email system). Priority assignment allows continuing students to select their rooms and roommates for the subsequent academic year. Students may reserve the same room in a subsequent year by following the priority housing request process through the StarRez portal. The selection dates for this process are in February. Students are permitted to sign up for new rooms based upon their class year. (The class year is determined by the number of credit hours that have been accepted by the university.) Students living in freshman residence halls must sign up for a new room. Housing assignments will be scheduled in March on the same day class registrations are held.

## **WITHDRAWAL FROM UNIVERSITY HOUSING**

Students who decide not to continue at Lindenwood are required to complete a check-out process by June 1 for the end of the spring term and January 1 for the end of the fall term. The check-out process involves a face-to-face meeting with Student and Academic Support Services (SASS). SASS is located in the Library and Academic Resources Center.

All graduating residential students or students not returning to the university must also officially check out with their area coordinators; they must complete the check-out process by the last day of the semester in which they are enrolled. Student-athletes participating in NCAA sports should refer to the student-athlete handbook for additional requirements.

Failure to check out properly will result in the loss of the housing deposit. Prior to the student's departure, the area coordinator is required to assess any possible damage that might have occurred to the residence. Rooms must be returned to their original state; personal items must be removed, tape and staples must be removed from walls, and the room must be left in clean condition with all trash removed and properly thrown away. Cleaning the rooms and returning the room keys to the resident director is the responsibility of each student living in the room.

## **STUDENT VOICEMAIL AND TELECOMMUNICATIONS**

### **TELECOMMUNICATIONS**

A \$150-per-term communications fee is assessed for semester students living on the main campus. This fee covers the cost of providing wireless and wired internet connectivity as well as cable TV services.

The University provides wired and wireless Internet connectivity in each University owned housing facility. The use of personal wireless access points and or wireless routers is strictly prohibited in the dormitories. These devices may cause interference with Lindenwood's network and could degrade network connectivity in the dormitories. These devices will be confiscated by security if found in use on campus and or in the dormitories.

All telephone, cable TV, and Internet jacks in all dorm rooms are inspected for functionality prior to student check-in. If any jacks are damaged or destroyed following this inspection, the cost of replacement will be the responsibility of the student. Fees range from \$30 to \$60 per student.

## **STUDENT SERVICES**

### **ACADEMIC ADVISING**

Academic advising at Lindenwood University is a collaborative relationship between professors, advisors, the associate vice president for Student and Academic Support Services, the Student Success Office, and the First-Year Programs Office. Through the Office of Student and Academic Support Services and/or the First-Year Programs Office, students can access a broad range of support services and resources, including success advisors, strategies, personal development tools, and counseling referrals. The Office of First-Year Programs, 636.627.4158, is available to first-year students and is located in the Library and Academic Resources Center. All students may also seek assistance by contacting the Office of Student and Academic Support Services and the Student Success Office, 636.949.4768 or 636.627-2543, in the Library and Academic Resources Center.

### **BUSINESS OFFICE**

Located on the main floor in Roemer Hall, the Business Office maintains student billing accounts. All student payments should be sent or given to this office. The Business Office serves the Lindenwood community by assisting students with their accounts and by functioning as a depository for the university. The Business Office mails statements to students on a regular basis, manages the collection of the student receivables, and records university deposits. The direct office number is 636.949.4650 for questions concerning student accounts.

### **CAMPUS ACCESSIBILITY**

It is the guiding philosophy of Lindenwood University to make our facilities, programs, and classes as accessible to individuals with disabilities as practical. In instances where a room or building is not easily accessible, it may be necessary to bring the service or class to the student. It is the responsibility of the student to advise the student support and accessibility coordinator when special arrangements are needed. Students in need of accommodations may contact the student support and accessibility coordinator by phone at 636.949.4510 or in person in the Library and Academic Resources Center.

### **CAREER DEVELOPMENT**

The Office of Career Development is committed to helping students make the transition from academic life to the world of work. Career Development coordinates on-campus interview and job posting services, bringing together Lindenwood University students/graduates and representatives from corporations, government agencies, and educational institutions; conducts job search seminars; hosts or co-hosts a variety of networking opportunities; and maintains Handshake, an online career center management program.

Career Development staff members are available to help students generate or revise resumes. Individual appointments to explore career options and develop a job search strategy are encouraged.

For more information about Career Development, contact [careerdevelopment@lindenwood.edu](mailto:careerdevelopment@lindenwood.edu).

## COMMUNICATIONS

Lindenwood's School of Arts, Media, and Communications offers opportunities for experiential learning in the field of communications at the student-run university newspaper, The Legacy; the online news site Lindenlink.com; the campus radio station, KCLC 89.1 The Wood; and the university's cable station, LUTV. These media options, along with the Lindenwood website, serve as sources of information for and about Lindenwood University. Campus activities, sports, concerts, and performances of all types are announced for the benefit of Lindenwood students and staff as well as the surrounding community. Lindenwood students operate these media facilities, which are vital in keeping Lindenwood residents and the community informed.

Additionally, the university's communications facilities serve as learning laboratories for students in the field of communications. The main purpose of student management of the day-to-day running of the newspaper and campus radio and cable stations is to shorten the step from classroom to career. The time students invest behind a microphone or in front of a television camera, editing a feature story, or designing a website will serve as invaluable career experience for any student choosing to enter the communications workplace.

## COMPUTER LABS

A computer lab for student use is located in the Spellmann Center (lower level). More than 50 computers are available for students at this location. Valid Lindenwood student IDs must be presented for computer access. Hours of operation are posted. The consumption of food and drinks of any kind is not allowed in the computer lab or any computer classroom. Lindenwood IT reserves the right to block websites and services deemed inappropriate. A computer lab is also located in the Butler Loft.

Classrooms are not computer labs. Therefore, students should not utilize classroom computers or space outside of a class session unless told to do so by an instructor.

## DINING HALL HOURS

The location and hours of operation for the dining facilities is located at <http://www.lindenwood.edu/student-life/housing-dining/dining-options>.

## DINING SERVICES

Please note the following guidelines and expectations regarding dining services:

- The Lindenwood University Food Committee meets monthly to discuss menus, service, and other matters pertinent to the food service operation. Student, faculty, and staff input and attendance are encouraged.
- Catering activities and functions can be facilitated through food service at 636.627.2515.
- Students must present a valid ID at each meal. IDs are not transferable. Photos will be checked to verify validity.
- Commuter students and campus visitors are invited to eat in the dining hall on a cash

basis or may purchase a commuter meal plan on the student portal.

- Appropriate dress is required: shirt and shoes.
- Leave tables in clean condition after use by clearing dishes and silverware to the dish washing area.
- No dishes, utensils, or food may be taken from the cafeteria.
- Meals for students who are unable to leave their rooms may be requested.
- Only authorized persons will be allowed behind serving counters and in the kitchen.
- Children must be monitored so as not to disturb others in the cafeteria.
- Smoking is not allowed in the cafeteria.

## **DRONES (UNMANNED AERIAL AIRCRAFT)**

Due to the potential of injury and privacy of our faculty, students, and staff and the potential of property damage, Lindenwood University prohibits the flying of unmanned aerial aircraft (drones) and model aircraft on Lindenwood-owned and operated property without the proper authorization from the administration. Violation of this policy could result in university sanctions, which could include referral to federal, state, and local law enforcement agencies.

## **EMERGENCY TEXT MESSAGE PROGRAM**

The Emergency Text Message Program is designed to disperse important alerts or emergency information, such as class cancellation due to weather conditions or dangerous activities affecting the campus. All students are automatically enrolled in the service with their Office 365 email addresses and mobile phone numbers if the student provided one. Participation in the program is voluntary, and students can opt out, but the university strongly encourages everyone to participate to ensure all are apprised of pertinent information.

## **INCLEMENT WEATHER ANNOUNCEMENTS**

Should weather conditions create potentially hazardous conditions, Lindenwood will evaluate the situation and take into consideration the safety of the faculty, staff, and students as well as the services that must be provided despite the inclement weather. After this careful evaluation and depending upon the hazardous weather conditions (e.g., tornado, snow/ice, etc.), an alert will be sent to the affected students, faculty, and staff via the Rave system (text message and Office 365) as necessary. This alert will detail the appropriate action required of faculty, staff, and students as well as the essential services that must be provided despite the inclement weather.

In the unlikely event that the university alters the normal work and/or class schedule, an announcement will be posted on the university's homepage ([www.lindenwood.edu](http://www.lindenwood.edu)). An announcement will also be made via Office 365, the Rave system, or by whatever means is deemed most appropriate given the weather conditions.

Separate announcements may be made regarding evening classes; evening classes are those starting at 4 p.m. or later.

## **CANCELLATION OF CLASSES AND SUSPENDING OPERATIONS DUE TO INCLEMENT WEATHER**

Only the president (or in the president's absence, the provost and vice president for academic and student affairs) has the authority to cancel classes in the event of severe weather. The university maintains its teaching, research, and service activities in accordance with established schedules and operational demands. To this end, suspension or cancellation of classes due to inclement weather will be avoided whenever possible. Because certain essential functions of the university must be provided at all times, campus operations will not be suspended in the event of severe weather even when daytime classes are canceled.

## **FINANCIAL AID**

Located in the lower level of Roemer Hall, the Office of Financial Aid works closely with the Office of Undergraduate Admissions, students, and families to establish a financial aid award. Financial aid can consist of a combination of Federal Pell Grant, Federal Work Study, state grant, student loans, external funding, Lindenwood University grants, and family contributions. Financial aid packages are finalized based on commitments by the students, their families, and the university. Any changes or questions must be taken to the Financial Aid Office, where personal and confidential discussions will help ensure students' understanding of the details.

## **FIRST-YEAR PROGRAMS**

The Office of First-Year Programs is committed to providing first-year students with the support and resources needed to have a successful transition to Lindenwood University. This office facilitates a retention program for first-year students, provides services to enhance their academic and personal development, and works towards fully engaging and integrating first-year students into the university community. All traditional undergraduate students who are attending college for the first time and transfer students with fewer than 24 credits are encouraged to utilize the support services of First-Year Programs. The office is located in the Library and Academic Resources Center and can be reached at 636.627.4627 or [fye@lindenwood.edu](mailto:fye@lindenwood.edu).

## **IDENTIFICATION CARDS**

Student identification cards are provided at no charge upon registration, and cards may be obtained at the Help Desk, located in the Library and Academic Resources Center. The identification card is to be carried at all times. Students are required to present their ID cards at the request of all university and residence hall officials. Many student facilities also require a valid ID card. The ID is required to obtain meals at the cafeteria, to use the library, to cash checks at the Business Office, to use the Recreation Center and track, and to attend various social, theatrical/dramatic, and athletic events. A replacement fee of \$15 is charged for lost cards. The ID card is not transferable, and any alteration invalidates the card.

## **INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY**

This policy applies to all computers that connect to the Lindenwood University network, whether they are student, faculty, staff, or University owned. At its discretion, the University reserves the right to restrict or deny the use of its network facilities and capabilities. The



entire policy is located at <http://www.lindenwood.edu/academics/support-resources/information-technology/acceptable-use-policy/>.

## **INTERNET AND ACCEPTABLE USE POLICY**

Internet access is available for all staff and students through the university network for use as an instructional learning resource. As such, it is important that all users

- Respect the privacy of others and not intentionally obtain copies of or modify files, passwords, or data belonging to another person;
- Respect the legal protection provided by copyright license;
- Respect the rights of other individuals and not use language that is abusive, profane, or offensive;
- Avoid seeking to use sites that have been blocked from access.

As a member of the Lindenwood University community, you must adhere to the posted Information Technology Acceptable Use Policy. The policy is available for review at <http://www.lindenwood.edu/academics/support-resources/information-technology/acceptable-use-policy/>.

## **LION PRIDE AND LION PRIDE MARKET EXPRESS**

Lion Pride is located on the second floor of the Spellmann Center. Lion Pride Market Express is located in Harmon Hall.

Lion Pride and Lion Pride Market Express are a full convenience store and offer a range of fresh-brewed Caribou Coffee products, a full line of beverages, sandwiches, salads, grill items, ice cream novelties, smoothies, and other snacks. You can even grab toiletry items. The new Dining Dollars meal plan feature will allow students to make purchases anytime, not restricted to meal plan times.

For menus and information about dining services, visit the LU Homepage and click the Student Development link.

## **OFFICE 365**

Office 365 is the Lindenwood email system for all enrolled undergraduate and graduate part-time and full-time students. Office 365 can be used for personal or academic-related purposes. However, Lindenwood University faculty and staff will utilize this communication medium to provide important, official university correspondence. It is the students' responsibility to frequently monitor their Office 365 email accounts to ensure they receive updates from various faculty members, staff offices, or university constituents. Failure to do so may result in missing important deadlines, opportunities, or other critical information.

Students may access their Office 365 account by going to <http://www.lindenwood.edu/academics/support-resources/information-technology/it-applications/office-365/>.

A student who does not remember the Office 365 username can have it emailed by following the directions on this page: <http://applylu.lindenwood.edu/newappportal/RetrieveUserName.asp>.

Students who have set up their Mypassword account and have had their accounts locked or forgot their password can reset their passwords or unlock their accounts by going to <https://mypassword.lindenwood.edu/LandingPages/Modern.html>.

## LINDENWOOD EMAIL SECURITY

Protecting the Lindenwood network and the personal information of our students and employees are vital to the successful operation of Lindenwood University. Lindenwood IT has implemented Lindenwood Email Security, a hosted email security quarantine tool designed to identify and block questionable emails. Questionable emails are sent to a personal quarantine inbox. You will receive a daily digest email of all quarantined emails. You can also access quarantined emails by going to the Quarantined Emails Page or clicking on the shortcut icon on your desktop.

Lindenwood IT recommends regularly scanning the quarantined message to ensure that Lindenwood Email Security has not caught legitimate email. Although nothing is required, you have four options within the quarantined inbox.

- Delete-This option deletes email from quarantine
- Delete & Block Sender-This option deletes email and adds sender to the locked list
- Deliver-This option delivers email to your inbox.
- Deliver & Approve Sender-This option allows you to deliver email to your inbox and add senders to your approved list, ensuring no further emails are quarantined from that sender.

By taking specific action on the quarantined message, you are actively contributing to the efficiency of your personal stream. If you take no action, you will continue to receive daily reminders of any new or outstanding content in your Lindenwood Mail Security inbox. Quarantined content will be automatically deleted after 30 days.

For further information on best practices in information security, please visit the Lindenwood University Cyber Security Website at <http://www.lindenwood.edu/cybersercurity>.

## MAIL

All resident students may request mailboxes. The university is not responsible for lost mail packages. The student mailroom is located in Evans Commons. The university recommends that students use the following address: Student name; Lindenwood University; Box Number; 209 S. Kingshighway, St. Charles, MO 63301-1695.

Mail is delivered daily, Monday through Sunday, although only limited service is available on Saturdays and Sundays. Students will be notified of receipt of oversized items for pickup through the Office 365 system. Students will be notified of receipt of oversized items for pickup through the Office 365 system. Students are encouraged to make a habit of checking this system on a daily basis, as unclaimed mail is returned to sender after 14 days. Each spring, students who wish to retain their mailboxes for the upcoming year must contact the mailroom to make a reservation to do so. Reservations can also be done on the Lindenwood website. All mailboxes are closed for the summer; therefore, all students must empty their mailboxes prior to departing for the summer. Mail left in the mailboxes

will be returned to sender. The only exception to this is for students who will reside on-campus for the summer; they may keep the mailbox open for the summer if they make arrangements with the mailroom prior to the end of Finals Week.

## **STUDENT AND ACADEMIC SUPPORT SERVICES AND STUDENT OMBUDSMAN**

Students who experience problems of any type are encouraged to visit the Office of Student and Academic Support Services (SASS), which assists students in the resolution of obstacles that impede persistence to graduation. Examples of the services provided by SASS include dispute resolution, inter-office facilitation, and institutional guidance. The associate vice president for Student and Academic Support Services also works as a student liaison and serves as the official university student ombudsman. The office is located in the Library and Academic Resources Center, suite 346. Please contact the office at 636-949-4699.

## **WELLNESS CENTER**

The Wellness Center provides integrated health services guided by Substance abuse and Mental Health Administration. <https://www.samhsa.gov/>

The Wellness Center, Student Counseling and Resource Center, and the Chaplin's office is housed in Evans Commons on the 3rd floor. In the Wellness Center, SSM Health-Student Health Center serves on-campus students for a variety of medical conditions, from illnesses and injuries to physical examinations, well woman examinations, STD testing/HIV testing, birth control counseling, minor procedures, anxiety and depression consultations and immunizations. The clinic has an on-site nurse practitioner to confidentially assist students with their healthcare needs. Walk-ins are welcome, but students with appointments take first priority.

The mission of The Student Counseling and Resource Center at Lindenwood University is dedicated to helping students at Lindenwood University achieve the kinds of academic success, personal growth, and balance that leads to rich, full, and healthy lives. We approach wellness, mental, physical, and spiritual health through a multidisciplinary approach of social justice, equity, diversity, and inclusion for all students.

The vision of the SCRC is to promote better health outcomes, and raise awareness for the purpose of promoting the 8 dimensions of wellness, the mission of the SCRC, and the mission of Lindenwood University.

The SCRC is also housed in Evans Commons on the 3rd floor. Practicum and intern students also assist in meeting the demands of the SCRC.

The SCRC offers confidential counseling and referrals for resources on and off campus that assist students in meeting SAMHSA's 8 dimensions of wellness. Occasionally, the Student Counseling and Resource Center offers group counseling and if appropriate, career counseling. Additionally, the SCRC partners with multiple campus organizations, offices, faculty, and staff for referrals and collaboration of workshops to educate students, faculty, and staff about wellness. Appointments for the SCRC can be made directly at 636-949-4522.

The Chaplin, Dr. Nichole Torbitzky works in the Wellness Center to assist students in meeting their spiritual needs. Appointments can be made through 636-949-4522 or 636-949-4651.

## **VETERANS AFFAIRS CENTER**

The Veterans Affairs Center has been designed to meet the needs and concerns of armed services veterans at Lindenwood. It is a designated place on campus where veterans can find camaraderie, friendship, and needed resources and support. Further, it is a place to get information about a variety of issues concerning veterans and their benefits. It has two common-use computers for veteran use and a lounge for relaxing between classes. The office is staffed by full-time Lindenwood employees as well as by students who have worn or are still wearing the uniform or have a connection to our military.

The Veterans Affairs Center is located in the Library and Academic Resources Center, and the hours of operation are Monday through Friday, 9 a.m. to 6 p.m.

## **THE CONNECTION**

An event space and the main computer lab are located on the first floor of the Spellman Center.

## **THE LOFT**

The Loft, located on the lower level of Butler Hall includes a computer lab, Maker-Space, and wireless Internet access.

## **TUTORING SERVICES**

Tutors are available for many of the courses at Lindenwood University. Students who are having difficulty in a given course should contact their professors to determine if tutoring assistance is available for the course in which they are struggling. Tutoring assistance is available in the Student and Academic Support Services (SASS) area in the Library and Academic Resources Center. Tutor contact information, times, locations and content tutoring can be accessed through Canvas. Tutors are typically either upper-level students who are majoring in the subject area or students who excel in that area of study. Students may also access online tutoring from Smarthinking using any Internet connection. Online tutors are available to work with students up to 24 hours a day in a wide range of subjects, including writing, math, accounting, statistics, finance, economics, biology, anatomy and physiology, physics, chemistry, and Spanish. Completed drafts of writing may also be submitted to Smarthinking's Essay Center for detailed and personalized feedback, typically within 24 hours. Students may access online tutoring through Canvas and the student portal.

## **WRITING CENTER**

The Lindenwood University Writing Center, located in the Library and Academic Resources Center, is designed to help students with all aspects of the writing process. The Writing Center emphasizes a personalized, collaborative approach that helps each writer gain confidence and competence in his or her writing abilities. The primary operational technique is a one-on-one (face-to-face) interaction between the writer and a writing consultant. Synchronous online appointments are also available. Consultations utilize and emphasize

basic principles of the writing process—journaling or free writing, drafting, peer response, and revision. Students typically read their work aloud in order to keep both parties actively engaged in the process. These consultations generally last from 30 minutes to one hour, and students are encouraged to return for additional visits. Students are encouraged to go to the Writing Center on a voluntary basis, though at times, professors will refer students to the center.

The Writing Center director is a member of the English Department, and the writing consultants are graduate and undergraduate students who have been hired specifically because of their writing proficiency. Writing consultants are selected, interviewed, trained, and managed by the Writing Center director.

In addition, the Writing Center provides a unique and valuable learning experience for those students working as writing consultants.

The Writing Center also offers computer workstations linked to the Internet, the library, and a printer and houses a small library of reference manuals including dictionaries, style manuals, writing texts, grammar texts, and various readers with sample essays.

Walk-ins are welcome, but appointments are preferred and can be made at <https://lindenwood.mywconline.com/index.php?msgLOG=YES>.

For more information and a semester schedule, please visit the Library's website.

## **STUDENT EMPLOYEE PROGRAMS**

### **PROGRAM OVERVIEW**

A student employee performs as both student and employee. As a result, such individuals are expected to complete important institutional tasks while maintaining high academic standards. Student employees are expected to recognize their dual status, as well as understand that a student employee position is not just a job but a privilege that comes with outlined responsibilities and expectations. Student employees are required to adhere to the policies and procedures outlined in both the Student Guidebook and the Employee Guidebook.

### **STUDENT EMPLOYEE ELIGIBILITY**

All applicants must be enrolled in classes to qualify for the program. Any student employee on academic probation is not eligible to participate in the Student Employee Program. The student may apply to the program once the probation is removed. Should a student employee be placed on academic probation while already a student employee, the student will be immediately removed from the program until the probation is lifted. At that time, the student may reapply to the program. No position will be held open for an employee, and rehire into the program is not guaranteed. Decisions on academic probation are made through Academic Services.

International students are also required to obtain a Social Security Number prior to working. The International Office will complete a Social Security Number request form based on employment eligibility. The Human Resources Office will confirm the request and the student will apply for a social security card at the Social Security Office. Once the

international student obtains the Social Security Number, he/she can begin working pending all other hiring requirements are met.

Lindenwood offers both part-time and full-time positions on and off campus. Students interested in employment with the university must complete an application online through Workday.

## CALENDAR CYCLES

Positions in the student employee program are based on calendar cycles, which dictate when positions start and end. Calendar cycles are communicated with student employees through the hire letter. Most student employee positions are between 36 and 40 weeks in length. Work is not permitted outside the calendar cycle dates for these positions.

Fifty-two-week student employees can start working up to four weeks prior to the assigned start date prior to the start of their term if enrolled in classes for the upcoming semester. Fifty-two-week student employees can also work for an additional three weeks when not enrolled in classes up until graduation. For either situation, the supervisor must contact Human Resources for approval and must be able to demonstrate a need for the deviation from the assigned work period.

| <b>Calendar Cycle</b>        | <b>Number of Weeks</b> |
|------------------------------|------------------------|
| July 1, 2017–June 30, 2018   | 52 weeks               |
| August 1, 2017–May 31, 2018  | 40 weeks               |
| August 14, 2017–May 11, 2018 | 36 weeks               |

## FINAL EXAM SCHEDULE

### FALL SEMESTER 2018

#### **Normal Class Meeting Time**

MWF 8:00-8:50

MWF 9:00-9:50

MWF 10:00-10:50

MWF 11:00-11:50

MWF 12:00-12:50

MWF 1:00-1:50

MWF 2:00-2:50

MWF 3:00-3:50

MWF 4:00-4:50

TR 8:00-9:15

TR 9:30-10:45

TR 11:00-12:15

TR 1:00-2:15

TR 2:30-3:45

TR 4:00-5:15

M Evening

T Evening

W Evening

R Evening

#### **Scheduled Examination Time**

Friday, December 14 8:30-10:30 am

Monday, December 10 8:30-10:30 am

Wednesday, December 12 8:30-10:30 am

Monday, December 10 11:00 am-1:00 pm

Wednesday, December 12 11:00 am-1:00 pm

Friday, December 14 11:00 am-1:00 pm

Monday, December 10 2:00-4:00 pm

Wednesday, December 12 2:00-4:00 pm

Friday, December 14 2:00-4:00 pm

Thursday, December 13 8:30-10:30 am

Tuesday, December 11 8:30-10:30 am

Tuesday, December 11 11:00 am-1:00 pm

Thursday, December 13 11:00 am-1:00 pm

Tuesday, December 11 2:00-4:00 pm

Thursday, December 13 2:00-4:00 pm

Monday, December 10 Regular Meeting Time

Tuesday, December 11 Regular Meeting Time

Wednesday, December 12 Regular Meeting Time

Thursday, December 13 Regular Meeting Time

## SPRING SEMESTER 2018

### Normal Class Meeting Time

MWF 8:00-8:50

MWF 9:00-9:50

MWF 10:00-10:50

MWF 11:00-11:50

MWF 12:00-12:50

MWF 1:00-1:50

MWF 2:00-2:50

MWF 3:00-3:50

MWF 4:00-4:50

TR 8:00-9:15

TR 9:30-10:45

TR 11:00-12:15

TR 1:00-2:15

TR 2:30-3:45

TR 4:00-5:15

M Evening

T Evening

W Evening

R Evening

### Scheduled Examination Time

Friday, May 3

Monday, April 29

Wednesday, May 1

Monday, April 29

Wednesday, May 1

Friday, May 3

Monday, April 29

Wednesday, May 1

Friday, May 3

Thursday, May 2

Tuesday, April 30

Tuesday, April 30

Thursday, May 2

Tuesday, April 30

Thursday, May 2

Monday, April 29

Tuesday, April 30

Wednesday, May 1

Thursday, May 2

8:30-10:30 am

8:30-10:30 am

8:30-10:30 am

11:00 am-1:00 pm

11:00 am-1:00 pm

11:00 am-1:00 pm

2:00-4:00 pm

2:00-4:00 pm

2:00-4:00 pm

8:30-10:30 am

8:30-10:30 am

11:00 am-1:00 pm

11:00 am-1:00 pm

2:00-4:00 pm

2:00-4:00 pm

Regular Meeting Time

Regular Meeting Time

Regular Meeting Time

Regular Meeting Time

## CAMPUS DIRECTORY

### Academic Assistance (Tutoring)

SASS, Library and Academic Resources Center

636.627.2543

### Office of Student and Academic Support Services

Library and Academic Resources Center

636.627.2543

### Academic Requirements

Academic Services, Roemer Hall

636.949.4954

### Athletic Events, Sports Information

Sports Information Director, Hyland Arena

636.949.4368

### Cafeteria/Hospitality Services

Dining Hall, Spellmann Center

636.949.4646

### Career Planning and Internships

Office of Career Development, Library and Academic Resources Center

636.949.4806

### Clubs, Organizations, Student Government, and Greek Life

Student Involvement, Evans Commons

636.949.4983

### Intramurals, Evans Commons

636.949.4490

### Dean of Students

Evans Commons

636.627.4985

### Diversity

Office of Student Life & Diversity, Evans Commons

636.627.4985

|  |                              |
|--|------------------------------|
| <b>Financial Aid</b><br>Office of Financial Aid, Roemer Hall   | 636.949.4923                 |
| <b>Financial Ledger/Your University Account</b><br>Business Office, Roemer Hall  | 636.949.4650                 |
| <b>First-Year Programs</b><br>Office of First-Year Programs, Library and Academic Resources Center   | 636.627.4627                 |
| <b>Graduate Programs</b><br>Office of Graduate, Adult & Professional Admissions<br>Welcome Center  | 636.949.4933                 |
| <b>Office of International Students &amp; Scholars</b><br>OIS&S, Spellmann Center  | 636.949.4982                 |
| <b>Mail</b><br>Mailroom, Evans Commons   | 636.949.2501                 |
| <b>Personal or Social Issues</b><br>Student Life & Diversity, Evans Commons  | 636.627.4985                 |
| <b>University Chaplain, Evans Commons</b>  | 636.949.2935                 |
| <b>Public Relations</b><br>University Marketing and Communications Office<br>1165 First Capitol Drive  | 636.949.4913                 |
| <b>Residential Life</b><br>Office of Residential Life, Evans Commons   | 636.949.4848<br>636.949.4312 |
| <b>ROTC</b><br>Evans Commons   | 636.940.2920                 |
| <b>Security</b><br>On call security<br>On call security<br>4th Floor, Spellmann Center<br>Note: In the event of an emergency, please call 911. | 636.949.4911<br>636.262.2623 |
| <b>Student Worker Office</b><br>Student Worker Office, Stumberg Hall   | 636.949.2584                 |
| <b>Title IX</b><br>Suite 221, LARC   | 636.255.2275                 |
| <b>Veterans Issues</b><br>Veterans Affairs Center, Library and Academic Resources Center   | 636.627.2920                 |
| <b>Wellness Center</b><br>Student Health, Counseling Center, and Chaplains Office<br>3rd Floor, Evans Commons                                  | 636.949.4525                 |

*Note: If you have questions about your classes, you may also wish to speak to your professor, advisor, or appropriate school dean or Academic Services. For information about academic requirements, you may wish to speak to your advisor or Academic Services. With respect to any personal or social issues, you may wish to speak to your advisor or the appropriate school dean.*





# LINDENWOOD UNIVERSITY CAMPUS MAP

- 1 Stumberg Hall
- 2 Warner Hall
- 3 Memorial Arts Building
- 4 Eastlick Hall
- 5 Young Hall
- 6 Butler Library
- 7 Roemer Hall
- 8 Harmon Hall
- 9 Butler Hall
- 10 Ayres Hall
- 11 Sibley Hall
- 12 Niccolls Hall
- 13 Parker Hall
- 14 Cobbs Hall
- 15 Irwin Hall
- 16 McCluer Hall
- 17 Spellmann Center  
(Public Safety & Security Office)
- 18 Fitness Center
- 19 Field House

- 20 Harlen C. Hunter Stadium
- 21 Student-Athlete Center
- 22 Hyland Arena
- 23 Evans Commons
- 24 Flowers Hall
- 25 Mathews Hall
- 26 Guffey Hall
- 27 Calvert Rogers Hall
- 28 Rauch Memorial Hall
- 29 SCAT Bus Stop
- 30 Blanton Hall
- 31 Welcome Center
- 32 Barnes & Noble  
Campus Facilities
- 33 J. Scheidegger Center
- 34 Grounds Department
- 35 Baseball Locker Room
- 36 Softball Locker Room
- 37 Linden Terrace Residential
- 38 Glenco Residential
- 39 Lindenwood House
- 40 Tennis Complex
- 41 Track and Field/Grandstands
- 42 Pfremer Hall
- 43 Reynolds Hall
- 44 Lou Brock Sports Complex
- 45 First Capitol Residential
- 46 Powell Terrace Residential
- 47 Library and Academic Resources Center
- 48 PR/Marketing House
- 49 Studio West
- 50 Studio East
- 51 Alumni House/Museum
- 52 Development Office
- 53 Newman Center
- 54 ROTC Building/Shotgun Sports
- 55 Cultural Center (LUCC)
- 56 Gamble House
- 57 Pavilion
- 58 Chargene Housing
- 59 Linden Lodge



## ENTRANCES

- A Patma Entrance
- B West Clay Entrance
- C Barnes & Noble Entrance
- D First Capitol Gate
- E Alumnae Gate
- F Eastlick Gate
- G Roemer Entrance







***ONEROAR***

LINDENWOOD

OFFICE OF STUDENT DEVELOPMENT

209 South Kingshighway, St. Charles, MO 63301 / 636.949.4985