

Lindenwood University

*Undergraduate Catalog for the
Lindenwood College for Individualized Education
& Evening Programs*

1997-98

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Academic Programs

Undergraduate Degrees

Baccalaureate Programs

Lindenwood College for Individualized Education (LCIE)

Business Administration
Corporate Communication
Gerontology
Health Management
Human Resource Management
Mass Communication
Valuation Sciences (*Appraisal*)

Evening College Program

Baccalaureate Programs

Business Administration
Criminal Justice
Human Resource Management
Human Service Agency Management

Semester Schedule

Accounting
Art History
Biology
Business Administration
Chemistry
Computer Science
Corporate Communication
Criminal Justice
Dance
Early Childhood Education
Early Childhood Special Education
Elementary Education
English
Fashion Design
Finance
French
History
Human Resource Management
Human Service Agency Management
International Studies
Management Information Systems
Marketing
Mass Communication
Mathematics
Medical Technology
Music
Performing Arts
Physical Education
Political Science
Psychology
Public Management
Retail Merchandising

Secondary Education (*major in subject specialty*)
Social Work
Sociology
Spanish
Studio Art
Theatre
Writing

Graduate Degrees

Lindenwood College for Individualized Education (LCIE)

Master of Arts in Gerontology
Master of Arts in Professional Counseling
Master of Business Administration (*MBA*)
Master of Science (*business area of concentration*)
Master of Science in Corporate Communication
Master of Science in Health Management
Master of Science in Human Resource Management
Master of Science in Human Service Agency Management
Master of Science in Mass Communication
Master of Science in Valuation (*Appraisal*)
Graduate Certificate in Gerontology

Semester Schedule

Master of Arts in Art
Master of Arts in Education
Master of Arts in Educational Administration
Master of Arts in Theatre
Master of Fine Arts in Theatre

Quarter Schedule

Master of Arts in Human Service Agency Management
Master of Business Administration (*MBA*)
Master of Science (*business area of concentration*)

Trimester Schedule

Professional Counseling and School Counseling

Master of Arts in Professional Counseling
Master of Arts in School Counseling
Master of Arts in Professional and School Counseling
School Psychological Examiner Certificate



Introduction

This catalog contains a description of the undergraduate programs in the traditional Evening College and the Lindenwood College for Individualized Education (LCIE). These programs are offered on the quarter schedule of Lindenwood University. Separate catalogs are devoted to the description of the traditional semester undergraduate program and to the special requirements of the Lindenwood University Graduate Programs. All statements in this publication concerning policies, program requirements, fees and other matters are subject to change without notice. The statements in this catalog are for informational purposes only and should not be viewed as the basis of a contract between a student and the University.

Lindenwood University is an Equal Opportunity, Affirmative Action Employer. The University complies with the Civil Rights Act of 1964 and other legislation, as amended, including the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, and the Americans With Disabilities Act of 1990, and other legislation which prohibits discrimination in employment and access to educational programs because of race, color, national origin, sex, age or physical handicap. Lindenwood University is committed to a policy of non-discrimination and dedicated to providing a positive discrimination-free educational and work environment. Any kind of discrimination, harassment, and intimidation is unacceptable conduct. For the purpose of this policy, discrimination, harassment and intimidation may be defined as any attempt on the part of individuals, groups and recognized campus organizations to deny an individual or group those rights, freedoms or opportunities available to all members of the University community. The University is committed to meeting the full intent and spirit of the anti-discrimination laws, not merely the minimum letter of the law. Inquiries concerning the application of Lindenwood University's policy on non-discrimination should be directed to the Campus Life Office or executive offices of the University.

Lindenwood complies with the Drug Free Schools and Communities Act of 1989, the Drug-Free Workplace Act of 1988, the Student Right-to-Know and Campus Security Act of 1990, and the Campus Securities Disclosures (Section 458 of the Higher Education Amendments of 1992), and seeks to provide a healthy, safe and secure environment for students and employees. (See Campus Life Handbook).

Lindenwood University is accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools, the Missouri Department of Elementary and Secondary Schools, and by the National Council for the Accreditation of Teacher Education. Lindenwood is a member of the American Assembly of Collegiate Schools of Business.

Degree Programs

Lindenwood University offers academic programs leading to the Bachelor of Arts, Bachelor of Fine Arts, and Bachelor of Science degrees at the undergraduate level. At the graduate level, the University offers coursework leading to the Master of Science, Master of Arts, Master of Business Administration, Master of Fine Arts, and Master of Science in Valuation. Interdisciplinary majors and minors are available in international studies and human resource management. In all divisions individualized degrees may be developed on a contract basis for interdisciplinary specialities. The major areas of concentration and the format in which each degree is offered are listed under Academic Programs in this catalog.

The Mission of Lindenwood University

Lindenwood University is an independent, liberal arts university with a historical relationship with the Presbyterian Church. Its programs are value-centered and intend to create a genuine community of learning, uniting all involved in a common enterprise. Lindenwood University seeks to offer undergraduate and graduate programs of high quality that will:

—provide educational experiences that will unite the liberal arts with professional and pre-professional studies in an atmosphere of academic freedom distinguished by personal attention of faculty to students;

—foster awareness of social issues, environmental problems, political processes, community service, and those values and ethical ideas inherent in the Judeo-Christian tradition and other major world cultures: belief in an ordered, purposeful universe; belief in the dignity of work; belief in the worth and integrity of the individual; belief in the obligations and privileges of citizenship; belief in the value of unrestricted search for truth;

—encourage a pursuit of knowledge and understanding through the rigorous study of a core curriculum of general education and an area of major emphasis, creating the foundation for life-long learning that will provide graduates with the tools and flexibility necessary to cope with future needs and changes; and

—build a deliberately diverse learning community structured around a residential population joined by commuter students of all ages, graduate and undergraduate, in St. Charles and other sites, a community without economic barriers limiting access, in which students with different goals may join together in intellectual, social, spiritual, creative, and physical activities.

Lindenwood University's educational programs liberate individuals from limitations, enabling them to pursue rewarding and fulfilling lives.

Historic Lindenwood

Founded in 1827, Lindenwood University is one of the oldest institutions of higher learning in the United States and the second oldest university west of the Mississippi River.

Its founders, Major George C. and Mary Easton Sibley, began a liberal arts school for young women, which has served as a nucleus around which other programs have clustered for 170 years. The original college for women was expanded in 1968 to include men.

Today, Lindenwood offers a full complement of coeducational experiences, serving both full- and part-time students of all ages, with a wide variety of educational programs leading to baccalaureate and master's degrees.

Lindenwood University offers more than 50 undergraduate and graduate degree programs. This academic year, Lindenwood University will serve more than 7,000 full-time and part-time students. Fourteen hundred of these students will live on the University's beautifully wooded campus in St. Charles.

Campus Centers

St. Charles Campus—located at 209 South Kingshighway in the heart of St. Charles, this 235-acre site is the original campus founded by the Sibleys. Historic buildings grace the tree-lined walks, and house classrooms, administrative offices, and residential living.

Lindenwood University Cultural and Community Center (LCCC)—located at 400 North Kingshighway, a few blocks from the main campus. The LCCC is the center for the Lindenwood College for Individualized Education (LCIE) and the University's music department. Classrooms, faculty offices, and a 750-seat auditorium are among the building's amenities.

Westport Center—located in the 12000 Building, 11960 Westline Industrial Drive, Suite 250, in west St. Louis County, this facility meets the needs of working adults enrolled in undergraduate and graduate programs of the Lindenwood University Evening Division. Classrooms and administrative offices are housed in a modern, air-conditioned facility with ample free parking.

Synergy Center—located at 5988 Mid Rivers Mall Drive in St. Peters, this newly constructed facility offers working adults the opportunity to learn in a business atmosphere.

In addition, the University provides on-site instruction at a number of businesses and school districts in the region.

Conferences

The University offers a variety of services and accommodations to community groups, religious organizations, businesses, and trade and professional organizations on campus and at our off-campus sites. Many conferences, workshops, meetings and community events are held each year at the various Lindenwood facilities.

Undergraduate Admissions

The standards of admission to Lindenwood University are selective, yet flexible. We do expect our applicants to have a sound academic preparation for university, and we carefully examine each applicant's record to determine whether or not the student has the potential to be successful at Lindenwood.

Lindenwood University consciously seeks a diverse student body and welcomes applicants from a variety of socio-economic, religious, and ethnic backgrounds. We also value geographical diversity and welcome international students to our campus.

The Director of Admissions invites correspondence from prospective students, their parents, and school counselors.

Selection Criteria

Candidates applying to Lindenwood University will be evaluated individually by the Director of Admissions. Lindenwood recommends at least 16 units of high school study in solid academic areas, (one year in a particular subject is considered an academic unit). While no single academic preparation is required, a university preparatory curriculum is preferred. Therefore, a student's high school record should reflect study of English for four years and two or three years each of natural science, mathematics, and social studies. The University also recommends two years of study in a foreign language as well as some study in the areas of fine or performing arts.

Application Procedures

To be considered for admission to the University, an applicant's file must include:

1. A completed and signed application form with the \$25.00 application fee (non-refundable). Checks or money orders should be made payable to Lindenwood University. In cases of financial hardship, the fee may be postponed until enrollment. This postponement may be requested by the high school counselor or an appropriate agency official.
2. Official transcript, indicating graduation, from the last high school attended. A copy of the student's General Education Development (GED) certificate may be provided in lieu of the high school transcript. Transfer students who have successfully completed a two-year program that is acceptable for full credit toward a bachelor's degree may not be required to submit their high school transcript. Students wishing to transfer credit from a regionally accredited institution should furnish official university transcripts at the time they apply for admission to Lindenwood University. Candidates who do not have a high school diploma or its recognized equivalent, must achieve a passing score on the ACT assessment test.

Provisional Admission to the University may be granted by the Dean of Admissions and Financial Aid on the basis of facsimile copies of high school transcripts, ACT/SAT scores, GED scores, and/or other university transcripts.

3. Results of either the ACT or SAT. Contact the Admissions Office or your high school counselor for an application and scheduled dates for these examinations. Lindenwood's code number is 2324 for the ACT or 6367 for the SAT. Transfer students with 24 or more hours of credit, applicants who have been out of high school for five or more years, or those given approval by the Dean of Admissions, may not be required to furnish scores from standardized tests, although they are recommended. Satisfactory standardized test scores are required for all students majoring in Education.

4. An autobiographical statement or essay is required of all students seeking admission to the LCIE program only. This requirement may be waived in certain instances, as determined by the Director of Graduate & Adult Professional Admissions

International Students

All International Students are required to submit the following:

1. A completed and signed International Student Application.
2. A \$50.00 (non-refundable) application fee. Checks or money orders should be made payable to Lindenwood University.
3. Proof of English language proficiency as evidenced by one of the following: a) A TOEFL score of at least 500 for undergraduate and 550 for graduate students; b) successful completion of a secondary or university level course of study in which English is the language of instruction, or c) other evidence of English language proficiency.
4. Results of the ACT/SAT (standardized American tests) are recommended but not required for all undergraduate students. The ACT is required for all Education majors and may be taken at Lindenwood.

5. Official transcripts, or a notarized copy of transcripts, from all secondary schools and or universities attended. All transcripts **MUST** be accompanied by an English translation. Transcripts should be sent directly to Lindenwood from your previous school(s).

6. An autobiographical statement or essay.

7. Two letters of recommendation (graduate students only).

8. A Statement of Personal Finances or an affidavit of support attesting to the student's or sponsor's ability and commitment to pay tuition, fees, and living expenses for one year. Either statement must indicate the exact amount available for support. The amount should be equal to or greater than the tuition and living expenses for one academic year. Either statement must be accompanied by a certified bank letter.

9. An enrollment deposit as described below.

All the steps in the Application Procedures must be completed before Lindenwood will issue an 1-20 form. This requirement may be waived in certain instances, as determined by the Dean of Admissions and Financial Aid.

First-year international students are required to take room and board on campus. Any waiver of this requirement will be granted only under exceptional circumstances. Written requests for a waiver of this requirement should be addressed to the Counselor for International Student Admissions.

Student Expenses 1997-98 Academic Year

Tuition

Full-time Undergraduate Tuition

| | |
|----------------------------|-------------------|
| (12 through 18 credit hrs) | \$4,975/semester |
| Overload Fee | \$275/credit hour |

Graduate Tuition

| | |
|--|-------------------|
| Full-time semester rate (9 through 15 credit hours) | \$ 4,975/semester |
| Full-time quarter rate (9 credit hours) | \$3,050/quarter |
| Quarter Overload Fee (over 9 hours) | \$245/credit hour |

LCIE

| | |
|--------------------|--------------------------|
| Undergraduate | \$1,755/9 hour cluster |
| Graduate | \$2,205/9 hour cluster |
| Full-time Graduate | \$3,050/12 or more hours |

Part-time Tuition

| | |
|-----------------------------|-------------|
| Undergraduate Semester rate | \$275/cr hr |
| Undergraduate Quarter rate | \$195/cr hr |
| Graduate | \$245/cr hr |

Housing & Meals

| | |
|--------------------------------|-----------------|
| Semester/Trimester | \$2,500/term |
| Quarter | \$2,050/quarter |
| Room & Board Fee during breaks | \$150/week |

Other Fees

| | |
|--------------------------------|-------------|
| Housing/Enrollment Deposit | \$150 |
| Res/Student Activity Fee | \$50/term |
| Telephone Fee | \$50/term |
| Lab Fee (in specified courses) | \$65/course |
| Studio Fee (general) | \$65/course |

| | |
|---|--------------------------|
| Studio Fee (ceramics, color theory and figure drawing) | \$80/course |
| Applied Music Fee | \$150/half-hour |
| <i>(For individual lessons in piano, voice, orchestral instruments and organ; per semester hour credit)</i> | |
| American Studies Colloquium | Fee Available on Request |
| Student Teaching Fee | \$175 |
| Experiential Learning Fee (one-time only charge) | \$225 |
| Experiential Learning Credit | \$50/cr hr |
| Overload Fee (except LCIE) | \$275/sem hr |
| <i>(a charge to full-time students who take more than 18 hours in a term)</i> | |
| Late Registration Fee | \$25 |
| Promissory Note Origination Fee | \$25 |
| Late Payment Fee (per month) | \$25 |
| Culminating Project Extension Fee | \$25 |
| Graduation/diploma fee | |
| Undergraduate | \$100 |
| Graduate | \$125 |

Note: The Graduate Contract Degree Rate will be determined at the time of admission into the program. Provisions for extended stay housing and meals, degree programs, and tutoring and additional services are available upon request.

Students are expected to pay tuition charges prior to the beginning of each term. Students may use financial aid (grants and loans) as payment. Student Aid Reports and loan application should be submitted to the Financial Aid Office prior to the beginning of each term.

Enrollment Deposit

Resident students are expected to pay a \$150 non-refundable fee to reserve their rooms. After the semester charges have been paid, the room reservation fee becomes a refundable room damage deposit.

This deposit remains on account at the University as long as the student resides in campus housing. Any damage to the assigned housing during the time of residence will be deducted from the deposit. Students are entitled to a deposit refund upon completion of the Residential Check-Out form once all outstanding debts to the University have been satisfied. If a new student withdraws prior to the beginning of a term, the housing application fee is not refundable. Continuing students must notify the Housing Office of plans not to return the following term as a resident student and complete the Residential Check-Out form. Failure to complete this process by the date of the last class or exam preceding the departure will result in forfeiture of the deposit.

Students must meet all financial obligations to the University in order to qualify for a room damage deposit refund. Application for the refund is available in the Business Office.

When students have been accepted for admission, students, parents and/or guardians accept all the conditions of payment as well as all the regulations of the University. In making the initial payment of \$150 the student and his parent or guardian acknowledge these terms and signify acceptance of these obligations. No promise or contract that differs from these terms shall bind the University unless it has been signed by the Chief Operating Officer of Lindenwood University. The University reserves the right to increase or reduce fees each year according to changes in fiscal conditions.

An additional charge may be added for all single rooms in the dormitories and/or apartment/house living quarters (on a space-availability basis).

Payment Options

Corporate Promissory Note: The Corporate Promissory Note is available to students who work for companies that have tuition reimbursement plans. This applies to students whose employer pays the University directly; proof of employment and a copy of your company's reimbursement policy must be on file in the Business Office. The amount of the promissory note cannot exceed the amount the employer pays for tuition for each term. The due date for all promissory notes is 30 days following the conclusion of the term for which the note applies. A monthly late charge will be assessed after this date. The student whose employer does not make direct reimbursement to Lindenwood University will be required to make payment arrangements with the Business Office at the time of registration. By signing a promissory note you have given Lindenwood University permission to contact your employer if the note is not paid by the date due.

Installment Promissory Note (IPN): The IPN offers the option for students to pay their tuition in installments. It is available to students and/or their parents. There is an origination fee that must be paid when the agreement is executed; the fee is based on the amount of the unpaid balance. A monthly late fee of \$25 will be assessed if the payments are delinquent. The IPN may be not be used in conjunction with the Corporate Promissory Note without the approval of the Business Office Manager.

Any payment or financial aid received prior to the promissory note due date will be applied to the balance appearing on the student's account

Delinquent Accounts

Students must meet all financial obligations to the University in order to qualify for continued enrollment or graduation.

This means that, each semester or term, each student must pay all money due to the University, including tuition, fees, traffic fines, library fines, and any other financial obligation.

Students with delinquent accounts can expect the following:

1. Registration for a succeeding term will not be allowed.
2. Grades for the current term will be held.
3. A transcript will not be issued.
4. The student will not be permitted to graduate.

Withdrawal & Refund

Students wishing to withdraw from Lindenwood University should contact both the Registrar's Office, and the Office of Financial Aid. In order to receive the proper refund, any notification of withdrawal or cancellation and requests for refund should be made in writing. Students should submit a withdrawal form to the Registrar's Office. Calculations of refunds or tuition adjustment shall be based on the student's last date of attendance.

The refund of all charges for students receiving Title IV aid while attending Lindenwood University for the first time, who withdraw within the first 60 percent of the term, shall be the larger of either the pro rata refund calculation (as defined by the Higher Education Amendments of 1992) or the calculation described below.

All other students are subject to a refund which equals the larger of either the Lindenwood University refund calculation as described below, or the federal refund calculation (defined by the Higher Education Amendments of 1992 as amended 7/1/95). If any student withdraws prior to the beginning of a term, all payments for that term, except the initial \$150 non-refundable room reservation deposit, will be refunded.

The refund policy for tuition fees including overload charges for Semester and Trimester schedules is as follows:

| | |
|------------------------------------|-----------|
| Withdrawal during 1st two weeks | 75% |
| Withdrawal during 3rd week of term | 50% |
| Withdrawal during 4th week of term | 25% |
| Withdrawal after 4th week of term | No Refund |

The Quarter tuition refund schedule is as follows:

| | |
|-----------------------------------|-----------|
| Withdrawal before 1st class meets | 100% |
| Withdrawal before 2nd class meets | 75% |
| Withdrawal before 3rd class meets | 50% |
| Withdrawal before 4th class meets | 25% |
| After 4th class meets | No Refund |

No refund for room charges will be made for a term after a student has occupied the room. Board charges will be refunded on a pro-rata basis, plus \$100 for a student who withdraws totally.

Application, activity, lab and miscellaneous fees and room reservation deposits are non-refundable, except as indicated under "Enrollment Deposit" and above.

Appeals

Appeals on withdrawal and refund calculations for students and parents who feel the individual circumstances warrant exceptions from published policy should be addressed to the Business Office Controller.

In order to appeal a decision, the student must submit a written request to the Business Office Controller including any evidence which would substantiate the appeal

Refund Distribution of Financial Aid

After the amount of the refund has been calculated, the Financial Aid Office will determine the Title IV refund amounts according to the calculation schedule approved by the Secretary of Education. Refunds to specific Title IV programs will be made to the following programs in the order outlined: (1) Outstanding balances on FFEL Program Loans (new Unsubsidized, Unsubsidized Stafford, Subsidized Stafford, and PLUS); (2) Outstanding balances on Federal Direct Loans; (3) Outstanding balances on Federal Perkins Loans; (4) Federal Pell Grant awards; (5) Federal SEOG Awards; (6) other Title IV student assistance; (7) other federal, state, private or institutional aid; and (8) the student. No Title IV program may receive a portion of the Federal refund amount if that program was not part of the student's original package.

Cash Disbursements

When a student officially or unofficially withdraws from school and has received a cash disbursement for educational expenses that exceeds non-institutional costs of education up to that time, the student owes the excess amount to the Title IV program(s) which helped meet the student's educational costs. Lindenwood University will follow the same procedures used in the refund policy to determine which Title IV program(s) will receive the student-owed repayment.

The University will notify, bill, and collect from the student the amount owed the Title IV program(s).

Financial Assistance

Financial aid is available to all qualified students. Financial need may be met through a combination of state, federal and institutional aid. Federal grants are outlined below. Institutional awards and grants are offered in the areas of academics, leadership, athletics, drama, music and art.

The Lindenwood University financial aid program provides assistance to students with financial need who would otherwise be unable to receive an undergraduate education. The primary responsibility for paying the student's education expenses rests with the student and his/her family, and the University expects both the student and his/her parent(s) to make a realistic contribution to meet these costs. Financial aid is a supplement for those students and families who cannot afford the entire cost of a university education.

What the student is expected to pay is determined by a standard analysis of the financial statement the student and his/her family must file. Lindenwood University uses the Free Application for Federal Student Aid (FAFSA) to determine eligibility for all Title IV and institutional assistance. Lindenwood does not require students to fill out supplementary fee based forms to determine eligibility for institutional financial aid. All students wishing to receive Title IV aid must submit a valid set of Student Aid Reports or a valid ISIR (Institutional Summary Information Report) which result from the processing of the FAFSA and must complete any required verification. Financial need is calculated as the difference between the cost of attendance and the expected family contribution from the student and his/her parent(s). Financial aid is an award from grant, loan, and/or work funds which will help meet this need.

Scholarships

A variety of scholarships are awarded to students who have excelled in fields of study, community activities or athletic competition. Lindenwood University's admissions counselors can advise prospective students of the full program of scholarship availability.

Although Lindenwood University scholarships and grants are credited in total at the beginning of each term, they are actually earned as tuition, room and board charges are incurred.

Therefore, tuition, room, and board charges which are reduced as a result of being unearned will automatically result in an immediate proportional reduction of the Lindenwood University scholarship or grant as also being unearned.

All institutional aid will be reduced in accordance with the student's reduced cost, for campus-housed students who move off campus.

Older Student & Institutional Grants

Lindenwood University offers a 50 percent scholarship to all persons age 55 and over. The University also offers partial institutional grants for employees of selected companies, municipalities, and school systems. These grants apply to the tuition for credit classes and do not apply to courses that are audited. Any other funding may first replace the Lindenwood University grant.

Student Employment

Most full-time resident students are able to defray a portion of their University costs by participating in the Lindenwood University "Work and Learn" Program on campus. Generally, compensation which would otherwise be provided for this work is instead credited against the student's account.

Types of Federal Financial Aid

Federal Pell Grant Program

Eligibility is determined by the Pell Grant processor, and is based on a student's Estimated Family Contribution (EFC).

The student must submit the Free Application for Federal Student Aid (FAFSA) and request that pertinent financial data be sent to the Pell Grant processing agency for determination of eligibility. The results are forwarded to the student in the form of a Student Aid Report (SAR) which must then be sent to the Lindenwood University Financial Aid Office. Electronic filing results will also be sent directly to the institution in the form of an Institutional Summary Information Report (ISIR).

Federal Supplemental Equal Opportunity Grant (FSEOG)

Eligibility for this grant depends upon the extent of a family's inability to pay the educational costs. It is determined by an analysis of the family's financial situation, as reflected on the Student Aid Reports.

Federal Work-Study Program (FWS)

This program provides work opportunities for needy students. Eligibility is dependent upon the extent of financial need, as determined by an analysis of the FAFSA. If a student is awarded work-study funds as part of the financial aid package, that student may seek employment on campus. Ordinarily a student will work 10 hours per week while attending school. Wages are \$5.00 per hour.

Federal Perkins Loans

This is a federal loan to students at an interest rate of 5 percent repayable nine months after graduation, after termination of an academic program, or after enrolling for fewer than 6 credit hours during a semester. Students may borrow up to \$3,000 per year to an aggregate maximum of \$15,000 as an undergraduate, and \$5,000 per year to an aggregate maximum of \$30,000 as a graduate student.

Repayment extends over a maximum of 10 years at a minimum monthly payment of \$40. This loan is administered by Lindenwood University and does not require a separate application other than the FAFSA. Availability of this loan is at the discretion of the Dean of Admissions and Financial Aid.

Federal Family Education Loan Programs (FFELP)

Subsidized Federal Stafford Loan

The Federal government guarantees loans from \$2,625 to \$5,500 for eligible undergraduates and up to \$8,500 for eligible graduate students per academic year. These loans are made by private lending institutions, and interest is subsidized by the federal government.

Eligible Stafford Borrower Limits:

| | |
|--|----------------------|
| <i>Undergraduate Study</i> | |
| 1st year of study | \$2,625/academic yr. |
| 2nd year of study | \$3,500/academic yr. |
| 3rd, 4th & 5th year of study | \$5,500/academic yr. |
| Cumulative Limit | \$23,000 |
| <i>Graduate Study</i> | |
| | \$8,500/academic yr. |
| Cumulative Limit (including undergraduate study) | \$65,500 |

For borrowers who have no outstanding loans as of October 1, 1992, the interest rate on a Stafford Loan is variable, and is tied to the 91-day Tbill plus 3.1 percent, not to exceed 9 percent. Borrowers with outstanding balances will borrow at the same rate as the prior loan, but may be eligible for interest rebates. These loans qualify for federal interest subsidy while the borrower is in school at least half-time.

Students must file the FAFSA to determine eligibility for a Stafford Loan, and must submit Student Aid Reports in order to receive loan funds.

A student can obtain an application form for the Federal Stafford Loan from the Lindenwood University Financial Aid Office.

Unsubsidized Federal Stafford Loan

Students who meet the eligibility requirements under Section 484 of the Higher Education Amendments and who do not qualify for interest subsidies under the FFELP Stafford Loan program may borrow under the Unsubsidized Stafford Loan program.

Similar to the Federal Subsidized Stafford Loan program, the Unsubsidized Stafford Loan is available to all eligible students, and students must complete a valid need analysis. Unsubsidized Stafford Loans are not need based, however, and interest accruing on the loan is not subsidized (or paid) by the Federal government while the student is in school.

Students must therefore pay the interest payments while in school. There is a 4 percent processing fee deducted from the amount of the student loan.

Addendum forms necessary to apply for the Unsubsidized Stafford Loan, as well as the Stafford Loan forms themselves are available in the Financial Aid Office.

Federal Parent Loans to Undergraduate Students (FPLUS)

Parents may borrow for either dependent undergraduate or dependent graduate and professional students. The maximum amount a parent may borrow on behalf of each eligible student is limited to the cost of education, less financial aid. These loan limits do not include amounts borrowed by a student under the FSL programs. FPLUS loans do not qualify for interest subsidy. FPLUS interest rates are the same as unsubsidized loans.

New Unsubsidized Loan (Formerly SLS)

Supplemental loans to students provide for a maximum of \$4,000 for the first two years of study and \$5,000 per year for third or more year students, with an aggregate loan limit of \$23,000, and up to \$10,000 a year for graduate students.

Graduate and professional students or independent undergraduate students are eligible to borrow under this program. Loans made under the new unsubsidized loan program are not eligible for interest subsidy. Repayment is to begin within 60 days after disbursement, except if the borrower is entitled, and requests, to defer principle or interest (contact your lender).

The variable interest rate for any calendar year will be equal to the bond equivalent rate of a 52-week Treasury Bill auctioned at the final auction prior to June 1 of that year, plus 3.1 percent, not to exceed 8.25 percent for unsubsidized loans and 9 percent for FPLUS loans.

Loan Limits

Pursuant to P.L. 101-508, Lindenwood University reserves the right to refuse to certify a loan application, or to reduce the amount of the loan, in individual cases where the institution determines that the portion of the student's costs covered by the loan could more appropriately be met directly by the student.

In addition, requested loan amounts will be reviewed to ensure compliance with educational purpose regulations.

Types of State Financial Aid

Missouri Student Grant Program

The Missouri Student Grant Program is a program available to Missouri residents who attend eligible institutions in the State of Missouri. Lindenwood University is an eligible institution where students receive up to \$1,500 an academic year. Students may apply for the Missouri Student Grant Program by completing the Free Application for Federal Student Aid (FAFSA) by the published deadline.

Missouri Higher Education Academic Scholarship Program

The Missouri Higher Education Academic Scholarship Program is available to Missouri residents who have a composite score on either the ACT or SAT tests which places them in the top 3 percent of all Missouri students taking those tests. The Scholarship is renewable for up to four years for Missouri residents who enroll as full-time undergraduate students at an approved institution for the period of the scholarship. Lindenwood University is an approved eligible institution. Students will be notified by the Missouri Department of Higher Education as to their eligibility.

Missouri Teacher Education Scholarship

Eligible applicants for the Missouri Teacher Education Scholarship Program are defined as residents of Missouri who:

1. Are high school seniors, university freshman, or university sophomores enrolled in a four-year university or university located in Missouri, or students enrolled in a junior or community university located in Missouri;
2. Make a commitment to pursue an approved teacher education program and enroll as full-time students in a four-year university or university in Missouri;
3. Have achieved scores on an accepted nationally-normed test of academic ability such as the Scholastic Aptitude Test (SAT), the American College Test (ACT), or the School College Ability Test (SCAT) which place them at or above the 85th percentile or have achieved a high school grade point average which ranks them in the upper 15 percent of their high school graduating class as calculated at the end of the sixth semester

Applications are available through high school counselors or financial aid offices throughout the state of Missouri.

Marguerite Ross Barnett Memorial Scholarship Program

This program will be available to eligible students who are enrolled part-time and who are employed for at least 20 hours a week. Contact the Missouri Coordinating Board or the Financial Aid Office for details on eligibility criteria.

Veterans' Benefits

Veterans who believe they may be eligible for benefits can receive information and applications through the V.A. Coordinator at the University. Educational Assistance is also provided to widows or children of veterans who died in service or as a result of service-related injuries. Wives and children of disabled veterans are also eligible for assistance.

It is the responsibility for the student to notify the V.A. Coordinator of any changes in their class schedule. The Registrar's Office promptly reports to the Veterans Administration when notified that a veteran is no longer attending class, is making unsatisfactory progress, or has withdrawn from a class or from studies.

See also "Veteran's Benefits" in Undergraduate Academic Procedures section for additional guidelines.

Vocational Rehabilitation

Assistance may be available for students with disabilities. Students should contact their regional office of Vocational Rehabilitation in regard to benefits. Students may contact the Lindenwood University Financial Aid Office if they have questions.

Satisfactory Progress

Students wishing to apply for and receive Title IV assistance must meet specific academic progress requirements in order to maintain Title IV financial aid eligibility. Satisfactory academic progress requires that a student must accumulate a minimum number of credit hours over a maximum number of enrollment periods, and a minimum cumulative grade point average for each period of attendance.

The minimum cumulative Grade Point Average (GPA) is listed under "Scholarship Standards" below and in the graduate catalog.

Satisfactory Progress is defined as satisfactory based on the following maximum academic years and earned credit hours per school division of enrollment:

Full-time Students

Undergraduate University

Academic Years Completed

| | | | | | |
|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 |
|---|---|---|---|---|---|

Earned Credit Hours:

| | | | | | |
|----|----|----|----|-----|-----|
| 16 | 34 | 55 | 77 | 100 | 126 |
|----|----|----|----|-----|-----|

Graduate University

Academic Years Completed

| | | | |
|---|---|---|---|
| 1 | 2 | 3 | 4 |
|---|---|---|---|

Earned Credit Hours

| | | | |
|----|----|----|----|
| 12 | 27 | 39 | 48 |
|----|----|----|----|

Satisfactory Academic Progress determination is made for all students at the end of each academic year.

For a student to be eligible for Title IV Aid at Lindenwood University, the student must have academic standing at the point in the program that is consistent with Lindenwood University's requirements for graduation as listed under "Scholarship Standards" below. Before each payment period, the student's academic record will be checked for satisfactory academic progress based on the most recent determination.

In general, satisfactory progress requires that for each two semesters (which constitutes one academic year, summer being optional) of enrollment, 16 credit hours must be earned the first year, a total of 34 by the end of the second year, and so on according to the above chart for full-time undergraduate semester students, and 12 hours the first year, and so on for full-time graduate students.

Part-time and quarter schedule undergraduate students must successfully complete at least 50 percent of their credit hours attempted and have academic standing at that point in the program that is consistent with Lindenwood University's requirements for graduation.

Failure to maintain minimum academic progress will result in a student being ineligible to receive Title IV financial assistance, following a financial aid probationary period, except as follows: If a student fails to meet the minimum requirements as stated at the end of the second academic year, the student will be placed on Financial Aid Suspension.

Financial Aid Probation/Suspension Reinstatement

Except at the end of the student's second year, if a student fails to meet the minimum requirements as stated, the student will be placed on financial aid probation for the next succeeding academic year of enrollment. If at the end of the probationary academic year of enrollment, the student does not meet the minimum requirements, the student will be placed on financial aid suspension and will not be eligible for financial aid reinstatement until the minimum cumulative requirements of the policy are attained. Withdrawal from the university has no effect on the student's satisfactory progress upon re-entering.

Appeal

A student has the right to appeal if the student feels that he/she has complied with the requirements of the satisfactory academic progress policy, or that there are factors such as undue hardship because of the death of a relative, the student's injury or illness, or similar special circumstances that could affect the decision, or that said decision was not correctly made. If the student's appeal is granted, the student will be placed on Financial Aid probation and will have the next succeeding term of enrollment to meet the minimum requirements stated above.

In order to appeal a decision, the student must submit a written application to the Dean of Admissions and Financial Aid, including any evidence which would substantiate the appeal.

The case will be evaluated by the Appeals Committee. The Committee will advise the student of its decision within 10 working days following the date the appeal is received.

Undergraduate Academic Procedures

Lindenwood University offers academic majors leading to the Bachelor of Arts, Bachelor of Fine Arts, and Bachelor of Science degrees at the undergraduate level. Specific degree requirements are listed in the appropriate sections of the catalog which describe the various programs. Major requirements are listed along with the courses of instruction in the sections following the description of degree requirements. In addition to the standard major, a contract degree option is available to enable students to design their own majors.

Bachelor's Degree Requirements

The requirements for a Bachelor's degree are as follows:

1. Successful completion of a minimum of 126 semester hours, at least 42 of which must be upper division courses, numbered 300 or above.
2. Successful completion of the requirements for one of the undergraduate majors offered by the University, at least 15 credits of which must be taken at Lindenwood University.
3. A minimum cumulative grade point average of 2.0 in all courses taken at Lindenwood University, as well as in the student's major(s).

4. Successful completion at Lindenwood University of the last 30 credits leading to the degree.

5. Successful completion of the general education course requirements, as described on page ____ of this catalog for the Evening College, and on page ____ of this catalog for the Lindenwood College for Individualized Education (LCIE).

Academic Honesty

Academic dishonesty is an exceptionally serious offense to oneself and one's colleagues. The fabric of a learning community is woven by an act of trust: the work to which we affix our names is our own. To act otherwise is to undermine the contract of good faith on which productive study and the open exchange of ideas is based. Students, therefore, wishing to maintain formal membership in a learning community must display the high level of integrity expected of all its members.

Academic dishonesty may result in a failing grade on the piece of work in question, failure in the course, or dismissal from the University.

Academic Load Semester System

Undergraduate Students:

| | |
|---------------------------|---------------------|
| 12 semester hours or more | full time |
| 9-11 semester hours | three-quarter time |
| 6-8 semester hours | half time |
| 1-5 semester hours | less than half time |

Graduate Students:

| | |
|--------------------|---------------------|
| 9 semester hours | full time |
| 6-8 semester hours | half time |
| 1-5 semester hours | less than half time |

Quarter System

Undergraduate & LCIE Undergraduate:

| | |
|--------------------|---------------------|
| 9 semester hour | full time |
| 8 semester hours | three quarter time |
| 6-7 semester hours | half time |
| 1-5 semester hours | less than half time |

Graduate students:

| | |
|--------------------|---------------------|
| 9 semester hours | full time |
| 6-8 semester hours | half time |
| 1-5 semester hours | less than half time |

Course extensions (including Culminating Project Extensions and Thesis Extensions) are not considered as "hours enrolled" for purposes of this policy and are therefore less than half time.

For purposes of a Missouri Student Grant, students must be enrolled in 12 hours in the semester system, or nine hours in the quarter system both at the time the funds are requested and at the time the funds are received.

One hundred and twenty six (126) semester hours are necessary to complete a bachelor's degree. Missouri students expecting to qualify for Missouri State Grant funds are required by the State to be enrolled in a minimum of 12 hours per semester or nine hours per quarter.

A full-time student in the day program may carry a maximum of 18 hours per semester without additional charge with the exception of fees noted for some courses.

Hours in excess of 18 during a semester are subject to an overload fee and must be approved by the appropriate Division Dean.

Advanced Standing

Advanced standing is the administrative placement of students beyond introductory courses in a curriculum allowing credit for work done in other institutions, or giving credit for examinations or other evidence of learning outside the university setting. Students must submit transcripts of previous academic study, results of examinations or proof of occupational experience to be granted advanced standing.

Auditing

A student may register in any lecture course as an auditor. Students are not permitted to audit skill courses such as studio or photography courses involving extensive supervision by an instructor. Auditors will be expected to attend all classes. No credit may be earned or later claimed by a student who audits a course. A student has two weeks into a regular term and two class meetings into a quarter or summer session to make a change in registration to audit a class or to take it for credit. The audit fee is 50 percent of the regular tuition for a course.

Experiential Learning Credit Process

Lindenwood considers experience such as career-oriented skills acquired on the job, participation in business seminars, experience in community affairs, self-developed training in particular fields, or non-credit courses with academic content, as part of the many possibilities for Experiential Learning credit. Credit is not granted for non-university level learning or routine tasks, outdated or forgotten knowledge, or private experience. Limits for credit are also imposed on the acquisition of certain technical skills and specialties. In addition, credit is not given for learning that duplicates a university course already taken.

Students may request up to 27 hours of credit through the Experiential Learning process depending on the requirements of their degree program. Total advanced standing may not exceed 90 hours. Amounts of credit may vary according to the time spent in particular activities and the nature of the learning experience. Students may satisfy some requirements through Experiential Learning credit in their major; however, at least 18 semester hours of coursework toward the major must be taken at Lindenwood University. Lindenwood cannot guarantee how any other university might interpret transfer credit from the Experiential Learning Credit program.

The Portfolio

The criterion for the award of Experiential Learning credit is knowledge accumulated, not time involved. The student may claim such knowledge by the preparation of a portfolio in which the student validates the experience with proof by certificate, diploma, syllabi, letters of testimony, and/or samples of work accomplished. A substantial essay describing the knowledge gained in the learning experience accompanies the validations.

The Experiential Learning Coordinator will help the student develop a portfolio. The Coordinator will identify potential credit areas, discuss the organization of the portfolio and whether the process justifies the learning equivalent of existing university-level courses. Students wishing to receive Experiential Learning credit in their majors must apply before taking courses in their major.

After meeting with the Experiential Learning Coordinator, students wishing to participate in the Experiential Learning portfolio process must register in the LCIE office and pay a \$225 administrative fee to cover the assistance needed in preparing the portfolio. Credit will not be applied to the transcript until students pay a \$50 per credit hour fee.

Experiential Learning Not Requiring A Portfolio

Certain learning experiences are sufficiently standardized as not to require the preparation of a portfolio. Rather, proof of certification or proficiency can be handled directly by the Registrar. The application of credit is evaluated upon presentation of proof of certification or transcripts for the following areas:

Graduate of Diploma Schools of Nursing (up to 12). Official transcript.

Licensed Practical Nurse (LPN) (3). Official transcript from an LPN program.

Completion of an accredited course of Medical Laboratory technician or Radiologic Technology (up to 12). Official transcript from accredited school of MLT or School of Radiology.

Completion of training and certification for Emergency Medical Technology (up to 12). Copy of license.

Completion of training and certification in Respiratory Therapy (up to 12). Official transcript from accredited school of RT.

Graduates from the St. Louis or St. Charles Police Academies (up to 12). Copy of certification or official transcript.

Real Estate Sale License (3). Copy of license.

Real Estate Broker's License (3). Copy of license.

Completion of training and certification for Life Insurance Licensure (3). Students may be eligible for an additional 3 semester hours in an area of specialization. Copy of license.

Completed training and certification for a Stockbroker's License (series 6 or 7) (up to 6). Copy of completion certificate.

Certified Legal Assistant (up to 24). Copy of certificate.

Certified Professional Secretary in selected business and economic areas. (up to 14). Copy of completion certificate.

Completion of V.I.P. courses from McDonnell Douglas (up to 12 credits). Copy of completion certificate.

Military Experience: Students seeking an Experiential Learning award for military experience, formal courses in the military, or for proficiency in a military occupational specialty (MOS) must provide official military records. For military experience and formal courses, veterans should submit DD Form 214 ("Armed Forces of the United States Report of Transfer or Discharge") or a transcript of in-service training.

There are training courses offered by specific companies that are awarded credit for Experiential Learning. For a list of these companies and eligible courses, check with the Experiential Learning Coordinator.

The award of credit for life experience is a well-established principle in hundreds of colleges and universities around the

country. Lindenwood University has been awarding credit for experiential learning for over a decade. Our faculty and administrators have worked to create and maintain a program that meets the needs of students and the requirements of educators. The University and the program have the approval of the North Central Association of Colleges and Secondary Schools.

Proficiency Examination

Most undergraduate courses at Lindenwood University may be challenged by examination. Exceptions include, but are not necessarily limited to the following: student teaching, internships, studio courses, laboratory courses, and private music lessons. In addition, students may not receive credit for courses they previously have audited or attended unofficially.

Students who pass a proficiency examination have two options. They are as follows:

1. No credit is granted. However, any requirement involving the particular courses is waived.
2. Course credit is granted and posted on the transcript. The cumulative grade point average is not affected because no grade is recorded for a course completed in this manner. An administrative fee of \$50* per credit hour is charged and must be paid before the credit is posted to the transcript. The charge for the proficiency examination is a flat rate: It may not be included in the student's full-time tuition or any other enrollment charge; nor will the student be charged an overload fee.

**Note:* This fee is subject to change. Please consult the fee schedule for current rates.

Internships

Internships are available in most areas of study and provide the opportunity for students to obtain academic credit through an out-of-classroom work experience. To be eligible for an internship, students must be of Junior standing; have a cumulative grade point average of at least 3.0; and have a cumulative grade point average of 3.0 in the major, if the internship is in the major. Students interested in applying for an internship should contact their faculty advisor for additional information.

Contract Degree

The contract degree program is designed to serve students whose educational or personal objectives cannot be met through one of the standard Lindenwood programs, but for which the University can provide faculty and other resources. The basic degree requirements for all bachelor degrees shall be maintained. These include 126 semester hours for graduation, standard grading practices, and all applicable general educational requirements. The student for whom a contract is formulated shall have completed at least 30 semester hours of university credit and be in good academic standing.

Procedures

1. The student will work with a faculty advisor to develop a degree plan.
2. The completed plan will be submitted to the Division Dean(s) for critique.
3. Proposed contract degrees shall be submitted to the Dean of Academic Services with the recommendation of the attendant Division Dean(s).

4. The decision of the Dean of Academic Services shall be reported to the President in the form of a recommendation for the President's approval and signature.

5. The approved contract degree proposal shall be recorded and reported to the student and the faculty advisor by the Dean of Academic Services.

6. Changes in a contract degree program shall follow the same approval process.

7. Up-to-date contract degree program shall be made a part of the student's file in the Registrar's Office.

Attendance

All students at Lindenwood University are expected to attend all classes and class activities for which they have enrolled. If classes are missed, a student is expected to make up the work to the satisfaction of the instructors concerned.

At times, absence from class may be unavoidable—as in instances of prolonged illness, hospitalization, or participation in an approved student activity. A student who has been hospitalized should submit a doctor's verification to the Registrar, who will notify instructors. The sponsor of an approved university activity where students will miss classes will provide the Registrar with a list of participating students, and instructors will be informed of their approved absences. This list of students will be submitted to the Registrar for approval at least five class days before the date of the activity.

In case of unsatisfactory work due to excessive absences from class, the instructor may give ample warning to the student that his/her work is unsatisfactory and may report a final grade of "F" to the Registrar.

Persons receiving benefits from the Veterans Administration are governed by special regulations concerning class attendance (See Veterans Benefits).

Calendar

Lindenwood University uses different calendars for different programs of the University. Fall semester begins just before Labor Day and ends before Christmas. Spring semester begins in January and ends in early May.

Programs in Professional Counseling and School Counseling are offered on a trimester basis.

All Evening College programs, LCIE programs, the MBA program, the MS (business specialty areas), and the MA programs (business specialty areas), are offered on a quarter calendar.

All other programs (including the MA in Art and Theatre programs) are offered on a semester calendar. All academic credit is given in semester hours.

Course Numbers

Course numbers used at Lindenwood indicate the following:

051-053 A skill development course

100-199 An introductory course open to all students without prerequisites

200-299 A more specialized course normally open to all students

300-399 Advanced courses normally having prerequisites

391, 392, and 393 Undergraduate, independent study courses

400-499 Senior level courses

450 Internship

500-600 Graduate courses

Dean's List

Immediately following the end of the fall and spring semesters, the Dean of Academic Services announces the names of full-time students who have achieved a grade point average of 3.5 or above.

Dismissal

The University reserves the right at any time to request the withdrawal of a student who is unable to meet academic standards or whose continuance in University is felt to endanger the student's own health or that of others, or who does not observe the social regulations and standards of conduct of the University.

Grading System

Students may earn grades of A, B, C, D, F, W, WP, WF, UW, NG, I and Audit. A mark of "A" represents work outstanding in quality; it indicates that the student has shown initiative, skill and thoroughness, and has displayed originality in thinking. The "B" grade is awarded for work of high quality, well above average. The grade of "C" indicates average work and satisfactory completion of course requirements. The "D" grade represents work below the average in quality. Although this grade indicates minimal capability in a subject, credit is given. An "F" grade indicates one's course work has been unsatisfactory and no credit is given.

An undergraduate student who has received a "D" or "F" in a course may repeat the course. Only the second grade earned will be used in the calculation of the grade point average.

A grade of "I" (incomplete) is given at the end of a term or semester only for failure to complete course work because of exceptional circumstances beyond the student's control. To receive an "I," a student must initiate a request petition obtained in the Registrar's Office and receive the approval of the instructor and the appropriate Division Dean. Such approval must be obtained before the final examination is given in the course. An "I" grade must be resolved within six weeks of the beginning of the next semester, quarter, or trimester; otherwise it automatically becomes an "F."

Any request to extend the time needed to complete an "I" must be submitted to the Registrar no later than two weeks before the date the grade is due. Such requests will then be sent to the appropriate Division Dean to be considered for approval.

Some academic activities such as practica, internships, residencies and thesis projects are graded on the basis of Pass/Fail. The grade of "P" denotes successful completion of the assigned requirements for the aforementioned academic activity courses.

Grade reports are issued to all students at the end of each semester or term. Deficient ("D") and Failing ("F") warning notices are sent to the student, his/her advisor, and the appropriate Academic Dean after the midterm period. Cumulative records are maintained for each student on individual transcripts. Lindenwood University operates under the 4.0 grading system. An "A" carries 4 quality points; a "B," 3 quality points; a "C," 2 quality points; a "D," 1 quality point. A grade of "F" carries no quality points, and no credit. Thus, a course worth 3 semester hours in which a student earned an "A" would merit 12 quality points.

The grade point average is computed by dividing the total number of quality points earned by the total number of semester hours attempted. Only grades earned at Lindenwood are used in computing the grade point average, unless the student is seeking teacher certification.

Withdrawals

1. The deadline for withdrawals shall be a date for each term as set annually on the Academic Calendar.

2. Students must complete a withdrawal form and secure the instructor's, advisor's, and Dean of Academic Service's signature for approval;

a) students who are permitted to withdraw from a course before the deadline will receive a grade of "W" which indicates an official withdrawal.

b) students who are permitted to withdraw after the deadline will receive a grade of either "WP" (withdraw passing) or "WF" (withdraw failing).

Neither grade will affect the student's grade point average. Late withdrawals will be approved only under extreme circumstances. Normally requests for late withdrawal are NOT approved for the following reasons: inability to master or keep up with course assignments, a lower grade than desired, or discovery that one does not need the course to complete a degree or enter graduate school.

Unauthorized Withdrawal

This grade is for use when students stop attending a particular class but do not withdraw from the course. The grade of "UW" is treated as a grade of "F" in the calculation of the student's grade point average.

No Grade

An administrative grade assigned by the Registrar when final course grades have not been submitted prior to running term grades. Under normal circumstances, the "NG" grade will be cleared within two weeks from the end of the term. Faculty members are not authorized to submit a grade of "NG."

Grievance Procedure

Students who wish to appeal a final grade will normally first contact the course instructor. If the matter cannot be resolved at that level, the student may appeal in writing to the appropriate Division Dean or Dean of Academic Services. An Academic Grievance Committee may be convened to hear academic grievances concerning grades and other academic matters before a recommendation is made to the President for review by the President or his designee. Information about any of these procedures is available through the Dean of Academic Services. Notice of intent to file a grievance must be made in writing to the appropriate division dean or Dean of Academic Services within six weeks of receipt of the grade. Changes under this procedure will only be made during the term immediately following the term in which the disputed grade was given.

Honors

The Lindenwood faculty awards general honors to those students who have completed all degree requirements with academic distinction. In order to be eligible for general honors, a student must have completed a minimum of 60 semester hours in residence at Lindenwood University. Students whose Lindenwood cumulative grade point averages fall within the following ranges are eligible:

The student who achieves a cumulative grade point average between 3.70 and 3.85 receives the degree *cum laude*.

The student whose cumulative grade point average is between 3.86 and 3.93 receives the degree *magna cum laude*.

The student who achieves a cumulative grade point average of 3.94 or above receives the degree *summa cum laude*.

Re-admission

In all cases in which semester undergraduate students have attended Lindenwood University but have withdrawn voluntarily, an application must be made to the Dean of Admissions and Financial Aid. Re-admission may be granted if the student presents clear evidence of ability and motivation to continue successful university work. Any student who has left the university for one academic year or more must be re-admitted under the catalog in effect at the time of re-admission. All current requirements must then be met.

Classification of Students

Academic progress is calculated in semester hours. To be classified as a sophomore, a student must have successfully completed at least 24 hours to be classified as a junior, a student must have successfully completed at least 54 hours, and to be classified as a senior, at least 84 hours. The classification of a student is changed only at the end of a regular university semester or term.

Scholarship Standards

The following standards of scholarship have been established by the faculty of Lindenwood University:

1. To qualify for graduation, an undergraduate student must attain a cumulative grade point average no lower than 2.00. Failure to maintain established standards of scholarship will result in probation, suspension, or dismissal from the University.

2. Academic Warning will be given to any student not suspended or placed on probation whose term G.P.A. is below 2.00.

3. A student will be placed on probation at the end of any term in which he/she falls below the established standards. If that standard is not attained by the end of the following term, the student may be suspended or dismissed from the University.

4. A student enrolled in 6 or more credit hours who fails to achieve a 1.00 average in the course work of any term will be suspended.

5. A student on academic probation may not receive a grade of incomplete (INC).

6. A student who has earned 0-24 credits must attain a 1.60 grade point average. A student who has earned 25-54 credits must achieve a 1.80 average. A student who has earned 55-84 credits must achieve a 1.90 average, and a student who has earned 85 or more credits must attain at least a 2.00 to maintain acceptable academic progress. Failure to make the aforementioned academic progress at the end of any term will result in academic probation.

Academic probation means that a student is not in good standing and is subject to suspension or dismissal if the student's work does not reach a satisfactory level.

Academic suspension is normally for one term. A student who has been suspended may apply for re-admission. Re-admitted students will enter on probation and be obligated to the requirements in the catalog in effect at the time of the re-admission.

Any re-admitted student failing to achieve the necessary grade point average by the end of the second term after re-admission may be permanently dismissed from the University.

Appeals of academic suspension and petitions for re-admission should be directed to the Dean of Academic Services for review by the President or his designee.

Transcripts

All information in each student's university record folder is considered confidential information and is issued only to authorized individuals. Requests for official transcripts of the academic record from any individual or agency will not be filled until authorization has been received in writing from the individual student.

A fee of \$5.00 is charged for each transcript requested.

A transcript will not be issued when the student is delinquent in payment of tuition, has not returned library books, or when there are other unfulfilled obligations to the University.

A request for a transcript should be made either on a transcript request form or by letter to the Registrar's Office, including name, Social Security Number, date of attendance, and current address. Normal processing time for transcripts is 3 days.

In conformance with the Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment), Lindenwood University has established a system to insure that students have complete access to their educational records and the right to challenge information they believe to be inaccurate or misleading. Information about these procedures can be obtained from the Registrar's Office.

Transfer Credits From Another University

Students transferring from an accredited university or university of higher education should submit official transcripts from each university attended to the Admissions Office along with the application for admission. An evaluation of transfer credit will be made by the Registrar only after all official documents have been received.

Credits accepted from another institution that correspond to 300 level or higher courses at Lindenwood University will be allowed to be used as part of the 42 hour upper-division requirement. Transfer credits numbered 300 or higher from a four-year regionally accredited institution will also count toward the 42 required hours. A maximum of 66 semester hours of credit is allowed from two-year institutions. A maximum of 90 semester hours of credit is allowed from other four-year institutions, or combination of institutions.

If courses contain similar or like content and credit, and a passing grade has been earned, they will transfer as equivalents of this institution's courses and credits. If the content is unlike any course offered at Lindenwood but within our programmatic range of studies, elective credit may be granted. If the transfer credit is unrelated to any Lindenwood program, a maximum of 12 hours of elective credit may be granted. The appropriate department will determine if and how the evaluated transfer credit may be used to meet major and minor requirements.

Appeals of transfer credit evaluations should be submitted in writing to Dean of Academic Services.

A student at Lindenwood who wishes to take courses at another university or university while pursuing a degree at Lindenwood must first obtain permission for the transfer of these courses from the academic advisor and the Registrar. A Prior Approval Form may be obtained from the Registrar's Office. Students may be allowed to take courses from other schools during terms in which the requested course is not offered at Lindenwood.

Credits accepted in transfer do not affect the student's grade point average at Lindenwood University, unless the student is seeking teacher certification. In those cases, the student must transfer the actual grade point average for purpose of state licensure.

Veterans' Benefits

Because of requirements imposed by the Veterans Administration, and as a condition of being certified to receive benefits from the V.A., the student receiving such benefits acknowledges the following policies which may differ from those required of other students at Lindenwood.

1. The University will notify the V.A. of all terminations, interruptions, or any change in semester-hour load within 30 days. This may change the benefits available to the student.
2. The student accepts the responsibility of notifying the Registrar, the V.A. Coordinator at the University, and his/her advisor immediately in case of withdrawal from any course.
3. The student accepts the responsibility of notifying his/her instructors of any expected absence from class. A student may be withdrawn by the University for any excessive absences.
4. The Veterans Administration will be informed that progress is no longer satisfactory with the accumulation of 12 or more hours of "F" grades.
5. LCIE students receiving benefits through the Veterans Administration must comply with the University's general policies regarding withdrawal, attendance, and satisfactory progress.

For additional information, see also "Veteran's Benefits" in the Financial Aid Section of this catalog.

Early University Start Program

Lindenwood University offers select courses in area high schools through a dual enrollment program. Students pay the required tuition and receive appropriate credit upon satisfactory completion of the course.

Consortium Programs

Lindenwood University belongs to a consortium of colleges and universities in Greater St. Louis. The consortium includes Fontbonne College, Maryville University, Missouri Baptist College, and Webster University. Full-time undergraduate Lindenwood students may enroll in courses offered at colleges and universities in the consortium and count those hours as part of their Lindenwood degree program. No additional tuition cost is involved. Lab fees will be charged at the host university.

Lindenwood/Washington University Dual Degree Program in Engineering

The Dual Degree Plan is a program designed to enable Lindenwood students to complete three of four years of study in the liberal arts and then take a two-year intensive course at the Sever Institute of Technology of the School of Engineering and Applied Science at Washington University.

The student must meet all Lindenwood graduation requirements during the liberal arts phase of the program (except the total number of semester hours required for graduation, if one elects the 3-year option).

Upon successful completion of the first year at the Sever Institute and transfer of a sufficient number of first-year credits to Lindenwood, the student will receive a baccalaureate degree from Lindenwood University. This first degree may be in any discipline.

The second degree, which will be in some area of engineering, will be conferred by Washington University when all requirements for the second phase of the program have been satisfied.

During the three- or four-year liberal arts phase of the program, the student may elect a major in any discipline, as long as the following minimum requirements are met for entry into the engineering program:

1. A minimum grade average of B. (Courses with grade below C will not transfer).
2. Calculus through differential equations.
3. One year of Calculus-based physics.
4. One year of Chemistry with laboratory.
5. One course in computer programming.
6. At least 6 courses in humanities and social sciences, with three of those courses being in a single field (one of which must be at the 300 level).
7. For entry into chemical engineering, a one-year course in organic chemistry would have to be included.

Lindenwood students should be aware that admission to Sever Institute of Washington University cannot be guaranteed.

Options for the student during the two year engineering phase include concentrations in:

- (a) Chemical Engineering
- (b) Civil Engineering
- (c) Computer Engineering
- (d) Computer Science
- (e) Electrical Engineering
- (f) Engineering & Public Policy
- (g) Mechanical Engineering
- (h) Systems Science & Engineering

Junior Year Abroad

Lindenwood University requires that all foreign study for which degree credit is given must contribute to the student's academic program. The student has two options:

1. An established program supervised by an American university or university with credits transferred back to Lindenwood;
2. Independent study, either under the direction of a member of the Lindenwood faculty or under foreign instruction recognized by the sponsoring member of the Lindenwood faculty, for which papers, examinations, or other acceptable indications of achievement are submitted to establish credit.

Either option must be approved by the Division at Lindenwood that will recommend credit. To be eligible for a foreign study program, the student must: (1) Have junior standing, except in unusual cases; (2) Have a grade point average of 3.0 or higher; (3) Have facility in the spoken language of the country to which he or she is going; (4) Satisfy the committee approving the program that he or she has the maturity and self-reliance needed, and (5) Have a definite educational objective acceptable to the chairperson of the department that will recommend credit.

Applications for study abroad must be filed with the chairperson of the appropriate department by February 1 of the year preceding the proposed program. Final approval of the program and the credit to be granted after completion of the study rests with the Dean of Academic Services who acts on the recommendation of the department chairperson.

All responsibility for travel, finances, application for admission to a foreign institution where applicable, and other necessary arrangement rests with the student.

Washington, D.C. Semester Program

Lindenwood is one of a limited number of liberal arts colleges and universities invited by American University in Washington, D.C., to take part in its Washington Semester Program, in which students spend a semester in the nation's capitol studying and observing the national government in action and meeting with major policy makers and other persons prominent in national and international affairs.

The appointment is restricted to students in their junior year. Selection is based on demonstrated abilities in scholarship and leadership. Costs of the program are borne by the student.

Students should apply to the Washington Semester advisor in their sophomore year.

ROTC Informal Cross-Enrollment Agreement

Lindenwood University participates in an informal, cross-enrollment agreement with the Department of Military Science, University of Missouri-St. Louis, enabling Lindenwood students to participate in the UM-St. Louis ROTC program as a visiting student. Details and course listings are available from the Registrar's Office.

Military Science grades earned in conjunction with the University's Informal ROTC Cross-Enrollment Agreement with the University of Missouri-St. Louis are computed in the student's overall GPA; however, credit hours for these courses will not be included in the 126 hours needed for graduation.

Skill Development Center

All students entering the University in a full-time course of study at the freshman rank must complete a placement examination. Students who fail to demonstrate sufficient competency in the areas assessed by this test will be placed in one or more of the following courses offered by the University:

- COL 051 Fundamentals of Reading
- COL 052 Fundamentals of Writing
- COL 053 Fundamentals of Mathematics

Each of these courses carry two semester hours of credit. Students assigned to these courses will be required to complete 126 semester hours of credit in addition to the credits earned from these courses toward their degree completion.

The Skill Development Center combines individualized instruction with computer-enhanced learning modules to develop the competencies necessary for more advanced learning. Students complete each course at their own learning rate and are successful when acceptable competency levels are reached.

Campus Accessibility

It is the guiding philosophy of Lindenwood University to make our programs and facilities as accessible to students with disabilities as practical. The Coordinator for Campus Accessibility Services acts to ensure the accessibility of programs and assist and support students with disabilities. Each student is encouraged to serve as her or his own advocate and be responsible for obtaining special services offered by the University. If the Coordinator is unable to satisfy a reasonable request, that request may then be directed to the Dean of Academic Services.

Out of Classroom Life

The fabric of a learning community weaves itself whole. To bridge formal and out-of-classroom learning, the offices and staff of the Dean of Students—often in collaboration with the Lindenwood Student Government—promote programs, services, and diverse opportunities for personal growth and development. Lindenwood University currently serves over 6,500 students in 56 undergraduate and graduate degree programs. Resident students live on the 200-acre, wooded, highly attractive campus within a large metro area that offers almost unlimited cultural, recreational, entertainment and service opportunities.

Lindenwood Student Government Association

All students at Lindenwood, full-time and part-time, in or out of St. Charles, undergraduate or graduate, are encouraged to participate in the Lindenwood Student Government Association (LSGA). The LSGA works to promote structure for student expression and self-government. Members of the LSGA play a strong role in the academic and administration decision-making process of the University through representation in various planning governance committees.

Residence Halls

Each Lindenwood residence hall has a distinct atmosphere, meant to extend and enhance the University's classroom experience. The sense of local identity in each hall is built by residents who, through the elected officers and members of the university staff, recommend and evaluate residence policy. Resident Directors and Advisors provide support for students on a day-to-day basis.

Athletics

Intercollegiate, intramural, and recreational sports are an important part of Lindenwood's out-of-classroom life.

Intramural sports offer exercise and competition to all students in the community. Intercollegiate baseball, basketball, cross country, football, golf, soccer, softball, track, volleyball, wrestling, and various intramural sports are offered for full-time students.

Lindenwood is a member of the Men's and Women's Divisions of the National Association of Intercollegiate Athletics (NAIA).

For those involved in team sports and others interested in personal fitness, the university has a Field House and Fitness Center with extensive weight training equipment.

In addition, the university provides indoor and outdoor pools, baseball and softball fields and two practice fields for soccer, football and other sports. Hunter Stadium, with a seating capacity of 5,000, is the only artificially-surfaced football/soccer stadium in the St. Charles area. The new 3,000-seat Robert F. Hyland Performance Arena is home to the men's and women's basketball, women's volleyball, and men's wrestling teams.

Religious Life

Lindenwood University enjoys a historical relationship with the Presbyterian Church (USA). The University fosters an ecumenical spirit which celebrates the wide range of religious traditions represented on a campus. Students wishing to worship can find religious services of all major faiths within walking distance of the campus.

Campus Tobacco Use

The use of both smoking and smokeless tobacco is prohibited in all buildings on campus except where designated. This includes classrooms, laboratories, hallways, restrooms, and lounges.

KCLC-FM 89.1

Students may participate in the operation of the University's radio station, KCLC-FM, through the Communications Department. A 25,500-watt stereo facility, it is the principal local radio station in St. Charles County and performs a major role in community affairs, entertainment programming, local news gathering, and amateur sports broadcasting.

Academic Calendar

SEMESTER SCHEDULE

Fall Semester 1997

| | |
|---|----------------|
| Faculty Workshops | August 18-22 |
| New Student Registration/Orientation | August 24 |
| Classes Begin | August 25 |
| Opening Convocation, 4p.m. | August 26 |
| Last day to register, add class , or choose an audit..... | September 5 |
| Last day to withdraw with a "W" | September 19 |
| Deadline to apply for December graduation | October 3 |
| Deadline for making up "INC" grades from Spring | October 10 |
| Midterm grades due | October 17 |
| Deadline to apply for May/June graduation | November 7 |
| Thanksgiving Holiday-No Classes..... | November 27-28 |
| Last Day of Classes..... | December 12 |
| Final Exams | December 13-18 |
| Final Grades Due, 12:00 Noon | December 22 |

Spring Semester 1998

| | |
|---|-------------|
| Faculty Workshop & Planning..... | January 5-9 |
| Registration/Orientation | January 11 |
| Classes Begin | January 12 |
| Last day to register, add a class, or choose an audit | January 23 |
| Last day to withdraw with a "W" | February 6 |
| Deadline to apply for September graduation | February 6 |
| Deadline for making up "INC" grade from Fall | February 20 |
| Midterm grades due by 12:00 Noon | March 9 |
| Spring Break | March 9-13 |
| Easter Break | April 10 |
| Last Day of Classes..... | May 8 |
| Final Exams | May 9-14 |
| Baccalaureate | May 15 |
| Commencement | May 16 |
| Final Grades Due, Noon..... | May 18 |

QUARTER SCHEDULE

Fall Quarter 1997

| | |
|--|------------------------------------|
| LCIE Opening Session | September 27 |
| MBA classes begin | September 29 |
| Last day to register, add, or withdraw from a class with a "W," or choose an audit..... | Before the Second Class Meeting |
| Deadline to apply for December graduation | October 3 |
| Midterm grades due | November 7 |
| Deadline for making up "INC" from previous term | November 7 |
| Deadline to apply for May/June graduation | November 7 |
| Thanksgiving Holiday-No Classes..... | November 27-28 |
| Quarter Ends | December 13 |
| Final Grades Due, Noon | December 17 |

Winter Quarter 1998

| | |
|--|------------------------------------|
| LCIE Opening Session..... | January 3 |
| MBA Classes begin..... | January 5 |
| Last day to register, add, or withdraw from a class with a "W," or choose an audit..... | Before the Second Class Meeting |
| Deadline to apply for September graduation | February 6 |
| Midterm grades due | February 13 |
| Deadline for making up "INC" grades from previous quarter..... | February 13 |
| Quarter Ends | March 21 |
| Final Grades Due, Noon | March 25 |

Spring Quarter 1998

| | |
|--|------------------------------------|
| LCIE Opening Session..... | April 4 |
| MBA Classes begin..... | April 6 |
| Last day to register, add, or withdraw from a class with a "W," or choose an audit..... | Before the Second Class Meeting |
| Midterm grades due | May 8 |
| Deadline for making up "INC" grade from previous quarter..... | May 8 |
| Memorial Day-No Classes | May 25 |
| Quarter Ends | June 20 |
| Final Grades Due, Noon..... | June 24 |

Summer Quarter 1998

| | |
|--|------------------------------------|
| LCIE Opening Session, 6:00 p.m. | July 1 |
| MBA Classes begin | July 6 |
| Last day to register, add, or withdraw from a class with a "W," or choose an audit..... | Before the Second Class Meeting |
| Deadline for making up "INC" grades from previous quarter..... | August 14 |
| Midterm grades due | August 14 |
| Quarter Ends..... | September 19 |
| Final Grades Due, Noon..... | September 23 |

TRIMESTER SCHEDULE

Fall Trimester 1997

| | |
|--|----------------|
| Opening Weekend Session..... | August 23 |
| Last day to register, add a class, or choose an audit..... | September 5 |
| Last day to withdraw with a "W" | September 19 |
| Deadline to apply for December graduation | October 3 |
| Deadline for making up "INC" from previous term | October 3 |
| Deadline to apply for May/June graduation | November 7 |
| Thanksgiving Holiday | November 27-28 |
| Classes End | December 13 |
| Final Grades Due, Noon | December 17 |

Spring Trimester 1998

| | |
|---|-------------|
| Opening Weekend Session..... | January 3 |
| Last day to register, add a class, or choose an audit | January 16 |
| Last day to withdraw with a "W" | January 30 |
| Deadline to apply for May graduation | February 6 |
| Last day to make up "INC" grade from previous term..... | February 13 |
| Last Day of Classes..... | April 25 |
| Final Grades Due, Noon | April 29 |

Summer Trimester 1998

| | |
|--|-----------|
| Opening Weekend Session | May 2 |
| Last day to register, add a class, or choose an audit..... | May 15 |
| Last day to withdraw with a "W" | May 29 |
| Deadline for making up "INC" from previous term..... | June 12 |
| Last Day of Classes..... | August 14 |
| Final Grades Due, Noon | August 19 |

***Graduation Application Deadlines
1997-98***

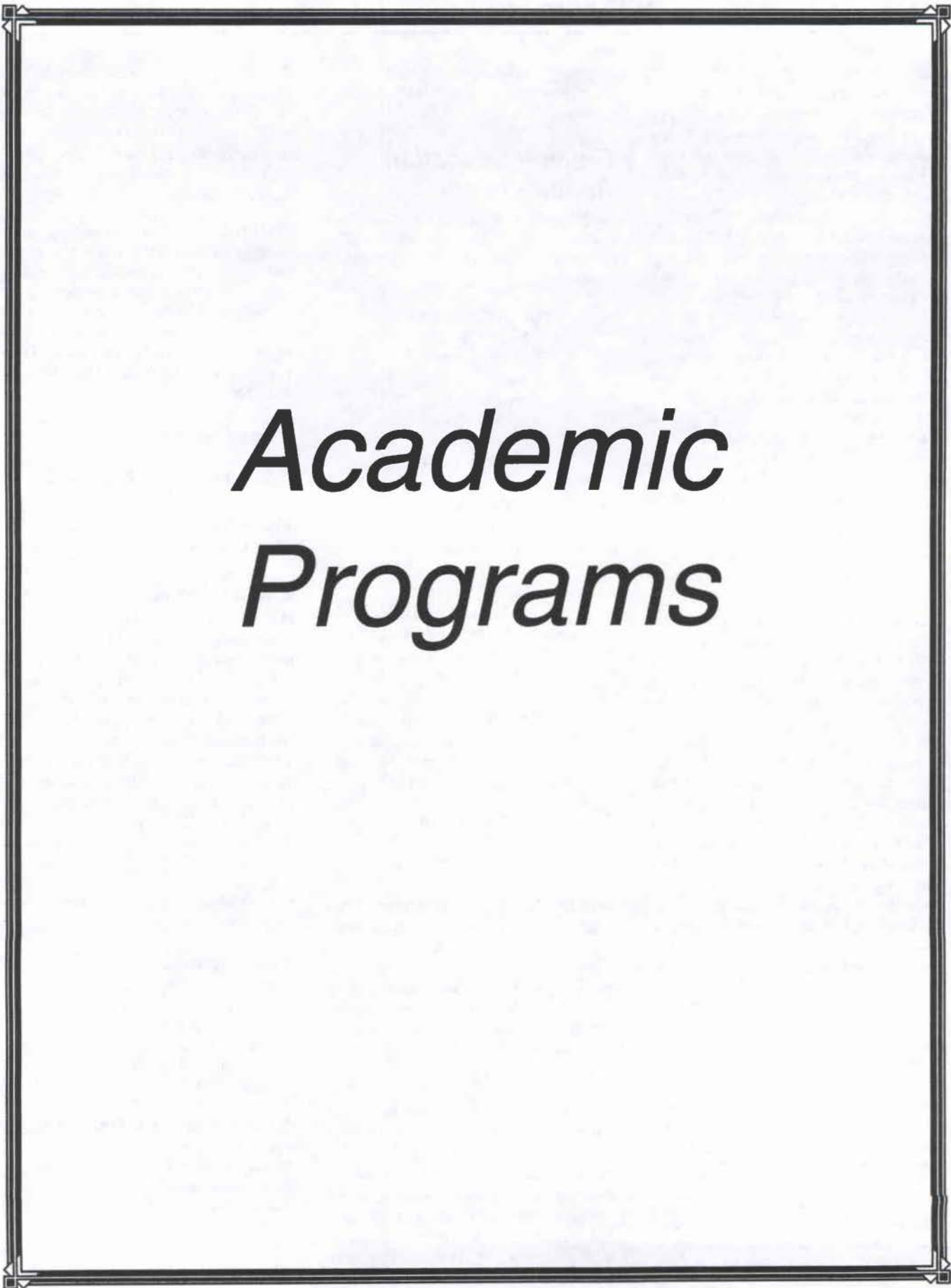
Deadline to apply for December graduationOctober 3

Deadline to apply for May graduationNovember 7

Deadline to apply for June graduationNovember 7

Deadline to apply for September graduation.....February 6





Academic Programs

Evening College

Lindenwood College has served the St. Louis metropolitan area since 1827, changing as the needs of students have changed. The Lindenwood Evening College was established to meet the request for part-time education for those unable to attend classes during the day. In 1975, the Lindenwood College for Individualized Education (LCIE) was created to provide an accelerated program of study which enables students to make progress toward an undergraduate or graduate degree without relinquishing career and family obligations. Together the Evening College and the Lindenwood College for Individualized Education comprise the Evening division.

Since its inception, the Evening Division has maintained a deep commitment to meet the intellectual and professional needs of adult learners. Our purpose continues to be to provide high-quality professional and personal competence. Using methods based in adult learning theory, the Lindenwood Evening College and the college for Individualized Education provide students with the techniques of scholarly inquiry. Through varied curricula and excellent teaching designed to meet a full range of adult student needs, the Lindenwood Evening Divisions realize their mission within the College community.

In order to complete an undergraduate degree program in the Evening College, all students must earn a minimum of 126 credits. Some of these credits may derive from college level studies completed at other accredited colleges or universities. These transfer credits must be consistent with the general education, major core, or elective requirements herein stipulated for a degree at Lindenwood College. To qualify for the award of transfer credit, students must request a transcript from each of the colleges previously attended to be sent to the Registrar of Lindenwood College for evaluation.

College Level Examination Program (CLEP) and DANES Subject Standardized Tests may also be used to qualify for specific credit. Students with CLEP and/or DANES credit should consult with the Lindenwood Registrar to determine whether their achievement level qualifies for Lindenwood credit. In addition, Lindenwood College undergraduate students may earn up to 27 credits through college level learning gained through substantial professional experience and training. The experiential

learning experience validation process is described in the LCIE section of this catalog.

General Education Requirements

All programs leading to the baccalaureate degree must include completion of the following General Education requirements.

English Composition

Eng 101 and 102
(total 6 hours)

Humanities

Literature--two courses*
Philosophy or Religion--one course*
(total 9 hours)

Fine Arts

Fine Arts--one course*
(total 3 hours)

Civlization

HIS 100--Human Community
Cross/Cultural or foreign language--two courses*
(total 9 hours)

Social Sciences

American History or American Government--one course*
Anthropology, Criminal Justice, Sociology, Psychology, Economics--one course from each of two separate disciplines*
(total 9 hours)

Natural Science & Mathematics

Mathematics--two courses in college-level mathematics*

Natural Science--two courses, representing two of the following three areas: Earth, Physical, or Biological Sciences; at least of which must have a lab. * (total 13-14 hours)

* Courses to be selected from approved lists available in the Registrar's Office

English Composition (total 6 hours)

ENG 101 English Composition I (3) An intensive review of the English language and its use in college-level writing, including the mechanics of written discourse, sentence structure, paragraph

development, and essay organization. Oral presentation, formal and informal, is an important component of the course. Selections from expository and imaginative literature will be discussed as models for the effective use of language and as sources for composition topics.

ENG 102 English Composition II (3)

Continuation of ENG 101 with special attention to the department of a mature style and to the research, mechanics and writing of a documented paper. Oral presentation, formal and informal, is an important component of the course. Three sections with different emphasis are available.

Humanities (total 9 hours)

Literature--two courses*
Philosophy or Religion--one course*

Fine Arts (total 3 hours)

Fine Arts--one course*

Civlization (total 9 hours)

HIS 100 World History: The Human Community (3) A study of the growth and interactions of world cultures. After a brief survey of the early growth of world cultures, the course concentrates on the history of the world since 1500. The emphasis is on the interaction of the West with other civilizations after the industrial and scientific revolutions. Colonialism, imperialism, and non-Western nationalist movements will be considered, along with the development of the current world situation.

Cross-Cultural or Foreign Language--two courses*

Social Sciences (total 9 hours)

American History or American Government--one course*
Anthropology, Criminal Justice, Sociology, Psychology, Economics--one course from each of two separate disciplines*

Natural Science & Mathematics

(total 13-14 hours)
Mathematics--two courses in college-level mathematics*
Natural Science--two courses, representing two of the following three areas: Earth, Physical, or Biological Sciences; at least one of which must have a lab*

**Courses to be selected from approved lists available in the Registrar's Office. Additional course descriptions not noted above are available in the 1997-98 Semester Schedule Undergraduate Catalog.*

Business Administration

Program Description

A Bachelor of Arts degree in Business Administration is offered with majors in Accounting, Business Administration, Finance, Management Information Systems, Sales/Marketing, and Retail Marketing.

Core requirements total 36 credit hours and are as follows: 200, 201, 211, 212, 240, 320, 330, 350, 360, 370, 430, and COM 303. (NOTE: BA 430 is a culminating course taken toward the end of degree completion).

All Business Administration degree candidates are required to show proficiency in microcomputer applications unless waived by your advisor. BA 170 (Microcomputer Applications) fulfills this proficiency requirement.

Highly recommended courses within the General Education requirements include: MTH 131 and 141.

Major Requirements

Accounting—A total of 24 semester hours of approved accounting courses must be completed for a major in accounting. This 24 hour requirement does not include BA 200 and BA 201, which are part of the business administration core. The required accounting courses in the major include: BA 300, BA 301, BA 305, BA 400, BA 401, and BA 404. In addition, two courses from the following must be taken as accounting electives: BA 401, BA 403, BA 405, and BA 409.

Accounting students aspiring to become CPAs will be required to obtain 150 hours of college credit to meet the Uniform CPA Exam qualifications beginning with the November 1999 examination. Students wishing to meet these requirements should consult with a faculty advisor to discuss the options that are available. Additional information is also available in the Graduate Catalog.

Business Administration—A total of 21 semester hours of business courses must be completed beyond the core

requirements for a major in business administration. At least twelve semester hours must be in the 300 or 400 business course level.

Finance—A total of 21 semester hours of approved finance courses must be completed beyond the core requirements for a major in finance. The required finance courses to be taken after the core include: BA 322, 323, 325, and 428. In addition, three courses from the following must be taken as finance electives: BA 313, 324, 327, 422, 423, or 425.

Sales/Marketing—A total of 21 semester hours of approved sales/marketing courses must be completed beyond the core requirements for a major in sales/marketing. The required sales/marketing courses to be taken after the core include: BA 355, 356, 357, and 358. In addition three courses from the following must be taken as sales/marketing electives: BA 351, 354, 451, 452, 453, or 458.

Management Information Systems—A total of 21 semester hours of approved management information systems courses must be completed beyond the core requirements for a major in management information systems. The required management information systems courses to be taken after the core include: BA 340, 341, 441, and 442. In addition, three courses from the following must be taken as management information systems electives: BA 342, 343, 443, or 449.

Retail Merchandising: A total of 21 semester hours of retail merchandising courses must be completed beyond the core requirements for a major in retail merchandising. The required retail merchandising courses to be taken after the core include: BRM 171, 353, 355, 357, and 360. Retail merchandising free electives consists of: BA 351, BRM 451, 458, 461, and 465.

Areas of Concentration

A concentration consists of 12 additional semester hours, in a particular area of study, beyond the business core requirements. This includes Accounting, Economics, Finance, Human Service Agency Management, Management, Management Information Systems, Marketing, and Retail Marketing.

Requirements for the Minor in Business Administration

Students majoring in other departments may choose to have a minor in Business Administration. The minor consists of the following courses: BA 200, 201, 210, 240, 320, 330, and 350 (21 hours total). Certain non-business majors, including Communications majors, define a minor in Business Administration. Students should discuss these minors with their major advisors.

Advising and Counseling

The Division of Management offers advising and counseling to assist students in scheduling their courses to meet program requirements.

Courses of Study

BA 170/COL 170 Microcomputer Applications (3) An introductory course designed to address issues and practical applications important to microcomputer users. Utilizing a "hands-on" lab approach. Subject areas addressed include: basic DOS command applications, word processing skills development, and spreadsheet/database development and use. Offered each semester.

General Business

BA 100 Survey of American Free Enterprise System (3) This course introduces the student to the essentials of business activities in managing, marketing, accounting, and finance, and to various economic systems, with special emphasis on the free enterprise system. May not be taken by Business majors with Junior or Senior standing. Offered each semester.

Accounting

BA 200 Financial/Managerial Accounting I (3) The focus of this course will be the use of accounting information by internal and external users. This focus will be organized around discussions of business and accounting, planning for operating activities, performing operating events, and evaluating and controlling operating events. This course is the first course in an integrated two course sequence. Offered each semester.

BA 201 Financial/Managerial Accounting II (3) This course is designed as a continuation of BA 200. Discussions in this course will be organized around topics such as planning for financing and

investing activities, performing financing and investing events, and controlling business - financing, investing, and operating activities. Prerequisite: BA 200. Offered each semester.

BA 300 Financial Accounting and Reporting I (3) The development, application and importance of accounting standards, principles and conventions, including current FASB opinions. Problems of balance-sheet valuations and their impact upon income statements; effects of judgment and opinion on the "fairness" of statement presentation. Prerequisite: BA 201.

BA 301 Financial Accounting and Reporting II (3) Continuation of BA 300. Prerequisite: BA 300.

BA 305 Computer Based Accounting Systems (3) Theory and integration of microcomputer based accounting systems with the structure and demands of accounting and data flow. Analysis to include the design and application of computer based accounting systems utilizing current spreadsheet technology. Prerequisite: BA 200.

BA 400 Auditing (3) Theory and application of generally accepted auditing standards and procedures used by independent public accountants. Responsibilities and ethics of the CPA as well as practical problems are examined. Prerequisite: BA 301.

BA 401 Income Tax (3) Introduction to the Federal Tax Code as it pertains to the individual taxpayer. Areas of interest to include tax determination, computation methods, and special tax considerations. This course includes an introduction to business taxation. Prerequisite: BA 201.

BA 402 Introduction to Cost Accounting (3) Concepts of cost determination, reporting, and control applied to manufacturing operations. Emphasis is placed on job order and process cost accounting systems. Prerequisite: BA 201.

BA 403 Managerial Accounting (3) The development and use of accounting information for decision-making purposes. The course will emphasize the development of financial information for management's use in the decision-making process. Topics will include internal reporting techniques, cost-volume-profit analysis, relevant cost, capital budgeting and management planning and control. Prerequisite: BA 201.

BA 404 Financial Accounting and Reporting III (3) Specialized topics in advanced financial accounting: consolidations, mergers, partnership liquidations, consignments, installment sales, estates and trusts. Prerequisites: BA 301.

BA 405 Governmental and Nonprofit Accounting (3) Concepts of accounting and financial reporting for federal, state, and local government and for nonprofit organizations. Prerequisite: BA 301.

BA 406 Income Tax-Corporate (3) Analysis of the Federal Tax Code as it relates to Corporations, Partnerships, Estates, and Trusts. Prerequisite: BA 401.

BA 409 Directed Studies in Accounting (1-6) Prerequisite: Permission of instructor. Business Law.

Business Law

BA 360 Business Law I (3) An introduction to the sources of law and the judicial function, contracts, agency, employment, partnerships, and corporations.

BA 361 Business Law II (3) Federal regulation of business, including insurance, sales, commercial papers, real and personal property, secured transactions, debtor's rights. Prerequisite: BA 360.

Economics

BA 210 Survey of Economics (3) This course is designed to introduce basic economic concepts, relationships and institutions. The course provides a foundation for applying economics to individual decision making and for critically analyzing aggregate economic behavior and policy. Please note: This course satisfies one social science general education requirement. There are no prerequisites for this course. This course will not fulfill a core or elective requirement for business administration students.

BA 211 Principles of Microeconomics (3) This course is designed to introduce basic economic concepts, relationships and institutions related to individual decision making. Supply, demand opportunity cost are used to analyze individual and firm actions in a market framework. Prerequisite: Concepts of Math or equivalent. Please note: This course is part of the core business administration requirements. Sophomore status is recommended. BA 210 may not be substituted for this course.

BA 212 Principles of Macroeconomics (3) This course is designed to introduce basic economic concepts, relationships and institutions related to aggregate economic relationships. Aggregate demand and aggregate supply are used to analyze the effect of fiscal and monetary policy actions on employment, output and prices. Prerequisite: BA 211. Please note: This course is part of the core business administration requirements. Sophomore status is recommended. BA 210 may not be substituted for this course or for the prerequisite.

BA 311 Managerial Economics (3) This course develops a theory of firm decision making applicable to for-profit and not for-profit organizations in various market environments. Using an applications-based approach, economic theory is integrated with other business administration disciplines. Prerequisites: BA 211 and 212.

BA 314/HIS 314 American Economic History (3) Economic life and institutions in the United States from colonial days. Economic growth, state and private authority in relation to economic activity, monetary and banking history, trade and commerce, industrial development, labor problems, transportation, land and agricultural policy. Prerequisite: One course in U.S. History, BA 210 or 212. Please note: This course meets a general education requirement.

BA 315 International Business and Economic Development (3) This course will examine the major theories of economic development as they apply to different societies around the world. The role of the multinational corporation in promoting economic development will be assessed. Prerequisite: BA 210 or 212.

BA 412 Money and Banking (3) This course is designed to extend macroeconomic policy analysis with emphasis on the role of financial markets, financial institutions and the monetary authority. Topics covered include money, interest rates, monetary authority, financial market structure and macroeconomic policy. Prerequisite: BA 212.

BA 413 International Economics (3) This course addresses three aspects of international economics: (1) the causes and composition of international trade and policies used to control or promote it, (2) the balance of payments as an accounting framework and as a framework for macroeconomic adjustment and (3)

foreign exchange markets and institutions.
Prerequisite: BA 212.

BA 415 History of Economic Thought (3) An inquiry into the development of economic theory from the Mercantilists to the present. Focus is on the major trends in the evolution of economic theory and tools. Possible roles of existing economic and social conditions and of developments in other fields are examined. Prerequisite: BA 212 or BA 210 with permission of the instructor.

BA 419 Directed Studies in Economics (1-6) Prerequisite: Permission of instructor.

Finance

BA/PS 313 Public Finance (3) This course focuses on public financial issues at the national, state, and local levels of government. Topics examined include: taxation at all three levels of government, the role of the Federal Reserve Board, the impact of recession and economic recovery on public finances, and the financing of public programs.

BA 320 Principles of Finance (3) The fundamentals of financial management which includes planning, budgeting, and control; also external sources and methods of capital acquisition. A study of the evolution, functions, and practices of the many financial intermediaries with which the firm must interface. Prerequisites: BA 201, 212.

BA 322 Financial Markets and Institutions (3) A study of the markets and institutions that participate in the finance function of the U.S. and international capital and money markets. The impact of regulation and the unique role of finance in influencing aggregate economic activity will be examined. Prerequisites: BA 320.

BA 323 Corporate Finance 1: Capital Budgeting & Long-term Financing (3) A detailed study of investment decisions concerning fixed assets and long-term financing decisions. Topics covered include cost of capital, capital structure, dividend policy, stock financing, debt financing, leases, options, warrants, and futures. Prerequisite: BA 320.

BA 324 International Finance (3) A study of the financial decision making for multinational companies. Prerequisites: BA 320, and BA 210 or 212.

BA 325 Investments (3) Presentations of the investment field in theory and practice.

A survey and analysis of particular types of investment securities and vehicles—public stock companies, private stock companies, bonds, various types of securities, real estate, various government and private financial paper. A survey of the bases for investment decisions and the management of investment portfolios. Prerequisite: BA 320.

BA 326 Personal Finance (3) A study of managing personal finances dealing with financial planning, purchasing real estate and insurance, savings, investing and tax planning. Prerequisites: BA 320 or instructor's permission.

BA 327 Financial Statement Analysis (3) A detailed case study of techniques and procedures for analyzing financial statements of corporations within different industries. Prerequisites: BA 320 and one 300-400 level finance course.

BA 422 Financial Institution Management (3) A study of asset and liability management for financial institutions. The effect of regulations and laws on the management of financial institutions. Prerequisites: BA 320, 322, and 412.

BA 423 Corporate Finance II: Working Capital Management and Financial Analysis (3) A detailed study of investment decisions concerning current assets and the analysis of a corporation's financial position and operations for planning the future. Prerequisites: BA 320, BA 323.

BA 425 Portfolio and Security Analysis (3) A study of methods and theories for analyzing securities and developing a portfolio. An analysis of a company based on economic and industry conditions. Portfolio development based on security and market analysis. Prerequisites: BA 320, BA 325.

BA 428 Financial Theory (3) An application of finance theory to case studies on special financial problems such as international finance, small business finance, the timing of financial policy and optimum capital structure. Prerequisites: Senior standing and completion of BA 320, BA 322, BA 323, and BA 325.

BA 429 Directed Studies in Finance (1-6) Prerequisite: Permission of instructor.

Management

BA 330 Principles of Management (3) Development of the understanding of organizations and of the decision-making skills required in management positions. Examination of the various concepts of management and the basic functions of management—planning, organizing, motivating and controlling. The planning of goals, changes, progression of people, and managerial value systems will be investigated.

BA 331 Organizational Behavior and Human Resource Management (3) Development of knowledge and skill in the application of behavioral science theories and concepts to organizational processes and problems. Emphasis is on intrapersonal, interpersonal, small group, intergroup, managerial, and whole organizational issues and problems. Prerequisite: BA 330.

BA 332 Management of Personnel Systems (3) Designed to provide basic understanding of the field of industrial relations including personnel management and labor relations. Labor relations deals with those activities impacting on employees as members of a collective bargaining unit as they relate to management goals. Personnel management is concerned with those activities related to individuals and their employment and employers.

BA/PS 335 Public Management (3) This course focuses on a close examination of governmental reform efforts and evaluating the success or failure of these endeavors. In addition, topics discussed include: fiscal federalism, presidential management of the federal bureaucracy, budgetary politics, and evaluating the term "big government" and what it might mean.

BA 336 Labor Management Relations (3) Introductory course in labor relations covering labor history, legal foundations, growth of unions, certification, governmental roles, legal issues, collective bargaining, contracts, work stoppages, decertification, protected activity, worker-employer rights, grievance administration, NLRB role and major labor acts. Prerequisite: BA 332, HRM 330, or equivalent.

BA 337 Human Resources Development (3) Course covers the methods and roles of training in the modern organization. Examines the relationship between organizational planning and training, needs analysis, program design and

delivery, training methods, learning theory, learning styles, evaluation and testing. Prerequisite: BA 331, HRM 332, or equivalent.

BA 338 Personnel Law (3) Basic law as applied to personnel situations. Students study equal employment, affirmative action, employment-at-will, constructive and unlawful discharge, wage and hours issues, mandatory benefits, workers compensation, protected classes, disability issues, workplace accommodation, and recordkeeping requirements. Prerequisites: BA 332, HRM330, or equivalent.

BA 339 Compensation and Salary Administration (3) Overview course covering pay structures, pay systems, parity, comparable worth, matrices, relationship between pay and performance, performance evaluation, internal and external equity and legal issues. Prerequisite: BA 332, HRM 330, or equivalent.

BA 430 Management Policy (3) Development and understanding of the top management view of organizations. Understanding the formulation and scope of general policy to direct the activities of the organization. Methods of determining objectives, developing plans to achieve objectives, measurement of results, reappraisal of objectives, and ability to react to evolving situations. Prerequisite: Senior level and completion of business core.

BA 431 Production Management (3) The techniques, methodology and tools used in assisting production decision-making. Basic concepts in management science and operations research. Optimization problems, transportation problems, inventory production and problems, and linear programming will be discussed. Prerequisites: BA 330 and completion of all-college mathematics requirement, including BA 370.

BA 432 Managerial Ethics (3) Defining the position of business enterprises to the general value of society. Discussion of public policy and the role of managing an enterprise, the responsibility of the public and the government to provide an atmosphere of the operation of business and the responsibility of management of enterprise to provide for the common good; the business enterprise as a good neighbor at the local and national level. Prerequisite: BA 330.

BA 438 Human Resource Issues (3) Culminating course covering current trends and issues of importance to the human resource profession. Student will conduct guided research in a chosen area of specialty and present orally and in writing, a summary of research. May be repeated once for a maximum of 6 hours. Prerequisite: HRM major, Senior standing, others only by permission of instructor.

BA 439 Directed Studies in Management (1-6) Prerequisite: Permission of instructor.

Entrepreneurial Studies

BA 333 Small Business and Entrepreneurship (3) This course examines the impact of small business and entrepreneurship on the economy and their function in new-venture creation. The business venture is examined with respect to the business plan, financial planning, marketing and management, decisions at the various stages of the business life cycle. Prerequisite: BA 200.

BA 334 Seminar: Business Plan Development (3) The central focus is on the preparation of a business plan which fosters opportunity recognition skills. It also examines the ways entrepreneurs identify and commit the necessary resources to finance their ventures. The student will concentrate on skill development in pre-venture planning (writing a business plan) techniques. A framework is developed which incorporates marketing feasibility studies and financial analysis into a comprehensive business plan. Prerequisite: BA 333 or approval of instructor.

BA 433 Seminar: New Venture Initiation (3) Course designed to aid student in gaining a better understanding of the venture initiation process. This will be accomplished through the development of a new venture initiation model. An understanding is developed in regard to the strengths and weaknesses of the entrepreneur. Insight is gained into the mechanics of venture initiation. Marketing, funding, and opportunity identification is stressed. Prerequisite: BA 334 or approval of instructor.

Management Information Systems

BA 240 Introduction to Management Systems (3) This course covers basic design features of computers, major components of computer systems, and the impact of information technology on business organizations. Topics discussed include hardware, software, telecommunications, database management and systems development methodologies. The concepts of the course are illustrated by the use of spreadsheet and database software on microcomputers, as well as programming in BASIC. Offered each semester.

BA 340 COBOL Programming I (3) Computer programming for business applications in structured COBOL in a PC environment. Applications using sequential file techniques are written, compiled and executed on a microcomputer. Prerequisite: BA 240 or permission of instructor.

BA 341 COBOL Programming II (3) Advanced computer programming for business applications in structured COBOL. Topics covered include data validation, control break logic, interactive input and output, table processing, sequential update, and index file processing. Applications using multiple input and output files are written, compiled, and executed on a microcomputer. Prerequisite: BA 340.

BA 342 Survey of Programming Languages (3) A comparative study of programming languages focusing on procedural and nonprocedural languages. The advantages and drawbacks of each category of languages will be discussed. The concepts of the course will be illustrated by completing programming assignments in each of the language categories. Prerequisite: BA 340.

BA 343/CSC 221 Information Systems Programming in C++ (3) This course is designed to provide working knowledge of object-oriented programming using C++ as the language of implementation. The student will learn the basic concepts of object-oriented programming and object-oriented software design. The fundamental control structures of C and C++ will be presented. How to build objects using classes and to define operations on objects will be taught along with the use of predefined classes in C++. Prerequisite: BA 341 or CSC 102.

BA 370 Introduction to Management Science (3) Course will introduce students to quantified techniques of management science. A microcomputer software package capable of solving a variety of management science problems will be utilized extensively throughout the course. Formulating linear programming models and interpreting computer solutions will be stressed. The course will also present network, inventory and simulation models, as well as project management. Forecasting techniques used in business will be discussed. Prerequisite: BA 240 or BA 170 and high school level algebra and completion of General Education Math coursework.

BA 441 Data Base Design and Management (3) This course provides management-oriented introduction to database systems. Theoretical foundations necessary for understanding of hierarchical, network and relational models are provided. Various approaches to database design are presented, with emphasis on normalization and data modeling. Course concepts are reinforced by the use of cases and projects. The basics of SQL are covered, and technical aspects of database administration are examined. Prerequisite: BA 340 or any other programming course.

BA 442 Principles of Systems Development (3) Designed to provide the basic skills and understanding needed to develop computerized information systems. This course presents techniques and strategies used throughout a systems development project from determining user requirements to the final evaluation of the installed system. Use of CASE tools and prototyping is emphasized. Prerequisite: BA 441.

BA 443 Management of Information Technology (3) This course addresses management issues facing IS professionals. Topics covered include strategic planning, technology assessment, application portfolio management, operational activities, and controls. Prerequisite: BA 442 or concurrent enrollment.

BA 449 Directed Study in Management Information Systems (1-6) Prerequisite: Permission of instructor.

Sales/Marketing

BA 350 Principles of Marketing (3) An in-depth introduction to the functional business area of Marketing, which includes both a macro and micro view of the presenting of goods and services to target customers through the use of the marketing variables of Product, Price, Place, and Promotion. Emphasis of this course is on the student developing a working knowledge of the vocabulary, principles, concepts, and theories of contemporary marketing as used in various organizational settings.

BA 351 Marketing Information and Research (3) An introduction to the various sources of data and information used in making strategic and tactical marketing decisions. The focus of this course is on the marketing and research process from problem definition, data collection techniques, data analysis, interpretation, oral and written presentation of research findings. Students will conduct a marketing research project. Prerequisite: BA 350. Recommended: BA 370.

BA 353 Retail Marketing: Principles and Techniques (3) An analysis of the buying function and the buyer's role in various retail organizations. This course focuses on the buyer's responsibilities relative to consumer research, merchandising and management, domestic and foreign resources and purchase negotiation. Prerequisite: BRM 171 or concurrent enrollment.

BA 354 Retail Operations (3) See BRM 372.

BA 355 Selling (3) A detailed examination of personal selling. An extensive analysis of innovative selling strategies and concepts to negotiate mutually enriching agreements. Building long term relationships with customers; sales theory concepts involved in personal sales and business to business sales. Prerequisite: BA 350.

BA 356 Pricing Strategy & Negotiations (3) A detailed analysis of pricing strategies in the marketplace. Determination of profit requiring output and prices as defined by the particular market structure. Examination of shadow pricing, breakeven points and margins. Examination of negotiating skills from the seller/buyer perspective. Prerequisite: BA 350.

BA 357 Channels of Distribution (3) Examines the channels of distribution between manufacturers, wholesalers, and customers. Emphasis on the development, operation, and management of various channel systems in restrictive dynamic environments. Methods and techniques of developing a wholesaler and/or a retailer as part of the overall marketing plan. Prerequisite: BA 350.

BA 358 Advertising and Promotional Strategy (3) The marketing function of communicating the various promotional activities such as advertising, direct selling, and telemarketing. The strategy, planning, research, and execution of marketing communications are analyzed. The problems of operating in the multi-faceted American society are reviewed. Prerequisite: BA 350.

BA 451 Consumer Behavior (3) A survey and analysis of the consumer's marketplace behavior, including motivation, buying behavior, learning, problem solving, perception, and decision making. Social, cultural, and psychological factors formulating buyer's behavior are explored as well as marketer's techniques to anticipate and define consumer needs, wants, and desires and predict their responses to various marketing strategies to increase financial success in the marketplace. Prerequisite: BA 350. Recommended: BA 351.

BA 452 Principles of Public Relations (3) A study of the theoretical and practical concepts of the purposes and functions of public relations. Primary emphasis will be placed on evaluation of public opinion, selection of media and message, and the organizational and environmental aspects of public relations. Prerequisite: BA 350 or consent of instructor.

BA 453 Marketing Management and Planning (3) An exploration of the processes involved in managing the marketing function of the organization. Emphasis is placed on defining marketing problems and opportunities, evaluating alternative solutions and developing strategies to address these issues as a member of a marketing management team in a variety of marketing settings through case analysis. Prerequisites: BA 350, 351, 451.

BA 458 International Marketing (3) An extensive analysis of the marketing mix and how it may or may not be standardized for transnational markets. Techniques used for identifying potential markets of products and/or services in the global marketplace.

BA 459 Directed Studies in Marketing (1-6) Prerequisite: Permission of instructor.

Internships

BA 450 Internship (1-9) With permission of advisor and dean. Junior standing required.

Retail Merchandising

BRM 171 Introduction to Retailing (3) This course is an introduction to the general field of retailing. Included are topics relating to store planning, promotional activities, merchandising practices, organizational structure, and expense control

BRM 353 Retail Buying (3) An analysis of the buying function and the buyer's role in various retail organizations. This course focuses on the buyer's responsibilities relative to consumer research, merchandising and management, domestic and foreign resources and purchase negotiation. Prerequisite: BRM 171 or concurrent enrollment.

BRM 355/BA 355 Selling (3) See BA 355.

BRM 357/BA 357 Channels of Distribution (3) See BA 357.

BRM 360 Retail Communication (3) Study and use of various marketing and promotion strategies in the retail industry, including trade, national, and retail advertising methods.

BRM 372/BA 354 Survey of Retail Operations (3) Explores the strategic framework as related to operational functions of retail firms including store management, market functions, business organization and personnel. Prerequisite: BRM 171.

BRM 373 Retail Marketing Internship (3) On site retail field experience. Direct application of classroom knowledge in combination with on-the-job supervised training. Prerequisite: Junior and permission of division dean.

BRM 451/BA 451 Consumer Behavior (3) See BA 451.

BRM 458/BA 458 International Marketing (3) See BA 458.

BRM 461 Retail Merchandising Control I (3) In-depth study of merchandising and control problems encountered in retailing. Prerequisites: BRM 171, grade of "C" or better in General Education Math course.

BRM 462 Retail Merchandising Control II (3) Study of various planning and control functions in the retail enterprise to achieve a company's predetermined objectives. Prerequisite: BRM 461.

BRM 465 Integrative Seminar (3) Job preparation for students entering the retail merchandising/design industry. Topics include: analysis of career opportunities, networking, application and cover letters, résumé writing, and interviewing preparation sessions. Junior standing.

BRM 479 Special Topics in Retail Marketing (3)

Criminal Justice

Program Description

The major in Criminal Justice requires a minimum of 36 hours, with 24 hours from the Core group and 12 hours from the elective group. A minor in Criminal Justice requires a total of 15 hours to be selected from either CJ 200, 210, 300, 301, 305, 310, or 311.

Core Group

- CJ 200 Criminology (3)
- CJ 210 Criminal Justice Systems (3)
- CJ 300 Policing (3)
- CJ 301 Criminal Procedure (3)
- CJ 305 Institutional and Community Corrections (3)
- CJ 310 Criminal Law (3)
- CJ 311 The Juvenile Justice System (3)
- CJ 440 Senior Seminar in Criminal Justice (3)

Elective Group

- CJ 340 Special Topics in Criminal Justice (3)
- SOC 220 Social Problems (3)
- SOC 315 Alcohol, Drugs, & Society (3)
- SOC 318 Race and Ethnicity (3)
- SOC 321 Urban Sociology (3)
- SOC 322 Social Deviance (3)
- SS 310 Social Science Statistics (3)
- PSY 201 Psychology of Adolescence (3)
- PSY 303 Abnormal Psychology (3)

- PSY 330 Psychology of Learning (3)
- PHL 214 Ethics (3)
- PHL 260 Philosophy of Law (3)
- PS 155 American Government: The Nation (3)
- PS 156 American Government: The States (3)
- PS 335 Public Management (3)
- PS 360 Civil Liberties (3)
- BA 200 Financial/Managerial Accounting I (3)
- BA 330 Principles of Management (3)

Courses of Study

CJ 200 Criminology (3) This course will examine crime as a social phenomenon through an interdisciplinary investigation of the causes and patterns of criminal behavior.

CJ 210 Criminal Justice Systems (3) A survey of various institutions by which the criminal justice system is administered—police, the legal profession, the courts, and penal institutions—including an examination of the problems which the criminal justice system faces and an evaluation of the adequacy of the existing system.

CJ 300 Policing (3) An analysis of the contemporary role of the police relative to such areas as the police subculture and community relations, police accountability and civil liability, police stress, and unique problem situations and groups encountered by the police. Prerequisite: CJ 210 and junior standing.

CJ 301 Criminal Procedure (3) A study of the law as it relates to arrest, search, and seizure with emphasis on present controlling legal decisions and historical development, philosophy, and problems underlying these decisions. Prerequisite: CJ 210 and sophomore standing.

CJ 305 Institutional and Community Corrections (3) A contemporary analysis of the operation of and problems encountered by jails and prisons. Also, the study of probation, parole, community service and restitution, electronic monitoring, and other innovative community correctional programs. Prerequisite: CJ 200 and 210, and junior standing.

CJ 310 Criminal Law (3) Analysis of the purposes and sources of the criminal law. Examination of the preliminary crimes of solicitation, conspiracy, and attempt. The specific elements of crimes against the person and crimes against property are

addressed. A consideration of defenses to criminal liability is also undertaken. Prerequisite: CJ 210 or permission of instructor, and sophomore standing.

CJ 311 The Juvenile Justice System (3)

An examination of the origin, philosophy, and objectives of the juvenile justice system. Emphasis will be placed on the decision making process of police, court, and probation officials relative to the apprehension, processing and treatment of juveniles. Supreme Court decisions in the juvenile field also will be addressed. Prerequisites: Any one of the following: CJ 200, CJ 210, PSY 100, or SOC 102. And sophomore standing.

CJ 340 Special Topics in Criminal Justice (3)

This course will deal with a specialized topic in criminal justice. Subject areas will change from time to time to reflect relevant issues within the field of criminal justice. Possible topical fields may be drawn from such areas as comparative criminal justice, victimology, the history of criminal justice, white collar crime, ethics in criminal justice, the law of criminal evidence, criminal investigation, drugs and alcohol, and private security. The particular topic to be addressed will be announced and a course description provided at the time of registration. Prerequisite: Twelve hours in Criminal Justice "core" courses or consent of the instructor. This course may be repeated for additional credit if a different topic is offered.

CJ 440 Senior Seminar in Criminal Justice (3)

This is a capstone course that will tie together the various components of the criminal justice system and allow students to critically examine the justice system as it exists in American society. A substantial research paper and class presentation of the research paper topic is a major component of the course. Additionally, criminal justice practitioners in the areas of policing, corrections, juvenile justice, and the courts will be frequent guest lecturers who will provide students with relevant information on differing roles within the justice system and enlighten the class on trends within their fields. Prerequisite: Fifteen hours in Criminal Justice "core" courses, senior class standing, and consent of instructor.

CJ 450 Internship (3-6) Field experience in policing, corrections, juvenile justice, the court system, or within the private security/investigation sector. This course may be repeated. Prerequisite: Senior standing, 15 hours in Criminal Justice

courses, and consent of the instructor. May be repeated for additional credit.

Human Resource Management

Program Description

The Lindenwood College undergraduate program in Human Resources Management offers courses leading to the Bachelor of Arts in Human Resource Management Degree. The curriculum focuses on the functional divisions found within the typical human resource department. Stressing a practical, hands-on approach, the HRM program offers students opportunities to develop the requisite skills and knowledge to embark on a career in human resources management. This degree program prepares the graduating student to serve in a generalist capacity within most organizations.

Degree Requirements: 126 hours

* 90 hours in general studies and general electives.

* 36 hours in major field of study

Core Requirements

BA 200 Financial/Managerial Accounting I (3)

BA 201 Financial/Managerial Accounting II (3)

BA 211 Prin of Microeconomics (3)

BA 212 Prin of Macroeconomics (3)

BA 360 Business Law I (3)

HRM 330 Human Resources Management (3)

HRM 331 Labor-Management Relations (3)

HRM 332 Industrial/Organizational Psych. (3)

HRM 333 Human Resources Development (3)

HRM 410 Personnel Law (3)

HRM 411 Compensation Management (3)

HRM 412 Human Resources Issues (3)

Total -- 36 hours

Courses of Study

HRM 330 Human Resources Management (3) An overview course in human resources covering the basic principles of HR planning, organizational integration, recruiting, selection, legal issues, labor relations, compensation and benefits, training and development, safety, workforce diversity and current trends and issues facing the HR profession. Prerequisite: None

HRM 331 Labor-Management Relations (3) Introductory course in labor relations covering labor history, legal foundations, growth of unions, certification, governmental roles, legal issues, collective bargaining, contracts, work stoppages, decertification, protected activity, worker-employer rights, grievance administration, arbitration, NLRB role and major labor acts. Prerequisites: HRM 330 or equivalent.

HRM 332 Industrial/Organizational Psychology (3) Overview course covering fundamental psychological principles as applied to group and organizational settings. Students will learn theories of motivation, group dynamics, conflict resolution, need theory, force field analysis, job design, contingency theory, etc. and will apply these models to real world situations. Prerequisite: Course in psychology or equivalent.

HRM 333 Human Resources Development (3) Course covers the methods and roles of training in the modern organization. Examines the relationship between organizational planning and training, needs analysis, program design and delivery, training methods, learning theory, learning styles, evaluation and testing. Prerequisite: HRM 332 or equivalent.

HRM 410 Personnel Law (3) Basic law as applied to personnel situations. Students study equal employment, affirmative action, employment-at-will, constructive and unlawful discharge, wage and hours issues, mandatory benefits, workers compensation, protected classes, disability issues, workplace accommodation and recordkeeping requirements. Prerequisite: HRM 330 or equivalent.

HRM 411 Compensation and Salary Administration (3) Overview course covering pay structures, pay systems, parity, comparable worth, matrices, relationship between pay and performance, performance evaluation, internal and external equity and legal issues. Prerequisite: HRM 330 or equivalent

HRM 412 Human Resource Issues (3) Culminating course covering current trends and issues of importance to the human resource profession. Student will conduct guided research in a chosen area of specialty and present orally and in writing, a summary of research. May be repeated once for a maximum of 6 hours. Prerequisite: Senior standing

Human Service Agency Management

Program Description

The programs in Human Service Agency Management at Lindenwood College are designed to prepare students for leadership positions in youth and community service agencies. The baccalaureate program is intended to serve a broad spectrum of career paths. Therefore, the major core combines a focus on human services with selected concentrations in a number of different practice settings. Students seeking the major in HSAM will complete 18 credits of directed studies in agency management and will select an area of emphasis to complete the major core.

For students majoring in other related disciplines, such as business administration, health management, education, gerontology, political science, public administration, performing arts, psychology or sociology, the HSAM program also offers the ability to obtain an Area of Concentration in Human Service Agency Management.

Students seeking either the major in HSAM or the Area of Concentration must complete the following focused core curriculum: HSA 100, 200, 300, 350, 450 and 499. Students seeking the major in HSAM must complete one of the Areas of Emphasis. Those seeking certification in American Humanics must also complete HSA 490 American Humanics Management Institute.

American Humanics

American Humanics, Inc., is a national not-for-profit organization. Through its 15 affiliated campus programs and 11 affiliated national agencies, American Humanics recruits, educates, and places competent professionals in careers with not-for-profit youth and human service agencies.

Lindenwood students may participate in the American Humanics Student Association. Through this campus organization students will be offered a variety of career preparation opportunities including the annual American Humanics Management Institute. Interested students should contact the Director of the Human Service Agency Management program to make application to this specialized program.

HSAM Areas of Emphasis

Students seeking the major in Human Service Agency Management must

complete one of the following Areas of Emphasis:

Criminal Justice Emphasis

- CJ 200 Criminology (3)
- CJ 210 Criminal Justice Systems (3)
- CJ 301 Criminal Procedure (3)
- CJ 305 Institutional and Community Corrections (3)
- CJ 310 Criminal Law (3)
- CJ 311 Juvenile Justice System (3)

Management Emphasis

- BA 170 Micro Computer Applications (3)
- BA 200 Financial/Managerial Accounting I (3)
- BA 201 Financial/Managerial Accounting II (3)
- BA 320 Principles of Finance (3)
- BA 350 Principles of Marketing (3)
- BA 452 Principles of Public Relations (3)

Recreation Management Emphasis

- PE 150 Foundations of P.E. (3)
- PE 160 First Aid/CPR (2)
- PE 200 Personal Health and Nutrition (3)
- PE 349 Organization and Administration of P.E. Programs (3)
- PE 101 Recreational Sports I (1)
- PE 102 Recreational Sports II (1)
- PE 124 Gymnastics (1)
- PE 125 Folk Dance (I)
- PE 127 Swimming I (I)
- PE Elective Activity Courses (2)

Social Science Emphasis

- PSY 101 Interactive Psychology (3)
- PSY 200 Human Development: Childhood (3)
- PSY 201 Psychology of Adolescence (3)
- SOC 220 Social Problems (3)
- PSY 332 The Psychology of Motivation (3)
- IOD 370 Group Dynamics (3)

Gerontology Emphasis

- IGE 202 Psychological Aspects of Aging (3)
- IGE 313 Physical Aspects of Aging (3)
- IGE 320 Community Organization and Resource Allocation (3)
- IGE 321 Social Policy in Gerontology (3)
- IGE 322 Service Provision to the Elderly (3)
- IGE 330 Sociology of Aging (3)

Courses of Study

HSA 100 Introduction to Human Service Agencies (3) Course covers the history of voluntarism and agencies designed to provide social services. Focus will be on voluntarism in a democratic society, the function and purpose of volunteer and social service agencies, and

their sponsorship. Features weekly presentations by agency managers from a wide range of service providers.

HSA 250 Leadership (3) Designed to explore the various techniques for exercising influence in structured situations. Emphasis on leadership research and techniques including the development of attitudes and action for effective leadership.

HSA 300 Fundraising (3) Examines the differences between the for-profit and not for-profit organization. Includes an examination of philanthropy and techniques of fundraising, relationships with umbrella funding organizations, government funding, grantsmanship, and budgeting.

HSA 350 Management of Human Service Agencies (3) General management techniques are applied in the specialized settings of Human Service Agencies. Includes management of agency staff, volunteers, and client services. Focuses on membership acquisition and member services to encourage and retain participation.

HSA 450 Internship (3) Students are placed in human service agencies to serve in functions normally assigned to entry level managers. Under the supervision of agency personnel, students will observe and practice human service agency management skills. May be repeated once in a different practicum setting. Requires 15 hours of agency participation each week throughout a semester.

HSA 490 American Humanics Management Institute (I) Students must complete the program of study provided through the American Humanics, Inc. at the American Humanics Management Institute.

HSA 493 Special Topics in Human Service Agency Management (1-3) Directed studies in the management of not-for-profit agencies. Students must have completed the HSAM core curriculum prior to enrolling in this course.

HSA 499 Senior Synthesis (3) Required capstone seminar to be completed during the last year of baccalaureate study. Provides an opportunity for discussion of professional standards and ethics and an evaluation of case studies related to students' internship experiences.

Lindenwood College for Individualized Education (LCIE)

Program Description

The Lindenwood College for Individualized Education (LCIE) is an accelerated program which specializes in fulfilling the educational needs of adults. Many adults who might not pursue higher education in a traditional setting find LCIE's educational philosophy and flexible program an ideal learning environment in which to earn a degree or to pursue studies appropriate to personal learning goals.

Emphasis is placed upon using community and academic resources to acquire both practical and theoretical knowledge. LCIE degree requirements embody the essentials for professional preparation. It is the College's responsibility to provide the basic framework. We recognize, however, that adult learners come to LCIE programs with a wealth of experience and skills; they often have specific needs and demonstrate a variety of learning styles. LCIE provides significant flexibility within courses designed to meet established academic criteria. This approach permits students to take considerable responsibility for the design of their degree programs. Upon entry each student is assigned an advisor to help with program design. The student-advisor link remains critical throughout a student's career at Lindenwood and often extends beyond graduation. The LCIE learning experience involves selecting among many educational options. When students have completed their LCIE education, they find they have acquired skills in planning, organizing, and communicating, and an understanding of their use of resources—tools they can use in a continuing process of self-education long after they leave LCIE.

The Students

Most LCIE students are employed full time, and are seeking degrees to continue their professional advancement or to make significant career changes through the acquisition of new skills. LCIE graduates constitute a strong network of people in leadership positions throughout the greater St. Louis metropolitan area.

The Cluster

Central to the theory and practice of adult education is the ideal of the synthesis of knowledge. LCIE seeks to achieve this through the construction of the cluster, in which two or three related subject areas are integrated into one seminar. The cluster provides students with an opportunity to explore basic subject areas beyond the confines of a single discipline. Cluster groups are comprised of a faculty member and approximately 12 students who meet weekly during an evening or weekend, for four to five hours. These cluster group meetings provide a collegial environment in which students present their work and share their learning. One objective of this format is the development of students' analytical and communication skills. Therefore, emphasis is placed upon written and oral presentation rather than upon exams.

The Colloquium

The interdisciplinary nature of all studies in the liberal arts institution is the heart of the programs offered through the LCIE format. For that reason, all students in the LCIE model are required to participate in at least one colloquial experience during each term of enrollment. Each term the faculty of Lindenwood College present workshops, seminars, and creative expositions to fulfill the colloquium requirement for all LCIE students. In addition, LCIE faculty advisors compile a list of other such events available in the community. Students are encouraged to seek other colloquial opportunities that, with the approval of their faculty advisor, will fulfill this requirement. At the end of each term, students submit a short critique and evaluation of the colloquium in which they participated.

Full-Time Accelerated Pace

The academic year at Lindenwood College for Individualized Education consists of eleven-week terms with 13 cluster meetings per term. The LCIE student enrolls in one cluster per term earning nine credit hours in most degree programs.

New students may be admitted at the beginning of each term, and they may pursue a full-time academic program by attending all four terms during the year. In

this manner, students make rapid progress toward degree completion while still fulfilling professional and personal responsibilities.

Individualized Study

LCIE is committed to the idea that people learn more effectively when their experience and goals converge. To this end, the College actively fosters the participation of students in the planning of their educational programs.

The College for Individualized Education provides the opportunity to construct a curriculum that is responsive to each student's needs. Students are also expected to individualize their cluster group work through directed independent research.

Upon enrolling in LCIE, each student is assigned a Faculty Advisor who helps the student plan and coordinate a program of study from entry through degree completion. In addition to assisting students in the design of their programs of study, the Faculty Advisor acts as a mentor, provides a source of continuity to students' ongoing academic experience, and evaluates the overall quality of their work. In regularly scheduled conferences the Faculty Advisor monitors student progress by reviewing course work and by providing feedback on projects.

General Education Requirements for LCIE

General Education studies form the foundation on which the more concentrated and specialized studies in the major are based. They introduce the student to some of the key issues, concepts and perspectives of the disciplines of humanities, social sciences, natural sciences and quantitative thought. General Education studies also are intended to help students develop their analytical, organizational, oral, writing, interpersonal, and research skills. LCIE clusters, transfer credits, or CLEP (College Level Examination Program) credit may be used to fulfill General Education requirements. The following clusters will satisfy these requirements.

I. Communications Cluster (9)

ICM 101 Communications I (3)

ICM 102 Communications II (3)

ICM 104 Literary Types (3)

Note: The Communications Cluster is required of all LCIE students and may not be met through transfer or Experiential Learning credits.

II. Humanities Cluster (9)

- IEN 201 World Literature and Ideas I (3)
 - IPY 100 Introduction to Philosophy (3)
 - IRT 210 Concepts of Visual Arts (3)
- or*
- IEN 293 Special Topics in Humanities (1-3)

III. Social Sciences Cluster (9)

- ISC 102 Basic Concepts of Sociology (3)
 - IPS 155 American National Government (3)
 - IPY 100 Principles of Psychology (3)
- or*
- ISS 293 Special Topics in Social Sciences (1-3)

IV. Mathematics (9)

- IMH 141 Statistics (3)
- IMH 220 Research Design and Methodology (3)
- IMH 310 Quantitative Management Applications (3)

V. Natural Science Cluster (9)

- INS 110 Modern Topics in Environmental Science (3)
- INS 202 Science and the 21st Century (3)
- INS 303 Science, Public Policy, and Public Values (3)

VI. Intercultural Cluster (9)

- IHS 100 A History of the Human Community (3)

plus 6 hours of Focus Courses

- ICL 320 Chinese Art & Culture (3)
 - ICL 330 Japanese Art & Culture (3)
- or*
- ICL 341 Politics & Culture of 20th Century Africa (3)
 - ICL 342 African Continuum (3)
- or*
- ICL 351 Art & Culture of India (3)
 - ICL 352 Literature of India (3)
- or*
- IHS 212 History of Russia II (3)
 - IEN 337 Russian Authors (3)
- or*
- ENG 350 Myth and Civilization
 - ANT 210 Native American Indians

- IHU 294 Special Topics in Cross Cultural (1-3) (course content to be determined by instructor)

NOTE: IHS 294 also may be substituted for one of the above courses with permission of faculty advisor.

LCIE General Education Courses of Study

Communications Cluster (9)

ICM 101 Communications I (3) An intensive review of the English language and its use in college-level writing. Concepts include the mechanics of written discourse, sentence structure, paragraph development, and essay organizations. Students use models from English prose and poetry for discussion and composition topics.

ICM 102 Communications II (3) A continuation of Communications I with special attention to skills involved in writing a major analytical research project, including how to gather and organize viable data. In addition, students learn how to communicate in small group settings. These concepts include problem-solving, leadership styles and roles of a group member.

ICM 104 Literary Types (3) A study of English prose and poetry; work of major writers studied in terms of the particular school or movement to which they belong.

Humanities Cluster (9)

IEN 201 World Literature and Ideas I (3) A study of ideas that have shaped civilizations, Western and non-Western with emphasis on the literature of various cultures and periods. The first semester of the sequence deals with Far and Near Eastern cultures and Western culture from Ancient Egypt through the Middle Ages.

IPY 100 Introduction to Philosophy (3) This course is designed to introduce the student to the activity of philosophy by studying the ways in which a number of important philosophical schools have attempted to deal with such major concerns as proof of the existence of God, the challenges of science and materialism to free will, the basis for human knowledge, and the justification of moral beliefs.

IRT 210 Concepts in the Visual Arts (3) A study of selected works in the visual arts by examining the role which the arts have traditionally played in society, drawing upon examples from a variety of cultures and historical periods. Emphasis will be placed on the analysis and interpretation of works of art in varied media from the points of view of aesthetics, style, social function, and the expression of cultural values.

IEN 293 Special Topics in Humanities (1-3) (course content determined by instructor)

Social Science Cluster (9)

IPY 100 Principles of Psychology (3) An introduction to behavioral science, focusing on the study of perceptual, learning, and motivational processes. The student will explore basic psychological concepts, methods, and findings leading to an understanding of human behavior.

ISC 102 Basic Concepts of Sociology (3) An introduction to the basic concepts and theories that enable us to understand and explain human group behavior in various social contexts. Application of sociological concepts to socialization, social interaction, groups, stratification, contemporary industrial society and Third World Societies, ethnic groups, social change, and social institutions.

IPS 155 American National Government (3) A survey of the structures, principles, and decision-making processes of the institutions of American national government, with selected studies of particular policy areas. Offered each semester.

or

ISS 293 Special Topics in Social Sciences (1-3) (course content determined by instructor)

Mathematics Cluster (9)

IHM 141 Statistics (3) An introduction to the theory and applications of descriptive and inferential statistics including probability, random variables, expected values, probability distribution functions, and hypothesis testing.

IMH 220 Research Design and Methodology (3) A first course in collecting, organizing and drawing conclusions from data. Topics include sampling, first steps in statistical design of experiments, ethical problems, correlation, association and causation, and prediction.

IMH 310 Quantitative Management Applications (3) This course emphasizes problem solving skills needed in management and finance. Topics include quantitative methods in banking, investments, taxes, financial indices, personal finance, and decision making.

Natural Science Cluster (9)

INS 110 Modern Topics in Environmental Science (3) A survey of environmental issues and problems such as global climate change, destruction of

or

stratospheric ozone, ocean pollution, earthquake geology, and loss of biodiversity.

INS 202 Science and the 21st Century (3) This course addresses questions such as genetic manipulation and diversity, advances in modern scientific technology, and potential diseases of the new millennium.

INS 303 Science, Public Policy, and Public Values (3) Students investigate the morality of scientific experimentation, questions on balancing population, how scientific technology affects public opinions and awareness of world policies, and other topics of current interest.

Intercultural Cluster (9)

IHS 100 A History Of Human Community (3) A study of the growth of traditional societies around the world and their recent transformation by the urban, industrial revolution. The first half-term focuses on the evolution of the major world civilizations and their differences and similarities. The second half-term deals with the impact of the urban and industrial revolutions on these civilizations and their reactions to the modern world. Offered each semester.

Plus 6 hours of Focus courses:

ICL 320 Chinese Art & Culture (3) An exploration of Chinese cultural traditions, attitudes and values through a study of Chinese art and related concepts and ideas.

ICL 330 Japanese Art & Culture (3) An exploration of Japanese cultural traditions, attitudes and values through the study of Japanese art and related concepts and ideas.

or

ICL 341 Politics and Culture in 20th Century Africa (3) This course will survey African political and cultural thought in the 20th century as it interacts with non-African attempt to assimilate and transform Western Political influences.

ICL 342 The African Continuum: Africa and Its Diaspora (3) An overview of the survival techniques and spiritual relationship that exists among peoples of African descent as expressed through African, Afro-Caribbean and Afro-American literature in the modern period.

or

ICL 351 Art and Culture of India (3) Survey of Indian art and architecture, with attention to Hindu, Islamic and European influences and ideas.

ICL 352 Literature of India (3) Selected readings in Indian sacred literatures as well as in writings by modern Indian authors in working in essay, drama, poetry or fiction.

or

IHS 212 History of Russia II (3) Historical and cultural study of the USSR. A survey of Russian history focusing upon the Twentieth century. John Reed, Gorbachev, as well as standard texts of Russian history will be read in this course. Cultural studies are included.

IEN 337 Russian Authors (3) Readings in Russian cultural life and Russian literature. A survey of the literary traditions of Russia with comparisons and contrasts to the Soviet literature of the Twentieth century. Literary themes and their relationship to issues in Russian life will be of special interest.

or

ENG 350 Myth and Civilization (3) See description in semester schedule undergraduate catalog.

ANT 210 Native American Indians (3) See description in semester schedule undergraduate catalog.

IHS 294 Topics in Cross-Cultural Studies (1-3) (course content determined by instructor)

Note: IHS 294 also may be substituted for one of the above courses with permission of faculty advisor.

Requisite Study: Major

Requirements vary, but at least 30 semester hours in the major area of concentration are necessary, 18 of which must be taken at Lindenwood College. In some majors, LCIE requires prescribed areas of study to be covered. In other majors, requirements are more flexible and the program of study is developed by the student in consultation with the Faculty Advisor. Individualized studies are possible within virtually all LCIE clusters.

Graduation Requirements

In addition to completing the work necessary to qualify for a baccalaureate degree, the student must meet LCIE graduation requirements within the scope of the specific degree program designed with the help of the Faculty Advisor. The following are the overall requirements for graduation from LCIE with a baccalaureate degree:

1. Successful completion of at least 126 semester hours.
2. Demonstration of a satisfactory

knowledge of English in oral and written forms, as evaluated by the Faculty Advisor and Faculty Sponsor each term.

3. Completion and approval of the Culminating Project.

4. Completion of at least 30 semester hours of study at Lindenwood College, of which at least 18 semester hours must be in the major area of concentration and at least 42 of which must be upper division courses, numbered 300 or above.

5. A minimum cumulative grade point average 2.0 in all courses taken at Lindenwood College, as well as in the student's major of concentration.

The Culminating Project

To graduate with a baccalaureate degree from Lindenwood College, all LCIE students must complete a culminating project, which is an integral part of the student's program and is equivalent to an extended paper or honors thesis. Under the supervision of the Faculty Advisor, the student will design a culminating project and complete it during the last quarter of study in LCIE. Students will enroll in ICU 499, Culminating Project, at the same time that they register for their last coursework or cluster.

The culminating project is an opportunity for a student to synthesize his or her major areas of study and to demonstrate mastery of basic written and oral skills and concepts. The project may be a thesis, a demonstration, or a creative work. It may involve a combination of media. If the project is a film, video, computer program, etc. it must still include written analytical documentation.

The culminating project, designated on the student transcript as ICU 499, carries one academic credit and is graded Pass or Fail.

Business Administration

Program Description

The LCIE Business Administration degree educates managers of business and not-for-profit organizations. The program includes the curriculum content recommended by the American Assembly of Collegiate Schools of Business. Many students are employed in management or are making career changes. The intent of the program is to expand existing skills and to provide students with a strong liberal arts and professional business background.

All LCIE undergraduate degree programs contain core requirements in the liberal arts. This is particularly important to the manager because it provides the opportunity to develop cultural, human, and theoretical understandings essential for successful business interactions and effective community leadership.

Throughout their careers at LCIE students gain practice in management techniques as they learn to write concise papers, make small group presentations, practice effective time management and communicate with fellow student-professionals.

Core Curriculum

(recommended sequence):

Quarter I:

IBA 330 Principles of Management (3)

IBA 332 Management of Personnel Systems (3)

IBA 430 Management Policy (3)

or

IBA 439 Special Topics in Management (1-3)

Quarter II:

IBA 200 Principles of Accounting (3)

IBA 308 Managerial Accounting (3)

IBA 320 Principles of Finance (3)

or

IBA 409 Special Topics in Accounting (1-3)

IBA 429 Special Topics in Finance (1-3)

Quarter III:

IBA 350 Principles of Marketing (3)

IBA 353 International Marketing (3)

IBA 453 Marketing Management & Planning (3)

or

IBA 459 Special Topics in Marketing (1-3)

Quarter IV:

IBA 211 Principles of Political Economy (Micro) (3)

IBA 212 Principles of Political Economy (Macro) (3)

IBA 412 Money and Banking (3)

or

IBA 419 Special Topics in Economics (1-3)

Quarter V:

IBA 360 Business Law (3)

IBA 323 Personal Finance (3)

IBA 420 Investments (3)

or

IBA 479 Special Topics in Investments (1-3)

or

IBA 469 Cases in Business/Law (1-3)

Using elective studies or focused projects within the core cluster, students may choose to create an emphasis within the business administration degree in such areas as not-for-profit management, public relations, sales/marketing, business communications, personnel management, or MIS/Data Processing. In addition to the required core courses, students may select electives in non-administration studies, communications, finance, advanced management, or marketing.

Courses of Study

Management

IBA 330 Principles of Management (3)

Development of the understanding of organizations and of the decision-making skills required in management positions. Examination of the various concepts of management and the basic functions of management planning, organizing, motivating and controlling. The planning of goals, changes, progression of people and managerial value systems will be investigated.

IBA 332 Management of Personnel Systems (3)

Designed to provide basic understanding of the field of industrial relations including personnel management and labor relations. Labor relations deals with those activities impacting on employees as members of a collective bargaining unit as they relate to management goals. Personnel management is concerned with those activities related to individuals and their employment and employers.

IBA 430 Management Policy (3)
Development of the understanding of the top management views of organizations. Understanding the formulation and scope of general policy to direct the activities of the organization, including methods of determining objectives, developing plans to achieve objectives, measurement of results, reappraisal of objectives and ability to react to evolving situations.

IBA 439 Special Topics in Management (1-3)
An intensive study of a topic in Management.

Accounting/Finance

IBA 200 Principles of Accounting (3)
A basic study of the financial aspects of asset resources including their nature, valuation, sources and uses in operations; transaction analysis within the accounting information processing system and cycle, and income and financial position measurements and reporting.

IBA 308 Managerial Accounting (3)
A course designed to provide students not concentrating in accounting with an understanding of the utilization of internal accounting data for management planning and decision making.

IBA 320 Principles of Finance (3)
The fundamentals of financial management which include planning, budgeting and control, also external sources and methods of capital acquisition. A study of the evolution, functions, and practices of the many types of financial intermediaries with which the firm must interface.

IBA 420 Special Topics in Accounting (1-3)
An intensive study of a topic in Accounting.

IBA 429 Special Topics in Finance (1-3)
An intensive study of a topic in Finance.

Marketing

IBA 350 Principles of Marketing (3)
Defining the marketing function to provide an understanding of the macro and micro view of presenting goods and services to the users. The macro marketing view will encompass an interdisciplinary approach to the analysis of economic functions in which an organization offers its goods and services. The micro marketing view will analyze the organizations preparation, methods and goals in presenting its goods and services in the marketplace. Emphasis is on the student gaining a working knowledge of the vocabulary, principles and theory of marketing.

IBA 353 International Marketing (3) The significance of international markets to American firms. Tariffs, social and cultural restrictions, economic and political environments, and legal restrictions. The international distribution system, international pricing decisions and international marketing research.

IBA 453 Marketing Management and Planning (3) Development of the ability to identify, organize and manage the marketing function in the organization with the other functional areas of the organization. Identify marketing problems, investigate alternative solutions, and render decisions as a member of the marketing management team.

IBA 459 Special Topics in Marketing (1-3) An intensive study of a topic in Marketing.

Economics/Money & Banking

IBA 211 Principles of Political Economy (Micro) (3) The scope and method of economics. The market economy, demand, supply and the price system. Market structures, distribution of income, current problems that can be investigated by micro-economic analysis. Prerequisite: Sophomore standing.

IBA 212 Principles of Political Economy (Macro) (3) National income measurement and determination; consumption, investment and saving; the cyclical nature of economic activity; role of money and financial institutions, economic growth; international economic relationships.

IBA 412 Money and Banking (3) The nature and functions of money and banks. The development of the American banking system, the organization and functions of the Federal Reserve System, and monetary and fiscal policy.

IBA 419 Special Topics in Economics (1-3) An intensive study of a topic in Economics.

Business Law/ Personal Finance

IBA 360 Business Law (3) An introduction to the sources of law and the judicial function, contracts, agency and employment, partnerships and corporations. Federal regulations of business/health, including insurance, sales, commercial papers, real and personal property, secured transactions, debtors' and creditors' rights.

IBA 323 Personal Finance (3) A study of consumer credit, interest rates, real estate, risk management (insurance) income tax, estate planning and the application of same to the individual.

IBA 420 Investments (3) Presentations of the investment field in theory and practice. A survey and analysis of particular types of investment securities and vehicles, public and relation stock companies, bonds, various types of securities, real estate, various government and private financial paper. A survey of the basis for investment decisions and the management of investment portfolios.

IBA 469 Cases in Business/Law (1-3) A study of the application of the business/law to a variety of cases.

IBA 479 Special Topics In Investments (1-3)

Management Elective

IBA 331/544 Total Quality Management (3) This course will explore the historical development of the quality movement within the organization, view management's role in creating a quality culture, examine cultural change tools such as the use of teams, benchmarking and cycle time reduction, look at the current quality drivers such as CP2, ISO 9000 and the Malcolm Baldrige National Quality Award.

IBA 333/545 Quality and Statistical Tools for Continuous Improvement (3) This course will focus on the quality and statistical tools used to implement a process of continuous improvement within the organization. Quality tools such as process mapping nominal group techniques, and the like will be discussed. Statistical tools such as trend charts, control charts, tally sheets, scatter diagrams, histograms, and parieto charts will be explored.

IBA 431/546 Organizational Change (3) This course will explore the political, social and structural nature of organizations and how to change them. Organizational change models, tools and techniques are examined. Contemporary organizational change efforts will be analyzed using change models.

ICU 499 Culminating Project (1)

Note: Special topics courses may be substituted for one of the other courses in the cluster with permission of faculty advisor.

Sales/Marketing Emphasis

Quarter I

IBA 200 Principles of Accounting
IBA 308 Managerial Accounting
IBA 320 Principles of Finance

Quarter II

IBA 211 Principles of Political Economy (Micro)
IBA 212 Principles of Political Economy (Macro)
IBA 412 Money and Banking

Quarter III

IBA 360 Business Law
IBA 323 Personal Finance
IBA 420 Investments

Quarter IV

IBA 350 Principles of Marketing
IBA 353 International Marketing
IBA 453 Marketing Management & Planning

Quarter V

IBA 351 Principles of Personal Selling
IBA 352 Sales Management
IBA 354 Sales Strategies & Techniques

Quarter VI

IMC 350 Principles of Advertising
IMC 389 Principles of Public Relations
IMC 390 Promotion Management

Quarter VII

IBA 451 Consumer Behavior
IBA 452 Customer Relations
IBA 454 Current Issues in Customer Service Management

Courses of Study

Accounting

See IBA 200, 308 and 320

Economics/Money & Banking

See IBA 211, 212 and 412

Business Law/Personal Finance

See IBA 360, 323 and 420

Marketing

See IBA 350, 353 and 453

Personal Selling/Sales Management

IBA 351 Principles of Personal Selling (3) Selling principles and processes, industrial vs. personal selling, persuasive communication, selling vs. buying, time management. Sociological and psychological influences on selling and buying process.

IBA 352 Sales Management (3) The management of sales including sales force recruitment, selection, training,

organization, motivation, compensation and evaluation. Planning, implementation, and control from a sales perspective are also considered.

IBA 354 Sales Strategies & Techniques

(3) A focus on selling as it relates to the marketing function in organizations including sales strategies and implementation. Included are selected topics in selling techniques and tools, negotiation, territorial quotas, and performance standards. Practical demonstration by each student required.

Advertising/Public Relations

See IMC 350, 389 and 390 listed under Bachelor of Arts in Communication.

Consumer Behavior/Customer Relations

IBA 451 Consumer Behavior (3) Current theories and research on the behavior of consumers are studied from the viewpoint of marketing management decisions. Consideration is given to the behavioral science concepts underlying the study of consumer behavior and the use of theoretical and applied decision-making models.

IBA 452 Customer Relations

(3) Principles and practice of customer relations, including history of consumerism, customer relations departments, identifying and responding to customer needs, developing skills in giving information, dealing with difficult customers, and developing a positive customer relations climate.

IBA 454 Current Issues in Customer Service Management

(3) Using the case analysis approach, students will examine current problems in developing, delivering and maintaining good customer service.

Communication

Program Description

The Lindenwood College for Individualized Education (LCIE) Communication major provides students with broad-based knowledge and pragmatic skills. Classes are taught by experienced communication professionals and include a wide range of offerings in both the corporate and mass communication fields.

LCIE students majoring in Communication pursue individualized degrees, designed in consultation with a Faculty Advisor, a program consistent

with their particular interests and needs. The major requires 36 hours in Communication studies (4 clusters or their equivalent), including the cluster IMC 400, 405 and 406. This cluster introduces students to the varied field of communications, exploring its historical evolution and cultural impacts and the major issues, theories and trends that mark its development and its relationship to American society. The remaining requirements consist of at least three elective clusters in the major selected from among the following groupings:

Typical Concentrations in the Major:

Mass Media Clusters

- Radio studies (9)
- Documentary Expression (9)
- Video Production (9)
- Advanced Video Production(9)
- Information Technologies (9)

Writing Track

- Foundations Cluster (9)

Plus three clusters from:

- Journalism (9)
- PR and Advertising (9)
- Documentary Expression (9)
- Creative Writing (9)
- Video Production (9)
- Information Technologies (9)

Corporate Communication Clusters

- Fundamentals of Organizational Communication (9)
- Business Writing (9)
- Public Relations in American Society (9)
- The Promotional Mix (9)
- Marketing Studies (9)
- Human Development & Training Clusters (9)

Creative Expression Clusters

- Creative Writing (9)
- Video Production (9)
- Visual Communications (9)

Students majoring in Communications are expected to fulfill all General Education requirements, including statistics.

Courses of Study

Foundation Studies in Communications

(required of all majors)

IMC 400 Historical Development and Trends in Communication (3) An

overview of the communication fields, including identification of its varied elements, history and trends.

IMC 405 Media and Society (Ethics and the Media) (3) Readings and discussions of major issues involving media's impact on society. Significant ethical and legal issues are included. Content ranges over a variety of media.

IMC 406 Theories of Communication

(3) Reading of work by major theorists in the communication field. Theories include image and attitude formation and other impacts of communication media.

The Promotional Mix

IMC 350 Principles of Advertising (3) Advertising practices, techniques, and strategies, including copywriting, media attributes and selection, media and marketing plans, advertising distribution and budgeting.

IMC 389 Principles of Public Relations

(3) Introduction to the field of public relations, including attention to internal and external publics, media relations and practices, event planning, financial reports and ethics.

IMC 390 Promotion Management

(3) Promotional concepts and practices including integration of various elements, strategic scheduling and planning, and promotions use in development.

Business Writing

IMC 303 Written Communications for Business (3) The study and practice of effective business writing. Topics will include writing memorandums, position papers, reports, situational letters, resumes, writing for various publics.

IMC 446 Newsletters

(3) Design, layout and editing techniques for the small newsletter, particularly related to corporate, in-house trade, special interest journals. The role of the newsletter is examined, along with the relationship of role to format and style.

IMC 448 Journalistic Writing

(3) The study of journalistic content and style in both news and feature writing. Basic editing criteria and language usage. Problem solving in editing.

Visual Communications

IMC 431 Design-Visual Communication

(3) Two and three dimensional design concepts: space, form, balance, rhythm,

psychological and emotional impacts and historical applications in art and design.

IMC 432 Color Theory and Applications (3) Physiology of color perception, emotional and psychological impacts, historical applications in art and design.

IMC 433 20th Century Art Applications (3) Individualized study of application of visual communications concepts in art, advertising or design approaches of the 20th Century. Student selects his or her own area of concentration.

Documentary Expression

IMC 372 Documentary Film and Video (3) Defines documentary from its beginning and traces its development in subject, techniques and impacts on American and European societies.

IMC 373 Photojournalism (3) The history of photojournalism from its inception in the 19th Century to the present. Features the study of important developments, techniques and styles in the field from magazines to newspapers and the individual photographers responsible for those developments.

IMC 375 Documentary Journalism (3) Traces the development of documentary and investigative journalism from its origins to the present with concentration on various styles, methods, and subject matters of recent documentary books including informational journalism, propaganda and new journalism.

Creative Writing

IMC 311 Creative Writing Lab (3) Development of creative writing techniques through writing exercises and projects. Students select an emphasis in poetry, fiction or feature writing. Workshop format with a process approach.

IMC 312 The Art of Fiction (3) Readings in short fiction by major authors with special attention to character, theme, and style. Introduces aesthetic concepts and strategies ranging from realistic to abstract modes.

IMC 313 The Art of Poetry (3) Readings in poetry ranging from tribal times to present. Views of poetry's connection to human spirituality, to societies and to the individual.

Fundamentals of Organizational Communications

IMC 460 Organizational Communication Theory (3) Study of major communication theories as they apply to organizational structures.

IMC 461 Communications Process Analysis (3) Study of both formal and informal communication flow within the structure of organizations. Analysis and design of communication models and identification of various publics served by the organization.

IMC 462 Practical Applications of Communication Processes (3) Practical application of communication theory in simulated and actual organizational settings.

Video Production

IMC 354 Television Production (3) Hands-on television experience in directing, writing, camera work, and various studio and production techniques.

IMC 358 Writing for Television (3) Practice in the techniques used in writing for television. This includes creating storyboards, scripting commercials of varying lengths and subjects, PSA's and writing and editing news leads.

IMC 359 Pre-and Post- Production (3) Conceptualization, organization, research, budgeting, and management for video production. Demonstration of video switching and post-production assembly and insert editing.

Advanced Video Production

IMC 417 Advanced Video Production (3) This course focuses on hands-on and remote video production, culminating in an individual or class project produced entirely by the student(s).

IMC 476 Advanced Video Directing (3) The study of directing television commercials, and documentary programming. Students work closely with talent and technical personnel.

IMC 477 Advanced Video Editing (3) Advanced study of post-production techniques in lab and seminar setting.

Radio Studies

IMC 151 Radio Production (3) An analysis of programs and audiences in American broadcasting. Directed experiences in organization, writing,

production and performance in radio programs.

IMC 360 Broadcast Operation (3) An examination of the structural organization of radio and television stations in the United States. Various divisions and departments of broadcast operations will be studied. Special attention to programming, promotions, audience research, and broadcast management techniques.

IMC 478 Seminar in Broadcast Communication (3) An examination of the relationship between communication theory and the evolution of the communication industry.

Information Technologies

IMC 305 Desktop Publishing in the Workplace (3) Using desktop publishing tools, students will design projects that meet personal and professional goals. The *Pagemaker* page layout program is used.

IMC 463 Computer Based Information Systems (3) Survey of hardware components, software, varieties of systems applications, particularly for large organizations. Introduction to current issues in computer technology: Office automation, artificial intelligence, etc. Individualized study in a selected issue.

IMC 445 Information Systems Projects (3) Computer based decision making analysis and quantitative decision making methodology. Data evaluation techniques.

Marketing Studies

IBA 350 Principles of Marketing (3) Defining the marketing function to provide an understanding of the macro and micro view of presenting goods and services to the users. The macro marketing view will encompass an interdisciplinary approach for the analysis of economic functions in which an organization offers its goods and services. The micro marketing view will analyze the organization's preparation methods and goals in presenting its goods and services to the marketplace. Emphasis is on the student gaining a working knowledge of the vocabulary, principles, and theories of marketing.

IBA 353 International Marketing (3) The significance of international markets to American firms. Tariffs, social and cultural restrictions, economic and political environments, and legal restrictions. The international distribution system, international pricing decisions and international marketing research.

IBA 453 Marketing Management and Planning (3) Development of the ability to identify, organize, and manage the marketing function in the organization with the other functional areas of the organization. Also, developing the ability to identify marketing problems, investigate alternative solutions, and render decisions as a member of a marketing team.

Public Relations in American Society

IMC 441 Group Communication (3) Examination of elements of effective oral and written communication skills that facilitate group dynamics and develop positive interpersonal relationships in the work setting.

IMC 442 PR Ethics (3) Assessment of professional conduct on issues facing Public Relations practitioners relative to the expanding role of PR in American society. Examination of ethical issues in the context of exploring PR's role in corporate, not-for-profit, institutional, government, and political arenas.

IMC 443 PR Research and Planning (3) Study of the basic practices of Public Relations on a day to day basis. Includes contingency planning and crisis management, strategizing, elements of a PR campaign, client and media relations, case studies, and public perceptions.

Human Development and Training

IOD 360 Adult Learning Processes (3) A study of selected methods and instructional techniques appropriate for the teaching of adults with a focus on the training and development area. Applications of adult development theory will be applied to the design, development and evaluation of training programs and staff development.

IOD 361 Career/Staff Development (3) Students are introduced to career development programs in organizations and how they relate to the productivity of individuals. Focus is on the skills and concepts that will enable the student to design and implement staff development programs. Students also work on their personal career development and life planning.

IOD 362 Employee Training and Development (3) Specialized study of training in organizations, including needs analysis, learning theory, management development, and development of training

objectives and programs. Methods of field-based research techniques and evaluation of training programs are also included. Projects and exercises supplement the readings.

ICU 499 Culminating Project (1)

Gerontology

Program Description

Since 1980, the College for Individualized Education has provided education for the understanding of the human aging process and problems associated with being elderly in the United States. Students interested in understanding aging, in providing service to older individuals, in effecting social change for the benefit of the elderly, or in conducting gerontological research are served by Lindenwood's baccalaureate in Gerontology. In 1984, a certificate program was added to meet the needs of those who seek a specialty in Gerontology, but who have completed other degree programs. In addition a graduate degree program is available.

There are no typical graduates of the Lindenwood Gerontology program. Alumni serve as directors of retirement housing complexes, managers of multi-service senior centers, nursing home administrators, gerontopharmacologists, researchers, founders of home health agencies and in a range of other careers dedicated to serving older Americans. Programs of study, therefore, are individualized to provide areas of concentration toward a variety of career paths. Many students elect to take a practicum or residency in a particular agency to develop practical knowledge in an area of service to the elderly. The general aim of the program in Gerontology is to provide a solid foundation in the theories and research in gerontology and then to allow each student to specialize in a particular area of interest.

The Bachelor of Arts in Gerontology includes the College required General Education core and 36 or more semester hours in gerontological studies, plus elective subjects to total 126 semester hours of credit. In addition to the core curriculum a Case Management area of concentration is available.

Core Curriculum

Quarter I

IGE 202 Psychological Aspects of Aging (3)

IGE 313 Physical Aspects of Aging (3)

IGE 330 Sociology of Aging (3)

Quarter II

IGE 320 Community Organization and Resource Allocation (3)

IGE 321 Social Policy in Gerontology (3)

IGE 322 Service Provision to the Elderly (3)

Quarter III

Specialized Study in student's area of interest (9)

Quarter IV

IGE 400 Practicum in Gerontology (1-6)

ICU 499 Culminating Project (1)

Courses of Study

IGE 202 Psychological Aspects of Aging

(3) This course discusses current psychological theories of aging. Various behavioral functions in late life are examined including intelligence, memory and personality development. The major functional and organic psychopathologies are discussed.

IGE 313 Physical Aspects of Aging (3)

This course examines the biological changes associated with the aging process. Both normal and pathological changes are discussed. Special attention is directed toward correcting stereotyped notions regarding the aging process. Students investigate and critique several biological theories of aging.

IGE 320 Community Organization and Resource Allocation (3)

The application of community organization concepts and techniques of administration to the planning organization, financing and management of social services, health services, informal education and volunteer generated programs for older adults. This course explores operations of health, housing, social and nutrition programs in light of economic and political restraints.

IGE 321 Social Policy in Gerontology

(3) This course focuses on the political forces that shape official policies toward aging in America at all levels of government, with emphasis on federal policies. Through the use of selected examples, the course examines the impact of political-vested interests in shaping the enactment and implementation of

legislation for the elderly. Topics include: retirement income, housing subsidies, age discrimination, the Older Americans Act and state and local programs.

IGE 322 Service Provision to the Elderly (3) This course focuses on specific programs that are designed to provide psycho-social and health services to the elderly. Programs under review include those already in existence and potential variations that might be proposed. Designed to aid human services practitioners, managers and policy makers in understanding basic objectives, approaches and options in the most effective means of delivering services to the elderly.

IGE 330 Sociology of Aging (3) Attention is directed toward eradicating major myths and stereotypes regarding the elderly and the aging process. Emphasis is on Socio-cultural theories of aging and the role of the older individual in society today. Topics include housing, transportation, health, income, retirement role change and intergenerational relationships.

IGE 393 Individual Study in Gerontology (1-3) Student generated projects on approved topics determined in conjunction with the student's advisor.

IGE 400 Practicum in Gerontology (1-6) Students are placed in a practice setting from a variety of gerontological services. Typically a practicum extends for a 14 to 28 week period.

IGE 440 Multidisciplinary Assessment in Long-Term Care (3) This course presents an overview of specific assessment and evaluative instruments and techniques related to measuring problems, needs, strengths and changes of older adults in long-term care settings.

IGE 441 Counseling Older Adults (3) This course combines information about the specific mental health needs of older adults in long-term care settings with training in basic interactive helping skills.

IGE 442 Group Work in Long-Term Care (3) The course focuses on basic principles of group dynamics and information about aging as it applies to group work. Students are introduced to skills and specific techniques required to facilitate groups with older adults in institutional and community-based settings.

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Health Management

Program Description

The LCIE Health Management degree prepares students for management positions in health promotion/wellness, acute, ambulatory, long term, or community care organizations. The program is based upon curriculum content recommended by both the Accrediting Commission on Education for Health Services Administration and the American Assembly of Collegiate Schools of Business. The intent of the program is to expand upon the existing skills and to give the student a strong liberal arts and professional business/health promotion background.

Students majoring in Health Management will complete the College general education requirements, the 27 semester hour core requirements, a culminating project in their area of concentration, and the completion of one cluster (9 semester hours) in the area of the student's interest, for a total of 36 semester hours in the major.

Core Curriculum

(required of all majors)

Foundation Management Cluster

IHM 360 Management in Health Care (3)
IHM 364 Organizational Concepts (3)
IHM 301 Ethical Issues In Health Care Management (3)

Accounting Cluster

IBA 200 Principles of Accounting (3)
IBA 308 Managerial Accounting (3)
IBA 320 Principles of Finance (3)

Marketing Cluster

IBA 350 Principles of Marketing (3)
IBA 353 International Marketing (3)
IBA 453 Marketing Management & Planning (3)

One cluster in the area of the student's interest may be selected from clusters offered in major areas of Health Management, Business Administration, Communication, Gerontology or Human Resources Development (see catalog).

Area of Specialization - Health Management

IHM 490 The History and Future of Health Promotion Wellness (3)
IHM 491 Health Promotion/Wellness in the Workplace (3)

IHM 496 Administration of Health Promotion/Wellness Programs (3)

Area of Specialization - Case Management

IHM 315 Introduction to Case Management (3)
IHM 316 The Case Management Process: Assessment/Data Collection/ Interviewing Skills (3)
IHM 317 Treatment Planning & Implementation (3)

Electives

IHM 492 Independent Study in Health Management (1-3)
IHM 493-495 Special Topics in Health Management (1-3)

Courses of Study

IHM 301 Ethical Issues in Health Care Management (3) Issues and problems that arise within the health care field will be reviewed and discussed.

IHM 315 Introduction to Case Management (3) History, philosophy and current state of the art will be reviewed and discussed.

IHM 316 The Case Management Process: Assessment /Data Collection/ Interviewing Skills (3) This course will provide the necessary information for a service-delivery approach which would include screening, comprehensive assessment, and case planning based on assessed needs and available resources.

IHM 317 Treatment Planning and Implementation (3) The focus of this course will be on the facilitation of the data gathering process into a coordinated plan of care utilizing assessed needs and available resources.

IHM 360 Management in Health Care (3) Development of the understanding of health care organizations and the decision making skills required in management positions. The origins and functions of various health systems within the United States will be reviewed and discussed.

IHM 364 Organizational Concepts (3) To develop better understanding of the nature of organizations such as those in health care and those factors which influence the performance of the individual and the organization as a whole.

IHM 400 Health Care Management Practicum (1-6) for a maximum of 6 credits; with advisor's approval.

IHM 490 The History and Future of Health Promotion Wellness (3) An introduction to health and wellness, examining topics such as personality, stress, physiology, mind/body interaction, relaxation, bio-feedback training and other behavioral techniques. Health and wellness are viewed as complex processes resulting from biological, psychological and social systems.

IHM 491 Health Promotion/Wellness in the Workplace (3) An examination of the designing, implementing and evaluation of health promotion programs in the workplace. The interfacing of major current health issues and health promotion/wellness programs will also be explored.

IHM 492 Independent Study in Health Management (3) Specialized area (1-3 credits, may be repeated three times). An intensive study of a topic in the health management health promotion/wellness area.

IHM 493-495 Special Topics in Health Management (1-3) An intensive study of a topic in the Health Care field.

IHM 496 Administration of Health Promotion/Wellness Programs (3) A study of the present status of the work site environment as it interacts with health promotion/wellness. Focus of the course will be program administration and development.

IBA 200 Principles of Accounting (3) Refer to IBA 200 in the Business Administration section of this catalog.

IBA 308 Managerial Accounting (3) Refer to IBA 308 in the Business Administration section of this catalog.

IBA 320 Principles of Finance (3) Refer to IBA 320 in the Business Administration section of this catalog.

IBA 350 Principles of Marketing (3) Refer to IBA 350 in the Business Administration section of this catalog.

IBA 353 International Marketing (3) Refer to IBA 353 in the Business Administration section of this catalog.

IBA 453 Marketing Management and Planning (3) Refer to IBA 453 in the

Business Administration section of this catalog.

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Human Resource Management

Program Description

The Business program of Lindenwood College employs the curriculum content recommended by the American Assembly of Collegiate Schools of Business (AACSB). Lindenwood, with its central campus in St. Charles, Missouri, is a member of the AACSB and accredited by the North Central Association of Colleges and Secondary Schools (NCACSS), one of the most prestigious accrediting agencies in higher education. The College was reviewed in 1987 by visiting teams from the NCACSS organization and was awarded full accreditation. In addition, its College of Individualized Education (LCIE) has been cited as a "national model" for programs serving adult students.

The Human Resource Management (HRM) program focuses on organizational theory and the behavior of individuals within organizations, including issues of management theory, employee productivity, motivation and leadership. Action, analytical and interpersonal skills are stressed. Clusters deal with current issues in Personnel and focus on such topics as training and development, performance appraisal, conflict resolution, and legal issues. Students majoring in HRM will complete the College general education requirements, the 45 semester hour core curriculum, and a culminating project in their area of concentration.

Cluster I

IBA 330 Principles of Management (3)
IBA 332 Management of Personnel Systems (3)
IBA 430 Management Policy (3)

Cluster II

IBA 200 Principles of Accounting (3)
IBA 308 Managerial Accounting (3)
IBA 320 Principles of Finance (3)

Cluster III

IOD 357 Employee Supervision (3)
IOD 358 Legal Issues for Human Resource Management (3)
IOD 359 Performance Management/Performance Appraisal Systems

Cluster IV

IOD 360 Adult Learning Processes (3)
IOD 361 Career/Staff Development (3)
IOD 362 Employee Training and Development (3)

Cluster V

IOD 370 Group Dynamics (3)
IOD 371 Conflict Resolution (3)
IOD 410 Labor Economics & Industrial Relations (3)

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Courses of Study

IBA 200 Principles of Accounting (3)
See IBA 200 in the Business Administration section of this catalog.

IBA 308 Managerial Accounting (3) See IBA 308 in the Business Administration section of this catalog.

IBA 320 Principles of Finance (3) See IBA 320 in the Business Administration section of this catalog.

IBA 330 Principles of Management (3)
See IBA 330 in the Business Administration section of this catalog.

IBA 332 Management of Personnel Systems (3) See IBA 332 in the Business Administration section of this catalog.

IBA 430 Management Policy (3) See IBA 430 in the Business Administration section of this catalog.

IOD 357 Employee Supervision (3) This course examines the industrial environment and the role of the supervisor. It is directed toward the enhancement of managerial skills and includes a survey of current psychological literature on the subject of leadership.

IOD 358 Legal Issues for Human Resource Management (3) This course examines the various laws relating to the employer/employee relationship. Special emphasis will be placed on topics such as equal employment opportunity, affirmative action, grievance handling, hiring and termination, training, questions of equity, labor relations, and other issues associated with the management of human resources.

IOD 359 Performance Management/Performance Appraisal Systems (3) Performance appraisal is mandated by the Civil Service Reform Act. This course examines its basic elements, including goal setting, writing behavioral objectives,

individual and organizational performance measurement, coaching and counseling, and productivity improvement among both unionized and non-unionized employees. Specific emphasis will be reward systems and methods of positive discipline.

IOD 360 Adult Learning Processes (3) A study of selected methods and instructional techniques appropriate for the teaching of adults with a focus on the training and development area. Applications of adult development theory will be applied to the design, development and evaluation of training programs and staff development.

IOD 361/Career/Staff Development (3) Students are introduced to career development programs in organizations and how they relate to the productivity of individuals. Focus is on the skills and concepts that will enable the student to design and implement staff development programs. Students also work on their personal career development and life planning.

IOD 362 Employee Training and Development (3) Specialized study of training in organizations, including needs analysis, learning theory, management development, and development of training objectives and programs. Methods of field-based research techniques and evaluation of training programs are also included. Projects and exercises supplement the readings.

IOD 370 Group Dynamics (3) Study of motivation, leadership, communication, morale, and intra- and inter-group dynamics, and decision making in organizations.

IOD 371 Conflict Resolution (3) Examination of causes of conflict in human interactions, including principles and techniques to diagnose conflict and to differentiate among types of conflict. Development of skills in leadership, group facilitation, team building and handling group conflict.

IOD 410 Labor Economics & Industrial Relations (3) A study of the labor force employment, wages, hours, and industrial conflict. Unions, collective bargaining, and labor laws will be given important consideration.

IOD 492 Special Topics (3)

ICU 499 Culminating Project (1)

Valuation Sciences

The Undergraduate Program

The Bachelor of Arts in Valuation Sciences requires 126 semester hours of credit. The program focuses on appraisal principles and practice; value influences and analysis; knowledge of economics, business law, accounting and finance; and individualized study in a chosen emphasis, e.g. real estate, personal property, or business valuation.

All students must satisfy the College's general education requirements. It is recommended that students interested in personal property appraisal enroll in art history courses inclusive of ART 356 and ART 383. Internships are available in areas of appraisal specialization.

Core Curriculum

Required of all majors:

Cluster I

- IVS 400 Appraisal Principles and Practice
- IVS 409 Value Influences and Analysis
- IVS 410 Market Influences and Analysis

Cluster II

- IBA 200 Principles of Accounting
- IBA 308 Managerial Accounting
- IBA 320 Principles of Finance

Cluster III

- IBA 211 Principles of Economics (Micro)
- IBA 212 Principles of Economics (Macro)
- IBA 412 Money and Banking

Cluster IV

- IBA 360 Business Law
- IBA 323 Personal Finance
- IBA 420 Investments

Cluster V

- IVS 450 Internship
- IVS 480 Appraisal Documentation

ICU 499 Culminating Project (1)

Program Options

Undergraduates in day and evening programs interested in appraisal can take components of Valuation Sciences and business-related courses as part of their

Bachelor's degree, and then complete a Master's degree in Valuation Sciences through LCIE in 30 semester hours. Applicants to the graduate program should have very good skills in writing, research and oral communication, as well as a generally good academic record in their major.

Courses of Study

IVS 400 Appraisal Principles and Practice (3) Interdisciplinary study of the foundations of value theory, appraisal principles and procedures: value concepts and history, theory of ownership and personal property. Uniform appraisal standards and appraisal ethics.

IVS 401 Personal Property Appraisal (3) Study of principles and procedures in personal property appraisal: purposes and functions, types of appraisal, identification, authentication, condition, provenance, ranking, market and income methods, the appraisal report. Applications and case studies in fine arts, antiques, decorative arts.

IVS 403 Gems and Jewelry Appraisal (3) Identification, analysis and valuation of gems and jewelry.

IVS 404 Business Valuation (3) Economic, corporate, and industry analysis; data sources, closely held Corporations; taxation; intangibles; financial analysis and valuation.

IVS 405 Real Estate Appraisal (3) Study of principles and procedures in real estate appraisal: capital and financial markets, neighborhood and data analysis, highest and best use, cost, market and income methods, capitalization, the appraisal report. Applications and case studies.

IVS 406 Machinery and Equipment Appraisal (3) Identification, inspection, description, condition; depreciation; cost and sales analysis; liquidation.

IVS 409 Value Influences and Analysis (3) Identification and analysis of forces influencing appraised values; social, political, environmental, economic. Sample topics: global economics, regional and national economic analysis, environmental problems, consumer-investor behavior, consumer rights, equal opportunity, government regulation, public policy, social responsibility of business.

IVS 410 Market Influences and Analysis

(3) Considers the influence of the various markets and their effect on the appraisal system. This includes the study of market demand versus real market value when dealing with real estate, machinery and equipment, and business.

IVS 440 Investment Strategies

(3) Study of efficient markets, investment options, risk and decision making, portfolio analysis. Applications in stocks, bonds, real estate, fine arts, etc.

IVS 441 Advanced Interdisciplinary Study

(3) Specialized applications of appraisal and valuation methods to stocks, bonds, real estate, fine arts, antiques, etc. Case Studies.

IVS 442 Financial Analysis

(3) Uses of financial ratios and techniques for investment analysis and comparisons. Applications and case studies in stocks and real estate, corporate analysis.

IVS 450 Internship

(3) Arranged with approval from the student's advisor.

IVS 460 Material Culture: 1680-1840

(3) Interdisciplinary study of early American material culture and European antecedents: historical and archeological methods, furniture, glass, ceramics, metals, technology, architectural history, artistic styles and design, methods of identification, condition.

IVS 464 Craftsmanship: 1680-1840

(3) Study of American crafts and craftsmanship, tools and technology, economic development, organization, industrialization, European influences. Application and case studies.

IVS 468 Connoisseurship and Identification

(3) Role and process of the connoisseur and appraisal, identification of periods and styles, condition and preservation of art, antiques and decorative arts, ranking, collection, auctions.

IVS 470 Real Estate

(3) An introduction to real business and markets, land, property, ownership and rights, legal and economic environment, taxation and insurance, investment and finance, appraisal and investment analysis, development and management, sales and brokerage, regulations, international trends.

IVS 474 Real Estate Law (3) The study of legal instruments of real estate, legal descriptions, easements, condemnation and compensation, contracts, titles and deeds, mortgages, foreclosure, zoning and planning, land use change and controls, real estate categories, assessment, federal taxation.

IVS 478 Real Estate Finance

(3) Financial instruments and markets, lenders, government, mortgage and international markets, investment and financial analysis, risk and decision making, investment portfolio, types of financing, revision and rehabilitation.

IVS 480 Appraisal Documentation

(3) Analysis and reconciliation of data and valuation conclusions: components and reports; ethics and documentation; alternate forms of reporting; communication skills; expert witness.

IVS 486 Advanced Review

(3) Advanced work in student's specialization, with review of topics involved in professional examinations: e.g. ethics, principles and definitions, description and analysis of properties, methods, capitalization, financial and statistical analysis, report-writing, law and taxation, expert witness testimony.

IVS 492 Special Topics

(3) Topics may include standards on real estate appraisal, review appraisal, real estate analysis, mass appraisal, personal property appraisal, business appraisal and appraisal reporting. Applications and case studies.

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American Society of Appraisers - Principles of Valuation

The American Society of Appraisers and Lindenwood College of St. Charles, Missouri, collaborate in a program which makes available one semester hour of undergraduate or graduate college credit per course to persons who successfully complete individual Principles of Valuation courses and subsequently request such credit. The 18 Principles of Valuation courses described here provide instruction and examination across four major appraisal disciplines; business valuation, machinery and equipment valuation, personal property valuation, and real property valuation.

Undergraduate Program

Personal Property

IVS 411, 421, 431, 451, 462

Business Valuation

IVS 414, 424, 434, 454

Real Estate

IVS 415, 425, 435, 455, 461

Machinery and Equipment

IVS 416, 426, 436, 456

Courses of Study

IVS 411 Introduction to Personal Property Appraising

(1) Theory of value and value concepts; history of appraisal; identification and valuation of personal property; methodologies and data analysis; appraisal functions.

IVS 415 Introduction to Real Property Valuation

(1) Principles and methodology of valuation; the appraisal process; application to residential appraisal; land valuation; adjustments; depreciation; research methods; form appraisals; report writing; ethics and standards.

IVS 416 Introduction to Machinery and Equipment Appraising

(1) Valuation theory and approaches to value; value definitions with M&E applications; purposes and objectives of appraisals; M&E appraisal terminology for industrial plant and equipment; preparation and organization of the appraisal; identification and classification of machinery and equipment; function and purposes of M&E description; depreciation; field inspection techniques and field safety; uses of indices in appraising M&E basic pricing practice.

IVS 421 Research and Analysis in Appraising Personal Property

(1) Development of data sources; market economics, statistics and analysis; identification and authentication; primary and secondary sources; research organization; condition; damage, restoration, conservation; bibliographies and libraries.

IVS 424 Business Valuation Methodology

(1) Specific methods for valuation of closely-held companies; comparable publicly held companies; discounted cash flow analysis; capitalization of dividends; discounted future earnings; price-earning ratios; excess earnings; price to debt-free cash flow ratios; price to book ratios.

IVS 425 Income Property Valuation Methods (1) Present worth concepts; terminology; property classifications; income and expense analysis; capitalization rates and techniques; comparable adjustment grids; residual analysis techniques; interest; six functions of the dollar; IRV formula; cash equivalency; land valuation; discounted cash flow analysis; depreciation and cost approach; research methods; measurement and inspection techniques.

IVS 426 Machinery and Equipment Appraisal Methods (1) Focus on the cost approach in M&E appraising; industrial plant case study; concepts of value in M&E appraising; reproduction and replacement cost, fair market value in use liquidation; development and use of indices.

IVS 431 Personal Property Appraisal Report Writing (1) Appraisal reports; components and formats; methods of preparation; written communication skills; IRS appraisals; case study material.

IVS 434 Business Valuation Case Study (1) Case studies; engagement letter; information request; research and data gathering; field interviews; financial analysis; selecting valuation approaches; developing valuation conclusions; narrative report.

IVS 435 Analysis and Valuation of Income-Producing Property Case (1) Study applications of concepts and methods for income analysis; terminology; capitalization techniques; property types; investment analysis; discounted cash flow analysis; mortgage equity analysis; Ellwood formula; marketability; feasibility; leasing; research methods; narrative report writing.

IVS 436 Case Study Applications of Machinery and Equipment Appraisal Methods (1) Appraisal of operating entities and industry-specific applications of M&E methods, exponential pricing techniques, cost estimating techniques, obsolescence, functional economic, technological, use of research/data in valuation opinions, case studies, commercial aircraft, process plants, oil terminals, offshore platforms.

IVS 451 Personal Property Appraisers in Practice, Standards and Obligations (1) Professional identity of the appraiser; appraisal business management; the legal community; legal precedents; appraiser as expert witness; standards of professional appraisal practice.

IVS 454 Business Valuation: Selected Advanced Topics (1) Special case studies; theory and components of capitalization; CAPM, Gordon and other models; selecting rates; comparable sales approach; adjustments to public comparables; ESOP valuations, Department of Labor guidelines; tax valuations; estate planning techniques; preferred stock valuations; valuations for dissenter purposes; minority interest discounts; marketability discounts; control premiums; writing the narrative report.

IVS 455 Real Property Valuation: Selected Advanced Applications (1) Special uses of real property valuation methodology; expert witness; condemnation appraisals; tax appeal procedures; portions, bankruptcies, litigation; land valuation; single-purposes and special-use properties; case studies; research methods; report writing.

IVS 456 Advanced M&E Valuation Techniques and Appraisal Standards (1) Advanced applications of cost approach; reproduction and replacement costs; components of cost estimates; trending; cost-capacity relationships; present value calculations; analysis of plant operations; capacity, operating costs; obsolescence and measures of obsolescence; Uniform Standards of Professional Appraisal Practice.

IVS 461 Residential Contents (1) Appraisal principles and methods for appraising residential contents.

IVS 462 Fine and Decorative Arts (1) Advanced research techniques; assessing scholarly and statistical information utilizing research and examination tools; certifying provenance; review of case law; recognizing frauds, fakes and forgeries.

Note: Components of graduate program course offerings in this program are the same as the undergraduate, with 500-plus numbers.



Directory

Faculty

ABBOTT, MARILYN S.

Assistant Professor of Science
A.B., Indiana University, Ph.D., Purdue University (1997)

AMMANN, ELIZABETH M.

Assistant Professor of Business Administration
B.S., Southern Illinois University-Edwardsville; M.B.A., Southern Illinois University-Carbondale (1992)

ANCONA, JOE

Assistant Professor in LCIE
B.S., Washington University, M.B.A., St. Louis University (1977)

ANDERSON, DARYL JACQUELINE

Professor of Biology
B.S., Western Michigan University; Ph.D., Washington University; Post-Doctoral Fellow, Center for the Biology of Natural Systems (1970)

AYYAGARI, RAO

Professor of Biology
M.S., Bombay University; M.S., Ph.D., Loyola University of Chicago, Post-doctoral work: at University of California-Davis (1983)

BABBITT, DONALD R.

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BELL, JOHN DAVID

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BETHEL, WILLIAM M.

Associate Professor of Biology
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BIGGERSTAFF, RANDY

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Associate Professor of Communications
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B.S., Indiana Central College (now Indianapolis University); M.M., Indiana University; Doctoral work at University of Missouri-Kansas City (1961)

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Dean and Associate Professor of Education
B.A., George Williams College; M.Ed., Loyola College; Colloquy, Concordia University; Ph.D., St. Louis University (1991)

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Professor in LCIE
B.A., State University of New York at Buffalo; M.A., Ph.D., Washington University, Post-doctoral work: Fulbright Summer Seminar in Arts & Culture of India, 1990; (1980)

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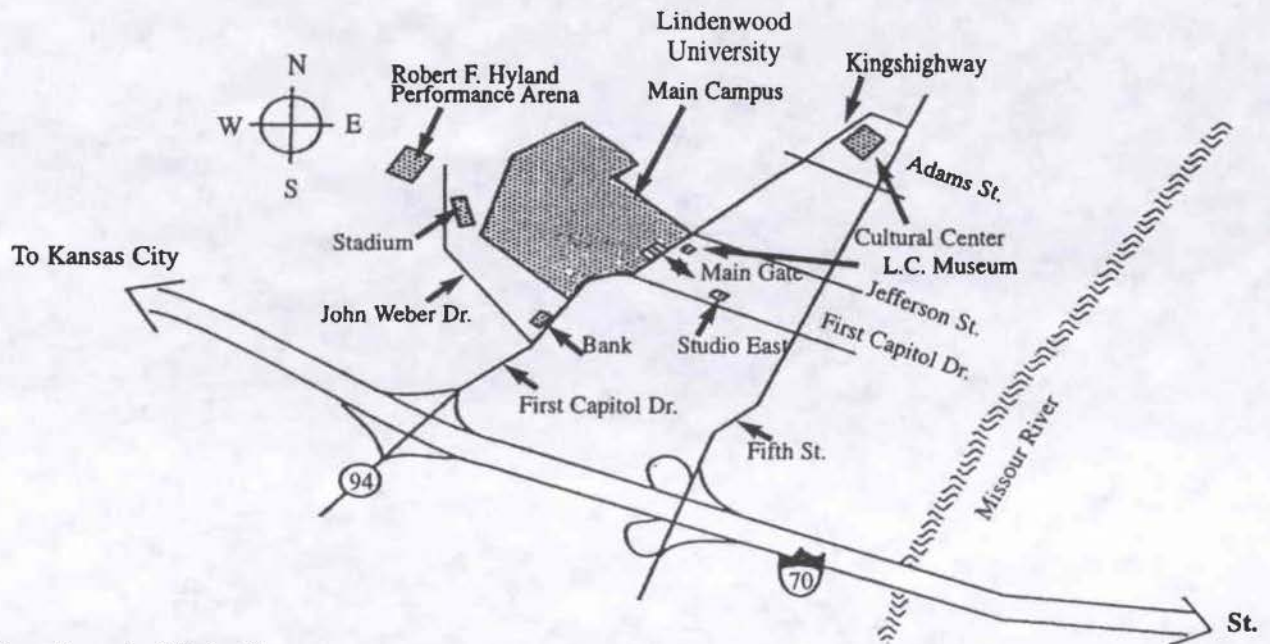
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Directions to Lindenwood University



Directions to Main Campus

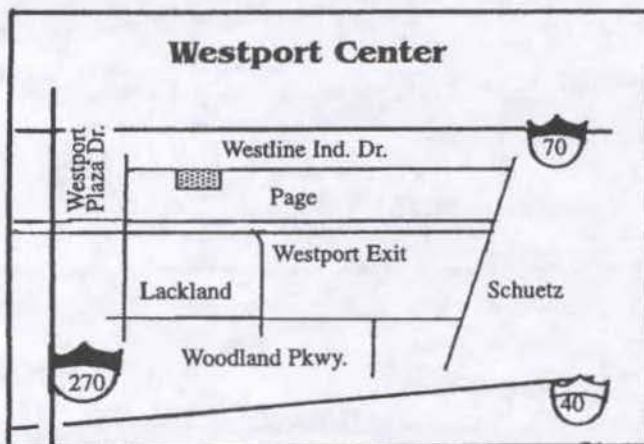
From St. Louis:

Travel west on I-70 across the Missouri River. Take the First Capitol Drive (Hwy. 94), exit North. Turn right and stay First Capitol Drive to Kingshighway. Turn left onto Kingshighway. The Campus gates are immediately on the left.

You may enter the Main Campus:

- (1) turning left off Kingshighway to main gate entrance - no buses, no parking.
 - (2) turning left off Kingshighway at Watson. Take Watson to first left at Houston Gate (to lower half of campus).
 - (2) turning left off Kingshighway to Watson. Take third left to upper half of campus (visitor parking near Roemer Hal
- For athletic events at the stadium and events at the Performance Arena, turn left onto John Weber Dr. (adjacent to Cor Bank). Follow down to the parking area.

To reach the Cultural Center, continue on Kingshighway. Turn right on Adams.

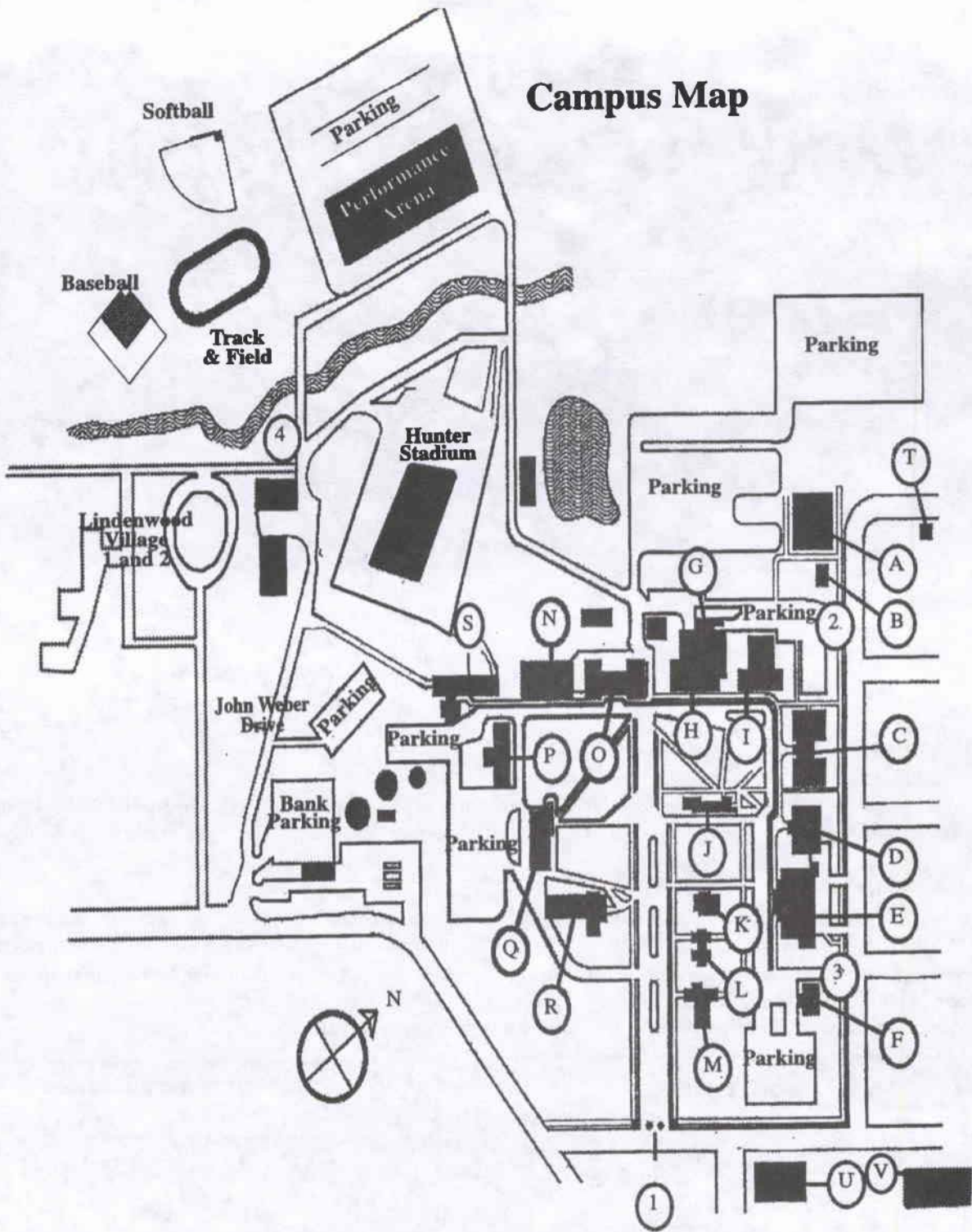


Westport Center
The 12000 Building
11960 Westline Industrial Dr.,



Synergy Center
5988 Mid Rivers Mall Dr.
St. Peters, MO 63376

Campus Map



Building Key

A-Harmon Hall
 B-Watson Lodge
 C-Roemer Hall
 D-Butler Library
 E-Young Hall

F-Eastlick
 G-Ayres Dining Hall
 H-Ayres Hall
 I-Butler Hall
 J-Gables

K-Stumberg
 L-President's House
 M-Memorial Arts Building (MAB)
 N-Niccolls Hall
 O-Sibley Hall
 P-Cobbs Hall

Q-Irwin Hall
 R-McCluer Hall
 S-Parker Hall
 T-Gamble House
 U-Museum
 V-Cultural Center

Gate Locations:

1-King's Gate

2-Watson Gate

3-Houston Gate

4-Stadium Gate



**LINDENWOOD
UNIVERSITY**

**209 South Kingshighway
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