

Lindenwood University • Student Right to Know

# LINDENWOOD

LINDENWOOD UNIVERSITY ST. CHARLES, MISSOURI



**Student Right To Know  
&  
Campus Security  
Annual Report**

**2003-2004**

## **Graduation/Persistence Rate Fall 2002**

### **2000 Student Cohort**

- 90% of the students that enrolled at Lindenwood University for the Fall Semester 2000 as full-time undergraduate degree seeking freshmen continued toward graduation in post-secondary education for the Fall Semester 2002.
- 50% of these students enrolled at Lindenwood University for the Fall Semester 2002.
- 39% continued their education at another post-secondary institution.\*
- 7% are employed and did not return to the university.\*
- 4% could not be located to determine status.\*

### **1999 Student Cohort**

- 90% of the students that enrolled at Lindenwood University for the Fall Semester 1999 as full-time undergraduate degree seeking freshmen continued toward graduation in post-secondary education for the Fall Semester 2001.
- 51% of these students enrolled at Lindenwood University for the Fall Semester 2001.
- 39% continued their education at another post-secondary institution.\*
- 7% are employed and did not return to the university.\*
- 3% could not be located to determine status.\*

Graduation rate includes students who graduate within six years of beginning their post-secondary education at the same institution. Of the students that enrolled at Lindenwood University in the Fall Semester, 1996, as full-time undergraduate degree seeking freshmen, 46% completed a Bachelor's degree at Lindenwood University within six years.

Persistence rate is a projected graduation rate. It is used to track the student's re-enrollment through subsequent years until such time that a graduation rate can be fully reported.

\*estimated figure

## **Campus Security**

### **Mission and Authority**

Campus Security's mission is to prevent crime before it occurs. Particular concerns are building and perimeter protection, intrusion and access control, prevention of vandalism and pilferage, accident prevention, and emergency and disaster planning.

Student misconduct can frequently be handled on campus by Residential Services personnel, without involving the police. Student misconduct handled internally will typically be the following sort of matters:

- Infractions of institutional policies and rules which are not crimes.
- Minor offenses which, although they may be crimes, could best be handled on campus (such as petty theft, minor property damage).
- Emergency proceedings to expel dangerous students from campus even though they will be the subject of concurrent or later criminal charges.

Misconduct that could involve criminal charges should always be a police matter. Police should be called immediately if:

- A situation exists that has the potential of being life threatening and/or causing serious property damage.
- A potentially dangerous situation is recognized, and the guidance of professional police officers is deemed necessary for the safety of students, staff, and/or visitors.
- A crime is witnessed or reported.

## **Campus Security Information**

Lindenwood University complies with the Student Right-To-Know and Campus Security Act of 1990, the Campus Securities Disclosures (Section 485 of the Higher Education Amendments of 1992, and section 668.46 and Appendix E to part 668 of the Higher Education Amendment of 1998), and the Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Security Act, and seeks to provide a healthy, safe and secure environment for students and employees. Lindenwood provides the following information:

### **I. Reporting of Crimes or Other Emergencies**

The Residential Services Office and the Campus Life Office receive reports of criminal activity or other emergencies. These reports are documented and maintained for investigative and statistical purposes. In every report of a criminal nature, students making such reports have the right to make an additional report to the police department. Depending on the nature of the offense, the university may elect to contact police officials directly. The Director of Residential Operations and/or Campus Life staff members investigate reports of criminal activity, or in the event police officials are notified, cooperate in police investigations. It should be noted that preserving evidence in matters involving alleged sexual assault is extremely important.

### **II. Security and Access to Campus Facilities**

Buildings and facilities of the campus have regular hours of operation, and policies and conditions for use. Students are expected to comply with such regulations. Anyone who gains unauthorized entrance at restricted times and ways (i.e. through windows, past locks, deception), as well as others who may have assisted in that access, are subject to criminal and campus disciplinary charges.

**Visitation within residential housing** must be managed with concern for personal safety and security, and consideration for the well-being of all students. In-room visitation by members of the opposite sex is prohibited except during hours posted in each residence hall. This provision may be modified upon the approval of the Director of Residential Operations. However, like visitation within one's home, the privilege requires certain understandings, restrictions and responsibilities.

**Non-traditional, alternative residences, houses, apartments,** provide more of a "private residence" status, but are considered part of the University residence community and therefore are required to abide by the same policies.

Residence hall visits by parents or family members of the opposite sex are permitted by notifying the hall director, and by making courtesy announcements of their presence to the floor residents. Non-student visitors are of particular concern to the university. Non-family juveniles under 18 year of age, and uninvited or inconsiderate off-campus persons are not welcome in residence halls, non-traditional units, or on the campus, and are considered trespassers.

The university will make every reasonable effort to respect the privacy of students and give prior notice of entry into student rooms. The university reserves the right of entry without notice for such purposes as necessary to assure compliance with policies of the university, verification of occupancy, maintenance, and to meet emergencies. If necessary, the right of entry also includes student-owned vehicles.

### **III. Campus Law Enforcement**

Campus law enforcement falls under the jurisdiction of the Residential Operations Office. The Director of Residential Operations reviews reports of criminal activity and rule violations and is responsible for administering disciplinary action. Determination of student involvement in criminal activity can come from such sources as police reports, witnesses, staff or faculty reports, or from security personnel.

Residential Services staff members have the authority to enforce university rules and policies outlined in the Campus Life Handbook. This enforcement is accomplished through completion of Behavioral Incident Reports referred to the Director of Residential Operations, or in more serious matters, the Executive Office may be contacted. Security personnel are unarmed. When circumstances warrant such action, security personnel will summon the police. The university maintains an excellent working relationship with the local police authorities.

#### IV. Type and Frequency of Educational Programs

In order to inform students, faculty and staff about Residential Service procedures and practices, several programs to prevent crime and promote awareness of rape, acquaintance rape, and other sex offenses have been designed and implemented. These include:

**Campus Life Handbook**—An annually published handbook for students which contains rules and policies concerning student behavior on campus. The campus life handbook may also be accessed on the Lindenwood web-site: [www.lindenwood.edu](http://www.lindenwood.edu).

**Freshman/Transfer Seminar**—A seminar held in a classroom setting during which aspects of security and university policy are discussed in-depth with students new to the university. Classes meet twice a week for 8 weeks.

**Dorm Meetings**—The Director of Residential Operations coordinates monthly meetings during which matters of discipline and security are reinforced; may also include guest speakers and films.

**Faculty Meetings**—Meetings are held to inform faculty of policies and security measures.

**Resident Director and Resident Assistant Training**—On-going training throughout the year.

**Dorm Watch**—In a format based on the nation-wide crime prevention Neighborhood Watch Program, students are informed of ways to be responsible for their own security and the security of others in their residences.

**Informative Brochures**—Brochures are maintained in the Campus Life Office to inform students of means to avoid becoming victims of various crimes.

#### V. Preventive Measures

In order to inform students and employees about the prevention of crimes, in addition to those measures outlined above, the university considers it necessary for those living and working on campus to be aware of criminal activity so any extra preventive can be taken. For that reason, information on crimes reported to the Residential Operations Office is posted periodically, is discussed in the various educational programs as appropriate, and is available in the Residential Operations office, upon request.

#### VI. Student Services & Community Mental Health Services

The university chaplain is available to victims of sexual assault and can assist in referring an individual to community counseling centers.

Local mental health facilities include

- SSM Behavioral Medicine.....(314) 344-6700
- Bridgeway Counseling .....(636) 949-9940
- Bridgeway Sexual Assault Center .....(636) 946-6854
- St. Charles County Victim of Crime Assistance Program.....(636) 949-7370
- Crider Counseling Center .....(636) 332-6000
- BJC Recovery Center .....(636) 916-9711
- RAVEN (for abuse of men).....(314) 645-2075

#### VII. Annual Security Report Statistics of Criminal Activity Occurring On Campus

The Student Right-To-Know and Campus Security Act of 1990, the Campus Securities Disclosures (Section 485 of the Higher Education Amendments of 1992, and section 668.46 and Appendix E to part 668 of the Higher Education Amendment of 1998), and the Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Security Act require an institution to collect and publish statistics concerning criminal activity that occurs on campus and is reported to campus security authorities or local police agencies. In compliance with this Act, Lindenwood University reports the following statistics: For the period of July 1,

2000 to June 30, 2001: Murder/Non-Negligent Manslaughter-0; Sex Offenses: Forcible-1, Non-Forcible-0; Robbery-0; Aggravated Assault-0; Burglary-25; Motor Vehicle Theft-4; Arson-0; Negligent Manslaughter-0. For the period of July 1, 2001 to June 30, 2002: Murder/Non-Negligent Manslaughter-0; Sex Offenses-1; Forcible-0; Non-Forcible-1; Robbery-0; Aggravated Assault-0; Burglary-14; Motor Vehicle Theft-9; Arson-0; Negligent Manslaughter-0. For the period of July 1, 2002 to June 30, 2003: Murder/Non-Negligent Manslaughter-0; Sex Offenses-1; Forcible-0; Non-Forcible-1; Robbery-0; Aggravated Assault-0; Burglary-5; Motor Vehicle Theft-0; Arson-0; Negligent Manslaughter-0.

### **VIII. Criminal Activity at Off-Campus Facilities:**

The university leases classroom space at The Westport Center, 12000 Building, 11960 Westline Industrial Drive, Suite 250, St. Louis, Mo. The University uses the Lindenwood University Club, located at 600 Old Friedens Road in St. Charles, Mo., and the Daniel Boone Home, located at 2068 Highway F, Defiance, Mo. 63341, for activities and off-campus functions. In addition, the university teaches courses at its Wentzville Center, 1102 E. Pitman Rd., Wentzville, Mo. 63305, its Washington Center, 4834 South Point Road., Washington, MO 63090, the O'Fallon Center, 100 N. Main St., O'Fallon, Mo. 63366; St. Anthony's Hospital, 10010 Kennerly Rd., St. Louis, MO 63128; Belleville West, Belleville West High School, 2600 West Main St., Belleville, IL, 62226; and the Learning Academy of Higher Education at Moscow Mills, 995 Main St., Moscow Mills, MO, 63362. Monitoring and recording of criminal activity at these locations is conducted by the site coordinator, local police, and the main campus personnel. No reportable criminal activity occurred during 2000-01, 2001-02 and/or 2002-03.

Most student housing is located on or immediately adjacent to the campus; however, certain non-traditional housing is located off-campus. Monitoring and recording of criminal activity at off-campus housing locations is a cooperative effort between the University and the St. Charles Police Department.

### **IX. Liquor/Drug Abuse/Weapons Offenses Arrests Occurring on Campus**

The Student Right-To-Know and Campus Security Act of 1990, the Campus Securities Disclosures (Section 485 of the Higher Education Amendments of 1992, and section 668.46 and Appendix E to part 668 of the Higher Education Amendment of 1998), and the Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Security Act require an institution to collect and publish statistics concerning liquor, drug or weapons arrests on campus. In compliance with this Act, Lindenwood University reports the following statistics: For 2000-2001: Liquor Law Violations-0; Drug Abuse Violations-1; Weapons Possessions-0. For 2001-2002: Liquor Law Violations-0; Drug Abuse Violations-3; Weapons Possessions-0. For 2002-2003:Liquor Law Violations-0; Drug Law Violations-1; Illegal Weapons Possessions-1.

### **X. Alcoholic Beverages and Illegal Use of Controlled Substances**

The university seeks to implement fully the Drug-Free Schools, Communities, and Workplace Acts of 1988 and 1989.

#### **Alcohol**

Present state laws make liable to arrest and prosecution any person under 21 years of age who consumes and/or possesses alcoholic beverages, or supplies such beverages to persons under the age of 21. University trustees and administration have further instructed that alcohol be prohibited on campus and while engaged in any official business, activity, or function. The National Association of Intercollegiate Athletics (NAIA),and the Heart of America Athletic Conference with which the university affiliates, have policies prohibiting alcoholic beverages at any athletic event on or off-campus. On the campus, university officials will not seek out abuses of this policy by indiscriminate entry into student rooms. However, any problems brought to the attention of University Authorities will result in disciplinary action.

#### **Controlled Substances**

In accordance and cooperation with local, state, and federal agencies, the university prohibits the unlawful possession, use, or distribution of illicit drugs and related paraphernalia on university property or as part of any university activity. Controlled substances include, but are not limited to, narcotics, steroids, depressants, stimulants, hallucinogens, cannabis, and any prescription drug except when used in accordance with instructions from proper medical authority. Students receiving federal financial assistance are required to sign pledges in that regard, and they risk the cancellation of aid by involvement in such activity. Violations will result in disciplinary action and may result in immediate dismissal.

### **XI. Sexual Abuse/Harassment Policy**

Illegal discrimination, including sexual abuse, sexual harassment, and forcible and non-forcible sex offenses, is prohibited. Harassment on the basis of sex is a violation of Title VII of the Civil Rights Act of 1964. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment (2) submission to or rejection of such

conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working or classroom environment. Retaliation against or intimidation of a person who has filed a complaint of sexual harassment is also prohibited.

It is Lindenwood University policy that sexual harassment or sex offenses will not be tolerated and disciplinary action up to and including termination and/or dismissal will be imposed on employees engaging in such actions. Disciplinary action up to and including expulsion may be imposed on students engaging in such actions. The accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding. Both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought alleging a sexual assault. Assistance will be provided when reasonably available in changing academic and/or living situations if requested by the victim.

If you are aware of sexual harassment, or feel you are a victim of harassment, contact your supervisor or one of the university officers listed: Dr. Dennis Spellmann, President; Dr. David Williams, Director of Research and Compliance; Dr. Michael Mason, Chaplain; Julie Mueller, Chief Operating Officer; Dr. James Evans, Provost.

Sex offenses should be reported to the Director of Residential Operations, or one of the university officers listed above. Students seeking a list of registered sex offenders should contact the St. Charles County Sheriffs department at (636) 278-2500.

## **XII. Student Educational Rights & Privacy Act of 1974**

Student education records are regarded as confidential and are released only with student written consent, or under specific guidelines set forth in the Family Educational Rights and Privacy Act of 1974, as amended, as well as section 507 of the USA PATRIOT ACT (of 2001). Lindenwood University informs students of their rights under the Family Educational Rights and Privacy Act for 1974 (FERPA), as well as Section 507 of the USA PATRIOT ACT (of 2001), annually through its publication of the Lindenwood University Catalog and the Student Right to Know & Campus Security Annual Report.

Education records of students are maintained in the following offices: Registrar's Office (academic records), and Business and Financial Aid Offices (financial records). Inquiries concerning the nature and contents of these records should be directed to the Registrar, the Business Office Controller, and the Director of Financial Aid, respectively. Records created and maintained by the campus law enforcement unit are not educational records and may be disclosed without a student's consent. In conformance with the Family Educational Rights and Privacy Act of 1974, as amended, the 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. An eligible student may submit a formal letter of request to review and inspect his/her records to the appropriate person; such review and inspection will occur within forty-five days after the appropriate person has received the request. Copies of any of the above records will be made available to eligible students only upon demonstration that such copies are necessary to enable the student to inspect or review their records. In such cases, copies will be made available at a charge of \$1 per page.

Lindenwood University has designated the following as directory information under Sec. 99.37 of the Family Educational Rights and Privacy Act: name; address; telephone; date of birth; major (and/or minor) field of study; participation in officially-recognized sports and activities, or clubs; weight and height of student athletes; dates of attendance; and degrees and awards received. Currently enrolled students may withhold disclosure of directory information by notifying the registrar, in writing, prior to the beginning of each term, that they do not want the directory information released. Personally identifiable information will not be released from an educational record without the prior written consent of the eligible student except under one or more of the conditions described in Sec. 99.31 of the Family Educational Rights and Privacy Act, as described in the U.S. Department of Education, Current Student Aid and Other Regulations, Part 99, as amended, and/or section 507 of the USA PATRIOT ACT (of 2001). Lindenwood University may disclose personally identifiable information to University instructors, administrators, office personnel and staff members at the University under Sec. 99.31 (a) for educational and advisement purposes without prior written consent, as well as to comply with "lawfully issued subpoenas" or court orders, or in health and/or safety emergencies. A record of disclosures will be maintained by the appropriate office at Lindenwood University, as required by Sec. 99.32 of the Family Educational Rights and Privacy Act; eligible students may inspect and review the disclosure records pertaining to their record, under terms and conditions of Sec. 99.32. Exceptions to this policy would include (but not be limited to) information given in response to an *Ex Parte* order in connection with the investigation of a crime of terrorism, per section 507 of the USA

PATRIOT ACT (of 2001).

Eligible students may request correction of information in their educational record that they believe is inaccurate misleading, or in violation of the student's right of privacy, or other rights, by submitting a formal letter of request to correct the record to the appropriate person (as identified in #2, above); such requests will be responded to within forty-five days by the appropriate University official. Should the eligible student disagree with this response, he/she may request a hearing on the matter by submitting a formal letter of request to the Director of Research and Compliance or Provost who will schedule the hearing within forty-five days of receipt of the formal request. The Director or Provost will issue a decision not later than forty-five days after the hearing occurs. If amendment of the record is required following the hearing, the eligible student shall be notified in writing of this decision. If the hearing demonstrates that the information in the student record does not require amendment, the eligible student shall be informed of his/her right to place a statement in the record commenting on the contested information in the record, or stating why he or she disagrees with the decision of the hearing, or both. Should such a statement be placed in the student's record, it will be maintained with the contested part of the record as long as the record is maintained, and will be disclosed by the University whenever it discloses that portion of the record to which statements relate. A parent or eligible student may file a written complaint with the Family Policy Compliance Office regarding an alleged violation under the Act of this part. The office's address is Family Policy Compliance Office, U.S. Department of Education, Washington DC 20202-4605.

### **XIII. Working Relationship Between the University and Local Police**

Lindenwood University and the St. Charles Police Department work jointly to provide a safe campus environment for students, staff, and visitors. This working relationship includes:

- St. Charles Police Department provides assistance to Lindenwood University for identifying vehicle ownership.
- St. Charles Police Department provides formal police incident reports, on a regular basis, to Lindenwood University for the purpose of compliance with federal law.
- St. Charles Police Department provides crime prevention information for student use.
- Lindenwood University, through the president's office, provides information requested by the St. Charles Police Department that is within Lindenwood University's legal authority to release.
- Lindenwood University and the St. Charles Police Department cooperate in the accumulation of data, in analyzing the data collected, and in a systemic response to crime.

### **How to Call the Residential Services Office, Police or Fire Department**

For reporting information, dial the Director of Residential Operations at 949-4980 (7:00 a.m.-4:00 p.m. Monday-Friday) or (636) 262-4622 or 262-4623 (4:00 p.m.-7:00 a.m., Monday-Friday and 24 hours on weekends.).

For emergency, dial 911; on-campus emergencies, dial 9-911. These calls are answered by the police/fire dispatcher, and are handled immediately.

In order to provide the quickest response to your call, you should become familiar with the information needed by the dispatcher, and the order in which they will request it from you.

The dispatcher will ask:

**1. What is the nature of the call?**

Tell the dispatcher the exact problem. Example: Noise, Accident, Theft/Stealing, Burglary, etc.

**2. What is the location?**

Tell where this problem is, not where you are calling from.

**3. What is the major problem?**

Example: Your home has been broken into, house on fire, speeders, someone around your home.

**4. Your name?**

You do not have to give a name if you do not want to.

**5. Your phone number?**

You do not have to provide a phone number if you do not wish to do so. It would help, because if they did not locate the problem, they could call you back.

**6. Give any further information that would be helpful.**

Such as: numbers of persons involved, numbers of vehicles involved in case of auto accidents, whether or not there were any injuries.

**7. When did this incident happen?**

Is it in progress at this time, or did it happen earlier?

**8. Respond to other location (If not same as #2 above)**

If you wish the officer to respond to a location other than the location of the incident.

**9. Person/suspects involved.**

Names or identification of persons involved, or suspects.

**10. Vehicle(s) description, if any involved & direction of travel.**

Color, year, make, body, style, and license.

**11. Are there any weapons involved?**

Tell if any weapons have been seen and what type.

**12. Any further information that you may have available.**



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