



**Student Right To Know  
&  
Campus Security  
Annual Report  
1996-97**



## **Graduation/Persistence Rate Fall 1995**

### **1993 Student Cohort**

- 90.5% of the students that enrolled at Lindenwood College for the Fall Semester 1993 as full-time undergraduate degree-seeking freshmen continued toward graduation in post-secondary education for the Fall Semester 1995.
- 47.3% of these students enrolled at Lindenwood College for the Fall Semester 1995.
- 43.2% continued their education at another post-secondary institution.
- 8.1% are employed and did not return to college.
- 1.4% could not be located to determine status.

### **1992 Student Cohort**

- 87.3% of the students that enrolled at Lindenwood College for the Fall Semester 1992 as full-time undergraduate degree-seeking freshmen continued toward graduation in post-secondary education for the Fall Semester 1995.
- 45.4% of these students enrolled or graduated from Lindenwood College by the Fall Semester 1995.
- 41.9% continued their education at another post-secondary institution.
- 10.3% are employed and did not return to college.
- 2.4% could not be located to determine status.

Graduation Rate includes students who graduate within six years (for a four year program) or, if within those six years, transfer to another institution for which the prior program provided substantial preparation.

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.

## **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.

Campus security personnel receive training from supervisors and local police. Policies and procedures also aid the security officers training. Security officers are not deputized, and do not have independent police status.

Student misconduct can frequently be handled on campus by security and disciplinary 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 College complies with the Student Right -To-Know and Campus Security Act of 1990, and the Campus Securities Disclosures (Section 485 of the Higher Education Amendments of 1992), and provides the following information:

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

The Campus Security 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 College may elect to contact police officials directly. Campus Security 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.

**In the traditional residence halls**, visitation by the opposite sex within the hall is permitted only for an occasional "open house" or other special event as authorized by the Dean of Students.

**Non-traditional, alternative residences, houses, apartments**, provide more of a "private residence" status, but are considered part of the College 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. Family visitors of the same sex are not restricted by these policies. Non-student visitors are of particular concern to the College. 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 College will make every reasonable effort to respect the privacy of students and give prior notice of entry into student rooms. The College reserves the right of entry without notice for such purposes as necessary to assure compliance with policies of the College, 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 Campus Life Office. The Dean of Students 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.

Security staff members have the authority to enforce College rules and policies outlined in the Campus Life Handbook. This enforcement is accomplished through completion of Behavioral Incident Reports referred to the Dean of Students, or in more serious matters, the immediate summoning of the Dean or the Dean's representative. Security personnel are unarmed. When circumstances warrant such action, security personnel will summon the police. Additionally, an excellent working relationship with the local police authorities has brought about a policy in which the police contact College officials anytime they are summoned to a College-owned address.

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

In order to inform students, faculty and staff about campus security 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 all of the rules and policies concerning student behavior on campus.

**Freshman/Transfer Seminar** - A seminar held in a classroom setting during which aspects of security and College policy are discussed in-depth with students new to the College. Classes meet once a week for 16 weeks.

**Dorm Meetings** - Monthly meetings are held with dormitory residents, the resident director, and the Dean of Students during which matters of discipline and security are reinforced.

**Faculty/Staff Meetings** - Weekly meetings are held to inform faculty and staff 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.

**Guest Speakers and Films** - Once per month.

### **V. Preventive Measures**

In order to inform students and employees about the prevention of crimes, in addition to those measures outlined above, the College 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 Campus Life Office is posted periodically on campus bulletin boards, in the campus newspaper, and is discussed in the various educational programs.



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

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

Local mental health facilities include

- St. Joseph Health Center - Behavioral Medicine.....947-5000
- Bridgeway Counseling .....928-8604
- Carpenter Recovery Center - Mid Rivers .....278-1980
- Jane Crider Counseling Center .....723-1100
- St. Charles Habilitation Center.....441-4977
- Four County Mental Health Services, Inc. ....946-4000

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

The Crime Awareness and Campus Security Act of 1990 requires an institution to collect and publish statistics concerning criminal activity reported to campus security authorities or local police agencies. In compliance with this Act, Lindenwood College reports the following statistics: For the period of July 1, 1993 through June 30, 1994: Murder-0; Rape-0; Robbery-1; Aggravated Assault-0; Burglary-12; Motor Vehicle Theft-2. For the period of July 1, 1994 through June 30, 1995: Murder-0; Rape-0; Robbery-0; Aggravated Assault-2; Burglary-20; Motor Vehicle Theft-0. For the period of July 1, 1995 through June 30, 1996: Murder-0; Rape-0; Robbery-0; Aggravated Assault-0; Burglary-28; Motor Vehicle Theft-1. For the period of January 1, 1993 through December 31, 1993: Forcible Sex Offense-0; Non-forcible Sex Offense-0. For the period of January 1, 1994 through December 31, 1994: Forcible Sex Offense-0; Non-forcible Sex Offense-0. For the period of January 1, 1995 through December 30, 1995: Forcible Sex Offenses-0; Non-forcible Sex Offenses-0.

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

The College leases classroom space at two off-campus facilities: The 12000 Building, 11960 Westline Industrial Drive, Suite 250, St. Louis, Mo.; and the Synergy Center, 5988 Mid Rivers Mall Drive, St. Peters, Mo. The College uses the Lindenwood College Club, located at 600 Friedens Road in St. Charles, Mo., for activities and off-campus functions. Monitoring and recording of criminal activity at these locations is conducted by the site coordinator, local police, and the main campus personnel. No criminal activity occurred during 1993-94, or 1994-95 or 1995-96.

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 College 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 requires an institution to collect and publish statistics concerning criminal activity reported to campus security authority or local police agencies. In compliance with this Act, Lindenwood College reports the following statistics: For 1993-94: Liquor law violations-0; Drug abuse violations-0; Weapons possessions-1. For 1994-95: Liquor law violations-1; Drug abuse violations-0; Weapons possessions-0. For 1995-96: Liquor law violations-0, Drug abuse violations-3, Weapons possessions-0.

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

The College 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. College 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), the American Mid-West Conference and the Mid-States Football Association with which the College affiliates, have policies prohibiting alcoholic beverages at any athletic event on or off-campus. On the campus, College officials will not seek out abuses of this policy by indiscriminate entry into student rooms. However, any problems brought to the attention of College Authorities will result in disciplinary action.

## **Controlled Substances**

In accordance and cooperation with local, state, and federal agencies, the College prohibits the unlawful possession, use, or distribution of illicit drugs and related paraphernalia on College property or as part of any College 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 College 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 College officers listed: Dr. Dennis Spellmann, President; Dr. David Williams, Dean of the College; Dr. Arlene Taich, Provost; Dr. Michael Mason, Chaplain.

Sex offenses should be reported to the Campus Security Office, Dean of Students, or one of the College Officers listed above.

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

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. Certain items of student information have been designated by Lindenwood College as public, or directory, information: name; address; telephone; date of birth; major (and/or minor) field of study; participation in officially-recognized sports and activities, or clubs; weight & 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.



**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.**



**LINDENWOOD  
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St. Charles, MO 63301-1695

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## LINDENWOOD COLLEGE

November 4, 1996

Dear Students,

Lindenwood College has an excellent track record for safety. But I must inform you of an incident that occurred last night on our campus at approximately 7:15 p.m. A female student was assaulted by two men. Thankfully, the men were scared away, and the student was able to go directly to the St. Charles Police Department and report the incident. I assure you we are working closely with the police, who have provided the following description of the assailants:

Black male 30-35 years old, approximately 220 pounds, perhaps with a goatee

White male, 28-32 years old, 180-200 pounds, with a beard or a goatee

I took steps to increase security immediately after the incident. In addition, I directed our campus life office to expedite plans for a self-help program/seminar. It will be held at 7 p.m. Thursday in Butler Hall. Please call Sue Tretter at 949-4560 for more information on this event.

Your safety is of the utmost importance to me. If you see anyone who doesn't belong on this campus, call our campus security at 949-4922 during daylight hours and 740-2700 after hours. If you are not satisfied with the response or still feel there is a problem, call me--I live on this campus with you.

Sincerely,

Dennis C. Spellmann  
President



# The following security precautions are in the **Campus Life Handbook:**

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Always lock your room and car, even if you must leave them for a few minutes.

Protect your keys at all times and report a loss of keys immediately to your resident advisor, resident director, or the Campus Life Office.

Report strangers who appear to have an insufficient reason for their presence on campus.

Do not violate campus security measures including locked doors, access rules and visitation policies.

Contact Security if you are in need of an escort to or from the parking lot or buildings. Call **x4922** during regular business hours or **740-2700 after 5:00 p.m. and on weekends.** Please give advance notice to the Security Officer of security personnel on duty so they can accommodate your request.

209 S. Kingshighway  
St. Charles, MO 63301

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## Campus Safety

# Self- Protection: What Everyone Should Know



## On Foot:

Use the buddy system...do not walk alone at night.

Walk at a steady pace and be aware of what and who is around you.

Do not get too close to a person asking for directions, whether on foot or in a car

If you are being followed, cross the street, change your pace, keep looking back to let the person know you are aware, and go into the first open building.

Be wary of strangers...stay away from bushes, secluded and poorly lit areas, and pay attention to situations that might threaten your security.

Notice and be aware of strangers so you can give a good description to security.

Develop a system of communications with roommates and friends so they know where you are and when you will return.

Develop a warning system and/or response system for emergency situations.

Develop the habit of carrying your keys so you do not have to search for them in a purse or pockets.

Dress sensibly. Tight pants, clogs or high heels may make movement difficult.

Do not overload yourself with bundles or books.

## In the Car:

- Check the area around and under your car and the back seat before getting in.

- Keep the car windows rolled up and doors locked at all times.

- Be alert at stop signs.

- Do not pick up hitch-hikers.

- If you are being followed by a car or someone tries to get into your car, blow your horn to attract attention. Then leave the area and drive to the closest business or police station. (Try to remember or write down the vehicle make and license number.)

- Park in a well-lighted area.

- Always lock your car and remember to take your key with you.

## Suspicious Activity:

If you witness suspicious activity, notify campus security with a description of the person: name (if known), age, gender, height, weight, clothing, distinguishing characteristics.

Or of the vehicle involved: license plate, year, make and model, color, markings (dents, custom designs, etc.)

### **Important numbers to remember:**

Before 5:00 p.m.	x4922
After 5:00 p.m. and on weekends	740-2700
Emergency:	911

**Don't take chances:  
Be alert,  
Be cautious  
and  
Be prepared!**

**Be responsible in  
keeping your campus  
safe!**





**We are very concerned with the safety and security of all our students.**

**Since Sunday's assault on one of our co-ed students, Lindenwood College has:**

- 1) increased security patrols**
- 2) repaired/replaced broken lights**
- 3) organized a self-help seminar for students**
- 4) distributed tip sheets on safety**
- 5) emphasized the importance of students using the "buddy system" while walking on campus**
- 6) re-distributed security phone numbers for students to take advantage of security escorts**
- 7) Met with dormitory staff to emphasize student safety and the security of residence halls**
- 8) Made modifications to some security plans for certain buildings to improve safety**
- 9) Encouraged staff and students to report any suspicious person on our near our campus**

**Dennis C. Spellmann  
President**





**LINDENWOOD  
COLLEGE**

November 4, 1996

We are aware of the assault last night. We are not at liberty to discuss any details, outside of the fact that we have met with the victim and her family and we are assisting in every way possible. College officials have been with her all afternoon.

Any further information should come from the St. Charles Police Department which is handling the investigation.

--Scott Queen  
director of marketing and communications