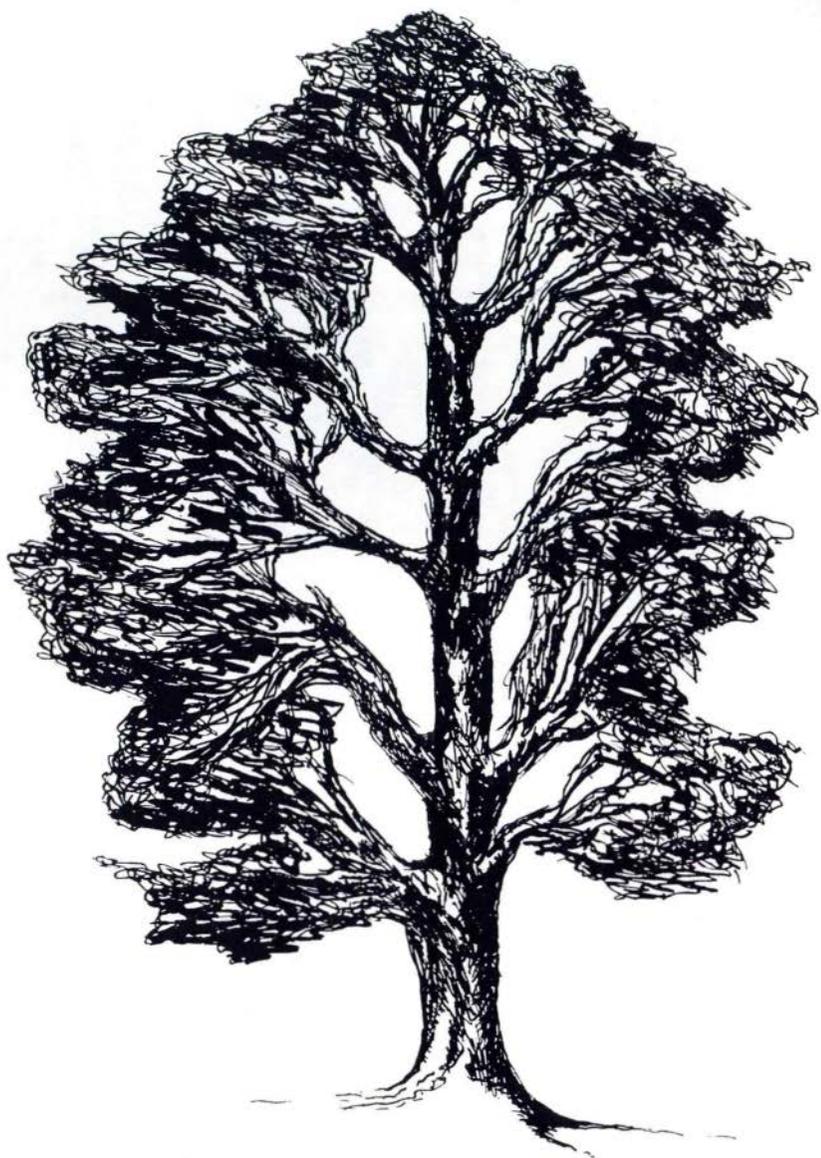


LINDENWOOD COLLEGE

STUDENT HANDBOOK





LINDENWOOD COLLEGE

August 1987

The fabric of a learning community weaves itself whole. For over one hundred sixty years, Lindenwood College has put in practise its belief in a seamless web of learning which links the classroom, the library, the residence halls, the studio, the playing fields, the laboratory, the organization meeting, internships, as well as other on and off campus work experiences.

This *Handbook* collects and amplifies information from official source material thought to be of help in making Lindenwood learning experiences more obstacle free. It comes with our best wishes for the kind of success and achievement characteristic of so many students who have enriched the history of this remarkable College.

Allen Schwab, Dean of the Undergraduate College, and Daniel N. Keck,
Vice President for Academic Affairs/Dean of Faculty

TABLE OF CONTENTS

Where to Go For Help	1	Grievance Procedure	25
The College: An Introduction	3	Health Center	26
Academic Honesty	4	Honors	26
Academic Load	10	Immunization Policy	27
Access to the Campus	11	Independent Study	27
Accreditation	11	Independent Term	28
Last Minute Admission	11	Internships	28
Advanced Standing and Transfer of Credit	11	College Judicial Board	28
Advising and Declaration of Major	13	Legacy Lunches	29
Affirmative Action and Confidentiality of Records	14	Library	29
Attendance	14	Lindenwood Student Government (LSG)	30
Auditing	15	Majors/Minors	31
Bookstore	15	Campus Parking and Traffic Regulations	31
Cafeteria and Food Service Committee	16	Petition for Policy Exemption	34
Calendar	16	Campus Post Office and Mail Boxes	34
Change of Registration (Drop/Add)	16	Prerequisites	34
Classification of Students	17	Re-Admission	34
College Life Staff	17	Registration	35
Computer Use Ethics	18	Residence Alcohol Guidelines	36
Consolidated Advising Program (CAP)	19	Residency	37
Consortium Programs	20	ROTC Program	37
Contract Degree	20	Scholarship Standards	37
Correspondence Work	21	Second Degrees	38
Course Numbers and Schedules	21	Senior Citizen Tuition	38
Dean's List	21	Society of Families	38
Delinquent Accounts	21	Substance Abuse	39
Directory Information	22	Success Enhancement Program	39
Dismissal	22	Three-Two Double Degree Programs	40
Enrollment	22	Transcripts	40
Enrollment Deposit of \$250	23	Veterans' Benefits	41
Final Examinations	23	Withdrawal of Enrollment	42
Grading System	23	Constitution of The College Judicial Board	43
Graduation	24	Constitution of The Lindenwood Student Government	50

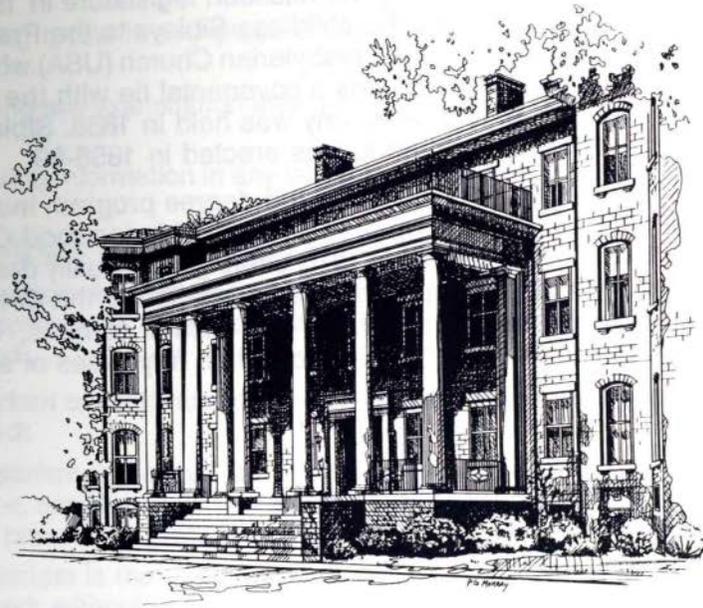


WHERE TO GO FOR HELP

IF YOU HAVE A QUESTION ABOUT: *YOU SHOULD SPEAK FIRST WITH:*

Problems Assignments Expectations	in a course	The instructor
Academic regulations Academic requirements "How Lindenwood works" Your future at Lindenwood		Your Preceptor/Advisor Sally Sears, Registrar 113 Roemer Hall, Ex 304
Financial Aid		Larry Sackman, Director of Financial Aid, 109 Butler Hall, Ex 315
Clubs, Organizations, Activities, Programs		Marilyn Morris, Assistant Dean of College Life, Niccolls Hall, Ex 237
Your Residence Hall situation Problems with a roommate		Your Resident Advisor, Residential Co-ordinator, Office of Programs and Residences, Niccolls Hall, Ex 237 The CAP Center, Niccolls Hall, Ex 237
Your health		Pat Young, Director of the College Health Center, Ground Floor Cobbs Hall, Ex 270

Your College Account	Mary Martin, Controller, 117 Roemer Hall, Ex 325
Cafeteria	Sue Brown, Director of the Food Service, Ayres Hall, Ex 281
Time management How to prepare for exams How to complete your assignments Help with writing for courses	The CAP Center, Niccolls Hall, Ex 237
Personal/emotional/academic issues	Randi Wilson, Associate Dean of College Life and Director of the CAP Center, Niccolls Hall, Ex 237
Veterans' issues	Carol Dillon, Co-ordinator of Veterans' Affairs, 108 Roemer Hall, Ex 276
Employment: during term summers after graduation	Debbie Coats, Career Coordinator, CAP Center, Niccolls Hall, Ex 307
Lindenwood Student Government	LSG Office, Student Center, Ex 394 or Ex 237
Help in gaining access to College facilities or resources To talk about any personal problem When you're in any sort of trouble For further discussion of any of the above subjects or one which is not listed To make suggestions or corrections for future editions of the <i>Handbook</i>	Allen Schwab, Dean of the Undergraduate College, 107 Roemer Hall, Ex 230



The College: An Introduction

Lindenwood is an independent liberal arts college currently enrolling 1167 undergraduates at work on the degrees of Bachelor of Arts, Bachelor of Science and Bachelor of Fine Arts. With a graduate enrollment of 604, the College awards the degrees of Master of Science, Master of Arts, Masters of Business Administration, Fine Arts, and Valuation Science. After 142 years as a college for women, Lindenwood accepted men as entering students in 1969. Men now comprise approximately 40 percent of the undergraduate enrollment, 60 percent of the graduate student population.

The College was founded in 1827 by Mary Easton (1800-78) and Major George C. Sibley (1782-1863), making it America's second oldest college west of the Mississippi (St. Louis University was founded in 1818). Mrs. Sibley, a friend of women's rights advocate Susan B. Anthony, was an educational visionary whose dream of providing college level instruction to young women was decades ahead of her time. The Sibleys purchased the campus' 120 acres on the outskirts of St. Charles in 1827, as Mrs. Sibley began offering lessons from their home, at what is now 230 North Main Street. By 1831, a log cabin large enough to accommodate forty women students had been built on the tree shaded tract she and her husband called "Linden Wood."

The College was incorporated by the Missouri legislature in 1853, the same year its property was deeded by the childless Sibleys to the Presbytery of St. Louis, a formal relationship with the Presbyterian Church (USA) which continued until 1968 (Lindenwood now maintains a covenantal tie with the Church). The College's first commencement ceremony was held in 1858. Sibley Hall, a National Registered Historic Landmark, was erected in 1856-69.

Third and Fourth years were added to the degree program in 1918. Evening and graduate programs were formed in 1972; the Lindenwood College for Individualized Education was created in 1975, offering individually designed degree programs for both undergraduates and graduates. Today, the College provides undergraduate and graduate study on the parent campus, and at three Metropolitan Area Satellite Centers, in more than fifty areas of specialization.

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 College. All Lindenwood students are strongly urged to read carefully the following policy statement regarding academic honesty and the guidelines for observing it.

Policy Statement Concerning Academic Honesty

Honesty in the performance of academic assignments is essential to the mastery of a subject and to intellectual development. The responsibility for such honesty must necessarily rest with the individual student. In those instances where that responsibility is not met, however, there must be procedures to protect students who conduct themselves honorably and to preserve the integrity of the academic program. To this end, the following standards and procedures are specified.

I. Dishonesty in academic performance is defined as follows:

- A. Giving or receiving aid from another student on examinations or quizzes during the examination or quiz periods.
- B. Submitting the work of another person as one's own.
- C. Using or possessing any test without authorization by the professor.

-
- D. Writing a test in any place which is not specified or not agreed to by the professor.
 - E. Altering any examination after it has been turned in, or altering records of any sort.
 - F. Inventing information in any laboratory experiment without the approval of the professor.
 - G. Assisting a second party to any of the above.

II. The student should not only refrain from dishonesty but should avoid giving the appearance of dishonesty in classroom conduct during the examination period.

III. Plagiarism or methods of preparation not approved by the instructor must be avoided:

- A. Plagiarism is defined as any misrepresentation in the use of the work of someone, especially as that misrepresentation gives the impression that the student is presenting his or her own work.
- B. Plagiarism is the use of exact words, phrases, or sentences of another person's work without quotation marks and proper documentation.
- C. Plagiarism is the use of faulty paraphrasing in which a student makes a composite of borrowed phrases or sentences without quotation marks and proper documentation.
- D. Plagiarism is the use of opinions and ideas of others in one's own words but without acknowledgement.
- E. If the student uses the services of a typist, the student bears the responsibility for any mistakes or omissions which might constitute plagiarism.

IV. Cheating is the attempt to use prohibited materials, information, or study aids in an academic exercise. To prevent charges of cheating, the following guidelines should be adhered to:

- A. Professors should state in advance their policies regarding examinations and other academic exercises. If the faculty member does not do so, students should feel free to request such information.
- B. Unless the professor specifies otherwise, students taking an in-class or a take-home examination should assume that any outside assistance—for instance, from books, notes, calculators, or conversations with others—is prohibited.
- C. Students may not submit substantial portions of the same academic work in more than one course without the consent of both instructors.
- D. Unless the professor approves in advance, students must not allow others to conduct research or prepare any work for them. This restriction applies to work prepared by commercial term paper companies or to that available from files of past papers.

V. Violation of library regulations may also constitute academic dishonesty:

- A. Reference books and periodicals are not to be removed from the library unless specific permission is granted by the librarian.
- B. Current circulation procedures should be used in removing any materials from the library.
- C. Books and periodicals must not be mutilated in any way.

VI. Procedures to be followed in cases of academic dishonesty:

- A. Responsibility for action is primarily that of the instructor or librarian involved. Students who observe acts of dishonesty may report them to the appropriate instructor or librarian. If no action follows their report, the students may make an additional report to the Academic Grievance Committee as described below.
- B. The instructor or librarian may take whatever action is considered appropriate for any single violation of academic honesty—from requiring a revised or substitute assignment through issuing a failing grade for the piece of work, recording a failing grade for the course or recommending dismissal from the College.

In the event failure in the course results from a violation of academic honesty, or the incident is of such severity as to warrant recommending dismissal from the College, the matter must be reviewed by the Academic Grievance Committee.

A student may request the Grievance Committee to review any punitive grading action.

C. The Academic Grievance Committee is composed of the following categories of membership: Dean of Faculty, Dean of the Undergraduate College, two faculty members elected by the faculty at large, and two students elected by the Student Government.

D. The Academic Grievance Committee is charged with the overview of the regulations regarding academic honesty as well as the consideration of the individual cases. Meetings shall be held once a semester for review and on demand for individual cases.

“Avoiding Plagiarism” by James D. Lester*

Scholarship is the sharing of information. The primary reason for a research paper is to announce and publicize your findings. A botanist explains her discovery of a new strain of ferns in Kentucky's Land Between the Lakes. A medical scientist reports the results of his cancer research. A sociologist announces the results of a two-year pilot study on Appalachian Indians. In like manner, the college student explains his or her findings in a biology experiment, or discloses research into shoplifting, or discusses the results of an investigation into schizophrenia of preschool children.

Like Thomas Edison, your research in any area begins where others have left off, for you must examine source materials in the library, the laboratory, or in the field. Whether or not somebody continues your research after you will depend upon two factors: the quality of your research and the accuracy of your written document. Your undergraduate paper probably will not be circulated beyond the immediate classroom; yet the central purpose remains the same as if it were intended for publication — to disclose your findings and to share them with your fellow students and instructor. In the process, you will learn the conventions of scholarship, you will discover the multiple resources of the library, and you will learn more about your topic than you ever thought possible.

Dr. Jonas Salk is credited with the discovery of a vaccine that has almost eradicated polio as a health menace to America's children. Yet Dr. Salk would be the first to credit other researchers who preceded him and laid the groundwork for his laboratory findings. Without their research and the careful documentation of it, Dr. Salk would surely have failed.

The lesson should be clear: documentation serves those who follow. The conventions of research documentation enable others to follow, refine, and augment previous findings. Some students mistakenly believe an instructor wants a list or works cited so that the student's work can be double-checked. Such an assumption is usually false. In truth, the student who quoted a source and documents it properly follows a convention of scholarship. Otherwise, the student shows clear disregard for the conventions and probably commits plagiarism. Instructors double-check your sources only when something blatant in the paper causes suspicions about careless or dishonest practices.

Fundamentally, plagiarism is the offering of the words or ideas of another person as one's own. While the most blatant violation is the use of another student's work, the most common is the unintentional misuse of your reference sources. Since you will be working with the writings of others, it is important that you learn and adhere to the scholarly conventions of documentation. In particular, you want to avoid unintentional error.

An obvious form of plagiarism is copying any direct quotation from your source material without providing quotation marks and without crediting the source. A more subtle form, but equally improper, is the paraphrasing of material or use of an original idea that is not properly introduced and documented. Remember that another author's ideas, interpretations, and words are his or her property; in fact, they are protected by law and must be acknowledged whenever you borrow them. Consequently, your use of source materials requires you to conform to a few rules of conduct:

1. Acknowledge borrowed material within your text by introducing the quotation or paraphrase with the name of the authority from whom it was taken. This practice serves to indicate where the borrowed materials begin.
2. Enclose within quotation marks all quoted material.
3. Make certain that paraphrased material is rewritten into your own style and language. The simple rearrangement of sentence patterns is unacceptable.

4. Provide specific documentation for each borrowed item. Remember the previous discussion: another researcher may follow in your steps and need the same source.
5. Provide a bibliography entry in "Works Cited" for every book or journal that is referred to in your paper.

The examples provided below should reveal the difference between genuine research writing and plagiarism. First is the original reference material; it is followed by student versions, two of which would be labeled plagiarism and two of which would not.

Original Material:

The extended family is now rare in contemporary society, and with its demise the new parent has lost the wisdom and daily support of older, more experienced family members. Furthermore, many parents are not as well equipped for parenthood as were their parents before them, since over the years most children have been given less responsibility in helping to care for younger siblings.

—From: Edward F. Zigler, "The Unmet Needs of America's Children," *Children Today* 5.3 (1976): 42.

Student Version A (Unacceptable)

Today's society and shifting patterns of social order may dictate, then, a climate for abuse. Many parents are just not equipped today for parenthood. For instance, the extended family is rare in contemporary society, and because of its disappearance new parents have lost the wisdom and daily support of the wise grandparents. In truth, a family such as that portrayed by the Waltons on television seldom exists today with grandparents, parents, and many children all living together under one roof. Therefore, today's young parents are not well equipped because as children they were given less responsibility in helping care for younger brothers and sisters.

This piece of writing is plagiarism in a most deplorable form. Material stolen without documentation is obvious, and the instructor will spot it immediately because of radical differences in the student's style and that of the source. The student has simply borrowed abundantly from the original source, even to the point of retaining the essential wording. The student has provided no documentation whatever, nor has the student named the authority. In truth, the student implies to the reader that these sentences are entirely his or her original creation when, actually, only two sentences belong to the student, and the rest belong to the source.

The next version is better, but it still demonstrates blatant disregard for scholarly conventions.

Student Version B (Unacceptable)

Too many parents are not equipped today for parenthood. The extended family with three or more generations under one roof is now rare. Thus parents have lost the wisdom of older, experienced persons. In truth, a family such as that portrayed by the Waltons on television seldom exists today with grandparents, parents, and many children living all together under one roof. Therefore, young parents of today do a poor job because as youngsters they did not help care for younger brothers and sisters (Zigler 42).

Although this version provides a citation to the authority, it contains two serious errors. First, as readers we cannot know that the citation refers to most of the paragraph; we can only assume that the citation refers to the final sentence. Second, the paraphrasing is careless and includes wording and phrasing of the authority, words that should be enclosed by quotation marks or rephrased into the student's language and style, such as: "not equipped for parenthood," "extended family," and "lost the wisdom of older."

The next version is correct and proper.

Student Version C (Acceptable)

Today's society and shifting patterns of social order may dictate, then, a climate for abuse. Edward Zigler argues that many parents are just not equipped today for parenthood (42). He says, for instance, that the "extended family is now rare in contemporary society, and with its demise the new parent has lost the wisdom and daily support of older, more experienced family members" (Zigler 42). In truth, a family such as that portrayed by the Waltons on television seldom exists today with grandparents, parents, and many children all living together under one roof. No wonder Zigler argues that "many parents are not as well equipped for parenthood as their parents before them, since over the years most children have been given less responsibility in helping care for younger siblings" (42).

This version represents a satisfactory handling of the source material. The authority is acknowledged at the onset, and key phrases are directly quoted so as to give full credit where credit is due. The student has been wholly honest to her source material.

Let's suppose, however, that you do not wish to quote Zigler directly nor to use as much material as shown above. The following version shows how a condensed paraphrase of Zigler's ideas can be worked into the paper.

Student Version D (Acceptable)

Today's society and shifting patterns of social order may dictate, then, a climate for abuse. Edward Zigler argues that many parents are just not equipped today for parenthood (42). He insists that the "extended family" with several generations under one roof no longer exists and parents, who have little experience and no wise adults around, are therefore ill equipped to handle their duties toward family members (Zigler 42). In truth, a family such as that portrayed by the Waltons on television seldom exists today with grandparents, parents, and many children all living together under one roof.

This shortened version also represents a satisfactory handling of the source material. In this case, no direct quotation is employed, other than "extended family;" the authority is acknowledged, and the substance of the commentary is presented in the student's own language.

Finally, consider the typical complaint: "When I started this search, I didn't know anything about child abuse. Does that mean I must document every sentence in the paper?" No, relax, and think a moment. Your invention, organization, personal notes, synthesis are your own, along with your thesis, topic sentences, analysis, as well as the opening and closing. All you are borrowing is evidence from primary and secondary sources, and only that specific evidence must be documented.

*Reprinted by permission from *Writing Papers: A Complete Guide*, Fourth Edition (1984) Pp. 95-99, by James D. Lester. Copyright 1971 by Scott Foresman and Company. Copies of the Lester book may be ordered at the College Bookstore.

Academic Load

Full-time students are those taking 12 or more semester hours in a regular term. Students who wish to take more than 18 semester hours in a term must obtain permission from the faculty advisor and the Dean of the Undergraduate College, and will be charged an overload fee for each credit hour in excess of 18.

During a 6 or 8 week summer term, no more than 7 semester hours may be taken without permission.

Students who wish to participate in athletic programs or who are receiving certain kinds of financial assistance should be aware that full-time attendance must be maintained. The Missouri Grant program, most scholarship programs, and Housing Work Grants all require students to maintain full-time enrollment

Access to the Campus

The campus of Lindenwood College is private property. Therefore, the College reserves the right to restrict or prohibit access to the campus or its buildings or other facilities to individuals or groups at its discretion

Accreditation

Lindenwood College is accredited by the North Central Association of Colleges and Secondary Schools and the National Council for Accreditation of Teacher Education

Last-Minute Admission

Sometimes students apply for admission to the College at such a late date that the official files are not complete at the time of registration. Test scores, high school or previous college transcripts may not have been received.

The admissions files of these students will be reviewed by the Dean of Faculty and also, where appropriate, by the Admissions and Financial Aid Committee. If a student is permitted to enroll, it will be as a "special student" (non-degree candidate) and the following conditions will be in effect:

- 1) Students may enroll for a maximum of 12-13 hours
- 2) Students must sign a statement absolving the College of responsibility for faculty advising due to lack of background information
- 3) Students will not be allowed to register for a second term if missing information still has not been received

Advanced Standing and Transfer of Credit

Incoming students who wish to receive transfer credit from work taken at another college must have official transcripts from *each* college attended sent to the Registrar. Student copies or unofficial copies of transcripts are not acceptable. Acceptability of transfer credit and its application to fulfill general education and distribution requirements will be determined by the Registrar. The use of transfer credits to fulfill requirements in a major will be determined by the chairperson of the major department. What follows are general guidelines covering transfer of credit and advanced standing:

- 1) Students are allowed a maximum of 90 credits in transfer. A maximum of

66 credits may be transferred from two-year college (See also "Graduation" and Residency")

- 2) Transfer credits are considered "advanced standing"; they count toward the 120 hours required for the bachelor's degree and satisfy general education and departmental requirements when appropriate. *Grades received at another college do not count as part of the Lindenwood cumulative grade point average.* In order to be eligible to graduate "with honors" (3.70 or above) at least 60 semester hours must have been completed "in residence" (See "Graduation" and "Honors")
- 3) In general, a course will transfer to Lindenwood if:
 - the college at which it was taken is regionally accredited
 - it was clearly at college-level (No remedial or developmental course can be transferred. In addition, no mathematics course below the level of College Algebra will be accepted)
 - a passing grade was received
 - it approximates the content and nature of similar courses taught at Lindenwood, or is within our "programmatic range" (Example: Although Lindenwood does not offer courses in Geology, a college-level course in Geology is considered within our "programmatic range" and therefore acceptable in transfer). NOTE: There are limits to this guideline; see "Unrelated Electives"
- 4) Unrelated Electives:

Students transferring to Lindenwood from another regionally-accredited college may be awarded up to 12 semester hours of credit for courses unrelated to any program of study offered at Lindenwood. Such credits may be applied as free electives only and do not satisfy general education or departmental requirements. Examples include courses in Agriculture, Aviation, Cosmetology, Drafting, Electronics, Radiology, Secretarial Science, etc.
- 5) Other ways to receive credit:

Proficiency

Students can receive credit (or waiver of an academic requirement) for any Lindenwood undergraduate classroom based course by passing a comprehensive proficiency examination administered by the appropriate department chair.

If the examination is passed, the course(s) and grade(s) will be listed on students' transcripts, provided a required \$50/credit hour fee is paid. If students wish such proficiency examination results only to satisfy requirements for a major, minor, or general education, and not to earn semester hours' credit, no fee will be charged.

CLEP Exams

Lindenwood grants appropriate credits for each General Exam passed at the 50th percentile or above. No credit is allowed for the English Composition exam. Credit is also granted for Subject Exams passed at the 50th percen-

tile or better in appropriate subject areas.

Advanced Placement Exams

A score of 3, 4, or 5 on the AP exams may result in semester hours of credit.

Military Training

Credit may be received for training programs which have been evaluated for college level content by the American Council on Education. Training which is technical in nature is limited to 12 semester hours under the rule of "Unrelated Elective," above.

Life Experience Credit

A student who has earned certain kinds of licensure or certification, or completed certain corporate training programs, may be eligible for Life Experience Credit. Credit for other kinds of life or work experience may be awarded after presenting a portfolio for review by appropriate faculty members. Such credits are awarded on an individual and limited basis. There is a fee charged for the evaluation, and an additional fee for credit awarded.

Up to 27 hours may be granted for any one or a combination of the categories above, with the exception of proficiency credit.

A Lindenwood student who wishes to take a course or courses elsewhere (in summer school, for example) must seek approval from both the faculty advisor and the Registrar *before* taking the course. The appropriate form ("Prior Permission") for this purpose is available in the Registrar's Office

Advising and Declaration of Major

Students in their freshman and sophomore years are placed as advisees with Preceptors, regardless of their intent to major in a particular area. They are encouraged during that period to explore and test various options and career interests. The CAP Center offers a variety of programs and materials to help in that process. In the final term of the sophomore year, all students are required to declare majors and to indicate the choices in writing. At that point, faculty Advisors in the areas of major interest are appointed. Students "early register" in the spring with those Advisors for the Fall semester of their junior years.

It is the Advisor's responsibility to oversee student academic progress. The Advisor will assist in interpreting College rules and regulations, help plan course selection to meet educational goals, and will make a referral to appropriate resources for special personal or academic assistance. The Advisor must approve each registration and change in registration (drop or add), any request for course overload, any request to take a course at another college, and most other academic matters.

Final responsibility, however, for meeting graduation requirements rests with each student

Affirmative Action and Confidentiality of Records

Lindenwood College complies with the provisions of the Family Educational Rights and Privacy Act of 1974. This Act assures students attending a post-secondary educational institution that they will have the right to inspect and review certain sections of the educational records, and, by following the guidelines provided by the College, to correct inaccurate or misleading data through formal or informal hearings. It protects rights and privacy by limiting transfer of these records without student consent, except in specific circumstances. Students also have the right to file complaints with the Dean of the Undergraduate College and the Family Educational Rights and Privacy Office, Department of Health, Education and Welfare, 330 Independence Ave., S.W., Washington, D.C. 20201.

Families of traditional age students will not routinely be informed of student on campus behavior. Confidences shared with professionals at the College Health and CAP Centers, for example, are protected by law. Families will be notified, however, if a student is in danger of being told he or she must withdraw from the College. Family members are always encouraged to be in contact with Deans' offices on issues of mutual concern.

Lindenwood College does not discriminate in education or employment on the basis of sex, race, age, religion, national origin, or handicap. This policy is consistent with relevant government statutes and regulations, including those pursuant to Title IX of the Federal Education Amendments of 1972 and Section 504 of the Federal Rehabilitation Act of 1973. Students with physical or learning disabilities who may require special assistance in the pursuit of their studies should contact the Dean of the Undergraduate College

Alcohol Policy (See "Residence Alcohol Guidelines" and "Substance Abuse")

Attendance

The faculty has adopted the following statement regarding class attendance:

- 1) It is desirable that students attend each meeting of each course
- 2) The responsibility for students' education programs rests with the individual. Each student must adapt to the attendance requirement for each course. Students who feel any such requirement is being applied in an unjust fashion may consult with their Advisors and the Undergraduate Dean (See "Grievance Procedure")
- 3) In case of unsatisfactory work due to excessive absences from class, the instructor may give ample warning that class work is unsatisfactory and may report a final grade of "F" to the Registrar
- 4) Persons receiving benefits from the Veterans Administration are governed by special regulations concerning class attendance (See "Veterans' Benefits")

- 5) The College recognizes no "excused" absences. Verified explanations, for example, of medical problems, of travel, athletic, or performing arts commitments in no way lessen student obligations toward course work
- 6) Responsibility for class attendance and for completion of assignments rests with students, who are expected to communicate directly with instructors or others concerning these issues. When indicated and authorized as a part of clinical management, the College Health Service may recommend alteration of academic requirements, deferment of responsibilities, non-participation in certain activities, and other measures for "health reasons" without release of privileged material. On receiving an appropriate request, the Health Service may verify a student having received care.
The Health Service will not be involved routinely in issuing statements of excuses to faculty or offices. To do so creates an unfortunate climate for health care and contributes nothing to the assumption of student responsibilities. The Health Service can, with the authorization and provision of adequate details by a student, verify the nature and extent of an illness
- 7) In the event illness, family emergency, etc., require an extended time away from campus, students should notify the Office of the Undergraduate Dean, 107 Roemer Hall, Ex 230, which will in turn relay word to the appropriate Faculty members and Preceptors/Advisors;

Auditing

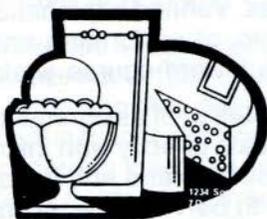
Students may register in any lecture course as auditors. They are not permitted to audit skill courses, such as art studio or photography courses, involving supervision of an instructor. Auditors will be expected to attend all classes. No credit may be earned or later claimed by students who audit a course. Students have seven days into a fall or spring semester and two days in a summer session to make a change in registration to audit a class or to take it for credit. The audit fee is 50% of the regular tuition for a course

Bookstore

The College Bookstore, centrally located on the first floor of Niccolls Hall, across from the CAP Center, serves a wide range of community needs. It stocks all texts required or recommended for courses, paperbacks of general and scholarly interest, as well as office and school supplies, Lindenwood memorabilia, sweatshirts, jackets, snacks, gift items, posters, cards, jewelry, and other sundries. Store hours:

Monday - Thursday	8 A.M. - 6 P.M.
Friday	8 A.M. - 5 P.M.
(8 A.M. - 7 P.M. the first week of a new term)	

Additional hours for special College events



Cafeteria and Food Service Committee

The Ayres Hall Cafeteria is open on the following schedule:

Breakfast	7 - 8:30 A.M.	Monday - Friday
	(Continental Breakfast only, 8:30 - 9 A.M.)	
Lunch	11:30 A.M. - 1 P.M.	Monday - Friday
Brunch	10:30 A.M. - 1 P.M.	Saturday - Sunday
Dinner	5 - 6:30 P.M.	Monday - Sunday

Under some circumstances, Five and Ten Meal a Week food plans are available at a considerable savings. Details may be obtained from Sue Brown, Food Service Director, Ayres Hall, Ex 281.

The student-faculty-staff Food Service Committee advises and makes policy/procedure recommendations. Its meetings are open. Membership and schedule information is available from Dean Marilyn Morris, Office of Programs and Residences, Ex 237. The Committee maintains a Suggestion Box, always placed on the Cafeteria condiment table, and welcomes contributions to it

Calendar

Lindenwood uses different calendars for different programs of the College. The on-campus day program is on a semester calendar. Fall semester begins just before Labor Day and ends before Christmas. Spring semester begins in January and ends in early May. All evening classes, with the exception of the program in Education, use a year-round quarter calendar. All academic credit is given in semester hours

CAP (See "Consolidated Advising Program")

Change of Registration (Drop/Add)

During the first week of scheduled classes of a regular semester or quarter, students may drop or add classes without fee and without any record of dropped courses appearing on transcripts. After the first week, classes may no longer be added, but classes may be dropped until the week after Midterm. (A different

schedule applies for the summer terms.) Classes dropped during this period appear on transcripts with a grade of "W." After the week following Midterm, classes may not be dropped except under circumstances such as accident, serious illness, family emergency, or total withdrawal from school.

No change of registration (including changing from one section to another of the same course) is complete until a Drop/Add form has been signed and returned to the Registrar and appropriate fees paid at the Business Office. The date of withdrawal from a course for purpose of grading or refund, if any, is the date the Drop/Add form is submitted to the Registrar, not the date of the last attended class. Students who fail to attend class without submitting proper drop forms, will have grades of "F" entered on their permanent records.

Deadline dates for adding and dropping classes appear in the schedule of classes for each term, including the summer terms. All students are responsible for being aware of these deadlines and complying with them

Classification of Students

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

In order to maintain certain kinds of financial aid, or play in intercollegiate sports, students must make satisfactory academic progress. Further information should be sought from the Financial Aid office or the Athletic Director

College Life Staff

The Staff is a collection of interdependent offices and people working to bridge formal and out of classroom learning. The group promotes the "Interconnectedness" of well being -- intellectual, social, physical, emotional -- as one measure of personal growth and development.

Offices:

Allen Schwab, Dean of the Undergraduate College	107 Roemer.....	Ex 230
Carolyn Shelp, Administrative Assistant.....	107 Roemer.....	Ex 230
Randi Wilson, Associate Dean of College Life and Director of the CAP Center.....	Niccolls	Ex 237
Debbie Coats, Career Coordinator	Niccolls	Ex 307
Ann Canale, Faculty Coordinator, Academic Assistance Program	Niccolls	Ex 237
Marilyn Morris, Assistant Dean of College Life for Programs and Residences.....	Niccolls	Ex 237

Judy Cussen, Office Manager	Niccolls	Ex 237
Carol Haukap, Residential Coord., McCluer Hall .	McCluer	Ex 305
Kathy Quinn, Residential Coord., Parker Hall.....	Parker	Ex 399
Linda White, Residential Coord., Cobbs and Niccolls Hall	Cobbs	Ex 387
Sarah Taylor, Residential Coord., Irwin Hall	Irwin	Ex 310
Pat Young, Director of the College Health Center .	Cobbs	Ex 270
Michael Curry, M.D., Consulting College Physician	Cobbs	Ex 270
The Rev. George Wilcox, College Chaplain	Niccolls.....	Ex 237
Debbie Kehm, Athletic Director and Women's Soccer Coach	3 Butler.....	Ex 313
Scott Westbrook, Men's Soccer Coach	3 Butler.....	Ex 346
Larry Logan, Men's Basketball Coach	3 Butler	Ex 346
Ed Harris, Women's Basketball Coach	3 Butler.....	Ex 346
Tom Cella, Athletic Trainer	3 Butler	Ex 346

Computer Usage Ethics

“When you get an account on the College’s computer you get both a privilege and a responsibility. The privilege is the use of the account for your computer related classes and for other things like word processing. The responsibility is twofold:

- 1) To protect your account from abuse by others. Primarily this means keeping your password secret. That is what passwords are for -- to protect your account from use (or abuse) by others who do not have the same authorization as you. This means that you should never tell others your password, or allow them to use your account without your permission and your presence

Scenario 1: You give your password to a friend who needs to write a paper for a class. Your friend finishes his/her paper and then while trying to “clean up” your directory, accidentally deletes all your files, including your paper that’s due tomorrow morning at 9:10 A.M. Your friend’s inexperience has just caused you to lose your own hard work and you have no recourse but to try to write your paper again

Scenario 2: You give your password to a friend, who then gives it to someone else, who logs in without your permission and copies your paper (or program, or data) and reads your mail. Unless you can absolutely prove what this person did, you have no recourse. The computer’s audit trail will show only that you were logged in and did all those things. You lose again

Scenario 3: A classmate of yours has waited till the last minute to do a programming assignment and you let her copy your version of the program so she can change the variable names and turn it in as her own. This is plagiarism and cheating. The instructor compares the programs, confronts you, and both you and your classmate fail the programming assignment. Not only do you have to protect your accounts, you must also protect your work. It’s not that

hard to detect two programs written by the same person; everyone has a distinctive, even unique style of programming

- 2) You also have a responsibility not to abuse your account or anyone else's by trying to "break" the computer or its protection system. This falls under the heading of "theft of services." You should view your computer account as your private filing system, and the programs and text files in it as your private belongings. You must also give the same consideration to everyone else's account and files. How would you feel if someone broke into your account and stole some of your programs, read your mail, and changed some of your research papers? Breaking into someone's computer account is just exactly like breaking and entering someone's property. It's ethically and legally wrong and may open you to criminal prosecution

Scenario 4: Late one night, to get a preview of the next test, you move to another terminal and try to log into your instructor's account by guessing the password. Unfortunately for you, the computer's accounting software keeps an audit trail of all login attempts and it flags all login failures. Since you were the only one logged in at the same time as all the login failures for the instructor's account, you are immediately caught and dismissed from school. You really lose this time. You are also lucky, because breaking into computer accounts is a crime and you could have been prosecuted by the College."

--John F. Dooley, Assistant Professor and
Co-ordinator of Computer Science



Consolidated Advising Program (CAP)

Housed on the first floor of Nicolls Hall, the CAP Center is a unique Lindenwood program, open to all students, alumni, faculty, and staff, an umbrella resource for College support efforts in career planning, academic assistance, and personal development.

Services cluster in the following areas:

- Career planning and placement, résumé writing, interviewing skills
- Academic assistance, study skills, writing and time management programs, peer tutoring
- Personal counseling

Aware of the College's diverse student population, the CAP Center is as prepared to respond to a first year student exploring options and objectives as to a returning

adult learner experiencing mid-life transition and evaluating choices. The Center tries to be of help to all who use it in search of personal growth and enrichment.

Center Hours: Monday - Thursday 8:30 A.M. - 9 P.M. (September--April)
Friday and Daily in the Summer: 8:30 A.M. - 5 P.M.
Additional Hours for Special College Events

Consortium Programs

Lindenwood College belongs to a consortium of colleges in greater St. Louis. The consortium includes Fontbonne College, Maryville College, Missouri Baptist College, and Webster University. Full-time undergraduate Lindenwood students may enroll in courses offered at colleges in the consortium and count those hours as part of their Lindenwood degree program. No additional tuition cost is involved. Course schedules for each college are available at the Registrar's office

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 College can provide faculty and other resources. Supervision of the program is provided by a Review Committee comprised of the Dean of Faculty and members of the faculty.

The basic degree requirements for all bachelor's degrees are maintained, including 120 semester hours for graduation, standard grading practices, and all applicable General Education requirements.

Policies and Procedures for the Contract Degree:

- 1) Ordinarily, a contract may be formulated no sooner than the end of the Freshman year and no later than the end of the first half of the Junior year
- 2) A student interested in a Contract Degree will choose an Advisor from the faculty who, with the student, will develop a committee of faculty members from disciplines covered by the contract
- 3) The student, the faculty Advisor, and the faculty committee then will draw up the desired contract and submit it to the Review Committee, which will evaluate the contract and make recommendations concerning its adoption. Each year, prior to registration, the contract student, the Advisor, and the faculty committee should meet to evaluate the progress of the contract program
- 4) Upon completion of the requirements of the contract, the student's Advisor and faculty committee, with the approval of the Review Committee, will indicate satisfactory completion of the contract to the Registrar, who is thereby authorized to recommend awarding the degree at the appropriate time
- 5) Dissolution of the contract and arrangements to return to a standard degree program may be initiated at any time by the student or his/her faculty committee for approval by the Review Committee

- 6) Formal notice of the dissolution of a contract must be sent to the Registrar by the Advisor, who is then responsible for directing the student into a standard degree program
- 7) Each contract must contain a statement to the effect that the student recognizes that he/she is being certified for graduation only and that he/she has chosen to shape his/her program within the limits of the resources that can be provided by the College

Correspondence Work

No more than six semester hours of academic work taken through correspondence will be credited toward a degree program

Course Numbers and Schedules

Course numbers used at Lindenwood indicate the following classifications:

100-199	An introductory course open to all students without prerequisites
200-299	A more specialized course open to all students
300-399	Advanced courses normally having prerequisites
391, 2, 3	Undergraduate independent study courses
400-499	Senior level courses
500-600	Graduate courses

Each student's course of study is planned in consultation with a faculty Advisor or Preceptor. A special period is announced each term or semester when such consultation should occur. The Advisor or Preceptor should be consulted regularly during the semester or term to review student progress. The opportunity for planning an individual program makes the consultation with Advisors essential so that students may take advantage of the full resources of the College. It is, however, each student's responsibility to be aware of the academic requirements prescribed for his or her degree

Dean's List

Immediately following the end of each term, the Dean of the Undergraduate College and the Dean of Evening and Corporate Programs announce the names of Undergraduates on the Dean's List. To qualify, a full-time student must achieve a term GPA of 3.5 or above

Delinquent Accounts

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

Each semester or term, each student must pay all money due the College, including tuition, fees, traffic or Library fines, and any other financial obligation.

Students with delinquent accounts can expect the following penalties:

- 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

Directory Information

Lindenwood College designates the following details as "Directory Information": student's name, local and permanent addresses, telephone number, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and prior educational institutions attended.

Students who do not wish any or all of the above data to be released without their prior written consent must so inform the Registrar's Office before the end of the second week of classes of a regular term (by the end of the first week of classes of a summer term). The facts listed above will become Directory Information or public information as of the specified time

Dismissal

Registration at Lindenwood College means a commitment to serious purpose, academic integrity, and a high standard of personal and social behavior. Students are expected to be cooperative and responsible members of the College community, to comply with College regulations, and to abide by local, state and federal laws.

The College reserves the right at any time to require the withdrawal of students who are unable to meet academic standards, whose enrollments are felt to endanger their own health or that of others, or who do not observe College regulations and standards of conduct. Students so required to withdraw during an academic term are not entitled to prorated tuition or room rent refunds. (See "Sanctions Imposable by Judicial Actions, Section VIII of the Judicial Board Constitution, P. 49)

Double Major (see "Majors")

Drop/Add (see "Change of Registration")

Drug Policy (see "Substance Abuse")

Enrollment

Students are admitted to classes only when they are properly registered and have paid tuition and fees. Full-time students are assessed the announced full-time tui-

tion. Full-time students who register (with the appropriate academic dean's permission) for more than 18 hours are charged an extra fee. Part-time students are assessed tuition and fees on a semester hour basis. Registration procedures and class schedules are published prior to the beginning of each term. Schedules of classes can be obtained at the Registrar's Office, 113 Roemer Hall.

Students are expected to register by the official registration days for each semester. Students may Late Register or add classes no later than the first week of a term

Enrollment Deposit of \$250

Full-time undergraduate day students are required to pay a \$250 Enrollment Deposit by a specified date following first admission to the College.

The \$250 is a one-time charge, refundable only upon advance written notification of withdrawal from the College or following Graduation. Any charges due the College will be deducted from the deposit before refunds are made.

The Early Registration periods in November and April will end as of the dates published by the Registrar. Students who have not registered by the end of these scheduled periods will have to wait for the general registration which immediately precedes each semester.

Students who fail to Early Register and give no advance written notice of withdrawal, will forfeit the \$250 deposit and must make another such deposit before a subsequent registration (See also "Withdrawal of Enrollment")

Final Examinations

When a final examination is included as part of a course requirement, it will be given according to a final examination schedule published by the Registrar's Office. Only in rare instances involving a clear emergency will students be allowed to take final examinations at an earlier date, and approval must be granted by the Instructor and the Dean of the Undergraduate College

Grading System

Students may earn grades of A, B, C, D, F, W, INC, and Audit. A mark of "A" represents work outstanding in quality; it indicates that students have shown initiative, skill, thoroughness, and 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 of below average quality. Although this grade indicates minimal capability in a subject, credit is given. An "F" grade indicates unsatisfactory course work. No credit is given. "W" indicates an official withdrawal.

An undergraduate student who receives a "D" or "F" in a course may repeat

it. Only the second grade earned will be used in the calculation of the grade point average.

A final grade of INC (Incomplete) is given only for the inability to complete course work because of exceptional circumstances beyond student control. To receive an INC, students must initiate a request petition obtained in the Registrar's Office and receive the approval of the Instructor and the appropriate Dean. Such approval must be obtained before the final examination is given in the course. An INC grade must be resolved within six weeks of the beginning of the next regular term; otherwise, it automatically becomes an "F."

Any request to extend the time needed to complete an INC must be submitted to the Registrar on a Policy Exemption form no later than two weeks before the date the grade is due. Such requests will be sent to the appropriate Dean to be considered for approval.

Lindenwood College 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 an "A" is earned 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*

Graduation

While faculty Advisors and the Registrar are ready at any time to counsel seniors on requirements for a major as well as general degree requirements, it is a student responsibility to verify eligibility for graduation with both one's Advisor and the Registrar before the term in which the degree is to be completed.

A student who lacks no more than 6 semester hours to complete the 120 hours required for a bachelor's degree may obtain the necessary credits at another accredited institution and return the credits to Lindenwood. Such credits may not count toward the 30 hours required to be earned "in residence." Completion of course requirements under this arrangement must be completed within two calendar years.

Students who have not completed all necessary requirements for graduation by the date of Commencement in a given year are permitted to participate in May graduation exercises as "Summer Graduates" if they are enrolled by March 31 in the Spring Quarter and will complete all graduation requirements by the end of that quarter. They may also participate if not enrolled in the Spring Quarter but are within six semester hours of completion of degree requirements (the 6 hours to include coursework which is in progress at the time of Commencement), they

are at or above the minimum grade point average for their degree program, they have made arrangements to complete all remaining requirements by the end of August of that year and have notified the Registrar in writing of their intent to do so. "Summer Graduates" are individually recognized at Commencement but do not receive diplomas; Master's candidates are not hooded.

To graduate, the following requirements must be met:

- A minimum cumulative GPA of 2.0 in all courses taken at Lindenwood, as well as in one's major
- A minimum of 120 semester hours earned including credits accepted in transfer (see also "Residency"). At least 42 of the hours must be from Upper Division Courses, numbered 300 or above
- All General Education requirements satisfied as outlined in the *College Catalogue* in effect at the time a student enrolled or was re-admitted
- All requirements for a major met, as outlined in the *College Catalogue*
- Satisfy all financial obligations to the College

Lindenwood recognizes four official graduation dates each year: June 30, Sept. 30, Dec. 30, and the designated Commencement date each May. An individual's graduation date will be the one following the actual date of completion of all degree requirements. Only one commencement ceremony is held each year, on a designated Saturday in May. All students who have completed degree requirements during the preceding year are invited to participate in the ceremony.

During the term preceding the one of graduation (e.g., during the Fall if graduation is planned for May), students must submit to the Registrar a completed Application for Degree (available in the Registrar's Office). Each term a deadline date for applying for graduation is announced by the Registrar. Applications received after the deadline may not be honored.

Once students have completed registration for a final term, the Registrar will audit the academic record in consultation with the appropriate major departments, to determine whether all requirements have been met. Students will be notified if any deficiencies are found.

Final approval for completion of a major or minor rests with the Chair of the appropriate department. Final approval for completion of all other graduation requirements is granted by the Registrar

Grievance Procedure

Students who have concerns about the treatment they have received from a faculty member or about the quality of instruction in a particular course should first con-

tact the appropriate department chairperson to discuss the matter. If, following such discussion, students wish to pursue the matter further, they should contact the Dean of Faculty or Dean of the Undergraduate College.

Students who wish to appeal a grade should first contact the course Instructor. If the matter cannot be resolved at that level, the student may appeal in writing to the appropriate department chairperson, and, if necessary, to the appropriate dean. A faculty-student-staff Academic Grievance Committee may be convened to hear cases concerning grades and other academic matters related to issues of academic honesty. Information about those procedures is available in the offices of the Dean of Faculty and the Dean of the Undergraduate College. In the event of disagreement over a grade, notice of intent to file a grievance must be made in writing to the appropriate academic dean within six weeks of the receipt of the grade. Investigative action as part of this procedure will only be made during the semester or term immediately following the one in which the disputed grade was given.

Health Center

The College Health Center, located on the ground floor of Cobbs Hall, is organized to provide routine medical care, health education, and consultation. Its services include evaluation of health problems, first aid for injuries, treatment and management of minor illnesses, allergy injections, monitoring of chronic health conditions, contraceptive and nutritional counseling, general wellness information and referral. There is no charge for services provided at the Center. Students will be billed for Emergency Room visits, laboratory tests, and consultation visits to specialists.

Hours: Monday - Thursday 8:30 A.M. - 1:30 P.M.

Honors

In the spring of each year, Lindenwood College holds a general "Honors Convocation" to extend recognition to those students who have served as campus leaders, have achieved departmental honors, have been named to honor societies, or whose academic achievements have been particularly outstanding during the year.

The Lindenwood faculty awards General honors to those students who have completed all degree requirements with academic distinction. For students who entered Lindenwood before Fall 1986, Honors are based on the cumulative GPA, including credits accepted in transfer. For students who entered Lindenwood for the first time in Fall 1986 or thereafter, Honors will be calculated on the last 60 credits only, and 60 credits must have been completed "in residence" in order to be eligible.

Students who achieve a cumulative grade point average between 3.70 and 3.85 receive receive their degrees *cum laude*.

Students whose cumulative grade point averages are between 3.86 and 3.93 receive their degrees *magna cum laude*.

Students who achieve a cumulative grade point average of 3.94 or above receive their degrees *summa cum laude*.

Seniors with a high record of achievement may apply to do specialized work in their major fields. A course designated 499, upon petition to the Educational Policies Committee, may be expanded to a two or three term course and lead to graduation with Departmental Honors. The project may be a research problem or a creative undertaking, such as a composition in music or art, or an interdisciplinary project.

To qualify for the Departmental Honors program, students are expected to have a grade point average of 3.0 or higher. Written application must be made to the Department Chair and the Chair of the Educational Policies Committee. The project must be two or three terms in duration and will carry three semester hours credit each term. A faculty committee is then formed to supervise the project. The project must be completed and final report submitted by April preceding the student's graduation date.

An oral examination will be given by the Committee covering the material contained in the report. Depending on the quality of the report and the results of the examination, the Committee may award the student's work a grade of Honors, High Honors, or Highest Honors in the Department in which the work was undertaken. Such an award will be listed on the Commencement program and made part of the student's permanent academic record

Immunization Policy

To help protect our community from unnecessary vaccine-preventable disease, all full-time students are required to provide documented proof -- on the College Health Form sent to each newly admitted applicant by the Admissions Office -- of proper immunization.

The diseases that require immunization are listed on the Health Form; compliance (or a signed waiver) is mandatory for Lindenwood registration

Independent Study

For juniors or seniors with specialized education or research interests, independent study opportunities are available in all disciplines. Students wishing to pursue independent study for academic credit should consult with their Advisors and the faculty member(s) who would have supervisory responsibilities. A maximum of 12 semester hours of independent study credit may be applied to any bachelor's degree program. Sophomore students may utilize independent study on a selective basis, according to the judgment of faculty advisors in consultation with the Dean of the Undergraduate College

Independent Term

Any junior or senior in good academic standing may select two faculty members and, with their approval and assistance, write a proposal that will define an independent term of study for a semester. This program will be individually designed to meet a particular need or goal of the student. It can involve participation in classes, tutorials, and field work, on or off campus, or any combination of the above. The student will be entitled to attend any class on campus during that semester with the Instructor's approval.

Approval of an independent term proposal can be granted only by the appropriate academic dean after an examination of the documents and a discussion with the student and sponsoring faculty

Internships

Internships and field studies have long been hallmarks of a Lindenwood education. They are available to upperclass students in most academic areas, providing opportunities to obtain credit by applying classroom knowledge to career or other work situations. Internships are supervised by the academic department through which credit will be received, and each department maintains its own regulations governing minimum GPA required, the number of credits which may be earned and whether credits may apply toward the major. The head of the appropriate academic department or the Career Coordinator of the CAP Center, Debbie Coats, Niccolls Hall, Ex 307, can supply additional details



College Judicial Board

Ultimate authority for the administration of campus order and justice rests with the President of the College. While much responsibility in circumstances involving students is delegated to the appropriate Deans and the Judicial Board, as described below, the right of the President to decide finally upon any student judicial matter is not precluded by the workings of the College's judicial system.

The College's judicial process is not a substitute for civil or criminal court proceedings. The College reserves the right, however, to initiate Judicial Board ac-

tion independent of the courts. The President may suspend a student pending disposition of a serious court action. Students, while on or off campus, are subject to all federal, state, and local laws. Similarly, students surrender none of their constitutional rights as citizens by becoming members of the Lindenwood community.

The College's judicial system places responsibility on a student-faculty-staff Board to pursue the facts of a case presented to it, to determine guilt or innocence, and to establish appropriate sanctions. Complaints from any community member regarding violation of College regulations may be submitted to the Chief of Security or to the Dean of the Undergraduate College for investigation.

The Board's jurisdiction extends to all aspects of the College's out of classroom life, and to alleged violations of all published College rules and guidelines. The Undergraduate Dean acts as a switchboard, deciding which cases are appropriate for Board referral, which should be otherwise handled. Once a case is sent to the Board, the Dean has no other involvement in its resolution.

(The Judicial Board Constitution is reprinted on P. 43)

Legacy Lunches

On occasion during the fall and spring semester, 10-12 full-time students are invited to a served lunch in the Legacy Room of Ayres Cafeteria as guests of the President and the Vice-President for Academic Affairs/Dean of Faculty. Selected members of the faculty and staff are usually present. The President customarily makes brief remarks on the College's special history, learning tradition, and founders Mary and George Sibley, as an introduction to this popular way of meeting new friends and colleagues over lunch.

Library

The Margaret Leggat Butler Library contains more than 130,000 volumes and subscribes to over 650 periodicals. Services and resources offered include circulation and reservation of books, library usage instruction, research assistance, inter-library loan, computer searches, audio-visual equipment, a U.S. government depository, and the College archives. All full time and part-time students, faculty, and staff have borrowing privileges with valid ID cards.

Hours of Operation when classes are in session:

Monday - Thursday	8:30 a.m. - 10 p.m.
Friday	8:30 a.m. - 5 p.m.
Saturday	8:30 a.m. - 4:30 p.m.
Sunday	2 p.m. - 10 p.m.

Lindenwood Student Government (LSG)

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 (LSG). The LSG works to promote structure for student expression and self government. It co-administers the Student Activities Fee which funds academic, cultural, and social programs and provides operating budgets for virtually all College clubs and organizations. Members of the LSG play a strong role in the academic and administrative decision making process of the College through membership on various governance committees.

(The LSG Constitution and By-Laws are reprinted on P. 50)

1987-88 STUDENT CLUBS AND ORGANIZATIONS

Organization/Advisor	Student Contact Person	Box/Extension
Alpha Epsilon Rho (Jim Wilson)	Wendy Brotherlin	Box 348
Alpha Lambda Delta (Edith Graber)		Ex 248
Alpha Sigma Tau (Dean Eckert)		Ex 240
Cheerleaders (Marilyn Morris)	Chris Podhorsky	Box 454
Circle K (Jim Thompson)	Janett Crook	Box 62
Computer Club (John Dooley)	Bill Ott	Box 475
Dance Squad (Marilyn Morris)	Susan Sagarra	Box 562
Democrats (John Nichols)		Ex 353
Education Club (Diane Denney)	Lisa Witengier	Box 613
Fashion Marketing (Liz Ammann)	Susan Durham	Box 56
Griffin Literary Club (Wanita Zumbunnen)	John McKee	Box 316
Interhall Government (Marilyn Morris)	Lisa Tokas	Box 574
International Students (Wilda Swift)	Adil Al-Said	Box 17

"L" Club (Debbie Kehm)		Ex 313
<i>LindenLeaves</i> (Yearbook) (Marilyn Morris)	Susan Sagarra	Box 562
<i>LindenWorld</i> (Student Newspaper) (Marcia Guckes)		Ex 333
Linden Scroll (Randi Wilson)	Doug Hoggatt	Box 293
LSG (Allen Schwab)	Ron Watermon	Box 650
Modern Language Club (Tony Perrone)	Gloria delle Cese	Box 127
Peer Counselors (Randi Wilson)		Ex 237
Peer Tutors (Ann Canale)	Beverly Pentsil	Box 444
Psychology Interest Group (Jim Evans)	Candice Kilpatric	Box 262
Religious Life Council (George Wilcox)	Joe Arnold	Box 51
Successful Living	Greg Franke	Box 288
Video Club (Jean Fields)		Ex 332

(Detailed descriptions of the above groups is available in the pamphlet "FYI" distributed by the LSG and the Office of Programs and Residences)

Major/Minors

Every graduate of Lindenwood must complete a major as defined in the *College Catalogue* under the department and course descriptions. A 2.0 average must be achieved in the major as well as overall. Minors are encouraged, but not required. Descriptions of minors are included in the departmental descriptions of the *Catalogue*.

Campus Parking and Traffic Regulations

The following regulations govern the use of all motor vehicles on the campus of Lindenwood College. These regulations provide guidelines for all Lindenwood students, faculty, staff, and security officers.

REGISTRATION:

All motor vehicles operated on campus by students, faculty, and staff must be registered in the Security Office, 17 Roemer Hall. A current parking permit must be displayed on each vehicle as follows:

**AUTOMOBILES AND TRUCKS - LEFT REAR BUMPER
MOTORCYCLES - FRONT FORK**

There is a \$10.00 fee for each parking permit issued. The fee may be paid at the Business Office and a parking sticker will be issued from the Security Office with a receipt. Permits are valid from September 1 to August 31. There is no charge for resident students; however, each must have a valid permit.

RESTRICTED PARKING:

FACULTY and STAFF: During the hours of 6 AM and 5 PM lots A,B, and C are restricted for faculty and staff parking only. The row of parking spaces next to Cobbs Hall and Cobbs swimming pool in lots E and F is also restricted for faculty and staff. Overflow parking for personnel is in lots J and K. After 5 PM and weekends, these restricted lots may be used by anyone with a valid permit.

STUDENTS: Resident students are to park their vehicles on lots D,E, and F for persons living in McCluer, Irwin, or Cobbs Halls and lot G for Parker and Niccolls Halls. Parking is prohibited on all roads (fire lanes) or on any street having a yellow curb. Specific areas are designated for short term parking only. Temporary parking is permitted in front of all buildings for the purpose of loading and unloading only, as long as traffic is not obstructed. You may not park in front of any building to conduct short term business; e.g., picking up mail.

SPEED LIMIT:

The maximum speed on campus roads is 15 miles per hour.

ENFORCEMENT AND FINES:

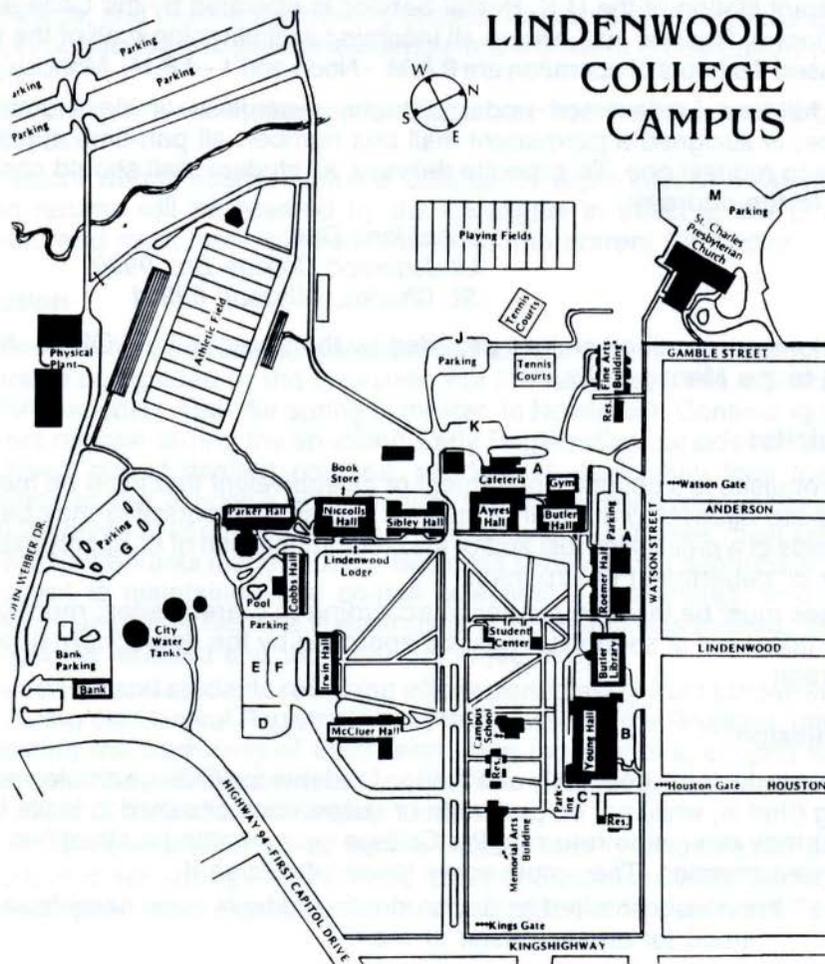
Campus security officers are instructed to enforce these regulations and issue violation notices for the following offenses:

<i>OFFENSE</i>	<i>FINE</i>
No parking permit	\$ 3.00
Parking in a restricted area	\$ 3.00
Blocking other vehicles	\$ 3.00
Occupying more than one space	\$ 3.00
Failure to register a motor vehicle	\$ 3.00
Careless, imprudent, or reckless driving	\$20.00
Parking on grass	\$10.00
Driving on grass	\$25.00

Fines must be paid within seven days, not counting weekends, at the cashier's window of the Business Office in Roemer Hall. Failure to pay a fine may result in an additional penalty assessment, withholding of grades or transcripts, automatic salary withdrawal, or a combination of the above. All appeals must be made in writing to the Chief of Security.

IMMOBILIZATION:

The College reserves the right to immobilize any vehicle parked in a fire lane, blocking traffic, creating a safety hazard, or for three (3) or more unpaid violations. The fee for the removal of the immobilizer is \$25.00 and must be paid at the time of removal along with any other unpaid violations. Repeated violations may also result in the suspension of an individual's parking privileges



Petition for Policy Exemption

Students who believe they are justified in having a College policy modified or waived for them (e.g., a graduation requirement, or the number of credit hours allowed to be taken while on probation) may obtain a Petition for Policy Exemption from the Registrar's Office, 113 Roemer Hall. The Petition provides the opportunity for students to explain their circumstances, and for appropriate department, office and division officials to comment before requests are forwarded to the Dean of Evening and Corporate Programs/Dean of Graduate Studies or to the Dean of the Undergraduate College for final decisions

Campus Post Office and Mail Boxes

A contract station of the U.S. Postal Service is operated by the College on the ground floor of Roemer Hall, where all incoming and outgoing mail of the College is processed. Its hours of operation are 9 A.M. - Noon and 1 - 4 P.M., Monday - Friday.

Each full-time Lindenwood undergraduate, regardless of class standing or residence, is assigned a permanent mail box number; all part-time students are welcome to request one. To expedite delivery, all student mail should contain the number in the address:

*John/Jane Doe
Lindenwood College Box 9999
St. Charles, Missouri 63301*

Questions concerning services provided by the Campus Post Office should be directed to the Manager, Ex 301

Prerequisites

A prerequisite is a course requirement or its equivalent that must be met before students are allowed to enroll in a specific course. Prerequisites may be waived on the basis of a proficiency test and/or the recommendation of an appropriate faculty member or department chairperson.

Courses must be taken in sequence according to prerequisites; registration for courses taken out of sequence must be approved by the appropriate department chairperson

Re-Admission

Students who have been fully admitted to Lindenwood College and leave in good standing (that is, while not on probation or suspended, or asked to leave for other reasons) may request to return to the College by submitting a simplified application for re-admission. They must apply for re-admission if:

- 1) Previously enrolled as day students and have been away from Lindenwood for one semester or more

- 2) Previously enrolled as evening or LCIE students and have been away for one year or more

Students who have attended other colleges since leaving Lindenwood must have official transcripts forwarded directly to the Registrar's Office. Applications for re-admission will not be processed until all appropriate transcripts have been received.

Students on probation when last enrolled, those suspended or asked to leave, may be asked to meet with the Dean of the Undergraduate College or Dean of Evening and Corporate Programs before a re-admission decision is made. If allowed to return, conditions of enrollment will be stipulated by the Dean.

Under most circumstances, students who have been suspended and who wish to return must demonstrate some evidence of ability to resume a Lindenwood career. Such evidence is often obtained by attending another institution, such as a community college, and making satisfactory grades. Re-admission decisions are made by the appropriate Dean based on evidence that a student is adequately prepared to return.

Applications for re-admission are available from the Registrar and the Admissions Offices.

Any student who is absent from the College for more than one calendar year and then returns will be covered by the *Catalogue* in effect at the time of re-enrollment, and must meet all requirements of the current *Catalogue*

Registration

Continuing full-time students are expected to register during "Early Registration" periods designated by the Registrar. For Fall semester, this registration occurs in the preceding April; for spring semester, in November. Continuing students who do not register during the specified Early Registration periods run the risk of being closed out of desired courses; resident students may lose their room assignments as well. Students who complete their registrations during the assigned time will be given a deadline date by which all tuition and fees must be paid or alternate arrangements made with the Business Office. If this deadline is met, the \$250 deposit is maintained, the course selection is guaranteed, and it is not necessary to appear at General Registration. If the deadline is missed, the enrollment priority is forfeited and the \$250 put in jeopardy.

New students and students returning after a period away from Lindenwood may register during the General Registration day designated by the Registrar, immediately preceding the beginning of each term. Late registrations, subject to course availability, will be accepted only during the first week of a semester, and a \$25 late fee will be charged to continuing students.

No student is considered registered in a class unless 1) all tuition and fees have been paid, or other arrangements made with the Business Office, and 2) a completed registration form, signed by the faculty Advisor, is filed with the Registrar's Office

Residence Alcohol Guidelines

A) All local, state, and federal laws will be strictly observed. Students of legal age who supply minors commit a serious crime, while placing themselves in severe legal jeopardy should a later injury or loss of property be relatable to such supply. Students of legal age whose use of alcohol impairs their abilities to function will be referred for medical/counseling aid; use in a manner which disregards the rights of others may result in judicial referral. Under no circumstances will the consumption of alcohol be usable as a defense against subsequent College judicial charges

B) If students of legal age choose to drink, they may not do so in public areas -- lounges, hallways, etc. -- unless they are attending an appropriately registered event. The gathering of fourteen (14) or more people in a student room shall be considered a sufficient crowd to require the advance completion of a "Special Event Registration" form with the Office of Programs and Residences.

The purchase of any size keg will also require the completion of the form. Violations may result in judicial referral and/or the immediate close of an event by the Security Office or other College officials.

Kegs are not permitted in student rooms. For a first offense, a student may be fined not less than \$100 and be required to perform 5 hours of community service. If convicted of an offense occurring within the last three weeks of a term, a student may be required to perform a minimum of 24 hours of community service, in addition to the above fine. Determination of sanctions would be issued by the Assistant Dean of College Life for Programs and Residences. Convicted of a second offense, a student is subject to residence hall eviction

C) The only alcoholic beverages to appear in public areas will be at officially registered special events, for which an application must be on file at the Office of Programs and Residences. Simply adjourning an event, then moving refreshments and/or music to a student room in order to resume, is a serious injustice to one's neighbors and the community's good faith planning efforts. Violators risk the immediate close of an unregistered event and judicial referral

D) Legal liability for approved events must be accepted and signed for by an organization Officer over age 21

E) There will be no BYOB events; any free lance violators will be refused entrance or immediately escorted away. The sponsoring organization must meet with the Office of Programs and Residences to arrange the advance purchase of alcohol for its event. Once done, no additional alcohol may be brought to the event

F) Security arrangements, consisting of an on-duty list of sponsoring organization officers and members will be established in advance and given to the Office of Programs and Residences

G) Institutions teach by example. In this time of personnel cutbacks and budget restrictions, students may not draw on College funds to purchase alcoholic beverages

H) Violators of these guidelines will be referred to the Office of Programs and Residences for a hearing within the College Judicial system

I) The Office of Programs and Residences co-ordinates an ongoing alcohol education and awareness program open to the entire Lindenwood community

Residency

An undergraduate student not previously enrolled at Lindenwood College who wishes to receive a Lindenwood degree must complete the last 30 credits "in residence" at Lindenwood, and must complete a minimum of 15 credits of the major at Lindenwood. (There is one exception to this rule -- see the second paragraph of "Graduation," above.) For purposes of determining graduation eligibility, "In Residence" refers to Lindenwood courses taken and passed, rather than to any period of residence hall occupancy

ROTC Program

U.S. Army Reserve Officers Training Corps (ROTC) instruction provides the opportunity to earn an Army Officer's commission, financial assistance, and competitive scholarship programs. Successful graduates serve as commissioned officer leaders with the Army National Guard, on active duty, or with Army Reserve units. The Army ROTC program is available to Lindenwood students through visiting student registration at U.M. St. Louis. Details are available through the Lindenwood Registrar and Undergraduate Dean's offices, or from the U.M. St. Louis Military Science Department (Phone 553-5176)

Rules and Guidelines for Judicial Referral

(See Section VIIA of The College Judicial Board Constitution, P. 48)

Sanctions Imposable by Judicial Action

(See Section VIII of the College Judicial Board Constitution, P. 49)

Scholarship Standards

(See also "Re-Admission")

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

- 1) To qualify for graduation, and to remain in good standing until that time, undergraduate students must attain a cumulative grade point average of 2.0 (C) on a 4.0 scale. Failure to maintain this established standard will result in probation, suspension, or dismissal from the College

- 2) Students will be placed on probation at the end of any term in which they fall below the cumulative 2.0 standard. If at least one-half the numerical deficiency below 2.0 is not eliminated by the end of the following term, students may be suspended or dismissed. The Academic Review Board may establish more stringent expectations for the academic progress of students on probation
- 3) Students whose semester grade point averages are below 2.0 but whose cumulative grade point averages are 2.0 or above will be sent letters of academic warning by the appropriate Dean
- 4) Students who fail one-half or more of their work and whose cumulative grade point averages are below 2.0 may be suspended
- 5) Students on academic probation may not receive a grade of INC
- 6) Students who participate in intercollegiate athletics must maintain a cumulative grade point average of 2.0
- 7) Students on probation may not enroll for more than 12-13 hours during the probationary period

Second Degrees

Students who have been awarded a Lindenwood undergraduate degree and who subsequently desire a second undergraduate degree must take a minimum of 30 additional hours at Lindenwood. More than 30 may be needed to meet the actual degree requirements.

Students who are currently enrolled and who desire two degrees at the end of a single college career must complete all requirements for both degrees and a minimum of 150 semester hours

Senior Citizen Tuition

Persons 62 years or older are assessed tuition at the rate of 50% of the regularly established rate. All other fees remain the same. The senior citizen discount is not applicable to audit fees

Society of Families

The Society is an organization of family members of current or recently enrolled Lindenwood students. It works to promote better understanding of College programs and policies, as well as to provide the College with regular opportunities to hear what Lindenwood issues most concern families of its students. The semi annual book sale and the annual fall term "Family Weekend" are two of the Society's popular programs. The Office of the Undergraduate Dean keeps a schedule of the Society's open, on campus meetings

Substance Abuse

Lindenwood identifies its basic responsibilities toward drugs as: to educate, to provide support services, and to protect the rights and welfare of all members of its community. The College is committed to provide information about the dangers of substance abuse while sustaining an environment marked by open discussion and freedom from reprisal.

When the Dean of the Undergraduate College learns of alleged drug violations, he or she will seek to verify such charges and counsel the persons concerned before using the College's judicial process or, if necessary, arranging referral to local, state, or federal authorities. Serious substance abuse offenses (involving illegal drugs or alcohol) which represent an urgent and substantial danger to the community will be immediately reported to appropriate authorities. Persons convicted of such offenses are subject to separation from the College. The College reserves the right to invoke a temporary suspension of employees and/or students who have been formally charged with a violation of criminal law.

The campus, while private property, is no way immune from local, state, or federal laws. Any persons possessing, using or distributing drugs -- including alcohol -- in violation of applicable laws are subject to arrest and/or authorized search of their residence hall rooms, offices, or belongings by law enforcement agents or College Security officers. The College will seek to insure that student/employee rights are respected, but it cannot intervene to shield a person from the consequences of lawful arrest or conviction.

While the College will not function as an enforcement arm of local police authority, neither will it refuse to recognize the presence of drug related problems. Its highest priorities will be to offer educative programs to foster a learning environment free from substance abuse, and to protect community rights. The use, purchase, or sale of illegal drugs as well as the abuse of legal ones clearly endanger community welfare and will not be permitted anywhere on College property or off campus under College sponsorship. Individuals who violate the law or College regulations while intoxicated or otherwise drug influenced will not be excused from the consequences of their actions

Success Enhancement Program

First year students whose high school records and/or test scores do not indicate that they meet the usual standards established by the Admissions and Financial Aid Committee may, upon the recommendation of the Committee, be invited to participate in the Success Enhancement Program. Students who accept this invitation sign a contract with the College, designed to improve the chances of Lindenwood success.

Students agree to a series of conditions:

- 1) To attend every class and required Study Skills Programs

- 2) To use all appropriate resources available through the CAP Center: tutoring, academic support counseling, workshops, etc.
- 3) To meet weekly with their preceptors to review progress
- 4) To meet all the guidelines for any student on probation (See "Scholarship Standards")

The College agrees:

- 1) To provide a caring faculty and staff, committed to helping students achieve and succeed
- 2) To provide tutoring and workshops to supplement faculty help
- 3) To permit all Success Enhancement participants to enroll for three semesters, regardless of their cumulative GPAs

Students who decline the invitation are fully admitted in good standing, but are subject to academic suspension after one semester, as are all other Lindenwood undergraduates

Suspension (See "Scholarship Standards")

Three-Two Plans

Lindenwood/Washington University Three-Two Plan Leading to an Engineering Degree

This Three-Two Plan is a program designed to enable Lindenwood students to complete three years of study in the liberal arts and then take a two-year intensive course at Sever Institute of Technology of the School of Engineering and Applied Science at Washington University. At the end of the full course of study, the student will receive a B.A. or B.S. degree from Lindenwood and a B.S. in Engineering from Washington University.

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

Lindenwood/George Warren Brown School of Social Work Three-Two Plan

Lindenwood College and the George Warren Brown School of Social Work at Washington University have a three-two arrangement by which qualified candidates may complete the baccalaureate degree at Lindenwood and the Master of Social Work degree at George Warren Brown in five years, rather than the normal six.

For additional details, check the "Academic Programs: Undergraduate" section of the *College Catalogue*

Transcripts

A transcript is a confidential listing of all courses taken, grades received, and a formal verification of enrollment. Federal law governing confidentiality of student records requires, among other things, that

- Transcripts or grade reports cannot be sent to any agency or individual without written student consent. Requests for transcripts are not accepted by telephone
- Academic records may be released without personally written consent only to individuals or offices within the College where there exists a "legitimate need to know" -- the academic Advisor, for example, or an Athletic Director who needs to determine eligibility

In addition, the following transcript policies are in effect:

- Transcripts are a record of *all* Lindenwood academic work. Partial transcripts are never issued
- Transcripts of work completed at other colleges are not released to students or any agency outside the College for any reason. Transcripts from other colleges must be obtained directly from those campuses
- No transcripts will be issued for students with unsatisfied financial obligation to the College
- A fee of \$3.00 is charged for each transcript issued. After graduation, the first required transcript copy is free
- 3 to 4 working days must be allowed for processing of transcript requests
- No grades will be given over the telephone under any circumstances

Transfer Credit (See "Advanced Standing and Transfer of Credit")

Veterans' Benefits

Because of requirements established by the Veterans' Administration, and as a condition of being certified to receive benefits from the VA, students receiving such benefits must acknowledge the following policies, which may differ from those required of other Lindenwood students.

- 1) The College will notify the VA of all terminations, interruptions, or any changes in clock-hour loads within thirty days. Doing so may change the benefits available to students
- 2) Students accept the responsibility of notifying the Registrar, the VA Representative, and their Advisors immediately in case of withdrawal from any course
- 3) Students accept the responsibility of notifying their instructors of any expected absence from classes. Students may be withdrawn by the College for 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 College's general policies regarding withdrawal, attendance, and satisfactory academic progress

Withdrawal of Enrollment

If illness or other personal circumstances necessitate withdrawal from all classes during the course of a term, students must

- 1) Complete a withdrawal form
- 2) Have it signed by their instructors and Advisor
- 3) Complete an Exit Interview form at the Registrar's Office or with a member of the College Life staff

In cases of serious illness or other emergency, a parent, spouse, or other responsible party may complete withdrawal procedures on a student's behalf, or, if doing so is not possible, students may write a letter to the Registrar explaining their circumstances. The Registrar will then complete the withdrawal procedures for them.

Students have until the week following Midterm to withdraw from an individual class or classes with a grade of "W." The official last date to withdraw is announced by the Registrar each term.

A withdrawal after the deadline will result in a grade of "F" for the course. Failure to attend classes does not constitute official withdrawal. Such grades recorded on the transcript will count in the grade point average.

Students who decide after the end of a semester not to return for the next semester must so notify the Registrar in writing. Failure of full-time students eligible to return to notify the College of the intention not to re-enroll will result in forfeiture of the \$250 Enrollment Deposit. (See "Enrollment Deposit")

Full or partial refunds of tuition and fees apply in some cases. The refund schedule is published in the schedule of classes prior to each term.

When students withdraw from school, any refund resulting from a Guaranteed Student Loan will be returned to the original lender, not to the previously enrolled student (See also "Dismissal")



CONSTITUTION OF THE COLLEGE JUDICIAL BOARD

PREAMBLE

The fabric of a learning community weaves itself whole. To the extent a campus bridges its formal and out of classroom learning, to the extent its judicial processes mirror the principles it attempts to teach, a community defines its educational goals. To help effect such vision, this Constitution has the following points of reference:

That students owe judicial accountability to the learning community as a whole, rather than to any individual or office

That through service on this Judicial Board, faculty, staff, and students affirm community responsibility for protecting the local quality of life, in this way offering support of values vital to the learning goals of the College: a spirit of open and earnest inquiry, of compassion and principled fair play, of skilled analysis of information and circumstances, community service, and accountability for individual and group decisions

That the workings of this judicial process will illustrate the community's educational values in action

I Jurisdiction

- A. Every student enrolled in the College is subject to the jurisdiction of the Board
- B. The purpose of the Board shall be: to hear charges of violation of College regulations or guidelines by students and also by student groups while participating in College sanctioned programs; to decide guilt or innocence in each case; to recommend charges of perjury against any defendant(s) or witness(es) at a Judicial Board hearing; to establish sanctions in cases of guilt

II. Membership

- A. The College Judicial Board shall consist of seven members: three students, two faculty and two members of the administrative staff
Faculty members are elected to two year terms by the faculty; administrative staff members are chosen by and serve at the pleasure of the President

Student members are selected at random from a pool, in a process overseen by the Student Government. The LSG President may place in nomination before the Senate as many names as are solicited from the entire student body by open or self nomination. The LSG shall then hold a drawing of three names for the Board membership. No student may serve more than two semesters on the Board over a two year period

Student, faculty, and staff terms are staggered, beginning on either January 1 or September 1, so as to ensure that no more than four members are replaced at the same time

There shall be one faculty, one staff and two student alternates, a group from which shall be drawn an Appeals Board, chosen in the same manner as Board members (see Section VI)

- B. The Board will elect a Chair and Secretary each term
- C. The Dean of the Undergraduate College shall be responsible for an appropriate lobby effort to encourage faculty, students, and the President to make their appointments reflect the diversity of the College community
- D. The Dean will provide the Board with appropriate aid for administrative tasks by appointing a College Life staff member as Co-ordinator of the Judicial Board to assist in scheduling cases, recording hearings, drafting notification letters, and performing other administrative tasks on the Board's behalf
- E. The Dean of the Undergraduate College shall appoint a student or member of the faculty or staff to serve as Board "Presenter." The Presenter shall be given prior knowledge of cases by consulting with the Dean and Chief of Security. He or she may assist in identifying and soliciting testimony from witnesses, and will lead the questioning of witnesses as they are called before the Board. All determinations on procedure shall be made by the Board Chair and the Presenter shall leave the hearing when the Board adjourns to executive session
- F. For a hearing session of the Board, five members shall be a quorum, provided each constituency is represented

III Initiation of Judicial Action

- A. The Dean of the Undergraduate College shall determine if the Board will hear a case. A complainant who fails to give written testimony or who fails to appear at a hearing may expect the case to be dismissed
- B. It shall be the responsibility of the Chief of Security to investigate complaints, gather testimony, and to submit an objective report to the Dean. In cases where the Chief and/or a Security Officer are included as eyewitnesses or sources of student complaints, the Dean shall ensure that the investigation is assigned to other College officers
- C. The right of students to due process must be respected
 - 1. In the preparation of those reports which may result in judicial action, any interrogation of a student by a Security Officer or solicitation of a written statement must be preceded by a statement advising the student that anything said or written may be used in evidence. A student may refuse to provide information believed to be self incriminating

Students asked to give written testimony must communicate in writing their knowledge of facts relevant to the guilt and/or innocence of the person under investigation. Witnesses informed that their presence at a hearing is required, must attend (a refusal to testify on the grounds of self incrimination or a statement to

the effect that they know no relevant facts may be the extent of their written and/or oral testimony). The failure of a student so requested to appear or to provide written testimony shall subject him or her to judicial referral for violation of Section VII A5

2. A student group will be held collectively responsible when:
 - a. Actions which lead to the misuse of persons, property, or College funds have received the tacit or overt consent or encouragement of the group or the group's officers
 - b. In the course of its activities, an incident is the result of the failure on the part of the group or its officers to take reasonable precautions against the misuse of persons, property, or College funds
 - c. A policy or practice of a group is directly responsible for a violation
3. It is the responsibility of the Co-ordinator to inform the defendant(s) in writing of the charges brought against him or her, and the date of a hearing (except under urgent circumstances -- see III D -- not less than ten days from the date of the letter, though a defendant may choose to waive this requirement). The Co-ordinator shall then invite the defendant(s) to a meeting to explain the hearing process. The Chair shall have the right to postpone hearings under circumstances deemed to be extraordinary
4. The defendant(s) has the right to prepare a defense by calling witnesses and assembling other relevant evidence
5. The defendant(s) has the right of counsel of not more than one person from the College community who is not an attorney at law: a student or member of the faculty or staff
6. The defendant(s) has the right to exclude one member of the Board without challenge, but only by so notifying the Office of the Undergraduate Dean forty-eight hours before the hearing. The Chair shall then appoint an alternate to hear the case. A defendant may argue before the Board that one other member be excluded. A decision will be made by a majority vote of the Board in Executive session
7. The defendant(s) is entitled to a hearing before the Board within one month of receiving charges. However, upon receiving notice of the charges and having been informed of the possible sanctions if found guilty, the defendant(s) may so plead in writing to the Board Chair, and thereby waive a hearing except to establish sanctions
8. It shall be the responsibility of the Co-ordinator to gather all relevant information to the case and present such in writing to the Judicial Board and to the defendant(s) at the hearing
9. The defendant(s) is assumed innocent until proven guilty
10. A copy of the charge and the resolution of the case will be the only items appearing in a student's file
- D. The Judicial Board shall hold an immediate hearing if the Dean of the Undergraduate College deems that a situation has arisen which requires immediate action. For such a hearing, if the normal quorum cannot be gathered, three members of the Board (including, whenever possible, at least one faculty member, one staff member, and one student) will constitute a quorum

IV. Hearing

- A. Hearings shall be held by the Board at a time and place arranged by the Chair

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- B. Hearings shall normally be open to members of the College community, but no recording or broadcast equipment other than that of the Board Co-ordinator will be permitted (see Section IV G). A defendant(s) and/or witness may first argue before the Board in closed session to have the case heard or to offer testimony in closed session, with a decision made by a majority vote of the Board. The Board may decide on its own to so hear an entire case or specific testimony. The Board shall have the right to limit attendance or to close proceedings if necessary to maintain order at a hearing
 - C. Hearings of the Board shall be presided over by the Chair. The Chair shall read the charge and inform all parties that failure to tell the truth may result in charges of perjury. The Chair shall present a clarification of the case from the information on hand, identify, and call relevant witnesses before the Board
 - D. The defendant(s) shall be given the opportunity to reply to the charge, to present evidence, to question witnesses, and to make a final statement
 - E. Only the evidence presented at the hearing shall be considered by the Board in its deliberation. Previous convictions, administrative warning letters, and accounts of previous administrative actions shall not be considered as evidence or used in the establishment of guilt, but may be considered later in the determination of sanctions
 - F. Any defendant(s) who fails to appear at the hearing -- after having been summoned and notified of its time and place -- will be tried *in absentia*, unless the student(s) has demonstrated to the Chair extraordinary circumstances preventing the appearance, in which case the Board will reschedule the hearing, and the one month limit may be extended (see III C7)
 - G. There shall be a tape recording of the hearing. Copies of this tape shall be available only to the defendant(s), the Appeals Board, the Judicial Board, and any persons whom the Chair of the Judicial Board so designates. The defendant(s) shall be notified of those who have been allowed to hear the recording of the proceedings. This tape shall be retained by the Dean of the Undergraduate College for five (5) months and then destroyed, unless an appeal is in progress. If an appeal is underway, the tape shall be destroyed at the conclusion of that appeal

V. Decision

- A. Deliberation by the Board shall be held in Executive session, and shall be kept in strict confidence
- B. Decisions shall be determined by a majority vote of the Board, the Chair not voting except to break a tie
- C. The defendant(s) will be told in open session of the verdict, as well as of any sanction imposed, and with a letter written by the Chair the next business day
- D. The Lindenwood Student Newspaper will be asked to publish a summary account of hearings during the previous term
- E. A record (for use as precedents) of all cases in which guilt is found shall be prepared by the Judicial Board and kept in the office of the Undergraduate Dean. There will be no names mentioned in this report, which will be open solely to current members of the Judicial and Appeals Boards, to the Dean of the Undergraduate College and the College's other academic deans
- F. The Dean of the Undergraduate College shall be responsible for implementing a final decision of the Judicial Board, when necessary
- G. Decisions of the Judicial Board are binding, pending an appeal

VI. Appeals

A. Organization

1. The Appeals Board shall consist of the faculty, staff, and student alternates of the Judicial Board
2. A quorum shall consist of three members
3. The Board shall elect its own Chair from among its members, who shall have a vote in all deliberations

B. Jurisdiction

The Appeals Board shall

1. Review every Judicial Board decision to suspend or dismiss a student
2. Hear appeals by defendants on referral by the Dean of the Undergraduate College, in consultation with the Judicial Board Chair, on the basis of procedural error made during prehearing investigations and/or during hearings. In determining whether to uphold an appeal, the Board shall review those portions of the record of the original hearing which are necessary to determine whether any procedural error was in fact made. If the defendant's appeal is upheld, the Board shall then re-hear the case. A second appeal of the same case will be heard by the chief academic officer of the program in which a student is enrolled, whose decision shall be final
3. Hear appeals brought by the defendant, or by the Dean of the Undergraduate College on behalf of any member of the Lindenwood community, on the grounds of evidence misrepresented by perjury at the time of the original hearing. Such an appeal must be brought to the attention of the Dean within fifteen (15) days after the original decision, or in the cases of new evidence or perjury, within fifteen (15) days after perjury has been established or the evidence presented to the Dean. An appeal will stop any penalty in progress until a case is resolved

C. Communications

1. The Chair of the Judicial Board shall inform the Chair of the Appeals Board in writing of a decision to suspend or expel as soon possible after the decision has been made. In such cases an appeal hearing shall take place not later than seven (7) days after the Judicial Board decision has been made
2. The defendant shall inform the Dean of the Undergraduate College in writing as soon as possible and not later than fifteen (15) days after receiving the Judicial Board decision, of his or her intent to appeal under Section VI B2 or VI B3 above, and of the grounds upon which the appeal is being made

D. Hearings

1. The Appeals Board shall determine the time and place of its hearing under Sections VI B2-3 above. Hearings of a defendant's appeal must be held as soon as possible, at a time mutually convenient for the defendant and the members of the Appeals Board, taking into due consideration the defendant's need for adequate time to prepare an appeal
2. The Appeals Board will act in accord with its own procedures, congruent with those of the Judicial Board
3. In addition to the Appeals Board members, only the Chair of the Judicial Board, the Dean of the Undergraduate College, the defendant(s), the counselor, and any

witness(es) the Appeals Board deem relevant have the right to be present. Only members of the Appeals Board may participate in the deliberations

4. Deliberations shall be kept in strict confidence
5. At all hearings, decisions shall be made by a majority of the Appeals Board members present. A tie vote shall defeat the appeal
6. A copy of the decision shall be placed in the defendant's file, and the defendant shall be informed in writing of the disposition of the case

VII Rules and Guidelines

The College community's right to the peaceful utilization of the campus shall be protected. The College's obligation to protect its members and property shall be supported by holding members judicially accountable for their actions

A. The following actions will subject students to judicial referral:

1. Knowingly furnishing false information to the College; forgery, alteration or use of institution documents or means of identification with intent to defraud; perjury
2. Intentional interference with the freedom of expression by others; intentional disruption or obstruction of teaching, research, or College administrative work
3. Physical abuse, intimidation, coercion, harassment
4. Theft of or damage to the property of others; the knowing possession of stolen property; unauthorized entry or use of College property or that of others
5. Failure to comply with directions of College officials acting in proper performance of their duties (e.g., failure to present a College Identification Card or to testify in writing and/or at hearings when so requested (see Section III C-1)
6. Violation of posted or published College regulations or guidelines (e.g., the *Residence Hall Booklet and Contract* or "Special Events Registration")
7. Possession or use on campus of firearms, explosives, dangerous chemicals, or other dangerous weapons, except as authorized by the Chief of Security or an appropriate academic department
8. Sale or possession of illegal drugs
9. Violations of law which occur at College sponsored activities or on College property. (Should criminal prosecution result from such actions, the courts have ruled that institutional referral and proceedings do *not* constitute double jeopardy)

The College will respond to actions in civil and/or criminal courts involving Lindenwood students. At such times the Dean of the Undergraduate College will review findings of court cases involving Lindenwood students where serious breaches of law and College regulations or guidelines are involved

In general, the College will delay Judicial Board action until the court action is completed. However, the College reserves the right to initiate Judicial Board

referral independent of court proceedings if such actions are unduly delayed or if the Dean determines that the safety and well-being of the College community are placed in jeopardy by delaying Judicial Board involvement

The College reserves the right to suspend a student pending disposition of a serious civil or criminal court case if the Dean of the Undergraduate College determines that the safety and well-being of the Lindenwood community are jeopardized by the presence of the student charged. Such action shall be appealable to the chief academic officer of the program in which a student is enrolled

VIII Sanctions

A. The following are the usual sanctions which may be imposed upon students and student groups:

1. *A Written Apology*, first approved by the Judicial Board Chair
2. *Cease and Desist Order*: Written notice that continuation or repetition of conduct found wrongful, within a period of time stated in the warning, will be cause for more severe Judicial action
3. *Censure*: A written reprimand for violation of specified regulations, including the likelihood of more severe sanctions in the event of subsequent proven violation of any College regulation within a stated period of time
4. *Restitution*: Reimbursement for damage to or misappropriation of property, which may take the form of appropriate service or other compensation, beyond return of the property
5. *Community Service* of a length and nature appropriate to the offense. The Board may choose to allow a defendant to propose a service project subject to its approval
6. *Loss of College Job*, if relatable to the offense
7. *Eviction* from College residence halls for a specified period of time
8. *Suspension*: Exclusion from enrollment or withdrawal of organizational status for a definite period of time, not to exceed one academic year
9. *Dismissal*: Termination of student or organizational status for an indefinite period. The conditions of readmission, if any, shall be stated in the order of dismissal ("Suspension" and "Dismissal" are sanctions automatically reviewed by the Appeals Board — See Section VI B — and if upheld are recommendations sent to the President of the College for action)

IX Effective Date

This Constitution shall become effective upon approval by the President of the College, and shall remain in effect until or unless negated by the President

X Amendments

Amendments to this Constitution may be proposed by members of the College community, and acted upon by the College Life Advisory Council. The Council shall refer proposed amendments to the President for final action

CONSTITUTION OF THE LINDENWOOD COLLEGE STUDENT GOVERNMENT

PREAMBLE

We, the students of Lindenwood College, in order to create and sustain a collective presence within the College community, as well as to provide structure for student expression and self-government, do hereby establish this Constitution

NAME AND PURPOSE

Article I

- Section 1. The name of this student organization shall be the **Lindenwood Student Government**, hereafter referred to as the LSG
- Section 2. It is the responsibility of the LSG to present the sentiments of Lindenwood students to the faculty, staff, Boards of Directors and Overseers, and the general public. In addition, the LSG is to share in the campus decision-making process through appointments to College committees and voting of resolutions
- Section 3. The LSG shall act as the official representative of the entire student body and shall possess the sole authority to act as such
- Section 4. It is the responsibility of the LSG to plan and fund activities for the student body

MEMBERSHIP

Article II

- Section 1. All currently enrolled and attending students shall be voting members in the LSG general elections and referendums
- Section 2. Election to LSG positions shall be open to all eligible Lindenwood students

RESPONSIBILITIES AND POWERS

Article III

- Section 1. Budget
 - a. It shall be the responsibility of the Executive Council of the LSG in general, and the President in particular, to propose a general operating budget for an upcoming academic term within one(1) week of assuming office
 - b. The Budget Committee of the LSG shall have three(3) weeks to entertain and review budget requests
 - c. Upon completion, the Budget Committee shall submit a budget to the LSG for approval
 - d. Budget requests should be submitted before the end of each term for the upcoming semester
- Section 2. Student Activities Fee
 - a. The LSG shall have the responsibility to recommend and to co-administer a Student Activities Fee to full-time and to part-time students with appropriate College offices
- Section 3. Resolutions
 - a. Resolutions of the LSG may originate on the floor of the Senate or in committee

LSG STRUCTURE

Article IV

Section 1. Executive Council

- a. The Executive Council of the LSG shall consist of the following officials elected at large:
 1. President
 2. Vice-President
 3. Treasurer
 4. Corresponding Secretary
 5. Recording Secretary
 6. Student Activities Chair
 7. College Life Chair
 8. Academic Chair

Section 2. LSG Senate

- a. The LSG Senate shall consist of the following elected senators:
 1. Four (4) commuter students
 2. Three(3) resident students
One (1) inter-hall government representative who must attend hall government meetings
 3. Four(4) LCIE students
 4. Four (4) Evening College students
 5. Four(4) students elected at large, and
 6. The President, or organization designate, of each officially recognized student organization
 7. There will be four (4) additional Senate positions for the presidents of each class. There will be elections run by the LSG at the beginning of the fall semester for the officers of the sophomore, junior, and senior classes. The freshman officers will be elected before the end of the fall semester
- b. There will be created an additional at-large seat for every organization numbering above twenty (20) members

Section 3. LSG Committees

- a. There shall be six (6) standing committees whose membership shall consist of Executive Council members (who serve as Chairs) and LSG Senators. The six (6) committees are:
 1. Budget Committee
 2. College Communications Committee
 3. College Life Committee
 4. Academic Committee
 5. Student Activites Committee
 6. Watchdog Committee

Section 4. Quorums

- a. A quorum for an LSG meeting shall consist of no less than one-half plus one majority of the total voting membership of the LSG
- b. A quorum for any LSG committee meeting shall be no less than one-half of the voting membership of the committee

Section 5. Meetings

- a. All LSG meetings shall be open to the Lindenwood College community
- b. The LSG as a whole shall meet no less often than every third week of a term
- c. In recognition of the diversity of the College community, the LSG may vary the locations and times of its meetings
- d. The Executive Council of the LSG shall hold its meetings at least once every two (2) weeks. Each officer will give a report of his/her Committee's activities

VACANCIES AND REMOVAL FROM OFFICE**Article V****Section 1. Vacancies**

- a. There shall exist an ad hoc committee known as the Election Board, responsible for advertising, coordinating, and supervising the elections
- b. The President of the LSG must immediately notify the LSG Election Board of any LSG vacancies
- c. The LSG Election Board must complete an election within three (3) weeks of notification

Section 2. Removal from Office

- a. It is the responsibility of the Watchdog Committee to certify to the LSG that all members are meeting their responsibilities in good faith
- b. Any Lindenwood student may initiate a petition to the Watchdog Committee for a reprimand, censure, or removal of an LSG member
- c. The Watchdog Committee shall review all charges of irresponsibility, neglect of duty, misuse of office, or failure to uphold the Constitution, sending its recommendations to the LSG as outlined in By-Law VI

AMENDMENTS TO THE CONSTITUTION**Article VI**

Section 1. Amendments to the Constitution may be proposed in written form to any member of the LSG. Only members of the LSG may propose amendments on the floor of the Senate

Section 2. Ratification shall be accomplished by a majority vote of the whole Senate and by three-fifths majority of those voting in a student referendum

RATIFICATION OF THE CONSTITUTION**Article VII**

Section 1. This Constitution shall be ratified by a majority of those students voting.

Section 2. Upon ratification, this Constitution shall become effective no later than April 1984

**BY-LAWS FOR THE
LINDENWOOD STUDENT GOVERNMENT (LSG)**

I. Membership and Voting Requirements

Section 1. Voting Requirements

All currently enrolled and attending students are eligible to vote in LSG general elections

Section 2. Membership Requirements

- a. All currently enrolled and attending students are eligible to serve on the LSG Executive Council and to hold Senate seats, except for those terms one is on academic probation
- b. Official petitions for candidacy shall be provided by the LSG Election Board
- c. Candidates for LSG positions must submit valid petitions to the LSG Election Board, which shall publicize deadlines and ballots. To qualify for candidacy on an LSG ballot, twenty-five (25) legal signatures must be acquired for an Executive Council office, fifteen (15) legal signatures for a Senatorial seat. A legal signature is defined as that of a currently enrolled and attending student
- d. The President, or organization designate, of each officially recognized student organization must notify the LSG Election Board of its choice as LSG Senator before the regular petition deadline of elected Senators, as established by the Election Board. Until the club elects its Senator, the president of the club will act as temporary representative and will attend LSG meetings and serve on committees
- e. An officially recognized organization shall be determined by the Senate, after being advised by the LSG Executive Council

II. Responsibilities and Powers of the LSG members

- A. It is the primary function of the LSG members to search out, identify, and act upon student concerns in a constructive and effective manner
- B. LSG members shall legislate or recommend legislation on such concerns
- C. LSG members shall participate in the formulation of College short and long term goals, working in cooperation with appropriate College officers, programs, and departments
- D. LSG members shall observe all local, state, and federal laws, as well as the guidelines of the College Mission Statement
- E. LSG members shall agree to the job description as outlined by these by-laws
- F. Members shall serve on LSG committees as specified in these by-laws or as deemed necessary at a later date by the LSG President
- G. LSG members shall agree to attend Leadership Skills Workshops, sponsored by the LSG, at various times through the year
- H. LSG members shall have the power to override a Presidential veto through a two-thirds vote of the whole Senate

III. Job Descriptions - Executive Council

Section 1. The President

The President of the LSG shall:

- A. at all times express to the best of his/her ability the opinions, needs, and interests of the Lindenwood student body as a whole

- B. have the power of committee appointment of LSG senators, subject to majority approval of the Senate
- C. have the power to appoint students, LSG or non-LSG, to College Committees
- D. be a voting ex officio Chair of the College Communications Committee, working closely with the Corresponding and Recording Secretaries of the Executive Council
- E. have veto power over Senate resolutions. Presidential veto is subject to override as outlined in By-Law II H
- F. have the power to call emergency sessions of the LSG
- G. have no vote during the general meetings of the Senate
- H. work to build a better sense of local community between students and non-students
- I. shall be an ex officio member of the Budget Committee
- J. shall preside over the general meeting if the Vice President is absent. If both the President and Vice President are absent, the Treasurer shall then preside over the general meeting

Section 2. The Vice-President

The Vice-President of the LSG shall:

- A. assist the President in the general running of the LSG as a whole
- B. preside over the general meetings of the LSG
- C. have a vote in the general meetings of the LSG but only in a tie-breaking capacity
- D. be a non-voting Chair of the Watchdog Committee
- E. serve as Acting President in cases of presidential incapacity or vacancy, or in other emergency situations so designated by the LSG as a whole

Section 3. The Treasurer

The Treasurer of the LSG shall:

- A. be the non-voting ex officio Chair of the Budget Committee
- B. work in close association with the College's Chief Student Programs Officer
- C. have co-administrative responsibility for the Student Activities Fee
- D. help fund officially recognized student organizations

Section 4. The Corresponding Secretary

The Corresponding Secretary of the LSG shall:

- A. distribute intra-LSG information as well as disseminate information about the LSG to the Lindenwood community at large
- B. work in close association with the LSG Recording Secretary
- C. be a non-voting ex officio member of the College Communications, College Life, and the Budget Committees
- D. shall take the minutes if the Recording Secretary is absent from a meeting and shall assume all the responsibilities of that position

Section 5. The Recording Secretary

The Recording Secretary of the LSG shall:

- A. record the minutes of the general meetings of the LSG
- B. work in close association with the Corresponding Secretary of the LSG
- C. be a voting ex officio member of the Communications, Activities, and Academic Committees, and shall take minutes at their meetings

Section 6. The Student Activities Chair

The Student Activities Chair of the LSG shall:

- A. serve as the voting ex officio chair of the Student Activities Committee
- B. work in close association with the College's Chief Student Programs Officer

Section 7. The College Life Chair

The College Life Chair of the LSG shall:

- A. serve as the voting ex officio chair of the College Life Committee
- B. work in close association with the Dean of the Undergraduate College
- C. serve as a member of the College Life Advisory Council and of any Faculty Committees deemed appropriate

Section 8. The Academic Chair

The Academic Chair of the LSG shall:

- A. serve as the voting ex officio chair of the Academic Committee
- B. work in close association with the Dean of Faculty, Dean of the Undergraduate College, and the Registrar
- C. serve as a member of the Educational Policy Committee, the Academic Grievance Committee, and any Faculty Committees deemed appropriate. Report at the LSG general meetings on the progress of these committees

IV. Job Descriptions - The LSG Committees**Section 1. The Budget Committee**

The Budget Committee of the LSG shall:

- A. be chaired by the Treasurer of the LSG
- B. consist of at least five (5) LSG Senators, as appointed by the LSG President and approved by the Senate. Senators on the Budget Committee may not sit on the LSG Student Activities Committee
- C. have the responsibility, in close association with the LSG President, to propose a general operating budget for an upcoming academic term
- D. entertain and review specific budget requests
- E. submit a line item budget to the LSG for approval
- F. budget for insurance funds on the LSG-owned television and VCR

Section 2. The College Communications Committee

The College Communications of the LSG shall:

- A. be chaired by the President of the LSG
- B. consist of at least three (3) commuter Senators and three (3) residence Senators, as appointed by the LSG President and approved by the Senate
- C. work to disseminate information about the LSG to the Lindenwood community at large
- D. gather information from the appropriate College offices and distribute it to the LSG
- E. have a voice in the yearbook and school newspaper as long as they are funded by the LSG

LSG Kiosk and P.A. System Policy

- F. any LSG recognized club/organization may have its activities or announcements publicized on the LSG kiosks
- G. any other Lindenwood student, faculty, or staff may submit items to the LSG for posting, subject to approval by the LSG College Communications Committee

- H. all items should be submitted directly to the LSG, c/o Box 634
- I. only those materials with the LSG stamp shall be posted
- J. Any LSG recognized club/organization may use the P.A. system for an officially registered special event with prior completion of the LSG P.A. SYSTEM WAIVER FORM. These forms are available from the College Life Chair
- K. any Lindenwood student, faculty, or staff may use the system for short announcements with permission from the Food Service staff and/or LSG officer
- L. any other group/person may use the P.A. system under the same guidelines as stated in the WAIVER FORM. LSG recognized organizations, however, shall have priority in the use of the system
- M. responsible parties shall be held liable for all damages incurred during the use of the P.A. system and shall be billed accordingly

Section 3. The College Life Committee

The College Life Committee of the LSG shall:

- A. be chaired by the College Life Chair of the LSG
- B. consist of at least five (5) LSG Senators as appointed by the LSG President and approved by the Senate
- C. work to promote wider participation among students in the College's out of classroom life
- D. work in close association with the Dean of the Undergraduate College
- E. work to aid cultural and academic recognition of local human resources

Section 4. The Academic Committee

The Academic Committee of the LSG shall:

- A. be chaired by the Academic Chair of the LSG
- B. consist of at least five (5) Senators as appointed by the LSG President and approved by the Senate
- C. work in close association with the Dean of Faculty, Dean of the Undergraduate College, and the Registrar
- D. deal with academic and curriculum concerns as voiced by the LSG and the student body

Section 5. Student Activities Committee

The Student Activities Committee of the LSG shall:

- A. Be chaired by the Student Activities Chair of the LSG
- B. consist of at least five (5) LSG Senators as appointed by the LSG President and approved by the LSG Senate
- C. work in close association with the College's Chief Student Programs Officer
- D. work to improve the quality of out of classroom life by sponsoring cultural, academic, and athletic events at the College
- E. assign sub-committees for special events and must have an ex officio member attend the Budget Meetings

Section 6. Watchdog Committee

The Watchdog Committee of the LSG shall:

- A. be chaired by the Vice-President of the LSG, unless he/she is party to the petition involved, in which case a chair would be chosen by the Committee itself
- B. consist of seven (7) Senators, as chosen by lot on the floor of the Senate by the President

- C. have the power of review over all budget and petition appeals
- D. have a supervisory capacity over the LSG Budget Committee to certify that it is meeting its responsibilities in good faith and without capricious or prejudicial judgments
- E. have the power of recommending reprimand, censure, or removal of LSG members, as outlined in By-Law VI
- F. have the lot drawn from volunteers on the floor who shall sit on the Watchdog Committee

V. LSG Elections and Vacancies

- A. The Election Board of the LSG shall consist of 5-7 LSG members, as appointed by the LSG President and approved by the Senate, no more than one (1) of whom is from the Executive Council. Those running for an LSG position in the election shall be ineligible to serve on the Election Board
- B. Upon notification of any LSG vacancies by the President, the Election Board shall requisition any necessary funds from the LSG Budget Committee to hold elections
- C. Elections shall be scheduled by the Election Board, subject to LSG approval. No election shall take place within the last four (4) weeks of a semester
- D. LSG general elections shall be held over a two (2) week period in two (2) parts:
 - 1. the first election shall be for Executive Council positions
 - 2. the second election shall be for Senate positions
- E. In the event of a tie in a general election, the current LSG President may ask the current Senate to vote and break it

VI. Reprimand, Censure, and Removal from Office

- A. The Watchdog Committee of the LSG shall accept petitions for reprimand, censure, or removal from office
- B. Any student may initiate a petition. This petition requires the legal signatures of twenty-five (25) constituents
- C. The Watchdog Committee shall have the power of review over all such petitions
- D. If the Watchdog Committee agrees that there has been a violation, it shall bring before the whole LSG Senate a recommendation for reprimand, censure, or removal. The LSG Senate shall have the deciding vote. A majority is necessary to pass a Watchdog recommendation
- E. If the Watchdog Committee denies a petition appeal, the petition is dead
- F. In order for an appeal to be reconsidered, it must proceed along the same petition process
- G. A warning shall be given if there is one unexcused absence from an LSG committee meeting; if two absences occur without an excuse, there will be a meeting with the Watchdog Committee; if three meetings are missed without an excuse, the student will be removed from the LSG committee. The reason for any absence will be discussed among members of the Watchdog Committee
- H. Any Senator who misses more than two meetings of any Committee he/she serves upon in a semester will be subject to referral to the LSG Watchdog Committee for immediate review. At that point, standard procedures as outlined by By-Law VI of the LSG Constitution shall be followed.
- I. Watchdog referral of any LSG club/organization Senator may result in a freeze or loss of semester funds and/or loss of LSG recognition

VII. Resolutions

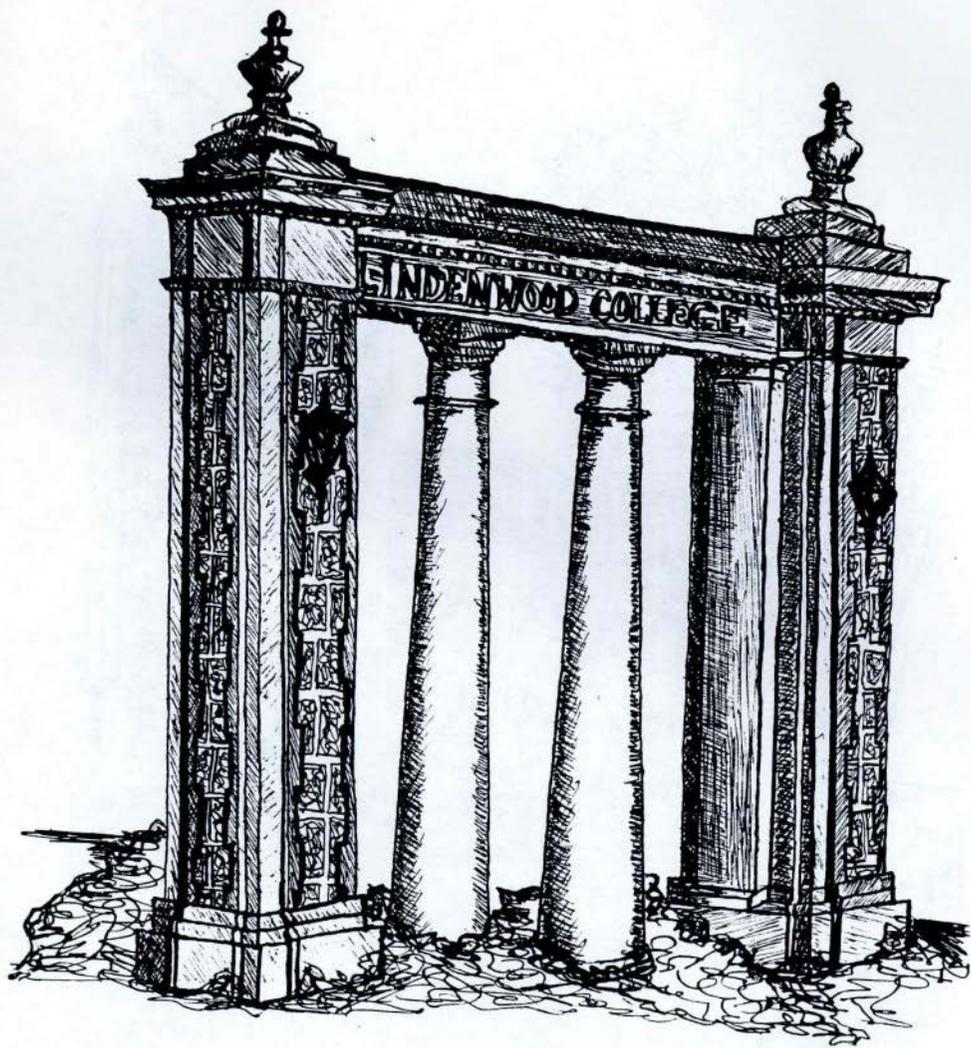
- A. The presiding officer of the LSG Senate shall entertain any motions proposed on the floor of the Senate
- B. The presiding officer shall then put the motion up for referral, discussion, or tabling by a voice vote of the Senate, or if requested, a ballot vote
- C. If referred, the LSG President, or the presiding officer if the President is not present, shall designate an appropriate committee to consider the proposal
- D. The appropriate committee shall discuss, review, and submit a formal proposal back to the Senate in a reasonable amount of time
- E. The Senate shall have the power to recommend amendments to a proposal and may vote to send a proposal back to committee
- F. Upon its return from committee, the Senate shall vote on the amended proposal
- G. A simple majority vote of the Senate is required for approval
- H. An approved proposal shall then be sent to the LSG President for approval or veto
- I. At any time, the Senate may vote an emergency sense of the Senate resolution, subject to later revision under regular procedures at the earliest possible date

VIII. Term of Office

- A. A term of office for all LSG positions shall be one (1) academic year
- B. In preparation for the 1985-86 academic year, immediate consideration shall be given to staggered elections and/or terms of office
- C. In preparation for the 1985-86 academic year, immediate consideration shall be given to various forms of compensation for LSG members; e.g., internship, course credit, work-service credit, salary
- D. Compensation for holding an executive office will be in the form of eight (8) hours work-service per week for the term in which the student is on the Executive Council
- E. A term of office for the 1985-86 Lindenwood Student Government (LSG) shall begin immediately following the end of May commencement, at which time they shall assume full power and responsibility. The term of office shall expire at the end of the LSG at-large elections in April 1986
- F. A term of office for the 1986-87 Lindenwood Student Government shall begin immediately following the end of the LSG at-large elections in April 1986, at which time they shall assume full power and responsibility. The term of office shall expire at the end of the LSG at-large elections in April 1987

Period of Orientation and Budget

- G. For the 1985-86 academic year, there shall be a period of orientation during which the LSG-elect shall attend the general meetings of the LSG and shall advise it on any policies that will have a direct bearing on its own term of office
- H. During this period of orientation, the current LSG Senate shall approve a proposed general budget submitted by the LSG Executive Council-elect, in consultation with the current LSG Executive Council. This proposed budget shall be subject to later modification by the standard budget process once the new LSG assumes full power
- I. Beginning in the 1986-87 academic year, the outgoing LSG shall act in a consultative capacity to the newly-elected LSG until the end of the academic term



III. Suggestions

A. The presiding officer of the LSC should limit discussion any motions proposed on the floor of the Senate

B. The presiding officer should limit the debate on an original jurisdiction or habeas corpus to a week or so of the Senate's scheduled business

C. A motion for LSC members to be appointed by the Senate should be



P. MURRAY