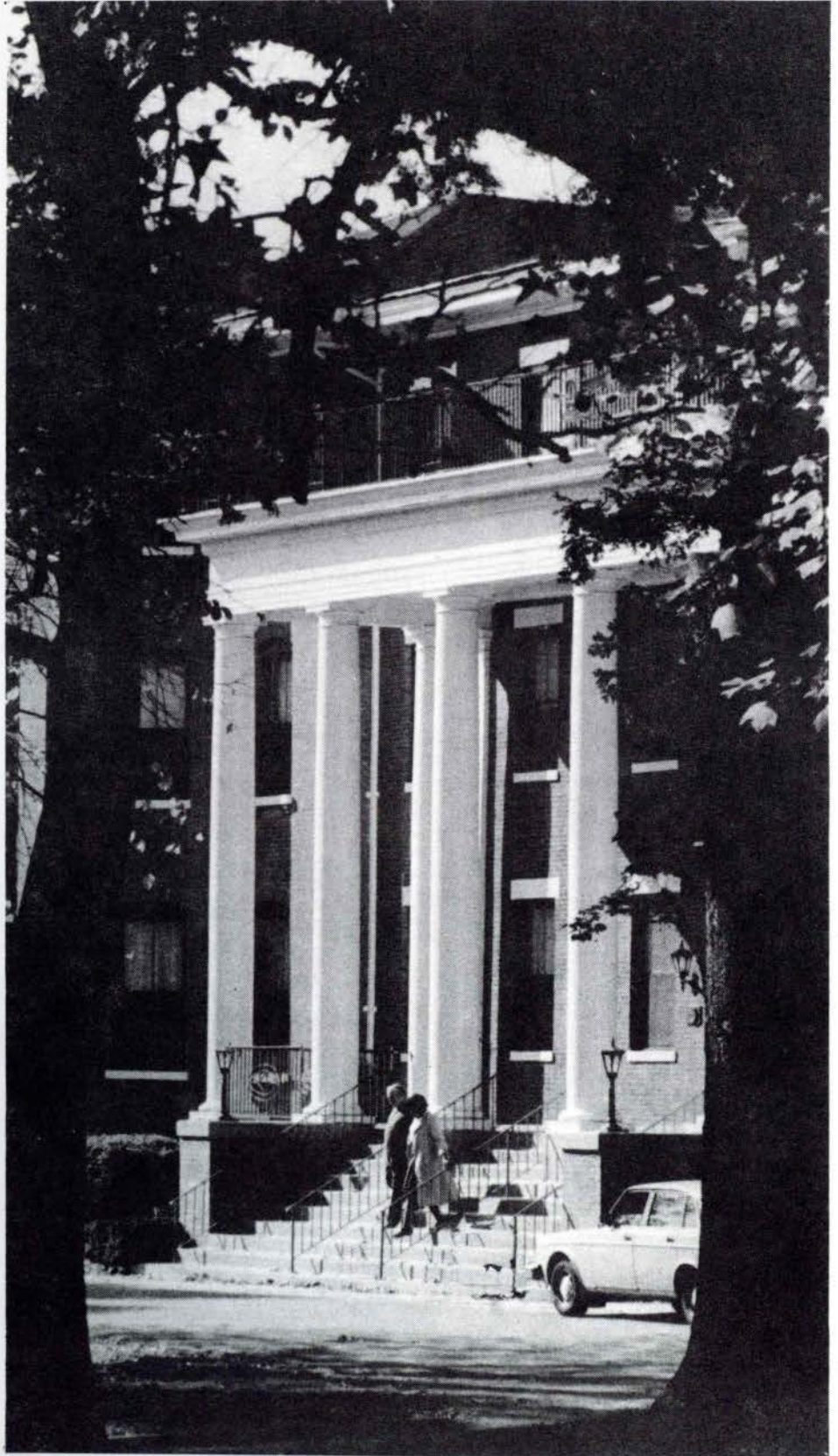




LINDENWOOD  
COLLEGE

St. Charles, Missouri 63301



**1989-1990**

**STUDENT LIFE HANDBOOK**

Dear Student,

Welcome to Lindenwood College! Whether you are joining us for the first time or returning to pursue your higher education goals, I am excited that you have chosen to attend this College. The people who serve you here, and the facilities and resources designed to enhance your education, make Lindenwood College a very special place. The continuing support of our Board of Directors, alumni and other friends insures the development of Lindenwood as an outstanding experience for your academic studies, personal growth and maturity.

The Student Life Handbook acquaints students with the organization, facilities, services, expectations, policies and procedures of the College as they affect student life. As a member of our community, it is the responsibility of each student to be familiar with its contents.

Your college education depends, to a large degree, on your initiative. Lindenwood College provides a nurturing environment, rich with opportunities. Your motivation and success, therefore, are your responsibilities. We would encourage you to take a full and active part in the College life.

Again, we're excited that you are here! On behalf of Lindenwood College, best wishes for happiness and success throughout the years.

Cordially,

Dennis C. Spellmann  
Executive Vice President  
and Chief Operating Officer

# The Mission of Lindenwood

The following mission statement of Lindenwood College was affirmed by the Board of Directors on February 17, 1987:

Lindenwood College is an independent, liberal arts college with a covenantal relationship with the Presbyterian Church. It is committed to the values inherent in the Judaeo-Christian tradition and believes in the importance of a value-oriented education for all of its students.

The College offers a wide range of undergraduate majors, both in the disciplines of the traditional liberal arts and sciences and in career-oriented areas. Its distinctive and flexible educational programs, offered in both traditional and innovative formats, are designed to meet the individual needs of a diverse student body which includes both traditional and non-traditional college-age students. The College also offers a number of graduate programs which are intended to meet the needs of working adults in the St. Louis metropolitan area.

Lindenwood College, founded in 1827, has a distinguished tradition as a residential college and its alumni have strong ties with their alma mater. The College appreciates the support of her graduates and seeks to foster and preserve the spirit of the campus experience through alumni activities. Today, the College continues to offer a strong residential life program in the belief that the residential experience can contribute significantly to the academic and personal development of its students.

The College affirms its commitment to the principles of a liberal arts education and to the development of the whole person. To these ends, we seek to

- ... introduce students to the abiding values, knowledge, skills, and issues that shaped great cultures and civilizations and, in this context, to nurture the process whereby an individual acquires useful guidelines for determining responsible decisions and actions;
- ... encourage students to develop their capacities for examining, evaluating, and understanding themselves and others, as well as their relationship with their environment;
- ... encourage and understanding of the intellectual disciplines and creative endeavors that have served humanity throughout history;
- ... provide a variety of educational experiences through which students acquire information and abilities relevant to their chose area of life-work;
- ... develop within students a critical awareness of the impact of scientific, technological, economic, literary, political, artistic, and social-scientific developments;
- ... promote respect of persons for each other, understanding of divergent views, ethical and intellectual integrity, empathy, a concern for justice and an appreciation of life-enhancing activity;
- ... prepare individuals for continuing their self-education and for engaging in rewarding work and service;
- ... foster responsiveness to social issues and concerns which face the local, national and world communities; and
- ... encourage the work-service experience as part of the learning process and as a valuable dimension to a liberal arts education.

As a community encompassing students, faculty, administrators, staff, alumni, and friends of Lindenwood College, we are dedicated to a spirit of open and earnest inquiry and of dialogue among disciplines, to academic freedom and to personal responsibility, and to high academic standards and the pursuit of excellence. We are a community marked by collegiality, a genuine concern for one another, and a desire to be of service to the larger community of which we are a part.

The Lindenwood College Board of Directors, legal owners of the College, delegates to the Executive Officers the responsibility for implementing and administering the institution's mission. The Chief Operating Officer employs and delegates to various members of the staff and faculty the authority necessary to carry out the College operations-

Each area of College life establishes and maintains standards of excellence which together assure the educational health and well-being of the institution and the students it serves.

# WHERE TO GO FOR HELP

<b>If You Have a Question About:</b>	<b>You Should Speak First With:</b>
<b>Problems, Assignments, or Expectations in a Class:</b>	The Instructor
<b>Academic Regulations:</b>	Your Advisor
<b>Academic Requirements:</b>	Registrar, Roemer Hall
<b>Evening and Graduate Programs:</b>	Dean of Evening, Corporate and Graduate Programs, Roemer Hall
<b>Financial Aid:</b>	Director of Financial Aid, Roemer Hall
<b>Clubs, Organizations, Activities, Programs:</b>	Student Life Office, Butler Hall
<b>Situations in Your Residence:</b>	Resident Advisor, Resident Director, or Student Life Office, Butler Hall
<b>Issues concerning the state of the College, Ideas for campus/community public events, publications, press releases:</b>	Public Relations Office, Roemer Hall
<b>Your College Account:</b>	Controller, Roemer Hall
<b>Cafeteria:</b>	Food Service, Ayres Hall
<b>Time Management, Preparing for Exams, Tutoring Assistance:</b>	Student Life Office, Butler Hall
<b>Personal, Emotional or Academic Issues:</b>	Student Life Office or College Chaplain, Butler Hall
<b>Veterans' Issues:</b>	Veterans' Affairs, Evening Admissions (by appointment please), Roemer Hall
<b>Career Planning and Internships:</b>	Division Deans
<b>Student Government Issues:</b>	Lindenwood Student Government (LSG), Student Life Office, Butler Hall
<b>EMERGENCY:</b>	Security, Roemer Hall, Campus Ext. 0
<b>Help in gaining access to College facilities and resources:</b>	Student Life Office, Butler Hall

*To make suggestions or corrections for future editions of this Handbook, contact the Public Relations Office, Campus Box 652.*

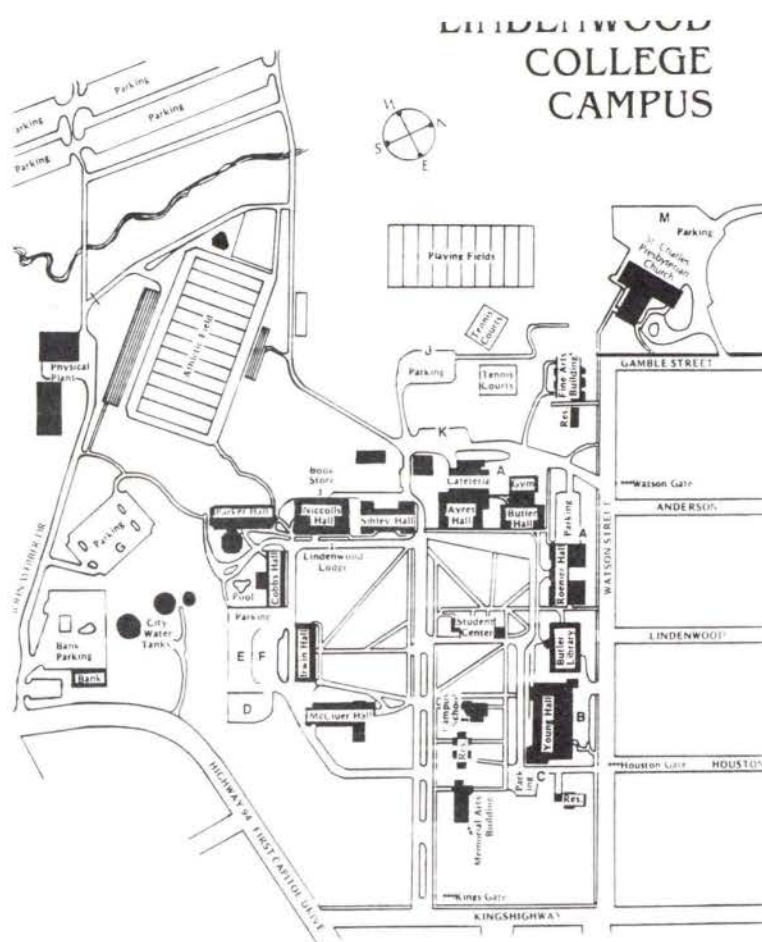
# 1989-90 Academic Calendar

## FALL SEMESTER (Day & Education)/FALL QUARTER (Evening & LCIE)

August 27-28, 1989	New Students Arrive
August 29	General Registration
August 30	Day & Education Classes Begin
September 4	Labor Day-No Classes
September 7	Last day to register, add a class, choose an audit or drop with no record for Day and Education courses.
September 29	Deadline to apply for December graduation for Day College and Education Program.
September 30	Fall Quarter Begins for LCIE, Evening College & MBA Program.
October 2	Evening Classes Begin
October 11	Deadline for making up "INC" grades from Spring Semester or Summer Session
October 20	Mid-Term Grades Due.
October 27	Last day to withdraw with a "W" - Fall Semester
November 13-17	Early registration for Spring 1990 - Fall Semester
November 23-24	Thanksgiving Holiday - No Classes
December 8	Last day of classes - Fall Semester
December 11-15	Final Exams - Fall Semester
December 16	Last day of classes - Fall Quarter
December 19	Final grades due, 4:00 p.m. - Fall Semester/Quarter

## SPRING SEMESTER/WINTER QUARTER/SPRING QUARTER 1990

January 6, 1990	Winter Quarter Begins
January 8	Evening Classes Begin
January 9	New Students Arrive
January 9	General Registration
January 10	Day Classes Begin
January 17	Last day to register, add a class, choose an audit or drop with no record - Spring Semester
February 9	Last day to apply for May Graduation
February 21	Deadline for making up "INC" from Fall
March 5-March 9	Spring Break - Semester Classes Only
March 12	Mid-term grades due
March 19	Last day to withdraw with "W" - Spring Semester
March 24	Last day of classes - Winter Quarter
March 26-30	Early Registration for Fall, 1990
April 7-June 23	Spring Quarter
April 9	Evening Classes Begin
April 20	Last day of classes - Spring Semester
April 23-27	Final Exams
May 4	Baccalaureate
May 5	Commencement
July 7-September 22	Summer Quarter



## Lindenwood College Facilities:

**SIBLEY HALL**-the oldest, and the most celebrated building on campus, named in honor of Mary Easton and Major George C. Sibley who founded Lindenwood in 1827. It replaced the original log cabin structure in 1860, and is listed in the National Registry of Historic Buildings. Sibley Chapel, used for recitals and other events; Sibley Parlor, used primarily for special college receptions; and the Sibley Hall Museums, add glamour and warmth to the building which is now a women's dormitory.

**MARGARET LEGGAT BUTLER LIBRARY**-named in memory of the co-benefactor and wife of Colonel James G. Butler, holds 138,000 volumes including reference books, government documents and periodicals. Intriguing architectural designs and accessories give a scholarly presence to this three-story building. Reference and library instructions are available to all students.

**ROEMER HALL**-dedicated in 1921 to honor John L. Roemer, president of Lindenwood from 1914-40, and his wife Lillian P. Roemer, this building serves as the main administration building of the college. Offices in Roemer Hall include: All College Admissions, Registrar, Financial Aid, Business, Development, Security, Purchasing, Public Relations and the Office of the President. Also, Jelkyl Theatre on the first floor, offers a main stage for performing arts productions and other special events. Classrooms and faculty offices are located on the second and third floors of this building.

**FINE ARTS BUILDING**-located at Watson and Gamble Streets, provides students with art, music and performing arts studios, classrooms, practice rooms, the "Down Stage" Theatre and recital/lecture hall, and lounges. The Harry D. Hendren Gallery, located at the main entrance, is the site of annual painting, sculpture, stage design, photography, craft and other exhibits which are open to the public.

**YOUNG SCIENCE HALL**-named in memory of Howard I. Young, former chairman of the board of directors, was completed in 1966. Natural science, mathematics, computer science and photography classes and labs are held in Young, along with seminars and conference in Young Auditorium. The campus TV studio, faculty offices, reading rooms and a meeting/reception lounge are also located in Young Science Hall.

**LILLIE P. ROEMER MEMORIAL ARTS BUILDING**-dedicated and named in memory of President Roemer's wife, who was also a former dean of students at Lindenwood, this building is most commonly called the "Memorial Arts Building" or "MAB." Radio stations KCLC-89.1 FM and AM broadcast from the lower level of MAB with the Babcock Center for Business and Communications located on the two upper levels. The beautiful Arthur S. Goodall Lounge, on the first floor, is named in honor of Dr. Goodall, who is the longest-standing member of the College's Board of Directors. The Latzer Great Hall, located on the upper level of the Memorial Arts Building was named in memory of Cora O. Latzer, the mother of Mrs. Charles (Jane) Schott, whose daughter attended Lindenwood College. Latzer Great Hall is the site of the annual Christmas Madrigal Feasts and other special community events.

**BUTLER HALL**-named in memory of college benefactor Colonel James G. Butler, is the location of the Dorothy Warner Indoor Swimming Pool. Mrs. Warner, an alumna, contributed funds for the renovation of the pool to be used by students. The Student Life and Chaplain's Offices are located in Butler Hall, along with faculty offices, student lounges and recreational facilities.

**AYRES DINING HALL**-named in memory of former College President Dr. George Frederic Ayres, 1903-13, houses the cafeteria, plus special meeting/dining rooms which include the Heritage, Legacy and 1827 Rooms. These rooms were renovated with gifts from alumni and college friends including: Jane Schott, alumna parent; Maurita Stueck, alumni board president and Dorothy Trump, life member of the Board of Overseers.

**STUDENT CENTER**-formerly known as The Gables, provides a snack bar, activities, meeting rooms and lounges for students. It is located at the center of campus.

**ATHLETIC CENTER**-houses coaching offices for Lindenwood Athletic Programs, plus weight and locker rooms, classrooms and other athletic facilities. It is located next to Hunter Stadium.

**HARLEN C. HUNTER STADIUM**-named in recognition of a \$600,000 gift from Mr. Hunter to refurbish the existing facility, this 5,000-seat stadium will be the site of the Lindenwood Lions men's and women's soccer, football, and other sports activities.

## Residence Halls:

**MCCLUER HALL**-named in memory of former College President Franc L. McCluer and in honor of his wife, Ida Belle, it provides traditional housing and lounges for women.

**IRWIN HALL**-named in memory of Reverend Robert Irwin, college president from 1880-93, provides a traditional residence with lounges for women.

**COBBS HALL**-named in memory of Thomas H. Cobbs, a prominent St. Louis attorney and member of the College's Board of Directors, offers traditional rooms with lounges for men. The Campus Preschool is located in the lower level of Cobbs and serves as a laboratory learning experience for Lindenwood education majors. An outdoor swimming pool for all students is located behind Cobbs Hall.

**PARKER HALL**-named in memory of Dr. Alice Parker, former professor of English literature at Lindenwood, serves as a men's dormitory.

**NICCOLLS HALL**-named in memory of Colonel Butler's friend Reverend Samuel Jack Niccolls, former pastor of the Second Presbyterian Church of St. Louis and member of the Board of Directors, it houses men and women in apartment-style units.

**SIBLEY HALL**-a women's dormitory (see description under Lindenwood College Facilities).

**WATSON LODGE**-named in memory of Judge and Mrs. John S. Watson, who were major contributors towards the building of Sibley Hall and the original College endowment, it serves as a residence for men.

**STUMBERG HALL**- named in memory of Board of Directors member B. Kurt Stumberg, M.D., it now serves as a residence for women.

**EASTLICK HALL**-named in honor of Mrs. Nellie Eastlick, a niece of Colonel Butler, it serves as a residence for women.

## Off-Campus Centers:

**Olivette Center**, at Logos School, 9137 Old Bonhomme, offers classroom facilities for the Lindenwood College for Individualized Education (LCIE) Programs.

**Westport Center**, at 11960 Westline Industrial Drive in west St. Louis County, offers classroom facilities for the college's LCIE and MBA Programs.

Other classrooms are located on-site at the request of area corporations and businesses.

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## STUDENT CLUBS AND ORGANIZATIONS

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Alpha Epsilon Rho  
Alpha Lambda Delta  
Alpha Sigma Tau  
Career Club  
Cheerleaders  
Circle K  
Computer Club  
Dance Squad  
Education Club  
Fashion Marketing  
Griffin Literary Club  
Interhall Government  
Intermissionaries (Theatre)  
International Students  
"L" Club  
Lambda Tau Omega (Admissions Tour Guide Group)  
LindenLeaves (Yearbook)  
LindenWorld (Student Newspaper)  
Linden Scroll  
Lindenwood Student Government (LSG)  
Modern Language Club  
Tutors  
Project Peace (Soviet Student Exchange Program)  
Psychology Interest Group  
Religious Life Council  
Successful Living  
Video Club

(Detailed descriptions of the above groups, as well as current student contact persons for each are available in "FYI," a pamphlet distributed by the LSG and Student Life Office.)



# GENERAL INFORMATION

## Non-Discrimination Policy

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

## Identification Cards

Provided without cost at registration. The ID card, to be carried at all times, is required to obtain meals at the cafeteria, cash checks at the Business Office and attend various social, theatre/drama and athletic events. There will be a replacement fee of \$5.00 for lost cards. Students are required to present their ID card at the request of all college and residence hall officials. The ID card is not transferable and any alteration invalidates the card. It must be surrendered upon graduation or at the end of your enrollment.

## Campus Mail

Each resident student is assigned a mailbox. Commuter students may also request a mailbox, if one is available, through the Student Life Office. Using your Campus Box number on all return addresses will insure delivery of your mail. Mail is delivered daily to all boxes, usually by noon. UPS parcels usually arrive mid-afternoon. Hours of operation are posted.

## Student Center and Student Life

Along with residence halls, the Student Center in the middle of campus and the Student Life Office in Butler Hall provide the primary on-campus facilities for social activities as well as other student services. Hours of operation are posted. The Student Life Office includes offices for the Student Life and Student Activities directors and the college chaplain.

## Personal Property

Lindenwood College does not assume responsibility for personal property or valuables and does not carry insurance to cover such property.

## Solicitors and Salespersons

Students, campus organizations or non-campus persons are prohibited from solicitation at any time for non-campus related activity. Students are asked to be particularly alert to off-campus salespersons who pose nuisance and security threats. Contact the Student Life Office immediately if you observe any questionable sales activity.

## Telephones

The campus switchboard is located next to Security in the lower level of Roemer Hall. Residence hall telephones may be used to call other campus extensions direct. Campus phones may receive incoming calls, if the caller requests the campus extension number of your residence hall phone. Pay phones are also located in each residence hall and may be used for all out-going and in-coming calls. Proper care and respect for telephone equipment will guarantee this service. Phone courtesy and consideration of those using the phone is requested of all students. Telephones may be installed in individual rooms; but, it is your responsibility to contact Southwestern Bell for phone service.

Provides cafeteria meals to include three per weekday and two on Saturday and Sunday. The following conditions apply:

- Provided to resident students who present a valid ID card, or to others on a cash basis at the door.
- Served only during posted hours.
- Appropriate dress required (shirt, shoes, no hats).
- Leave tables in clean condition after use by clearing all trays, dishes and silverware to the dishwashing area.
- No dishes, utensils or food may be taken from the cafeteria.
- Reasonable amounts of food as 'seconds' are usually available.
- Lunches may be ordered in advance for 'brown-bagging' to special outings.
- Luncheon tray for students who are ill and unable to leave their room may be requested. All trays, dishes and silverware must be returned to the cafeteria as soon as your health improves.
- Only authorized persons will be allowed behind serving counters and in the kitchen.
- Children must be managed so as not to disturb others in the cafeteria.
- No-smoking areas will be designated in the cafeteria.

## **Campus Bookstore**

Owned and operated by the college, the Campus Bookstore provides textbooks and other reading materials, gifts, clothing, general school supplies, sundries and other personal items.

Additional services of the bookstore are:

- Book refunds during the first two weeks of each semester, when accompanied by cash receipt and class drop card.
- Book "buy back" at the end of each semester and quarter.
- Stamps.

## **College Work & Learn Program (Work Study)**

Eligible resident students may elect to participate in the College Work & Learn Program--a practical work experience under faculty, staff and/or administrative supervision. The program may:

- Help defray the cost of College education,
- Develop a sense of the importance and dignity of working,
- Combine with academic studies to build credentials upon graduation for entrance into the public job market, and
- Assist the day-to-day operations of the College by reducing overhead costs and enabling more College resources to be channeled to greater educational goals for students.

Students are assigned to all offices divisions, departments and facilities, and thus have vital "hands on" responsibility for the life of the College. More experienced upper classpersons with positive work records will be selected as group leaders. These students will receive more advanced on-the-job training and campus-wide recognition of their accomplishments. Students in the Work & Learn Program will complete a questionnaire about their past work experience and preferred work areas. This questionnaire will assist the Student Life Office in making work assignments. The amount of the College Work & Learn stipend is specified in the original financial aid package which is signed by the student. The signed agreement represents a commitment by the student for covering these College costs through a conscientious and reliable work attitude. The normal stipend usually directs that a student work 10 hours per week for the College.

## **Financial Aid Questions**

The Admissions and Financial Aid Offices work closely with students and families to establish financial aid packages. That aid consists of some combination of Federal (Pell) Grant, State Grant, Guaranteed Student Loan, Perkins Loan, College Work and Learn stipend, special external funding, Lindenwood College Scholarship and family contribution. Financial aid packages are finalized based on commitments by students, family and the College; all must be honored throughout the year to achieve successful completion of the College year. Any changes or questions must be taken to the Financial Aid Office, where personal and confidential discussions will help insure your understanding of the details.

## Security

The following precautions will help protect you and your possessions:

- Always lock your room and car, even if you just leave them for a few minutes.
- Do not keep or carry large sums of cash.
- Protect your keys at all times and report a loss of keys immediately to your resident advisor, resident director or the Student Life Office.
- Engrave any electronic equipment with your name, home state and driver's license and/or social security number.
- Report strangers who appear to have an insufficient reason for their presence on campus.
- Do not violate campus security measures including locked doors, access rules and visitation policies.
- Report any known or suspected thievery. This will insure the safety of everyone's property.

## Campus Appearance

Students and prospective students and their families, alumni, corporate executives and other financial supporters will visit the campus throughout the year. Please help present the best image of Lindenwood College by keeping your campus attractive and your attitude positive at all times. A friendly smile with directions for a campus visitor is remembered and highly respected. If you see any trash on the campus grounds, please pick it up and deposit it in a nearby receptacle. Also, please keep entrances to residence halls and campus buildings free and clear of congestion, litter and loitering. Your campus is your home and its beauty is something for you and your visitors to enjoy.

## Bulletin Boards and Notices

Announcements of meetings and events by campus approved organizations may be posted at designated areas on campus. These postings will reflect the integrity of your college and represent your meetings and events. Inappropriate or offensive materials may be removed and presented to the Student Life Office. Off-campus persons or organizations may post announcements for the campus community; however, permission must be granted by the Student Life Office and all off-campus publicity must be "stamped" as acceptable.

## Fire and Tornado Alarms

All residents must leave the residence hall immediately when the fire alarm sounds. Walk to the nearest exit and remain outside until the 'all clear' is given by a College official. The city tornado siren will sound with a steady blast. At that time you will need to go to the nearest designated campus shelter and remain there until the 'all clear' is given by a College official. The City of St. Charles conducts a test of alarms on the first Monday morning of every month, when the weather is clear.

## Student Organizations

All organizations seeking recognition at Lindenwood College may receive assistance and support from the Student Life Office. It is necessary for each organization to register at the Student Life Office each year and provide the name of a faculty or staff advisor and a current list of officers and members. All organizations must register social functions at the Student Life Office.

## Substance Abuse Assistance

Lindenwood College seeks to treat any substance abuse problems which may arise. The Student Life Office and College Chaplain will provide additional student assistance for anyone having a physical or psychological problem with alcohol, drugs or other chemicals. Students may voluntarily approach a College official for assistance. In situations where a behavioral incident involves an abuse substance and results in disciplinary action, the College's interest also includes the provision of screening, educational and informational assistance, and referral to other professional services.

## Student Responsibilities for Class and Campus

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

- Attend all scheduled classes.
- Be on time for classes. Enter the room quietly, if you are late for any reason.
- Tobacco in any form may not be used at any time during class.
- Coffee and soft drinks may be permitted by your individual class instructor; however, empty containers must be properly disposed of after class.
- Talking during class is limited to class discussions only.
- Children will not be permitted to attend classes with a parent. Ask your faculty advisor or instructor if an unusual circumstance exists for possible special arrangements.
- Please inform your instructor at the beginning of class, if you must leave that class for an important appointment while class is in session. In these instances, it would be helpful for you to sit near the door and leave quietly when needed.
- At the end of each class period, check to make sure the classroom, and especially your seating area, is properly arranged for the next class.
- If your class is on break or dismissed earlier than usual, please remain quiet while in the halls, as other classes may still be in session.
- College academic integrity and student honor are of highest importance at Lindenwood College. Therefore, students are not permitted to sign classroom, lab or lecture attendance lists for another student. Cheating, lying and plagiarism of any kind will not be permitted in the academic program, and will be considered a violation of College academic policy.

## Your Campus Personality

Lindenwood College helps prepare students for their success in personal and professional services. Training and guidance for your future begins as you enter the Lindenwood gates.

Combined with classroom education, there will be many instances where you will also develop your personal and social skills for successful living. The following guidelines are mentioned to assist you and help insure that you attain the highest possible degree of educational, social and spiritual integrity as you attend college.

- Give proper respect to faculty, staff and others in authority.
- Be courteous to fellow students and authorized campus visitors.
- Choose your language and speaking volumes with consideration for others.
- Good grooming and personal hygiene is a reflection of your health, attitude and personality.
- Remember that smoking is hazardous to your health; however, if you smoke, please properly dispose of cigarette butts in ashtrays and sand-filled receptacles only. Check to make certain all cigarette butts are "cold" before emptying your ashtrays. A smoldering cigarette is a definite fire hazard. Paper, soda cans, and other trash are to be placed in receptacles designated for this purpose. Keep floors, hallways and the campus grounds free of litter at all times.

## College Withdrawal

A student who needs to withdraw from classes and College attendance must discuss these needs with the Student Life Office, Financial Aid and the Registrar and Business Offices. A College Withdrawal Form with a procedural checklist will be provided for your convenience and to insure a positive departure with additional assistance and support for your decision.

## Insurance and Medical

Responsibility for medical care and insurance lies with the individual student and family. Students will need to provide information to assure that family medical insurance is current and that necessary forms and identification are available. The College offers a limited Student Health Insurance Plan through the Student Life and Business Office. Students experiencing medical problems need to contact their resident advisor, resident director or the Student Life Office. **For emergencies, notify your resident advisor or resident director the Student Life Office or Security.** St. Joseph's Medical Center at First Capital Drive just south of 5th Street and Barnes Hospital of St. Peters off Jungermann Road near the Cave Springs Exit on I-70 are two hospitals located close to the College. Lindenwood Student Athletes must contact their coaches about medical requirements and any additional insurance.

# RESIDENT HOUSING ADMINISTRATION

## Room Assignments

Rooms are assigned by the Student Life Office. Rosters are maintained as official records of the College. Room changes may be requested after the first two weeks of each term. Approval for the change is granted by the Student Life Office. Students changing rooms must follow the check-out and check-in procedures supplied by Student Life. If your roommate moves to another location on campus or withdraws, graduates or leaves the College for any reason, the Student Life Office may request that you move to another room. Some students may request single room occupancy at an additional charge. For security reasons, all residence halls will be closed during Thanksgiving, Christmas and Spring Break holidays. Exceptions may apply to special circumstances where students need to remain in the dorm during these holidays. These students may make arrangements for rooms and meals during the holidays by contacting the Business and Student Life Offices in advance.

## Room Keys

Keys to your room require your signature. Your room keys must be turned in to the Student Life Office before you depart the College. Lost room keys require a \$25.00 replacement charge, because it usually requires the door to be re-keyed for proper security. Student Life asks that they be notified immediately if you lose your keys, and they will authorize replacement. Additional locks that you wish to place on your doors require the approval of the Student Life Office and a copy of new keys to your room must be kept on file with Student Life.

## Damaged Or Missing Equipment

Students are charged for damaged or missing equipment. Charges are deducted directly from the housing deposit or billed directly to the student. Graduating seniors and students not returning for the next term will be issued a housing deposit refund check within a few weeks after you leave and with deductions for any damages or missing equipment as previously assessed at the time of your check out.

## Checking Out

Prior to your room departure, the resident director is required to assess any possible damage that might have occurred to your residence. Also, rooms must be returned to their original state--personal items removed, tape and staples removed from walls, left in clean condition with all trash removed and properly thrown away. For multi-occupancy rooms, the first person to leave is responsible for settling with other roommates any discrepancy about the physical state of the room to include damaged or missing equipment, cleaning the room and returning the room key to the Student Life Office. If a problem arises, consult your resident director or the Student Life Office. The last person to leave the room will be responsible for the final condition of that room.

## Improper Check Out

Failure to check out properly may result in the loss of your housing deposit and/or room selection priority for the next term. An additional fee of \$100 will be assessed for improper check out and transcript transfers may be withheld until payment of this fee is received.

## Residential Authority and Room Privacy

The College will make every reasonable effort to respect the privacy of students and give prior notice of entry needed into student rooms for the purpose of inspection, verification of occupancy and maintenance. The College reserves the right of entry without notice for such purposes as necessary to assure compliance with College policies and to meet emergency needs. If necessary, the right of entry will also include student owned vehicles.

## Community Well-Being--An Understanding

Lindenwood College is committed to the development of the whole person within a value system that acknowledges the College's Christian heritage, and focuses on four-dimensional personal growth--mentally, socially, physically and spiritually. Life on the campus helps you as a student . . . to learn how to learn . . . to gain a broad range of knowledge and understanding about the arts, humanities and sciences . . . to obtain social and physical enjoyment through athletic and recreational activities, and special events . . . to grow in capacity for work, achievement and leadership . . . and to experience self-discovery and personal fulfillment that will serve a lifetime.

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

All members of the College community are expected to strive for the good of all. Your actions affect both yourself and others. Therefore, you are expected to be responsible and reflect favorably upon yourself and the community. You are required to abide by established policies and procedures just as you are required by city, state and nation to abide by their laws. You are required to conduct yourself at all times in a manner that exemplifies respect and seeks the best interest of all members of the community.

Responsible members of the Lindenwood College community demonstrate respect for self, others and institution by:

- exhibiting personal qualities of honesty, fairness, integrity and accountability;
- developing interpersonal relationships that enhance the quality of life on the campus and treat other persons with respect and dignity;
- relating to others in a manner that assures their physical safety, emotional health and psychological well-being;
- abstaining from any form of intimidation and harassment that causes fear, threat and discomfort on the part of others;
- respecting the rights of students and staff to reasonable quiet in the residence halls, classrooms, library and laboratories;
- respecting the physical property of the College and other students;
- striving to enhance the physical and mental health of all persons by not using, possessing or providing others with alcohol, illegal drugs and chemicals or other substances;
- accepting traditional Christian values of hetero-sexual relationships and marriage, and avoiding any manipulation or coercion toward other forms of relationship;
- abiding by all policies of the College and fulfilling all contractual agreements with the College;
- abiding by the laws of the city, county, state and nation.

When your behavior or attitude does not conform to these standards, you will be met personally, patiently and justly. Referrals may be made to a College official for personal inventory, self-evaluation, counseling and advice. Correcting behavior and fostering personal growth is more desirable than punishment. However, disciplinary action will be taken when it is warranted. The College reserves the right, with proper notice, to deny admission or dismiss a student whose behavior and living habits are judged to be detrimental to the welfare of the full community. Due process within this community has a greater degree of informality and flexibility of procedure.

# RESIDENTIAL & BEHAVIORAL POLICY/PROCEDURE

## Room Furnishings, Possession and Care

Students are expected to care for their rooms and halls, keeping them clean and free from damage through carelessness or neglect. All furnishings by the College are to remain in place and not dismantled or removed for any reason. Any plans for room modifications beyond the reasonable introduction of furnishings must be submitted in writing, in advance to the Student Life Office for approval. Students may bring reasonable additions for their living space:

- Small portable refrigerators of 120 volts and 1.5 cubic feet or less are permitted in all residence halls, except in Sibley Hall where no refrigerators are permitted. Electric fans, shavers, hair dryers, electric blankets, coffee pots and self-contained popcorn poppers are permitted. Televisions and electronic equipment are permitted at reasonable volumes, and students bringing such equipment are advised to engrave it with the owner's name, driver's license or social security numbers and record the serial numbers on each piece of equipment as a security precaution.
- Waterbeds, pets, dart boards, cooking appliances (except those mentioned above), air conditioners, outside antenna, incense and candle burning are prohibited from your rooms. Two-sided tape or staples may be carefully used for hanging room decorations; however, other adhesives, nails and tacks are not permitted for hanging decorations. Room painting is also prohibited, except when approved in advance and in writing by the Student Life Office. The use of signs, flags and pictures as visible window coverings are not acceptable.

## Guests

Any guest of students visiting the campus and staying overnight must be registered with the Student Life Office. Male guests must be housed in men's residence halls; female guests in women's residence halls. All guests must pay cash for meals taken in the cafeteria. The College holds the student responsible for the behavior of any guest and informing them of College policies. There is a three-day limit on all visits.

## Hall/Residence Visitation

Visitation by members of the opposite sex within residence halls must have concern for personal safety and security, and consideration for the well-being of all students. Like visitation within one's home, the privilege necessarily requires certain understandings, restrictions and responsibilities. Therefore, the following policies have been established:

In traditional residence halls, visitation by members of the opposite sex within the hall is permitted only for occasional "open house" or other special events as authorized by the Student Life Office.

In non-traditional, alternative residences and houses, where the College provides more of a "private residence" status, students are issued keys and buildings are usually locked at all times. Members of the opposite sex may visit from noon until midnight and must be accompanied by their host/hostess at all times.

Residence hall visits by parents or family members of the opposite sex are permitted by notifying your resident hall director and making a courtesy announcement to other students sharing your floor. Non-students, especially non-family juveniles under 18 years of age, and uninvited or inconsiderate persons are not welcome in the residence halls at any time.

## Community Relations

Students enrolled at Lindenwood College are obligated to conduct themselves at all times in a manner which is consistent with the College's mission. As students express themselves socially on the campus, interact with local businesses and residents, and participate in public events, they are asked to abide by all laws and campus policies, extend courtesy to others and bring honor and respect to the College. On such occasions, both on campus and away, the College will not tolerate from its students the intimidation or harassment of others, including loud, threatening or inappropriate behavior.

## Quiet/Study Hours

(includes use of radios/stereos/televisions and other sound-producing possessions)

Undue or excessive disturbances to the usual tranquility of the Lindenwood College campus and surrounding community through the use of electronic or other sound-producing instruments and/or vocal levels are not permitted. The residence hall staff determines the acceptable noise level during specific hours of the day. Quiet/study hours are established at other times to allow for adequate study and resting periods for all students. The following quiet/study hours will apply to all residences:

### **QUIET/STUDY HOURS:**

*Sunday thru Thursday, 9 p.m.-10 a.m.*

*Friday & Saturday, 10 p.m.-10 a.m.*

*During exam weeks, 24 hours per day.*

## Alcoholic Beverages

Present state laws make liable to arrest and prosecution any person under 21 years of age who consumes and/or possesses alcoholic beverages or supplies such beverages to a person under the age of 21. The College administration and Board of Directors have further instructed that alcohol be prohibited on campus. The National Association of Inter-collegiate Athletics (NAIA), affiliated with the College, has policies prohibiting alcoholic beverages at any athletic event on or off campus. Student problems relating to alcohol and its use will be brought to the attention of College authorities and may result in disciplinary action as directed by the College.

## Drugs and Illegal Chemicals

The College, in compliance with local, state and federal laws, expressly prohibits any use, possession or distribution of narcotics, illegal drugs, chemicals and/or related paraphernalia. Further, students receiving federal financial aid (Pell Grants, Guaranteed Student Loans, etc.) are required to sign pledges that they will not use, possess or distribute controlled substances; and they risk the cancellation of that aid by involvement in such activity. A medical use of drugs is permitted when prescribed by a physician. Violation of this policy may result in immediate dismissal.

## Fireworks, Firearms, Explosives and Weapons

All fireworks, firearms, explosives and weapons are prohibited within the residence halls or on the campus. Snowballs and other items may be considered weapons if used in a threatening or intimidating manner against individuals, vehicles and buildings.

## Fighting

Interpersonal arguments may arise as students relate to each other in the residence halls and on the campus. However, students who resort to fighting and the intentional use of objects to inflict personal harm will be dismissed from the College.

## Fire Protection Equipment

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



## Stealing and the Possession of Stolen Property

The possession of stolen property (whether from another student, the College, or the public) or suspicious related behavior (i.e., uninvited entry, deception, false statements) are not acceptable at the College. Violators are subject to criminal and campus disciplinary actions.

## Your Vehicles At College

All resident students must register their automobiles with Security. All vehicles are expected to follow standard rules of the road with regard to parking, speed limits, travel on recognized roadways and compliance with federal, state and local laws. Only authorized persons are permitted to use the College vehicles. The College does not assume responsibility for the loss or damage to vehicles or their contents while parked on campus. Fines are levied for parking violators. Repeated violations may result in loss of parking privilege on campus. Vehicles may be towed at owner's expense. Parking areas for handicap students and visitors are designated at various points on campus. Fines will be issued to those violating the handicap parking spaces provided on campus.

## Campus Facilities, Equipment and Supplies

Telephones, washers and dryers, public facilities and furnishings and cleaning equipment and supplies are provided as a convenience for all students of the campus and to serve the common good. All students are expected to care for that equipment, use it properly and assist the College in preventing abuses by others.

## Building Integrity and Hours of Operation

Buildings and facilities of the campus have regular hours of operation and policies and conditions for use. Students are expected to respect such regulations. Anyone who gains unauthorized entrance, as well as those assisting in that entrance, are subject to criminal and campus disciplinary actions.

## Respect for Campus Authority

The Student Life Office is charged with identifying policies relating to general campus life and establishing procedures for their implementation. All faculty and staff, including resident directors (RDs) and resident assistants (RAs), participate fully in the lines of authority established and respected at the College.

# DISCIPLINE

Disciplinary action for non-compliance with College policies may result in one or any combination of the following:

- Warning
- Social Probation
- Restitution Work Assignment
- Assessment of fine or charges for damage
- Expulsion from residence halls or public facilities
- Dismissal from College  
(dismissal may result without probationary action).

### In serious situations:

- Parents may be notified
- A copy of the disciplinary report is placed in the student's permanent record file
- If dismissed from the College, re-admission requires a petition to the Student Life Office in writing and giving satisfactory understanding by the student of:
  - Why the dismissal was necessary,
  - Why the student wishes to return, and
  - What the student is willing to do in the future to prevent past problems and contribute to a more positive campus life.



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