



LINDENWOOD COLLEGE

Campus Life Handbook

1995-96



LINDENWOOD COLLEGE

The Lindenwood Vision

Education that matters...

- ...meets real needs;
- ...has lasting value;
- ...embodies clear thinking;
- ...respects history and honor;
- ...lifts the spirit;
- ...challenges the mind;
- ...inspires responsibility;
- ...applies knowledge to impact the future;
- ...strives for success through excellence; and
- ...improves the quality of life...

*...so that students not only achieve personal success, but become
useful, enlightened members of society.*

The Mission of Lindenwood College

Lindenwood College is an independent, liberal arts college with a covenantal relationship with the Presbyterian Church. Its programs are value-centered and intend to create a genuine community of learning, uniting all involved in a common enterprise.

Lindenwood College seeks to offer undergraduate and graduate programs of high quality that will:

- provide educational experiences that will unite the liberal arts with professional and pre-professional studies in an atmosphere of academic freedom distinguished by personal attention of faculty to students;
- foster awareness of social issues, environmental problems, political processes, community service, and those values and ethical ideas inherent in the Judeo-Christian tradition and other major world cultures: belief in an ordered, purposeful universe; belief in the dignity of work; belief in the worth and integrity of the individual; belief in the obligations and privileges of citizenship; belief in the value of unrestricted search for truth;
- encourage a pursuit of knowledge and understanding through the rigorous study of a core curriculum of general education and an area of major emphasis, creating the foundation for life-long learning that will provide graduates with the tools and flexibility necessary to cope with future needs and changes; and
- build a deliberately diverse learning community structured around a residential population joined by commuter students of all ages, graduate and undergraduate, in St. Charles and other sites, a community without economic barriers limiting access, in which students with different goals may join together in intellectual, social, spiritual, creative, and physical activities.

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

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The President's Message

Dear Lindenwood Student,

Welcome! We're proud that you're a member of our campus community. Exciting things are in store for you at Lindenwood College this year.

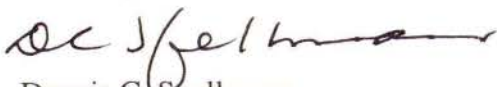
Nothing is more important than the success of our students here at Lindenwood. Because of that the College continues to grow in its mission to provide the best education for you:

- Expanded opportunities have been created with new, cutting-edge, academic major and minor programs.
- Several new outstanding professors have been added in order to enhance our already distinguished faculty.
- The Talent Accomplishment Program, our innovative on-going advising system, continues to help you develop your interests, talents and accomplishments into marketable assets for your career after graduation.
- Athletic opportunities and extracurricular activities abound with 17 intercollegiate sports, numerous theatrical and concert productions, clubs, organizations...you name it!
- We've added more on-campus living space and once again, we're looking at record enrollments, in residential students and in the number of students overall.

I challenge you to make this a terrific year. Get involved and take an active part in your education. All kinds of opportunities await you during your college experience. It's up to you to make the most of them, and the College faculty, administration and staff are here to support you the entire way.

Lindenwood has a proud history of excellence in education. As the College enters its 169th year, it continues the tradition of educating the whole student: academically, spiritually, socially and physically. Today, we are proud to be the "Leader in Success" and continue with the tradition of giving personal attention to each and every student. We look forward to seeing you on campus. Have a great year!

Sincerely,



Dennis C. Spellmann
President

Organization of Lindenwood College

Lindenwood College

Provides:

- Higher education committed to the College's Judeo-Christian heritage, life-long learning and service to the community
- An intellectually stimulating community committed to the pursuit of academic excellence through dedicated teaching and learning.
- A career-oriented environment that equips students to confront the challenges and seize the opportunities of the future for an involved, responsible life.
- A values-centered community that fosters dignity and self-concepts of individuals as they pursue educational, spiritual and personal objectives in an academic setting for the development of leadership, social skills, physical well-being, ethical values, and greater knowledge and understanding of humanity.

Structure of the College

The Lindenwood College Board of Directors delegates to the President of the College the responsibility for implementing and administering the institution's mission. The President employs and delegates to various members of the staff and faculty the authority necessary to carry out the College operations.

- **Office of the President** (Public Relations, Alumni Relations, Development, Institutional Advancement)
- **Admissions and Financial Aid** (college enrollment and financial aid packages)
- **Business Office** (student accounts, payment plans, financial matters)
- **Academic Services** (Registrar, curricular divisions, advisors, faculty, learning resources, career planning)
- **Athletics** (intercollegiate sports: football, volleyball, baseball, softball, wrestling, men's and women's golf, men's and women's soccer, men's and women's basketball, men's and women's track, men's and women's cross country)
- **Campus Life** (Housing, campus organizations, student services, campus special activities, College Work and Learn Program, Talent Accomplishment Program, Career Development, Advising, Mail Service, Switchboard, Intramural Activities)
- **Facility** (building and grounds management)
- **Evening and Graduate College**
- **The Lindenwood College for Individualized Education (LCIE)**

Each area of College life establishes and maintains standards of excellence which together insure the education, health, and well being of the institution and the students it serves.

Student Support Services

If You Have A Question About:

Your classes

Academic Regulations and Requirements

Graduate Programs

Financial Aid

Clubs, Organizations, Intramurals
Activities, Programs

Situations in your Residence

Issues or ideas concerning the state of the College
campus/community public
events, publications, news releases

Athletics Events, Sports Information

Your College Account

Cafeteria

Academic Assistance, Tutoring

Personal or Social Issues

Veterans' Issues

Career Planning & Internships

Student Government Issues

Help in gaining access to College
facilities and resources

Emergency

You Should Speak First With:

Your instructor, your advisor, the appropriate
Division Dean

Office of the Registrar, Roemer Hall, Ext. 4954,
and your advisor

Office of Graduate & Adult Professional Admissions
The Gables, Ext. 4933

Office of Financial Aid, Roemer Hall, Ext. 4923

Campus Life Office, Butler Hall, Ext. 4985

Resident Advisor, Resident Director, or Campus Life
Office, Butler Hall, Ext. 4985

Public Relations Office, Roemer Hall,
Ext. 4913

Sports Information Director, Field House, Ext. 4808

Business Office, Roemer Hall, Ext. 4968

Food Service, Ayres Dining Hall, Ext. 4928

Student Development Office, Butler Hall, Ext. 4976

College Chaplain, Butler Hall, Ext. 4978

Veterans' Affairs, Financial Aid, Roemer Hall,
Ext. 4940

Career Development Office, Butler Hall, ext. 4803, and
the Appropriate Division Dean

Lindenwood Student Government (LSG), Campus Life
Office, Ext. 4985

Campus Life Office, Butler Hall, Ext. 4985

Security, Ext. 4922 before 5:00 p.m., 740-2700 after
5:00 p.m.

Lindenwood College...

A Proud Past and A Promising Future

Amidst the beautiful linden trees, Lindenwood College was founded on the highest ground between two rivers well nearly 170 years ago. Today, it is the oldest college west of the Mississippi. Since 1827, when it was founded by pioneering educator Mary Easton Sibley as a school for young ladies, it has enjoyed a reputation as an innovative force dedicated to liberal education in the highest sense and meaning of the term.

Mary Sibley, along with her husband, Major George Sibley (himself a prominent pioneer and frontiersman who helped chart the Santa Fe Trail), sought to establish an institution which reached across all fields of knowledge, teaching a solid academic core along with the balanced sense of self-worth which accompanies dedication to the larger community and nation...an institution which was always up-to-date with the times in teaching both the breadth of the liberal arts along with the attention to detail of the sciences, seeking to synthesize all knowledge in an effort to educate the whole person.

Lindenwood has changed through the years, in keeping with its innovative, pioneering heritage. Since 1974, a number of new programs and delivery-formats have been offered at both the undergraduate and graduate levels to meet the ever expanding horizons of our student population...a population which now includes a wide-range of working adults and professional people in addition to record numbers of traditional aged college students.

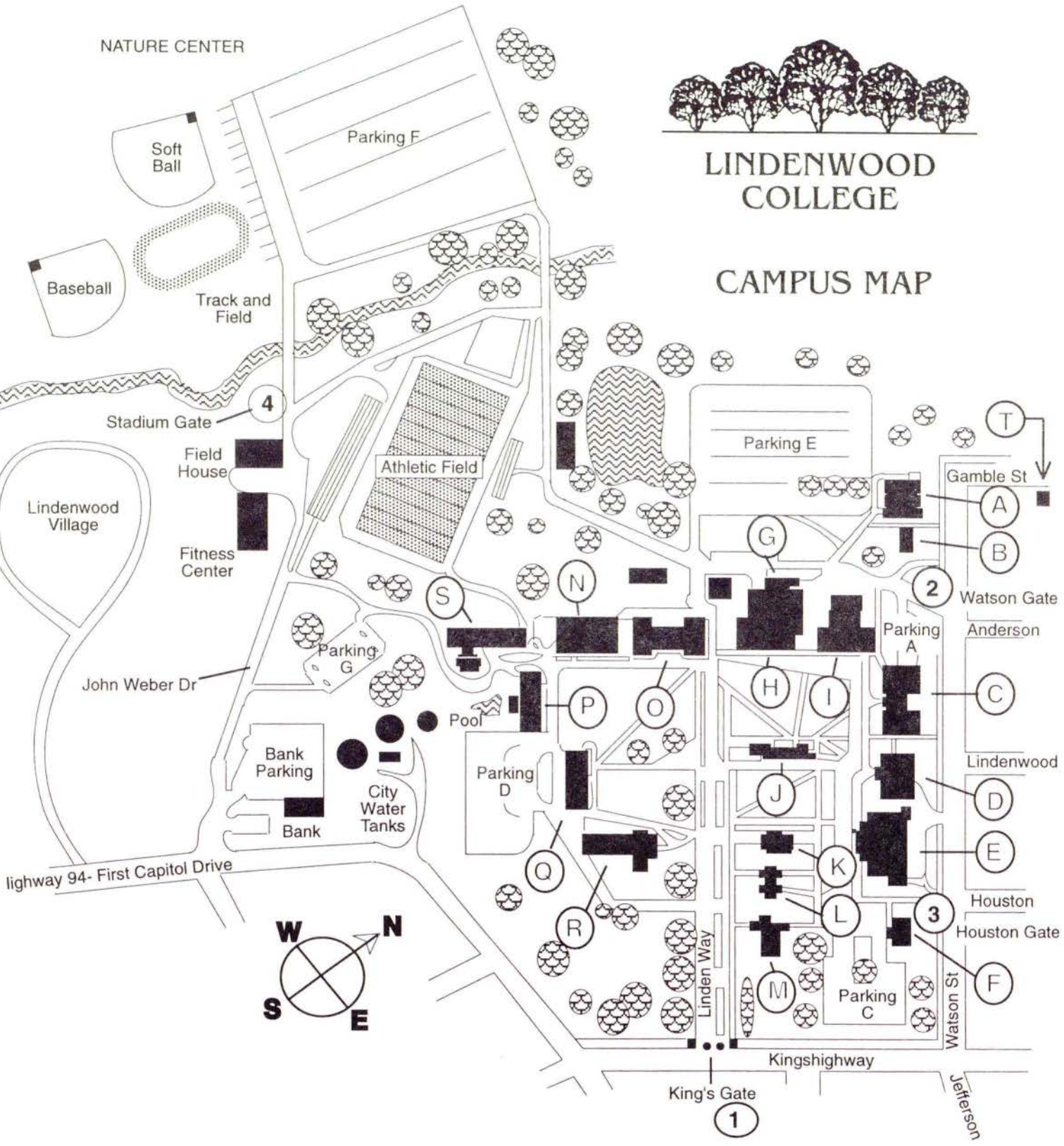
This academic year, a record 6,000 full and part-time students will attend classes at Lindenwood College. Twelve hundred of those students will live and work on the beautifully-wooded residential core of the College. Campus residence halls and classroom buildings are newly renovated and modernized. The College is in the process of implementing a state-of-the-art information technologies system, and has updated Macintosh and personal computer labs for student use; just one instance of consciously building upon its innovative heritage by modernizing today to meet the promise of tomorrow.

The innovative, pioneering sense or spirit of education which the Sibleys challenged Lindenwood to share with its students is certainly flourishing today. Today, over 15,000 alumni continue to distinguish themselves in virtually all fields and walks of life, reflecting not merely their excellent academic preparation, but their development as complete, balanced, whole persons. Lindenwood continues that tradition by responding to the culture and needs of life today in preparing liberally-educated (not merely specialized or trained), responsible citizens, seeking to balance formal learning in the classroom with a wide range of extra and co-curricular experiences designed to truly provide education for life-long learning...education which continues to prepare individuals for success, as responsible citizens, while insisting that they be their very best selves.



LINDENWOOD COLLEGE

CAMPUS MAP



BUILDING KEY

- | | | | |
|--------------------|-----------------------|------------------------------|------------------|
| A - Harmon Hall | F - Eastlick | K - Stumberg | P - Cobbs Hall |
| B - Watson Lodge | G - Ayres Dining Hall | L - President's House | Q - Irwin Hall |
| C - Roemer Hall | H - Ayres Hall | M - Memorial Arts Bldg (MAB) | R - McCluer Hall |
| D - Butler Library | I - Butler Hall | N - Niccolls Hall | S - Parker Hall |
| E - Young Hall | J - Gables | O - Sibley Hall | T - Gamble Hall |

Gate Locations: 1 - King's Gate • 2 - Watson Gate • 3 - Houston Gate • 4 - Stadium Gate

The Campus

Located on 195 acres near First Capitol Drive and Kingshighway in St. Charles, Missouri, Lindenwood College offers a picturesque setting with handsome architectural designs campus-wide and an arboretum of natural beauty, including the linden trees for which the college is named.

The College Buildings

Sibley Hall (1856) the oldest, and the most celebrated building on campus. Sibley Hall was named in honor of Mary Easton Sibley 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 Register of Historic Sites. Sibley Hall now serves as a women's residence hall. The newly renovated Sibley Chapel is open for lectures, recitals, and other special events.

Margaret Leggat Butler Library (1930) named in memory of the co-benefactor and wife of Col. James G. Butler, contains 140,000 volumes including reference books, government documents and periodicals. Intriguing architectural designs and accents give a scholarly presence to this three story building. Reference and library instructions are available to all students.

Roemer Hall (1921) dedicated to honor John L. Roemer, president of Lindenwood from 1914-1940 and his wife Lillian P. Roemer, this building serves as the main administration building of the College. Administrative offices in Roemer Hall include: Office of the President, Registrar, Financial Aid, Business Office, Business Service Center, Development, Purchasing, and Public Relations. Jelkyl Theatre, on the first floor, offers Mainstage performing arts productions and other special events. Classrooms and faculty offices are located on the second and third floors of this building.

Harmon Hall (1969) located at Watson and Gamble Streets, provides students with art, music, photography labs and performing arts studios, classrooms, practice rooms, Harmon 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 (1965) named in memory of Howard I. Young, former chairman of the Board of Directors, was completed in 1966. Natural science, mathematics, computer science, and labs are held in Young, along with seminars and conferences in Young Auditorium. The campus television studio, faculty offices, reading rooms and a meeting/reception lounge are also located in Young Science Hall.

Lillie P. Roemer Memorial Arts Building (1939) dedicated and named in memory of President Roemer's wife, who was also dean of students at Lindenwood, this building is usually called the "Memorial Arts Building" or "MAB." Radio stations KCLC-AM and FM (89.1) broadcast from the lower level of MAB with the Business Administration and Communications faculty offices and a computer lab on the upper two levels. The beautiful Arthur S. Goodall Lounge, on the first floor, is named in honor of Dr. Goodall, who held the longest membership on 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 now the site of a computer lab..

Butler Hall (1930) named in honor of college benefactor Col. 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. Butler Hall also houses the Student Center, which has a formal lounge, as well as organization and club meeting rooms, a gymnasium and Campus Life Offices.

Ayres Hall (1908) named in memory of former College President Dr. George Frederic Ayres, 1903-1913. Ayres Hall houses a men's residence hall along with Ayres Dining Hall. Special meeting/dining rooms in Ayres include the Heritage, Legacy and 1827 Rooms. The rooms were renovated through contributions by alumni and college friends including: Jane Schott, alumna parent; Maurita Stueck, former alumni board president; and Dorothy Trump, life member of the Board of Overseers.

The Admissions Center houses Undergraduate Admissions and includes *The Gables* (1915), which houses Graduate and Adult Professional Admissions. It is located at the center of campus.

The Field House Athletic Center (Renovated in 1989) houses coaching offices for Lindenwood Athletic Programs, and the Athletic Training Program, as well as locker rooms and classrooms. It is located next to Hunter Stadium.

Harlen C. Hunter Stadium (1976-renovated in 1988) named in recognition of Dr. Hunter's contributions to refurbish an existing facility. This 5,000 seat stadium is the site of Lindenwood Lions men's and women's soccer, football, and other sports activities.

The Fitness Center (renovated in 1992) offers weight training and fitness equipment and a combination wrestling/dance floor for student and class use.

The Residence Halls

McCluer Hall (1961) named in memory of former College President Franc L. McCluer and in honor of his wife, Ida Belle. McCluer Hall provides traditional housing and lounges for women.

Irwin Hall (1924) named in memory of Reverend Robert Irwin, college president from 1880-93. Irwin Hall provides a traditional residence with lounges for women.

Cobbs Hall (1950) named in memory of Thomas H. Cobbs, a prominent St. Louis attorney and member of the College's Board of Directors. Cobbs Hall offers traditional rooms with lounges for men.

Parker Hall (1966) named in memory of Dr. Alice Parker, former professor of English literature at Lindenwood. Parker Hall serves as a men's residence hall with a lounge.

Niccolls Hall (1916) named in the memory of Reverend Samuel Jack Niccolls, former pastor of the Second Presbyterian Church of St. Louis and member of the College's Board of Directors. Niccolls Hall houses women in traditional and apartment-style units. The Delta Zeta sorority is located on the lower level.

Ayres Hall (1908) a men's residence hall (see description under Lindenwood College Buildings)

Sibley Hall (1856) a women's residence hall (see description under Lindenwood College Buildings)

Watson Lodge (1929) named in memory of Judge and Mrs. John S. Watson, who were major benefactors to the building of Sibley Hall and the original College endowment. Watson Lodge serves as a residence for women.

Stumberg Hall (1933) named in memory of Board of Directors member B. Kurt Stumberg, M.D., and once the College infirmary. Stumberg Hall serves as a residence for women.

Eastlick Hall (1921) named in honor of Mrs. Nellie Eastlick, a niece of Colonel Butler. Eastlick Hall serves as a residence for women.

Gamble House, located on Gamble Street near the College, offers apartment style living for students who are non-traditional or married couples.

Lindenwood Village I, acquired in 1992, offers apartment-style living for male students and married couples.

Lindenwood Village II, acquired in 1995, offers apartment-style living for male students and married couples.

The Off-Campus Centers

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 may be located on-site at the request of area corporations and business.

The Synergy Center, at 5988 Mid Rivers Mall Drive in St. Peters, offers classroom facilities for the College's LCIE and MBA programs. The Synergy Center also contains the facilities for seminars and workshops.

Lindenwood Athletic Complex, at 191 Rock Industrial Park Drive in Bridgeton, is the site of the College's home basketball and volleyball games. The complex also serves as an indoor practice facility for the baseball, softball and track teams.

Lindenwood College Club, at 600 Friedens Road in St. Charles, offers a clubhouse, game room, banquet hall, dance floor, meeting rooms, locker rooms, outdoor swimming pool and tennis courts for the College Community. The center is the site of board meetings, receptions and other College functions.

Butler Hall Student Center

Butler Hall is the student center and the location of the Campus Life offices. Butler houses the following: formal lounge, private study area, recreational gymnasium, swimming pool, pool and ping-pong tables, vending machines, various organizational meeting rooms, snack bar, information desk, communications center, mail center and the following offices: Director of Student Development, Dean of Students, Director of Work and Learn, Director of Housing, Talent Accomplishment Center, American Humanities Office, Career Development, Tutoring Lab, Activities Office, Men's Basketball Office, and the Athletic Director's Office. The English Department faculty offices are located on the second floor.

Academic Calendar

SEMESTER SCHEDULE

Fall Semester 1995

Faculty Workshops.....	August 21-25
New Student Registration/Orientation	August 28
Classes Begin.....	August 29
Opening Convocation, 4p.m.....	August 30
Activity Day--Labor Day	September 4
Last day to register, add class, or choose an audit	September 8
Last day to withdraw with a "W"	September 8
Deadline to apply for December graduation	October 6
Deadline for making up "INC" grades from Spring	October 13
Midterm grades due.....	October 20
Deadline to apply for May/June graduation ..	November 10
Thanksgiving Holiday-No Classes	November 23-26
Last Day of Classes	December 8
Final Exams.....	December 9-14
Final Grades Due, 12:00 Noon.....	December 19

Spring Semester 1996

Faculty Workshop & Planning.....	January 3-5
Registration/Orientation	January 7
Classes Begin.....	January 8
Last day to register, add a class, or choose an audit	January 19
Last day to withdraw with a "W"	January 19
Deadline to apply for September graduation	February 9
Activity Day	February 14
Deadline for making up "INC" grade from Fall.....	February 23
Midterm grades due	March 1
Spring Break.....	March 4-8
Easter Break	April 5-7
Last Day of Classes	May 3
Final Exams.....	May 4-9
Final Grades Due, 12:00 Noon	May 13
Baccalaureate.....	May 17
Commencement	May 18

QUARTER SCHEDULE

Fall Quarter 1995

Deadline to register without a late fee	September 29
LCIE Opening Session.....	September 30
MBA classes begin.....	October 2
Last day to register, add, withdraw from	Before 2nd a class with a "W," or choose an audit.....
Class Meeting	
Deadline to apply for December graduation	October 6
Midterm grades due.....	November 10
Deadline for making up "INC" from previous term.....	November 10
Deadline to apply for May/June graduation ..	November 10
Thanksgiving Holiday-No Classes	November 23-26
Quarter Ends	December 15
Final Grades Due, 12:00 Noon	December 20

Winter Quarter 1996

Deadline to register without a late fee	January 5
LCIE Opening Session	January 6
MBA Classes begin	January 8
Last day to register, add, or withdraw from	Before 2nd a class with a "W," or choose an audit.....
Class Meeting	
Deadline to apply for September graduation	February 9
Midterm grades due	February 16
Deadline for making up "INC" grades from previous quarter	February 16
Quarter Ends	March 22
Final Grades Due, 12:00 Noon	March 27

Spring Quarter 1996

Deadline to register without a late fee	April 5
LCIE Opening Session	April 6
MBA Classes begin	April 8
Last day to register, add, withdraw from.....	Before the Second a class with a "W," or choose an audit.....
Class Meeting	
Midterm grades due	May 10
Deadline for making up "INC" grade from previous quarter	May 10
Memorial Day-No Classes.....	May 27
Quarter Ends	June 21
Final Grades Due, 12:00 Noon	June 26

Summer Quarter 1996

Deadline to register without a late fee	July 5
LCIE Opening Session	July 6
MBA Classes begin	July 8
Last day to register, add, withdraw from	Before 2nd a class with a "W," or choose an audit.....
Class Meeting	
Deadline for making up "INC" grades from previous quarter	August 16
Midterm grades due.....	August 16
Quarter Ends	September 20
Final Grades Due, 12:00 Noon	September 25

TRIMESTER SCHEDULE

Fall Trimester 1995

Deadline to register without a late fee	August 25
Opening Weekend Session	August 26
Last day to register, add a class, or choose an audit	
September 8	
Last day to withdraw with a "W"	September 8
Deadline to apply for December graduation	October 6
Deadline for making up "INC" from previous term	
October 6	
Midterm grades due.....	October 23
Deadline to apply for May/June graduation.....	November 10
Thanksgiving Holiday.....	November 23-26
Classes End.....	December 15
Final Grades Due, 12:00 Noon	December 20

Spring Trimester 1996

Deadline to register without a late feeJanuary 5
 Opening Weekend SessionJanuary 6
 Last day to register, add a class, or choose an audit January 19
 Last day to withdraw with a "W"January 19
 Deadline to apply for May graduation.....February 9
 Last day to make up "INC" grade
 from previous termFebruary 16
 Midterm grades dueMarch 1
 Last Day of ClassesApril 26
 Final Grades Due, 12:00 NoonMay 1

Summer Trimester 1996

Deadline to register without a late feeMay 3
 Opening SessionMay 4
 Last day to register, add a class, or choose an audit May 17
 Last day to withdraw with a "W"May 21
 Deadline for making up "INC" from previous term June 21
 Midterm grades dueJuly 5
 Last Day of ClassesAugust 16
 Final Grades Due, 12:00 NoonAugust 21

***Graduation Application Deadlines
 1995-96***

Deadline to apply for December graduationOctober 6

Deadline to apply for May graduation.....November 10

Deadline to apply for June graduation.....November 10

Deadline to apply for September graduationFebruary 9

Student Organizations

Student organizations are an important part of college life, providing opportunities for students to design and implement programs, events and activities which extend and amplify goals of the College mission.

Students may complement their academic experiences by becoming involved with approximately 40 student clubs and organizations which, along with the Student Activities Office, are the major scheduling source for lectures, movies, dances, entertainers, and a wide variety of other events planned to satisfy the diverse needs and interests of the Lindenwood College community.

It is necessary for each organization to register at the Campus Life Office each year and provide the name of a faculty or staff advisor and a current list of officers and members. In addition, all organizations must register all social functions by obtaining and completing the Special Events Form, available in the Campus Life Office. All organizations seeking recognition at Lindenwood College may receive application information and forms from the Campus Life Office.

Current student organizations include:

Accounting Club - to promote career activities and opportunities in accounting, and prepare students for the business world.

Alpha Epsilon Rho National Broadcasting Society - This organization promotes the advancement of broadcast education, establishes communication between student and professional broadcasters and fosters integrity in the use of broadcast instruments.

Alpha Lambda Delta - The national scholarship honor society which recognizes the academic achievements of freshmen and transfer students in their first semester at Lindenwood.

Alpha Psi Omega - national dramatic honor society.

Alpha Sigma Phi - national social fraternity.

Alpha Sigma Tau - Honor society for seniors based on a 3.5 cumulative grade point average.

American Humanics Student Association (AHSA) - to expand and enrich the educational experience of students preparing for youth and human service agency career fields.

Association of Collegiate Entrepreneurs (ACE) - aids in the development of young entrepreneurs worldwide, serving college students of all majors; including those who own a business and those who aspire to become entrepreneurs.

Biology Club - to promote interest in the biological fields and to promote means of education for employment opportunities.

Christian Student Union - to establish and organize various ministries on and off campus for the purpose of aiding and counseling people while sharing the Gospel of Jesus Christ.

Circle K - co-sponsored by the St. Charles Noonday Kiwanis Club and Lindenwood College. This organization participates in community service on campus and throughout St. Charles and the greater metropolitan St. Louis area. Students have won numerous awards for leadership and service.

Criminal Justice Interest Group - to promote career activities and opportunities in the areas of Criminal Justice.

Delta Chi - national social fraternity.

Delta Zeta - national social sorority.

Education Club - to enrich an individual's ability to compete in the outside job market as a highly qualified professional. Professional growth is promoted through the sponsoring of guest speaker, workshops and the skills development lab.

English Club - an academic and social organization for students interested in the English language, literature, research writing, professional writing, technical writing, journalism and communications; and to discuss topics in literature, language and writing.

Fellowship of Christian Athletes (FSA) - a student-led group of athletes, coaches, and other interested people meeting to explore their faith as Christians.

Griffin Literary Club - Broadside and Griffin Publications.

History Club - to offer an area for discussion on historical topics, to promote camaraderie among members and to provide a channel by which members can become involved in their communities.

Intercultural Society - to promote an awareness of international students on campus, their culture, and to educate the other students about the different countries.

Kappa Delta Pi - International Honor Society in Education.

LINC (Lindenwood is Nature Conscious) - to develop student awareness and the concern for the environment in which we live.

Linden Scroll - an honor Society that works to advance the spirit of service and fellowship on the campus, to promote and maintain standards of scholarship, to recognize and encourage leadership, and to stimulate the intellectual development of college students.

Lindenwood Student Government (LSG) - to provide leadership opportunities for students and to allow students to work together with other campus organizations to provide activities and programs for the entire campus community.

Lion Line Dance Squad - to promote school spirit, sportsmanship, and fellowship for the school and to provide entertainment at school events through dancing.

Math & Computer Club - to promote and increase knowledge and interest in science, design, development, construction, language and applications of modern computing machinery. Also, creating a means of communication between persons having interest in computing machinery.

Nexus - (Association of Afro-American Collegians) - to promote academic excellence, cultural awareness, and career oriented activities.

Psi Chi - national psychology honor society.

Psychology Interest Group - to facilitate student interest and involvement in psychology as a science, as well as to stimulate an appreciation of the broad applications of psychology to daily living endeavors.

Sigma Delta Pi - national Spanish language honor society.

Sigma Tau Gamma - national social fraternity.

Student Association of Fine Arts - an interest group to promote the arts, drama, and music.

T.H.A.N.K.S. (Teens Helping Anyone Needing Knowledge or Service) - College students training high school students for service in and to the community.

Varsity Club - a service organization comprised of all varsity award winners.

General Information

Non-Discrimination Policy

Lindenwood College is an Equal Opportunity, Affirmative Action Employer. The College complies with the Civil Rights Act of 1964, and other legislation, as amended, including the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act of 1990, and other legislation which prohibits discrimination in employment and access to educational programs because of race, color, national origin, sex, age or physical handicap. Lindenwood 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/or 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 Campus Life Office or Executive Offices of the College.

Drug-Free Schools, Communities and Workplace Policy

Lindenwood College complies with the Drug-free Schools and Communities Act of 1989 and the Drug-Free workplace Act of 1988, and seeks to provide a healthy, safe and secure environment for students and employees. Lindenwood has implemented programs that provide for annual distributions, in writing, to each student and employee of (1) standards of conduct that clearly prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on College property or as part of any College activity; (2) descriptions of applicable legal sanctions under local, state or federal law; (3) descriptions of available drug of alcohol counseling, treatment or rehabilitation or re-entry programs; and (4) clear statements of the disciplinary sanctions that the College will impose on the students and employees. Lindenwood College also provides for the biennial review of these programs to determine their effectiveness, implement needed changes, and ensure that disciplinary sanctions are consistently enforced. Non-compliance with the regulations by students, employees, and the institution carries serious penalties, including the termination of all federal financial assistance and the possible repayment of funds received. Refer also to appropriate sections of the Campus Residential Procedures and the Behavioral Policies elsewhere in the Campus Life Handbook, and to the information booklets distributed separately to both students and employees.

Student Right to Know and Campus Security Policy

Lindenwood College complies with the Crime Awareness and Campus Security Act of 1990, and the Campus Securities Disclosures (Section 458 of the Higher Education Amendments of 1992.) The College has developed and implemented policies and educational programs, maintains pertinent institutional statistics, and distributes the particular information to students, employees, and applicants. **Policies** pertain to (1) timely reporting of criminal actions and other emergencies along with the College's response processes, (2) access to and the maintenance of facilities for the purpose of security, (3) law enforcement process, the authority of security personnel, and the working relationship with state and local law enforcement agencies, (4) possession, use and sale of alcoholic beverages and enforcement of underage drinking laws, and (5) monitoring of any off-campus student groups and facilities. **Education Programs** include those designed to inform the campus about (1) security, and (2) general crime prevention. **Statistical Records** include (1) incidents of criminal offenses (murder, rape, robbery, aggravated assault, burglary, and motor vehicle theft), and (2) arrests on campus for violations of liquor laws, drug abuse, and weapons possession. Persons wishing to obtain additional information concerning the 1990 Act, 1992 Amendments, and College policies may refer to the Student Right to Know and Campus Security Annual Report.

Sexual Harassment Policy

Illegal discrimination, including sexual harassment, is prohibited. Harassment of the basis of sex is a violation of Section 703 of Title VII. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working or classroom environment. Retaliation against or intimidation of a person who has filed a complaint of sexual harassment is also prohibited.

It is Lindenwood College policy that sexual harassment will not be tolerated and that disciplinary action up to and including termination will be imposed on employees engaging in such actions. Disciplinary action up to and including expulsion may be imposed on students engaging in such action.

If you are aware of sexual harassment, or feel you are a victim of harassment, contact your supervisor or one the college officers listed: Dr. Dennis Spellmann, President; Dr. David Williams, Dean of the College; Dr. Arlene Taich, Provost; Dr. Michael Mason, Chaplain.

Programs established to prevent sex offenses and procedures to follow should such an offense occur are contained in the College's Student Right to Know and Campus Security Annual Report.

Campus Accessibility

It is the guiding philosophy of Lindenwood College to make our facilities, programs, and classes as accessible to individuals with disabilities as practical. In those instances where a room or building is not easily accessible, it may be necessary to bring the service or class to the student. It is the responsibility of the student to advise the College when special arrangements are needed. If College personnel are unable to accommodate a request for special arrangements, the request should be forwarded to the President's Office.

Identification Cards

Student Identification cards are provided without cost at registration. The ID card is to be carried at all times, and 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 official. The ID card is not transferable and any alteration invalidates the card. It must be surrendered upon graduation or upon withdrawal from the College. The ID card may qualify the student for certain discounts and advantages when attending public events and performances, e.g. movie theaters, the Louis Symphony, the Botanical Gardens, etc.

Campus Mail

The campus post office is located on the first floor of Butler Hall. All resident students are assigned boxes. The campus post office recommends that students use the following address: Your Name; Lindenwood College; Box Number; 209 S. Kingshighway, St. Charles, MO, 63301-1695. Mail is delivered each morning, Monday through Saturday, and is usually available to students in their boxes by noon. The Campus Life Office also receives United Parcel Service (UPS) and other express deliveries daily. Stamps may be purchased from a vending machine in the lower level of Roemer Hall, Mail drop boxes are located in both Roemer Hall and Butler Hall.

Student Center and Campus Life

Residence halls, along with the Butler Hall Student Center, provide the primary on-campus facilities for social activities as well as other student services. Hours of operation are posted. The Campus Life Office includes offices for the Director of Student Development, Dean of Students, Assistant to the Dean of Students, Housing Director, Activities Director, Work & Learn Director, Intramural Director, Athletic Director, and the Career Placement Director.

Social Events

Lindenwood College believes in the importance of co-curricular involvement in activities as a valuable supplement to classroom learning in the total educational process. The Office of Student Activities serves as a programming center on campus and works with student organizations in coordinating their activities and projects.

Various student organized programs and events are scheduled throughout the year. Included are the programs, meetings and other events of the Lindenwood Student Government, Greek Organizations, individual classes and campus organizations. These programs must meet with the approval of the faculty or staff advisor for the sponsoring organization and are to be scheduled with the Student Activities Office. Unless an exception is made by the Dean of Students, this scheduling must occur at least 14 days prior to the time of the activity. Scheduling requires completion and submission of a Special Event Agreement Form. Forms are available from the Student Activities Office. Authorized forms indicate any special requirements to be met by the requesting group relative to facility use or upcoming activity. In most instances special events use of campus facilities will require the presence of a faculty or staff member during the event. Generally this is the advisor for the group.

Intramural/Recreation

The Intramural/recreation program at Lindenwood College provides opportunities for participation in a wide variety of sports and recreation activities. Participation is open to all students, faculty and staff. Intramurals offer organized, competitive sports activities while recreation provides self-directed opportunities for play. The entire program is free with the exception of a nominal fee for participation when utilizing off-campus facilities that may charge a rental fee. Students interested in an activity not provided in the current program should contact the Intramural Director, room 115 in Butler Hall.

Athletics

Lindenwood College fields competitive intercollegiate teams in baseball, basketball, cross country, football, golf, soccer, track and field, and wrestling for men; basketball, cross country, golf, soccer, softball, track and field, and volleyball for women. The College is a member of the National Association of Intercollegiate Athletics (NAIA) and the America Midwest Conference, with the exception of football which is a member of the Mid States Football Association. Beginning in the fall of 1996, Lindenwood College will join the Heart of America Athletic Conference in all sports.

Personal Property

Lindenwood College does not assume responsibility for personal property or valuables and does not carry insurance to cover such property. Any incident of property loss or damage should be referred to personal homeowner insurance. The College can furnish documentation for insurance purposes. It is important to ensure safety for personal property at all times. The Security Office will make available to students an engraving tool which can be used to imprint driver's license or other identification numbers upon valuables.

Solicitors and Salespersons

Students, campus organizations or non-campus persons are prohibited from solicitation at any time for non-campus related activity. Any exceptions of this policy must be in writing from the Campus Life Office immediately if you observe any questionable sales activity.

Telephones

The campus switchboard is located in Butler Hall. Dorm room telephones may be used to call off campus and other campus extensions direct. Pay phones are located in each residence hall and may be used for all out-going and incoming 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. Long distance phone service is available. Acceptance of collect calls is prohibited.

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 include: book refunds during the first two weeks of each semester, when accompanied by cash receipt and class drop card, and a book "buy back" program at the end of each semester and quarter.

Ayres Dining Hall

- Food Service Committee will meet twice a month to discuss menus, service and other matters pertinent to the food service operation. Student, faculty and staff input is encouraged.
- Catering special activities and functions can be facilitated through food service.
- Students must present a valid ID at every meal. IDs are not transferable. Photos will be checked to verify valid IDs.
- Lost ID cards require a \$5.00 replacement charge.
- Commuter students and campus visitors are invited to eat in the cafeteria on a cash basis.
- Ayres Dining Hall hours:

Hot Breakfast	7 - 9:00 am	Dinner , Monday - Thursday	4:30 - 6:30 pm
Continental Breakfast	9 - 10:00 am	Dinner , Friday, Saturday, Sunday	4:30 - 6:00 pm
Soup & Deli Bar	10 - 11:00 am	Brunch , Saturday & Sunday	11:00am - 1:00pm
Lunch	11:00 am - 1:30 pm		
- Appropriate dress required (shirt, shoes, **no hats.**)
- Leave tables in clean condition after use by clearing 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 one day in advance for "brown-bagging" to special outings.
- Luncheon trays for students who are ill and unable to leave their room may be requested.
- All trays, dishes and silverware must be allowed behind serving counters and in the kitchen.
- 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.
- Smoking areas are designated in the cafeteria.

Campus Appearance

Students, prospective students with 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.

Materials must be posted according to the following guidelines:

1. Materials need to be pre-approved by the Campus Life Office prior to posting.
2. Posters, flyers, banners, or other notices may not be attached to or written on: building walls, beams, glass, trees, hallways, lamp posts, doors of any type, floors or ceilings, or painted on sidewalks.
3. No more than one flyer will be allowed per bulletin board.
4. Flyers may be posted only once per week.
5. No posting on top of other flyers. We request that you use tacks or staples and not tape when posting.
6. No reference to alcohol or drugs is permissible; no sexist or discriminatory materials allowed.
7. Clearly identify sponsoring organization on all materials

A list of appropriate bulletin boards is available in the Campus Life Office. Lindenwood College reserves the right to apply sanctions and/or deny space for future programs to persons or organizations not complying with these rules. Violations of this policy will result in materials being removed and individuals and sponsoring organizations being subject to disciplinary action.

Fireworks, Firearms, Explosives and Weapons

All fireworks, firearms, explosives and weapons are prohibited on the campus. Snowballs, paint pellet guns, decorative swords, and other items may be considered weapons if used in a threatening or intimidating manner against individuals, vehicles or buildings.

Fighting

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

Your Vehicles at College

All students must register their automobiles with campus security. Parking stickers must be visibly displayed in the lower left of the driver's side rear window. Parking stickers are not transferrable and are not intended to be used for multiple vehicles. Each vehicle operated by a student must be registered. 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 a vehicle or its contents while parked on campus. Fines are levied for parking violators and/or vehicles may be towed at the owner's expense. Repeated violations may result in disciplinary action and/or loss of parking privilege on campus. Parking areas for visitors and individuals with disabilities are designated at various points on campus. Fines will be issued to those violating the visitor and/or disabled parking spaces provided on campus. Red curbed areas are for short term parking (30 minutes), and yellow-curbed areas are "No Parking At Any Time." Students are reminded there is no overnight parking in front of the residence halls and that parking in non-parking areas (e.g. on grass) is strictly prohibited. All fines must be paid before grades are issued to a student.

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 Campus Life Office.
- Engrave any electronic equipment with your name, home address, 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 to the Dean of Students. This will insure the safety of everyone's property. The Student Right to Know and Campus Security Act signed into law November 8, 1990, requires the College to collect information on campus security. For more information contact the Campus Life Office.
- Contact Security if you are in need of an escort to or from the parking lots or buildings. Call ext. 4922 during regular business hours or 740-2700 after 5:00 p.m. Please give advance notice to the Security Office or security personnel on duty so they can accommodate your request.

Controlled Substances

Because the use of drugs harms the user physically and mentally, interferes with the user's ability to carry on his or her academic and social life, and infringes upon the social and academic rights of others, Lindenwood College, in compliance with local, state and federal laws, will not tolerate and strictly prohibits any use, possession or distribution of narcotics, illegal drugs, chemicals and/or related paraphernalia. Further, students receiving federal financial aid (Pell Grant, Guaranteed Student Loan, 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.

Lindenwood College will assist in any substance abuse problem which may arise. The Campus 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 substance abuse 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.

Alcoholic Beverages

Present state law makes 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 Intercollegiate 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.

Tobacco Use

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

Remember that the use of tobacco products is hazardous to your health; however, if you choose to indulge, smoking and the use of smokeless tobacco is permitted only in private residential rooms and offices where courtesy should be extended to roommates, visitors, and others sharing the same office space.

Please properly dispose of cigarette/cigar butts in ash trays and sand-filled receptacles only. Check to make certain all cigarettes/cigar butts are "cold" before emptying your ashtrays. A smoldering cigarette or cigar is a fire hazard. All bottles, cups or soda cans utilized as ashtrays or tobacco receptacles must be immediately placed in trash cans or receptacles after use to avoid clutter and preserve the appearance of the campus. Proper disposal of all tobacco products will help keep the College campus attractive and maintain its beauty for all to enjoy.

Financial Aid Questions

The Admissions and Financial Aid Offices work closely with students and families to establish financial aid packages. The 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 ensure your understanding of the details.

Academic Assistance

In case of academic problems, students are encouraged to contact their professor, advisor, or the Campus Life Office. The Education Division may also be contacted about peer tutoring. A special program has been developed so that students may receive assistance at the earliest possible opportunity.

Talent Accomplishment Program (TAP) Center

Located in the left wing of Butler Hall, the TAP Center is an innovative advising system designated to "tap" into the student's resources through an assessment form called the Lindenwood Accomplishment Profile. Experiences, accomplishments, awards, interests and goals are catalogued upon admittance into Lindenwood College. The student continues to update the file each semester up through graduation. Only positive, affirming information is included in the file, and at the student's discretion. During the student's academic career, the student can "pull" their Talent Transcript to be used to accompany part-time, summer and internship job applications. The idea is to separate the Lindenwood student from the multitude of applications the personnel directors will be reviewing, to individualize students by submitting a signed and sealed TAP form from the College. During the student's senior year, the transcript is molded to a résumé-type format. The student can use the transcript as his or her résumé, and a record of his or her accomplishments.

Tutoring and TAP Computer Lab

The TAP Tutoring and Computer Lab, located on the third floor of Butler Hall, offers supplemental academic assistance in all subject areas for Lindenwood's undergraduate students. Personal computers are also available for Lindenwood College student use.

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 offices, 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. 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 or contract between the student and the College represents a commitment by the student for covering these College costs through a conscientious and reliable work attitude. The normal stipend directs that a student work 10 hours per week for the College. No additional compensation will be made for hours worked in excess of the amount specified on the award letter.

College Work & Learn is a very serious program. If students do not fulfill their portion of the work agreement, they will be removed from the program and expected to find alternate means to pay for that portion of their education.

During one semester of the junior or senior year, a student may choose to fulfill their requirement of 150 Work and Learn hours by serving an off-campus community service organization or not-for-profit agency as a volunteer. In this way, the student and the College support community service and citizenship. In addition, the student may acquire skills and values by meeting, interacting, and networking with all kinds of people. The student will also be able to build skills and self-confidence by taking part in learning beyond the classroom. Placement opportunities often follow from this program and the networking, leadership, work ethics, and skills of responsibility it engenders and fosters.

To participate in this program a student must:

- Be in good academic standing and be a junior or senior resident student enrolled in the Work and Learn program.
- Choose an organization, contact the director of volunteer services of that organization, and complete a contract **within the first two weeks of the semester.**
- The contract must be signed by the campus supervisor and a copy must be on file in the Campus Life Office by the second week of the semester.
- Turn in weekly time reports, signed by the director of volunteers or the supervisor of the off-campus organization. **Time sheets that are more than two weeks late will not be credited.**

Insurance and Medical

Responsibility for medical care and insurance lies with the individual student and family. It is recommended that all students have current immunization or immunity from measles (including “second dose vaccine), rubella, tetanus, mumps, polio and diphtheria. Students will need to provide information to assure that family medical insurance is current and that necessary forms and identification are available. Students experiencing medical problems need to contact their Resident Advisor, Resident Director, or the Campus Life Office. For emergencies, notify your resident advisor or resident director, the Campus Life Office or Security. St. Joseph’s Medical Center at First Capitol Drive just east of Fifth 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. A student health insurance plan may be purchased as a supplement to an existing health insurance plan or as a primary insurance plan. Information on the plans are available in the Campus Life Office.

College Withdrawal

A student who needs to withdraw from classes and college attendance must discuss these needs with the Student Development Office, Financial Aid, Registrar, and Business Office. A Residential Check-Out Form with a procedural checklist will be provided for your convenience and to insure a positive departure with additional assistance and support for your decisions. This form is available in the Campus Life Office and should be returned upon completion to the campus Life Office.

Student Responsibilities for Class & Campus

To maximize classroom and campus success 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 room quietly, if late for some reason.
- Appropriate dress required (shirts, shoes, **remove hats**)
- Tobacco 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 for possible special arrangements if an unusual circumstance exists.
- Inform your instructor at the beginning of class, if you must leave that class for an important appointment while at class is in session. In these instances, it would be helpful for you to sit near the door and leave quietly when the time comes.
- 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 hall, as other classes may still be in session.
- College academic integrity and student honor are of the 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 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 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 fire hazard. Paper soda cans, and other trash are to be placed in receptacles designated for this purpose. Keep floors, hallways and campus grounds free of liter at all times.

Respect for Campus Authority

It is the policy of Lindenwood College - consistent with its efforts to foster an environment of respect for the dignity and worth of all members of the College community -- that harassment, improper language and/or actions directed toward employees of the College will not be tolerated.

All staff and faculty participate fully in the College lines of authority and are to be respected. They have full authority to administer College policies and recommend actions and have the responsibility to report any violation or areas of concern to the proper administration.

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 campus, interact with local businesses and residents, and participate in public events, they are asked to abide by all laws and campus policies, extended 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.

Resident Housing Administration

Housing Assignment

Rooms are assigned by the College to a student. The room is to be used and occupied as a residence by the student and for no other purpose whatsoever. The College does not guarantee to assign the student to a specific room in a specific residential building, nor does it guarantee to assign a specific roommate to share the space. Rosters are maintained as official records of the College. Unless specific arrangements are made to the contrary, students who do not arrive as scheduled may lose their housing priority. Room changes may be requested after the first two weeks of each term. Approval for the change is granted by the Dean of Students. Students changing rooms must follow the check-out and check-in procedures supplied by the Campus Life Office. If your roommate moves to another location on campus or withdraws, graduates or leaves the College for any reason, the Director of Housing may request that you move to another room.

Holiday Closings

For security reasons, the residences are closed and locked at 6:00 p.m. on the last day of classes before each holiday/break. They will reopen at noon on the day when classes resume. Lindenwood College encourages students and their families to make travel plans in accordance with this schedule. Exceptions may apply to special circumstances where students need to remain in residence during the holiday or break. These students may make arrangements for housing by contacting the Business office and Campus Life Office in advance.

As you prepare to leave for holidays or breaks, please make certain you have disconnected **all** electrical appliances, locked your windows and doors, and removed all opened food items from the residence. College staff will make health and safety checks during this time.

Additionally, the College does not provide storage of belongings during the summer or other vacation/break periods.

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.

Room Keys

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

Checking Out

Prior to your room departure, the resident director is required to assess any possible damage that might have occurred to your residence. Students are charged for damaged or missing equipment. Charges are deducted directly from the housing deposit or billed directly to the student. 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 individual room keys to the Campus Life office is the responsibility of each individual. In the event a room is left dirty all individuals will be charged. If a problem arises, consult your Resident Director or the Campus Life Office.

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 Deposit Refund

Resident students are expected to pay a \$150 non-refundable fee to reserve their room. After the term charges have been paid, the room reservation fee becomes a refundable room damage deposit. This deposit remains on account at the College as long as the student resides in campus housing. Any damage to the assigned housing during the time of residence will be deducted from the deposit. Students are entitled to a deposit refund upon completion of the **Residential Check-out** form once all outstanding debts to the College have been satisfied. If a new student withdraws prior to the beginning of a term, the housing application deposit is not refundable. Continuing students must notify the Director of Housing of plans not to return the following term as a resident student and complete the Residential Check-Out form. Failure to complete this process by the date of the last class or exam preceding the departure will result in forfeiture of the deposit.

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

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

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

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

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.

Residential Procedures & Campus Policy

Residential Life

Lindenwood College views a resident's experience in group living as an opportunity for learning to live and work with others of varying ages, cultural backgrounds and interests. Resident Advisors (RA's) are available throughout the buildings to provide a support system for the students. Each facility is supervised by a Resident Director (RD) who lives in the residence halls and who, together with his/her RAs, oversees the general safety and well-being of the residents, assists and supports students with the daily challenges of college life and coordinates maintenance and housekeeping activities within the buildings.

The Director of Housing has overall responsibility for student housing and residence hall staff personnel. Students are both encouraged and expected to take responsibility and to be responsible to the community in which they live. Active participation in residential activities can assist residents in developing a sense of community spirit. Resident students who have questions, concerns or ideas regarding residential living may direct them to any RD, RA, or to the Director of Housing.

Room Furnishings, Possessions and Care

Students are expected to care for their rooms and residences, keeping them clean and free from damage through carelessness or neglect. All furnishings by the College are to remain in place and not be dismantled or removed for any reason without specific authorization. Any plans for room modifications beyond the reasonable introduction of furnishings must be submitted in writing, in advance to the Campus Life Office for approval. Students may bring reasonable additions for their living space:

Permitted are: small portable refrigerators of 120 volts and 1.5 cubic feet or less, electric fans, shavers, hair dryers, electric blankets, coffee pots and self-contained popcorn poppers. Televisions and electric 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 of each piece of equipment as a security precaution.

Prohibited are: Waterbeds, pets, dart boards, cooking appliances (such as microwaves, toasters, toaster ovens and any others except those mentioned above), air conditioners, outside antenna, incense and candle burning. All exceptions must have the approval of the Dean of Students.

NOTE:

- When purchasing curling irons, try to purchase one with an automatic shut off; curling irons left on are a serious fire hazard.
- Clothing irons should be used with extreme caution and only on an ironing board. Ironing on beds and floors is prohibited.
- Weapons of any type, including decorative and ornamental, are prohibited.
- Poster putty (white only), needles, straight pins, and white toothpaste 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 Dean of Students.
- The use of signs, flags, and pictures as visible window coverings are not acceptable, and except for emergencies, windows are never to be used as an entrance or exit.
- Out of respect for others, smoking is not permitted in hallways or public areas.

Lofts

Lofts may be constructed, if they meet the standards as set forth by Lindenwood College and have the approval of the Dean of Students. Procedures, requirements and specifications for lofts are available from the Director of Housing. An application to build a loft must be completed before construction. After authorization is obtained and the loft is complete, it will be inspected. If the loft does not meet specifications, the builder will have 24 hours to correct the problems before re-inspection. If the loft still fails to meet specifications, the builder will be asked to remove it. Construction of lofts without approval is a violation of College policy and the builder may be subject to disciplinary action.

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 each regulations. Any persons who gain unauthorized entrance, as well as those assisting in that entrance (i.e., giving another person your key or lock combination), are subject to criminal and campus disciplinary action.

Quiet/Study Hours

The primary purpose of the residence facility is to foster academic achievement. Where large numbers of people are living together, careful planning and the sharing of responsibility are essential to ensure the best atmosphere. It is necessary that quiet hours be observed by everyone living in College residential facilities. The respect which the residents of the facility have for one another is necessary for keeping noise to a minimum for those who wish to study or sleep. The final responsibility for the effectiveness of the plan rests with the student. 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.

Visitation

Visitation within residence halls must be with concern for personal safety and security, and consideration for the well-being of all students. In-room visitation by members of the opposite sex is prohibited. This provision may be modified upon the approval of the Dean of Students. Specific regulations regarding visitation will be listed and posted in individual residence halls and may vary according to residences. However, like visitation within one's home, the privilege necessarily requires certain understandings, restrictions and responsibilities.

Accordingly, the College maintains a policy that in all residential facilities -- including Lindenwood Village, Gamble House, fraternity and sorority areas -- visitation by members of the opposite sex within the facility is permitted only for occasional "open house" or other special events as authorized by the Dean of Students. In-room visitation by members of the opposite sex is prohibited. This provision may be modified upon the approval of the Dean of Students.

Visits by parents or family members of the opposite sex are permitted by notifying the Resident Director and making a courtesy announcement to other students sharing the facility. Non-students, especially non-family juveniles under 18 years of age, and uninvited or inconsiderate persons are not welcome in campus residences, or on the campus and are considered trespassers.

Violations of the regulations may result in immediate dismissal from the College.

Guests

Any guest of students visiting the campus and staying overnight must be pre-approved and registered with the Campus Life Office by the Dean of Students. No visitation will be allowed unless specifically approved on an individual, case-by-case basis. 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.

Invited guests of residents must use the front door of the residential facility and be properly checked in according to the regulations of the facility. Arrangements should be made by the residents to meet the guest in the lounge or at the front door. Visiting guests must be accompanied by their host at all times when on campus and in a residential facility. Each resident host is responsible for their guest until the guest is escorted out of the residence and has left the campus.

Respect for Resident Directors

It is the policy of Lindenwood College -- consistent with its efforts to foster an environment of respect for the dignity and worth of all members of the College community -- that harassment, improper language and/or actions directed toward employees of the College will not be tolerated.

Resident Directors participate fully in the College lines of authority and are to be respected. Resident Directors have full authority to administer college policies and recommend actions, not only in residential facilities, but campus-wide as well. Resident Directors have the responsibility to report any violation or areas of concern to the proper administrator.

Fireworks, Firearms, Explosives and Weapons

All fireworks, firearms, explosives and weapons are prohibited within the residence halls or on the campus. Snowballs, paint pellet guns, decorative swords and other items may be considered weapons if used in a threatening or intimidating manner against individuals, vehicles or 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/or intentional use of objects to inflict personal harm will be dismissed from the College.

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. In the event of a tornado warning, 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.

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 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 related suspicious behavior (i.e. uninvited entry, deception, false statements) are not acceptable at the College. Violators are subject to criminal and campus disciplinary actions.

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.

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 the 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' permanent record file

If dismissed from the College, readmission requires a petition to the Student Life Office in writing which shows 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 from recurring and contribute to a more positive campus life.

The Lindenwood Community

An Understanding of Commitment

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: mental, social, physical, and spiritual. Life on campus helps you as a student: learn how to learn, gain a broad range of knowledge and understanding about the arts, humanities and sciences; obtain social and physical enjoyment through athletic and recreational activities and special events; grow in capacity for work, achievement and leadership, and experience self-discovery and personal fulfillment that will serve a lifetime.

The College community seeks to foster peace and harmony by maintaining order and stability. Policies and rules help to establish 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 a personal commitment to growth, education and the community.

Your activities affect both yourself and others. In choosing to be a part of this learning community, you agree to be responsible and to choose your actions in such a way that they reflect favorably on yourself and the community. You are expected to abide by established policies and procedures, just as you are required by city, state and nation to abide by established laws. You are expected 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 their institution by:

- exhibiting personal qualities of honesty, fairness, integrity, and accountability;
- developing interpersonal relationships that enhance the quality of life on 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 or discomfort on the part of others;
- respecting the rights of students and staff to remain reasonably quiet in the residence halls, classrooms, library, and laboratories;
- respecting the physical property of the College and of 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 heterosexual 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 with 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.

