



# **LINDENWOOD UNIVERSITY**

**Campus Life Handbook**

**1997-1998**

*revised edition 8/20/97*

# The Lindenwood Community

## An understanding of commitment

Lindenwood University is committed to the development of the whole person within a value system that acknowledges the University'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 University 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 University Community is a voluntary society that asks you as its member to possess a loyalty to the institution and person 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 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 University 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 University 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 relationships;
- abiding by all policies of the University and fulfilling all contractual agreements with the University;
- 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 University 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 warranted. The University 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 community. Due process within the community has a greater degree of informality and flexibility of procedure.

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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 University this year.

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

- Our new Lion's Den Student Center is the perfect place for social activities; and the Performance Arena and Cultural Center add space for athletics and performing arts.
- 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 19 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 university experience. It's up to you to make the most of them, and the University faculty, administration and staff are here to support you the entire way.

Lindenwood has a proud history of excellence in education. As the University enters its 171st 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 to 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

# The Mission of Lindenwood University

Lindenwood University is an independent, liberal arts university with a nistorical 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 University 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 University's educational programs liberate individuals from limitations, enabling them to pursue rewarding and fulfilling lives.

# Organization of Lindenwood University

## Lindenwood University

### Provides:

- Higher education committed to the University'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 University

The Lindenwood University Board of Directors delegates to the President of the University 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 University operations.

- **Office of the President** (Public Relations, Alumni Relations, Development, Institutional Advancement)
- **Admissions and Financial Aid** (university enrollment and financial aid packages)
- **Business Office** (student accounts, payment plans, financial matters and cashier)
- **Academic Services** (Registrar, curricular divisions, advisors, faculty, learning resources, international student center, academic mentors and advising)
- **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, and men's and women's tennis)
- **Campus Life** (Housing, campus organizations, student services, campus special activities, University Work and Learn Program, Talent Accomplishment Program, Career Development, advising, mail service, switchboard, intramural activities and community service programs)
- **Business Service Center** (Security, building and grounds management)
- **Evening and Graduate College, Graduate and Adult Admissions, The Lindenwood College for Individualized Education (LCIE)**

Each area of University life establishes and maintains standards of excellence which together ensure 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, Student Government

Residence: Problems/Information

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

Athletics Events, Sports Information

Your University Account

Cafeteria/Food Service

Academic Assistance, Tutoring

Personal or Social Issues

Veterans' Issues

Career Planning & Internships

Help in gaining access to University  
facilities and resources, Guest Passes

Emergency

## **You Should Speak First With:**

Your instructor, your advisor, the appropriate  
Division Dean, the Academic Service Center or  
Student Development Office

Academic Services, 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

Student Activities Office, Butler Hall, Ext. 4980

Resident Advisor, Resident Director, or Housing Office,  
Butler Hall, Ext. 4848/4985

Public Relations Office, Roemer Hall,  
Ext. 4964

Sports Information Director, Ext. 4809

Business Office, Roemer Hall, Ext. 4969

Ayres Dining Hall, Ext. 4928

Academic Services, Roemer Hall, Ext. 4954

University Chaplain, Butler Hall, Ext. 4825

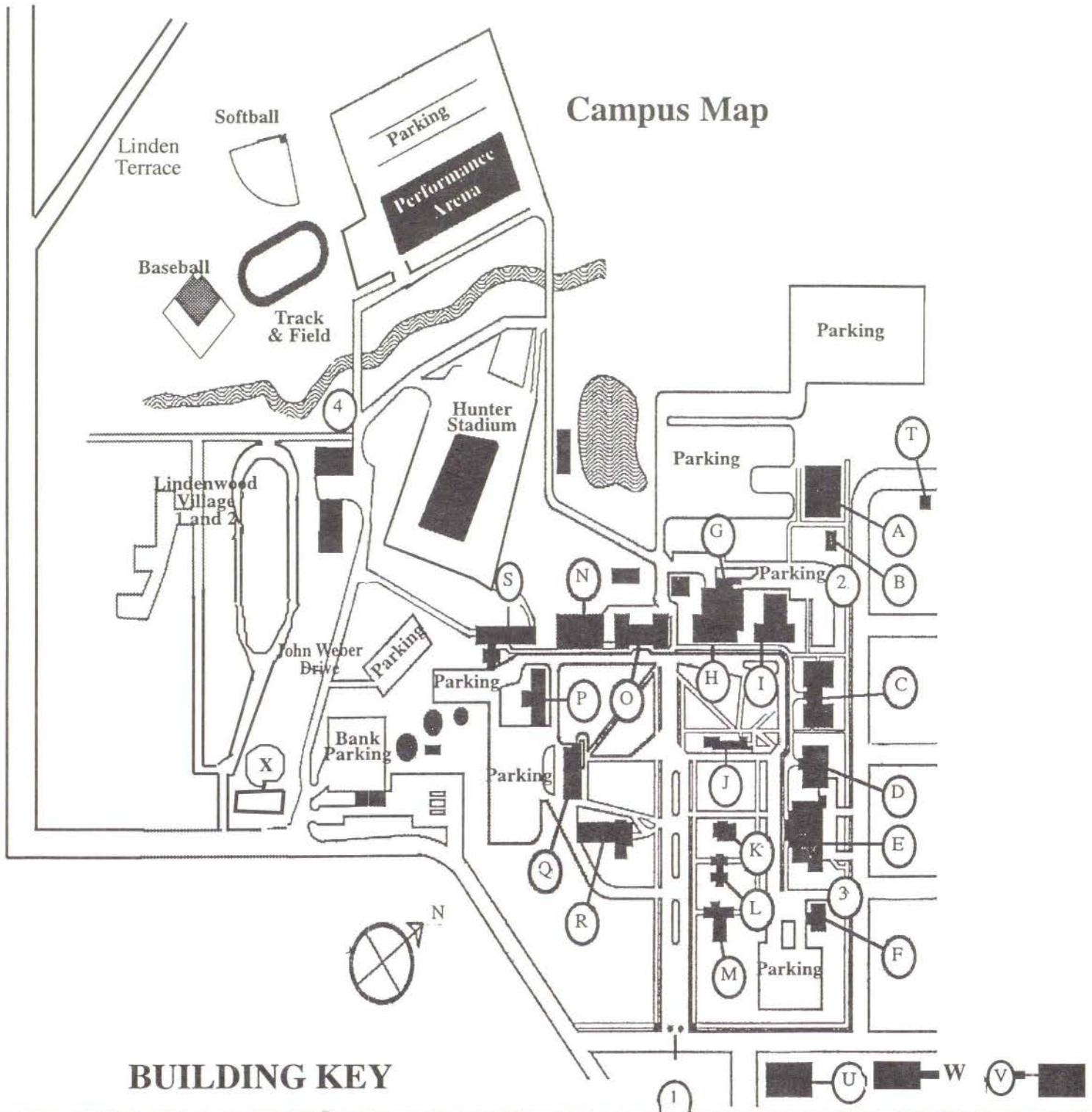
Veterans' Affairs, Financial Aid, Roemer Hall,  
Ext. 4940

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

Campus Life Office, Butler Hall, Ext. 4985

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

# Campus Map



## BUILDING KEY

- |                         |                            |                                 |                          |
|-------------------------|----------------------------|---------------------------------|--------------------------|
| <b>A-Harmon Hall</b>    | <b>G-Ayres Dining Hall</b> | <b>M-Memorial Arts Building</b> | <b>S-Parker Hall</b>     |
| <b>B-Watson Lodge</b>   | <b>H-Ayres Hall</b>        | <b>N-Nicolls Hall</b>           | <b>T-Gamble House</b>    |
| <b>C-Roemer Hall</b>    | <b>I-Butler Hall</b>       | <b>O-Sibley Hall</b>            | <b>U-Museum</b>          |
| <b>D-Butler Library</b> | <b>J-Gables</b>            | <b>P-Cobbs Hall</b>             | <b>V-Cultural Center</b> |
| <b>E-Young Hall</b>     | <b>K-Stumberg</b>          | <b>Q-Irwin Hall</b>             | <b>W-Gray House</b>      |
| <b>F-Eastlick</b>       | <b>L-President's House</b> | <b>R-McCluer Hall</b>           | <b>X-Lions Den</b>       |

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



# The Campus

Located on 235 acres at First Capitol Drive and Kingshighway in St. Charles, Missouri, Lindenwood University offers a picturesque setting with handsome architectural designs campus-wide and an arboretum of natural beauty, including the linden trees for which the university is named.

## The University Buildings

***Margaret Leggat Butler Library*** (1930) named in memory of the co-benefactor and wife of Col. James G. Butler, contains computer labs, 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 University. 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, The Downstage 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 computer labs 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 University's Board of Directors. Latzer Great Hall, located on the upper level of the Memorial Arts Building, was named in memory of Cora O. Latzer, grandmother of an alumna. Latzer Great Hall is now the site of a computer lab.

***Butler Hall*** (1930) named in honor of university benefactor Col. James G. Butler, is the location of the Dorothy Warner Indoor Swimming Pool. Butler Hall also houses the Student Center, which has a formal lounge, as well as organization and club meeting rooms, a gymnasium, Humanities Department and Campus Life Offices.

***The Admissions Center*** houses Undergraduate Admissions and includes

***The Gables*** (1915) 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.

**Robert F. Hyland Performance Arena** (Completed 1996) is a 3,000-seat arena that houses the men's and women's basketball, volleyball and wrestling teams. Named after the late Robert F. Hyland, former Chairman of the Board at Lindenwood University, the arena is acoustically sound to hold concerts and performances as well. Coaches offices, classrooms, an auxiliary gym, the 270-seat Luxury Skybox Pavilion and a VIP Room are among the amenities, in addition to a state-of-the-art floor and scoreboard.

**The Lindenwood University Alumni Museum**, purchased in 1994, holds paraphernalia that depicts the history of Lindenwood University. The Museum is located across from the Campus on South Kingshighway.

**Studio East**, located one block from Campus, holds Lindenwood University's art studios and an art gallery. Studio East offers space for classes and creative design.

**Lindenwood University Cultural and Community Center**, purchased in the Spring of 1996, is located two blocks north on South Kingshighway. The Center holds the music department and a third art gallery. The auditorium is acoustically sound for performances.

**Lion's Den** is new in 1997. Located on First Capitol Drive, a place for food, recreation and socializing.

## **The Residence Halls**

**Ayres Hall** (1908) named in memory of former University 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.

**McCluer Hall** (1961) named in memory of former University 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 University'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 University's Board of Directors. Niccolls Hall houses women in traditional and apartment-style units. The Delta Zeta sorority is located on the lower level.

*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.

*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 University 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 University 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 University, 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.

*First Capitol House*, located on First Capitol Drive, directly across from the campus, provides housing for graduate female students.

*Carriage House*, located behind First Capitol House, provides housing for graduate female students.

*Linden Terrace*, located on and east of Droste Road, offers duplexes and houses for graduate and upper-level female students.

## **The Off-Campus Centers**

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

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

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

# 1997-98 Academic Calendar

## Fall Semester 1997

Faculty Workshops .....	August 18-22
New Student Registration/Orientation .....	August 24
Classes Begin .....	August 25
Opening Convocation, 4p.m. ....	August 26
Last day to register, add class , or choose an audit.....	September 5
Last day to withdraw with a "W" .....	September 19
Deadline to apply for December graduation .....	October 3
Deadline for making up "INC" grades from Spring .....	October 10
Midterm grades due .....	October 17
Deadline to apply for May/June graduation .....	November 7
Thanksgiving Holiday-No Classes.....	November 27-28
Last Day of Classes.....	December 12
Final Exams .....	December 13-18
Final Grades Due, Noon .....	December 22

## Spring Semester 1998

Faculty Workshop & Planning.....	January 5-9
Registration/Orientation .....	January 11
Classes Begin .....	January 12
Last day to register, add a class, or choose an audit .....	January 23
Last day to withdraw with a "W" .....	February 6
Deadline to apply for September graduation .....	February 6
Deadline for making up "INC" grade from Fall .....	February 20
Midterm grades due by Noon .....	March 9
Spring Break .....	March 9-13
Easter Break .....	April 10
Last Day of Classes.....	May 8
Final Exams .....	May 9-14
Baccalaureate .....	May 15
Commencement .....	May 16
Final Grades Due, Noon.....	May 18

## Graduation Application Deadlines 1997-98

Deadline to apply for December graduation .....	October 3
Deadline to apply for May graduation.....	November 7
Deadline to apply for June graduation.....	November 7
Deadline to apply for September graduation .....	February 6

# General Information

## Non-Discrimination Policy

Lindenwood University is an Equal Opportunity, Affirmative Action Employer. The University 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 University 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 University community. The University 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 University's policy on non-discrimination should be directed to the Campus Life Office or Executive Offices of the University.

## Drug-Free Schools, Communities and Workplace Policy

Lindenwood University 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 University property or as part of any University activity; (2) descriptions of applicable legal sanctions under local, state or federal law; (3) descriptions of available drug or alcohol counseling, treatment or rehabilitation or re-entry programs; and (4) clear statements of the disciplinary sanctions that the University will impose on the students and employees. Lindenwood University 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 the Campus Policies section 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 University 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 University 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 University'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 University 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 on 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 University 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 of the University officers listed: Dr. Dennis Spellmann, President; Dr. David Williams, Dean of Admissions and Financial Aid; Jeanne Murabito, Dean of Academic Services, or; Dr. Michael Mason, Chaplain.

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

## **Campus Accessibility**

It is the guiding philosophy of Lindenwood University 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 University when special arrangements are needed. If University 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 university and residence hall officials. The ID card is not transferable and any alteration invalidates the card. It must be surrendered upon graduation or upon withdrawal from the University. The ID card may qualify the student for certain discounts and advantages when attending public events and performances, e.g. movie theaters, the St. Louis Symphony, the Botanical Gardens, etc. ID cards are issued in the Student Development Office in Butler Hall.

## **Your Vehicles**

All students must register their automobiles with campus security. Parking stickers may be purchased from the Business Service Center (Roemer Hall, lower level). 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 University vehicles. Lindenwood 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.

## **Academic Assistance**

In case of academic problems, students are encouraged to contact their professor, advisor, or the Academic Services Center (Roemer Hall, lower level). 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**

The Talent Accomplishment Program is an innovative system designated to "tap" into the student's resources through an assessment form called the Talent Accomplishment Profile. Experiences, accomplishments, awards, interests and goals are catalogued upon admittance into Lindenwood University. The student continues to update the file each school year 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 access his/her 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. 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. This service is located on the first floor, left wing of Butler Hall.

## **Computer Labs**

Computer labs are located in the Butler Library and Memorial Arts Building (2nd floor) for student use.

## **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 University; 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. A mail drop box is located next to the stamp vending machine.

## **Student Centre and Campus Life**

The Lions Den, residence halls, and the Butler Hall Student Centre 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 Dean of the University, Dean of Students, Director of Student Services, Director of Student Development, Housing Director, Student Activities Director, Work & Learn Director, and Career Development Director.

## 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 (Monday - Friday):

<b>Hot Breakfast</b>	7 - 9:00 am	<b>Dinner, Monday - Friday</b>	4:30 - 6:30 pm
<b>Continental Breakfast</b>	9 - 10:00 am	<b>Dinner, Saturday, Sunday</b>	4:30 - 6:00 pm
<b>Soup &amp; Deli Bar</b>	10 -11:00 am	<b>Brunch, Saturday &amp; Sunday</b>	11:00am - 1:00pm
<b>Lunch</b>	11:00 am - 1:30 pm		
- Lions Den hours (Monday-Friday) 11 a.m. - 2 p.m. Limited menu.
- 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.

## Social Events

Lindenwood University 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 Association, 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 Director of Student Services, 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 Business Services Center or the Student Activities Office. Authorized forms indicate any special requirements to be met by the requesting group relative to facility use or upcoming activity. 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.



# Lindenwood University Student Organizations

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

Students may complement their academic experiences by becoming involved with approximately 50 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 University community.

It is necessary for each organization to register at the Activities 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.

A complete listing of all Lindenwood University student organizations is available in the Campus Life Office.

## Work & Learn Program (Work Study)

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

- Help defray the cost of a university 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 University by reducing overhead costs and enabling more University 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 University. 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 University 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 University represents a commitment by the student for covering these University costs through a conscientious and reliable work attitude. No additional compensation will be made for hours worked in excess of the amount specified on the award letter.

Work & Learn is a financial aid commitment. 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. Time sheets are collected weekly.

## Community Service

During one semester of the junior or senior year, a student may choose to fulfill their Work & Learn Requirement by serving an off-campus community service organization or not-for-profit agency as a volunteer. In this way, the student and the University 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.
- The contract must be signed by the Director of University Work and Learn and a copy must be on file in the Student Development Office.
- Turn in weekly time reports, signed by the director of volunteers or the supervisor of the off-campus organization.

## **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, University Work and Learn Stipend, special external funding, Lindenwood University Scholarship, and family contribution. Financial aid packages are finalized based on commitments by students, family and the University; all must be honored throughout the year to achieve successful completion of the academic 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.

## **Campus Bookstore**

Owned and operated by the University, the Campus Bookstore provides textbooks and other reading materials, gifts, clothing, and general school supplies. 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.



# Resident Housing Information

## Residential Life

Lindenwood University 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 RA's, oversees the general safety and well-being of the residents, assists and supports students with the daily challenges of university life and coordinates maintenance and housekeeping activities within the buildings.

The Director of Housing has overall responsibility for student housing. 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.

## Rate changes

Room charges for all semester resident students have been increased by \$45 to \$2,545 for the 1997-98 academic year, effective August 1, 1997. However, students will be compensated for their University Work & Learn (and federal University Work Study) at the hourly rate of \$5.15; thus, so long as students do all 300 of their assigned work hours, students will experience no increase in their personal cost.

## 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 University 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 furnishings 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 Director of Housing.

### NOTE:

- When purchasing curling irons and/or clothing irons, try to purchase one with an automatic shut off; 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 Director of Housing.
- 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.

## **Personal Property**

Lindenwood University cannot assume responsibility for the personal property (including automobiles) of students and guests. The University carries no insurance to cover such property losses even in the case of fire, theft, or other disasters. Students are urged to consider insuring personal property through a “home owners” or personal effects policy (preferably by extending the policy carried by their parents). Students should clearly mark personal possessions and maintain records of serial numbered items to discourage theft and aid in filing insurance claims. An engraving tool is available in the Business Service Center for students to mark valuables with the owner’s social security number. Loss or damage to personal property should be reported immediately to the Dean of Student’s office. The University can furnish documentation for insurance purposes.

## **Housing Assignment**

Rooms are assigned by the University to a student. The room is to be used and occupied as a residence by the student and for no other purpose whatsoever. The University 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 University. 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 Director of Housing. 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 University for any reason, the Director of Housing may request that you move to another room. Unauthorized room changes will result in a \$250 fine. All room assignments and changes are made by the Director of Housing.

## **Holiday Closings**

For security reasons, the residences are closed and locked at 6 p.m. on the last day of classes before each holiday/break. They will reopen at noon on the day when classes resume. Lindenwood University 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. University staff will make health and safety checks during this time.

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

Quarter students who are not on the traditional housing schedule may be asked to relocate.

## **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 require your signature. Your room keys must be turned in to the Campus Life Office before you depart the University. Lost room keys require a \$25 replacement charge because it usually requires the door to be re-keyed for proper security. Campus Life asks to 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.

## **Withdrawal/Check Out**

A residential Check-Out Form with a procedural checklist will be provided for your convenience and to ensure 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.

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 \$150 will be assessed for improper check out and transcript requests may be withheld until payment of this fee is made.

Prior to your 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.

## **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 University 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 University 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 the forfeiture of the deposit.

Students must meet all financial obligations to the University 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. The student must submit a written request which includes 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 University. In making the 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 University unless it has been signed by the Chief Operating Officer of Lindenwood University. The University reserves the right to increase or reduce fees each year according to changes in fiscal conditions.

## **Residential Authority and Room Privacy**

The University 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 University reserves the right to entry without notice for such purposes as necessary to assure compliance with University policies and to meet emergency needs. If necessary, the right of entry will also include student-owned vehicles.

## Telephones

The campus switchboard is located in Butler Hall. Dorm rooms are assigned an extension number routed through the campus switchboard. There is a \$50 per semester charge for the room phone service. The service provides “local” access to all of St. Louis County, the northern portion of Jefferson county, and the eastern portion of St. Charles County. Students must provide their own telephones. Telephones may be purchased from the University Bookstore for \$40 or rented through the Business Service Center (Roemer Hall basement) for \$20 a year. The University has made arrangements with a long distance carrier to provide calling cards. Students will receive a monthly statement of charges which can be sent to the home or University address.

Residents not living on the main section of the campus (Carriage House, First Capital House, Gamble House, Lindenwood Village I and II, and Linden Terrace) will need to make arrangements directly with the telephone company for installation and service. **It is recommended that students who will be sharing the cost of having a telephone subscribe only to the basic service and use a calling card for long distance calls to prevent potential disputes over monthly long distance charges.**

Pay telephones 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. Telephone courtesy and consideration of those using the telephone is requested of all students. Acceptance of collect calls is prohibited.

## Lofts

Lofts may be constructed only if they meet the standards as set forth by Lindenwood University and have the approval of the Director of Housing. Procedures, requirements and specifications for lofts are available from the Director of Housing. An application to build a loft must be completed and approved 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 University 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 obey all 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), is 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 University 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 of the usual tranquility of the Lindenwood University 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.

# Campus Policies

## Visitation

Visitation within residence halls must be managed with concern for personal safety and security, and consideration for the well-being of all students. In-room visitation by members of the opposite sex is prohibited. 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 requires certain understandings, restrictions and responsibilities.

Accordingly, the University maintains a policy that in all residential facilities -- including Lindenwood Village, Linden Terrace, 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.

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 \$150 will be assessed for improper check out and transcript requests may be withheld until payment of this fee is made.

## Guests

Any guest of a student who is 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 University holds the student responsible for the behavior of any guest and informing them of University 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.

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 the age of 18, 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 University.**

## Fireworks, Firearms, Explosives and Weapons

All fireworks, firearms, explosives and weapons or other items that may be considered weapons (i.e. snowballs, paint pellet guns, decorative swords) if used in a threatening or intimidating manner against individuals, vehicles or buildings is prohibited on the campus. Violators are subject to campus disciplinary actions and possible referral to appropriate local, state, or federal law enforcement agencies.

## Fighting

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

## **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 University 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 University 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 University policy, and will result in disciplinary action, financial charges for damage, dismissal when abuses are severe or repetitive, and possible prosecution by civil authorities.

## **Skateboards/Roller Blades**

Due to the possibility of injury, skateboards and roller blades will not be allowed on campus.

## **Stealing and Possession of Stolen Property**

The possession of stolen property (whether from another student, the University or the general public) or related suspicious behavior (i.e. uninvited entry, deception, false statements) is not acceptable to the University. Violators are subject to campus disciplinary actions and possible referral to appropriate local, state or federal law enforcement agencies.

## **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. Students are asked to be particularly alert to off-campus salespersons who pose a nuisance and security threats. Contact the Campus Life Office immediately if you observe any questionable sales activity.

## **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 University 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.



## **Controlled Substances**

Lindenwood University cooperates with local, state and federal officials regarding the use of 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 University 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. A copy of the Lindenwood University Drug-Free Guide is available in the Public Relations Office. Lindenwood will assist in any substance abuse problem which may arise. The Campus Life Office and University 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 University official for assistance. In situations where a behavioral incident involves substance abuse and results in disciplinary action, the University'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 University Administration and Board of Directors have further instructed that alcohol be prohibited on campus. The National Association of Intercollegiate Athletics (NAIA), affiliated with the University, and the Heart of America Athletic Conference, have 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 university authorities and may result in disciplinary action as directed by the University.

## **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 campus attractive and maintain its beauty for all 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 university 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 bulletin boards is available in the Campus Life Office. The University reserves the right to apply sanctions and/or deny space for future programs to persons or organizations not complying with these rules. Violations will result in materials being removed and individuals and organizations being subject to disciplinary action.

## Community Relations

Students enrolled at Lindenwood University are obligated to conduct themselves at all times in a manner which is consistent with the University'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 University. On such occasions, both on campus and away, the University will not tolerate from its students the intimidation or harassment of others, including loud, threatening or inappropriate behavior.

## 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 and 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.
- Academic integrity and student honor are of the highest importance at Lindenwood University. 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 University policy.

## Your Campus Personality

Lindenwood University 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 to assist you and help insure that you attain the highest possible degree of educational, social and spiritual integrity as you attend Lindenwood.

- 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 litter at all times.

## Respect for Campus Authority

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

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

## 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. An engraving tool may be borrowed from the Business Service Center (Roemer Hall, lower level).
- 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 ensure the safety of everyone's property. The Student Right to Know and Campus Security Act signed into law November 8, 1990, requires the University 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 p.m and on weekends. Please give advance notice to the Security Office or security personnel on duty so they can accommodate your request.

## **Discipline**

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

- Warning
- Social probation
- Restitution work assignment
- Assessment of fines or charges for damage
- Expulsion from residence halls or public facilities
- Dismissal from the University (dismissal may result without prior probationary action)

In serious situations, parents may be notified. If dismissed from the University, readmission requires a letter of appeal to the Campus Life Office which shows satisfactory understanding by the student of:

- Why the dismissal was necessary
- Why the student wishes to return
- What the student is willing to do in the future to prevent past problems from recurring and contribute to a more positive campus life.

# Fraternity & Sorority Risk Management Policy

## Statement of Adoption

Effective October 4, 1996, Lindenwood University adopted the National Interfraternity Conference, Inc. Risk Management Policy of FIPG, Inc. as encouraged by NIC.

The Risk Management Policy of FIPG, Inc. includes the provisions which follow and shall apply to all fraternity entities and all levels of fraternity membership.

## Alcohol and Drugs

1. The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, while on chapter premises, during a fraternity event, in any situation sponsored or endorsed by the chapter, or in any event an observer would associate with the fraternity, must be in compliance with any and all applicable laws of the state, province, county, city and institution of higher education, and must comply with either the BYOB or Third Party Vendor Guidelines.
2. No alcoholic beverage may be purchased through chapter funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of, or on behalf of, the chapter. The purchase or use of a bulk quantity or common sources of such alcoholic beverage, i.e. kegs or cases, is prohibited.
3. OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, shall be prohibited.
4. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal "drinking age").
5. The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on chapter premises or during a fraternity event or at any event that an observer would associate with the fraternity, is strictly forbidden.
6. No chapter may co-sponsor an event with an alcohol distributor, charitable organization or tavern (tavern defined as an establishment generating more than half of an annual gross sale from alcohol) where alcohol is given away, sold or otherwise provided to those present.
7. No chapter may co-sponsor or co-finance a function where alcohol is purchased by any of the host chapters, groups or organizations.
8. All rush activities associated with any chapter will be a DRY rush function.
9. No member shall permit, tolerate, encourage, or participate in "drinking games."
10. No alcohol shall be present at any pledge/associate member/novice program, activity or ritual of the chapter.

## Hazing

No chapter, colony, student or alumnus shall conduct nor condone hazing activities. Hazing activities are defined as:

"Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical or

psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution, or applicable state law.”

### **Sexual Abuse and Harassment**

The fraternity will not tolerate or condone any form of sexist or sexually abusive behavior on the part of its member, whether physical, mental or emotional. This is to include any actions which are demeaning to women or men including but not limited to date rape, gang rape or verbal harassment .

### **Fire, Safety and Health**

1. All chapter houses should meet all local fire and health codes and standards.
2. All chapters should have posted by common phones emergency numbers for fire, police and ambulance and should have posted evacuation routes on the back door of each sleeping room.
3. All chapters should comply with engineering recommendations as reported by the insurance company.
4. The possession and/or use of firearms or explosive devices of any kind within the confines and premises of the chapter house is expressly forbidden.

### **Education**

Each fraternity shall annually instruct its students and alumni in the Risk Management Policy of FIPG, Inc. Additionally, all student and alumni members shall annually receive a copy of said Risk Management Policy.

# Lindenwood University...

## A Proud Past and A Promising Future

Amidst the beautiful Linden trees, Lindenwood University was founded on the highest ground between two rivers well over 170 years ago. Today, it is the second oldest university 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 university students.

This academic year, a record 7,000 full and part-time students will attend classes at Lindenwood University. Fourteen hundred of those students will live and work on the beautifully-wooded residential core of the University. Campus residence halls and classroom buildings are newly renovated and modernized.

The innovative, pioneering spirit of education 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 UNIVERSITY

## *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.*