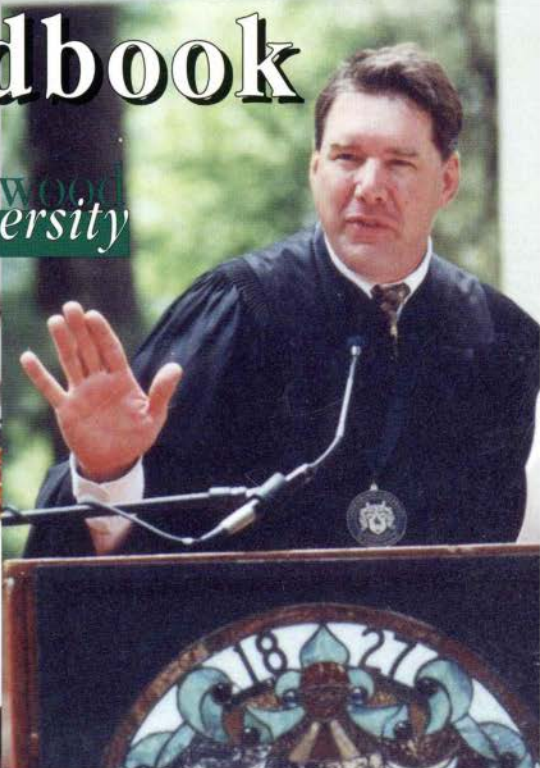
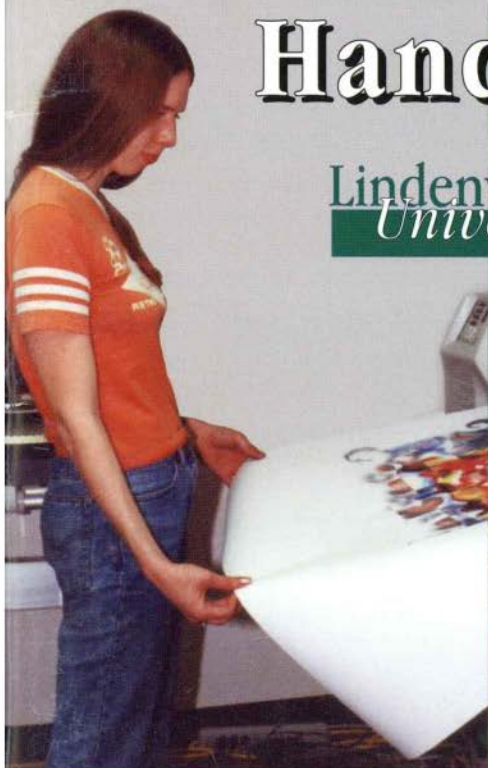




2001-02 Student Handbook

Lindenwood
University



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:

- Two new residence halls are now open, and construction of our grand campus center continues through the year.
- The Butler Centre is the perfect place for social activities; the Performance Arena and Cultural Center provide space for athletics and performing arts.
- Opportunities have been expanded with new, cutting-edge, academic major and minor programs.
- Several new outstanding professors have been added 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 29 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 an excellent year. Get involved and take an active part in your education. All kinds of opportunities await you during your Lindenwood experience. It's up to you to make the most of them, and the faculty, administration and staff are here to support you the entire way.

As Lindenwood enters its 175th year, we continue its proud tradition of educating the whole student: academically, spiritually, socially and physically.

We are proud to be the "Leader in Success." We look forward to seeing you on campus. Have a great year!

Sincerely,



Dennis C. Spellmann
President

Welcome to Lindenwood

A Proud Past and A Promising Future

Amid the beautiful Linden trees, Lindenwood University was founded on the highest ground between two rivers over 174 years ago. Today, it is the oldest university west of the Missouri River. Since 1827, when it was founded by pioneering educators Mary Easton and George Sibley, it has enjoyed a reputation as an innovative force dedicated to liberal arts 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 that reached across all fields of knowledge. They wanted their school to teach a solid academic core, balanced sense of self-worth which accompanies dedication to the larger community and nation...an institution which is always up-to-date with the times in teaching 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. 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, over 11,000 full and part-time students, will attend classes at Lindenwood University. Approximately 2,300 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, including the new Spellmann Campus Center that is currently under construction.

The innovative, pioneering spirit of education the Sibleys challenged Lindenwood to share with its students is certainly flourishing today. More than 20,000 alumni continue to distinguish themselves in virtually all fields and walks of life, reflecting not merely their excellent academic preparation, but their development as 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 lifelong learning...education which continues to prepare individuals for success as responsible citizens, while insisting that they be their very best selves.

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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 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 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 harmful 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.

The Mission of Lindenwood University

Lindenwood University offers values-centered programs leading to the development of the whole person—an educated, responsible citizen of a global community.

Lindenwood is committed to:

- providing an integrative, liberal arts curriculum.
- offering professional and pre-professional degree programs.
- focusing on the talents, interests, and future of the student.
- supporting academic freedom and the unrestricted search for truth.
- affording cultural enrichment to the surrounding community.
- promoting ethical lifestyles.
- developing adaptive thinking and problem-solving skills.
- furthering lifelong learning.

Lindenwood is an independent, liberal arts university that has an historical relationship with the Presbyterian Church and is firmly rooted in Judeo-Christian values. These values include belief in an ordered, purposeful universe, the dignity of work, the worth and integrity of the individual, the obligations and privileges of citizenship, and the primacy of truth.

Student Involvement

Organization Adviser/Extension

Accounting Club **William Felty/4799**

Operates under the sponsorship of the St. Louis IMA (Institute of Management Accountants) chapter. Its purpose is to promote career activities and opportunities, to prepare its members for the business world.

Alpha Chi **Jenny Warren/4403**

This international society recognizes junior and senior students who demonstrate academic excellence and exemplary character, and who are in the top 10 of their class. The name Alpha Chi is derived from the Greek letters meaning truth and character

Alpha Epsilon Rho **Rich Reighard/4805**

To encourage and reward scholarship and accomplishment among students of broadcasting, to promote the advancement of education in the art of science of broadcasting, to establish meaningful communication between student and professional broadcasters.

Alpha Lambda Delta **Peter Griffin/4415**

Alpha Lambda Delta is the national scholarship honor society for first-year and new transfer students.

Alpha Phi Omega **Sue Saum/4735, Daryl Anderson/4710**

National service fraternity for assembly of college students in the fellowship of the principles of the Boy Scouts of America as embodied in its Scout Oath and Law; to develop Leadership, to promote friendship, and provide service to humanity; and to further the freedom that is national, educational and intellectual heritage.

Alpha Sigma Alpha **Dana Wehrli/4806**

A sisterhood that shall have for its four-fold purpose the intellectual, physical, social and spiritual development of its members.

Alpha Sigma Lambda **Dan Kemper/916-1925**

Honor Society recognizing those senior students in the adult evening programs who have achieved academic excellence while handling other life responsibilities including family, work, and community service. Nominees must have completed 84 credit hours at Lindenwood University and maintained a 3.8 cumulative grade point average.

Alpha Sigma Omega **Sue Saum/4735**

Alpha Sigma Phi **Michelle Giessman/4848**

National Social Fraternity, "To better the Man."

Alpha Sigma Tau **Curt Billhymmer/4888**

Honors seniors achieving a cumulative grade point average of 3.5 or higher with an invitation for membership.

Alpha Tau Omega **Oliver Hagan/916-1920**

To foster and promote school pride on the campus of Lindenwood University. We strive to build and maintain a healthy relationship in the community and to develop Lindenwood students into tomorrow's leaders.

Ambassadors **Michelle Giessman/4848**

American Humanics Student Association **Joe Parisi/4827,**

John Snipes/4787

To expand and enrich the educational experience of students, preparing them for youth and human service career fields in non-profit organizations.

Association of Collegiate Entrepreneurs **Ed Smith/4784**

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.

- Business Club** **Judy Kamm/4833**
 Its purpose is to unite business majors, and provide a means for them to learn organizational skills, meeting conduct and networking skills.
- Campus Crusade for Christ** **Bob Carter/916-1912**
 To serve as a resource to help meet the spiritual needs of college students.
- Cheerleaders** **Kim Knerr/4947**
 To promote school spirit through cheering at games, performing at halftime and pep rallies. To promote good sportsmanship at athletic events.
- Chi Sigma Iota** **Marilyn Patterson/916-1917**
 It is an international honor society of counseling professionals and professionals-in-training dedicated to excellence in scholarship, research and clinical practice.
- Circle K International** **John Snipes/4803**
 Co-sponsored by the St. Charles Noonday Kiwanis Club and Lindenwood University. This organization participates in community service on campus, throughout St. Charles and in greater Metropolitan St. Louis Area.
- Criminal Justice Interest Group** **Terry Moorefield/4734**
 Promotes career activities and opportunities in the areas of Criminal Justice.
- Dance Club** **Alice Bloch/916-8250**
 Explore the functions of dance and provide opportunities to expand members' dance experience.
- Delta Zeta** **Sue Tretter/4872**
- Easton Debating Society** **Joe Cernik/4810**
 To participate in debating historical, ethical, political and cultural issues.
- English Club** **Sue Tretter/4872**
 An academic and social organization for students interested in the English language, literature, research, writing, professional writing, technical writing, journalism, and communication and to discuss topics in literature, language and writing.
- Explorers Post 9209** **Joe Parisi/4827, John Snipes/4787**
 Work in conjunction with the Boy Scouts of America to prepare young people to make ethical choices over their lifetime by instilling them the value of scout oath and law.
- Fellowship of Christian Athletes** **John Creer/4777**
 A student-led group of athletes, coaches, and other interested people meeting to explore their faith as Christians.
- Fencing Club** **Sheryl Guffey/4993, Jill Jokerst/4983**
 To broaden the base of fencing, both in participation and public recognition.
- Fine Arts Club** **Hans Levi/4856, Elaine Tillinger/4862**
- Greek Council** **Craig Penrose/4999**
 Greek Council will give direction and leadership in furthering the education process at Lindenwood University, through the Greek Fraternity and Sorority System.
- Griffin Literary Club** **George Hickenlooper/4874, John Bell/4401**
 Production of Broadside and Griffin publications.
- History Club** **Phillip Hamilton/4561**
 To offer an area for discussion on historical topics, to promote camaraderie among members and to educate students about different countries.
- Honors Program** **Donna Charron/4451**
 To promote exceptional school achievement at Lindenwood University.
- Intercultural Club** **Sue Tretter/4872**
 To promote awareness of international students on campus, their culture, and to educate students about different countries.
- International Radio & Television Society** **JoAnn Haedike/4712**
 To enhance the development of university students involved in telecommunications and broadcasting, cable and other electronic media.

- Kappa Delta Pi** **Pat Moore/4960**
International Honor Society in Education.
- Karate Club** **Ann Canale/4871**
To study basic self-defense techniques through shotakan karate, developing discipline, self confidence and respect in the standards.
- Lewis and Clark Political Society** **Joe Cernik/4810**
To promote non-partisan, balanced and responsible political and public affairs discussions.
- Lambda Chi** **Marilyn Patterson/916-1917**
- LindenScroll** **Carla Mueller/4731**
An Honor Society that works to advance the spirit of service and fellowship on campus, to promote and maintain standards of scholarship, to recognize and encourage leadership, and to stimulate the intellectual development of college students.
- Lindenwood Christian Fellowship** **Mary Bryant/946-0851**
To reach students with the gospel and provide and on-going fellowship and instruction for Christian growth.
- Lion Cubs** **Rob Scoggins/916-1938**
Developmental dance squad to encourage school spirit, provide quality entertainment, and represent the high academic and social standards of Lindenwood University.
- Lion Line Dance Squad** **Janet Strzelec/(314) 750-2961**
Dance squad to encourage school spirit, provide quality entertainment, and represent the high academic and social standards of Lindenwood University.
- LSGA** **Jill Jokerst/4983**
Provides 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.
- LU Roller Hockey** **Sheryl Guffey/4993**
Provides an outlet for recreation as well as to seek a competitive team foundation.
- Marketing Club** **David Arns/4789**
To provide marketing majors with opportunities for personal and professional growth and development. The club will help students create and sustain an environment to build leadership skills, career contacts, professional skill and character.
- Math and Computer Science Club** **Judith Colburn/4725**
To promote and increase knowledge and interest in science, design, development, construction, language and applications of modern computer machinery. Also, a means of communication between persons having interest in computer machinery.
- Panhellenic Association** **Dana Wehrli/4806**
Sorority council where women come together for planning and fun.
- Pi Delta Phi** **Nancy Durbin/4868**
Lindenwood Chapter (Zeta Pi) of the national French honor society.
- Pi Gamma Mu** **Phillip Hamilton/4561**
The international honor society fosters excellence in the social sciences and promotes cooperation between them.
- Pi Mu Epsilon** **Judith Colburn/4725**
- Pi Sigma Alpha** **Joe Cernik/4810**
The national honor society stimulates "scholarship and intelligent interest in political science."
- Pre-Health Professionals** . . . **Rebecca Helton/4716, Rao Ayyagari/4714**
To promote information and camaraderie between the health field majors.

- Psi Chi** **James Evans/4708**
 The national society in psychology encourages, stimulates and maintains excellence in scholarship and advances the science of psychology. Students must be second semester sophomores, juniors, or seniors majoring or minoring in psychology.
- Psychology Interest Group** **Bruce Kelly/4732**
 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.
- ROTC** **Terry Russell/4997**
 To develop leadership and self-confidence in college students. Those who successfully complete the program will earn a commission as an officer in the U.S. Army, Army Reserve, or National Guard.
- Spirit Squad - Pep Club** **Kim Knerr/4947**
 To encourage school spirit, provide quality entertainment, and represent the high academic and social standards of Lindenwood University.
- Student Council for Exceptional Children** **Rebecca Panagos/4959**
 Promote professional growth and development of education majors advocating /working in special education.
- Wesley Foundation** **Randy Biggerstaff/916-1928**
 To share and reflect God's love and nurture Christian faith in the Lindenwood community.
- Young Life** **Glen Waring/4832**
 To reach middle and high school students with LU students who are moral, ethical, and spiritual minded.
- For general information call the student activities office 4983**

Lindenwood Athletics

Lindenwood's athletic department has grown considerably in the past 12 years from just a few sports to 29, but that quantity has not been at the expense of quality. In 2000-2001, Lindenwood's athletic program placed fourth overall in the NAIA and third among NAIA schools from the United States in the prestigious Sears Director's Cup competition, awarded annually to the most successful college athletic programs in the United States and Canada. The following is a complete list of Lindenwood's intercollegiate athletic teams, by season.

Fall

Football

Field Hockey

Men's and Women's Cross Country

Men's and Women's Soccer

Men's and Women's Tennis

Women's Volleyball

Men's and Women's Golf

Winter

Men's and Women's Basketball

Men's and Women's Indoor Track and Field

Men's and Women's Swimming and Diving

Wrestling

Men's and Women's Bowling

Roller Hockey

Cheerleading/Spirit Squad

Spring

Baseball

Men's and Women's Golf

Men's and Women's Tennis

Men's and Women's Outdoor Track and Field

Men's Volleyball

Softball

IV. Student Services

Academic Assistance

In case of academic problems, students are expected 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 writing lab in Butler Hall has also been developed so that students may receive assistance with various aspects of academic writing.

Ayres Dining Hall

- The Lindenwood University Food Committee will meet twice a month to discuss menus, service and other matters pertinent to the food service operation. Student, faculty and staff input and attendance is encouraged.
- Catering special activities and functions can be facilitated through food service at 949-4928.
- Students must present valid ID at each meal. ID's are not transferable. Photos will be checked to verify validity.
- Commuter students and campus visitors are invited to eat in the dining hall on a cash basis.
- 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 returned to the cafeteria as soon as your health improves.
- Only authorized persons will be allowed behind serving counters and in the kitchen.
- Children must be managed so as not to disturb others in the cafeteria.
- There is no smoking in the cafeteria.

Ayres Dining Hall Hours:

Breakfast	7-9:30 a.m.-Mon.-Fri.
Lunch	10:30-2 p.m.-Mon.-Fri.
Dinner	4:30-6:30 p.m.-Mon.-Thurs. 4:30-6 p.m.-Fri., Sat., Sun.
Brunch	11 am-2 p.m.-Sat., Sun.

Business Office

Located on the main floor in Roemer Hall. This office maintains your student billing account. All payments to the University should be sent or given to this office. The main office number is (636) 949-4969.

Butler Centre

Residence halls and the Butler Centre provide the primary on-campus facilities for social activities. Hours of operation are posted. The Butler Centre, located on the lower level of Butler Hall, includes the campus post office, offices for Student Activities, Student Government, laundry facilities, swimming pool, post office, grab and go food service, lounge with big screen TV, and tables for study and social activities.

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.

Career Development

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. Career Development has many resources to help students to find meaningful careers. Career Development is located in the lower level of the Welcome Center.

Computer Labs

Computers lab for student use are located in the Butler Library (lower level). The lab is open during normal library hours and closes a half-hour before the library's scheduled closing time. A Mac lab/Multimedia center is located in the Lindenwood Cultural Center at 400 N. Kingshighway.

Financial Aid

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. Located in the lower level of Roemer Hall.

Identification Cards

Student Identification cards are provided without cost upon registration. The ID card is to be carried at all times, and is required to obtain meals at the cafeteria, to use the library, to cash checks at the Business Office and to attend various social, theatre/drama and athletic events. There will be a replacement fee of \$10.00 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 may be obtained in the Welcome Center.

Mail

All resident students are assigned mail 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. 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.

Dorothy Warner Indoor Swimming Pool

Built in 1915 by Colonel James Gay Butler; the indoor pool and gymnasium were built for the girls at Lindenwood for P.E. classes. It is currently the oldest swimming pool west of the Mississippi River.

Pool hours: Lifeguard Present

Mon.-Fri.: 10:00 a.m.-8:00 p.m.

Sat.: 10:00 a.m.-2:00 p.m.

Sun.: Closed

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 advi-

sor for the sponsoring organization and are to be scheduled with the Student Activities Office. Unless an exception is made this scheduling must occur at least 14 days prior to the time of the activity. Scheduling requires completion and submission of a Special Event Request 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. 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.

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 Lindenwood's mission.

Students may complement their academic experiences by becoming involved with approximately 70 student clubs and organizations (see complete list on page 27) 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.

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

Work & Learn Program (Work Study), Community Work Service

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 class-persons 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. The offices of Work and Learn and Community Work Service are located in the lower level of the Welcome Center/Campus Life Office.

If You Have A Question About: You Should Speak To:

Your Classes

Your instructor, your advisor, the appropriate division dean or the Academic Service Center

Academic Regulations and Requirements

Academic Services, Roemer Hall, 949-4954, and your advisor

Graduate Programs

Office of Graduate & Adult Professional Admissions
Visitors Welcome Center, 949-4949

Financial Aid

Office of Financial Aid, Roemer Hall, 949-4923

Clubs, Organizations, Intramurals Activities, Programs, Student Government

Student Activities Office, Butler Hall, 949-4983

Residence: Problems/Information

Resident Advisor, Resident Director, or Business Service Center, 949-4922

Issues or ideas concerning the state of the University, events, publications, releases

Public Relations Office, Roemer Hall, 949-4964

Athletics Events, Sports Information

Athletic Office, 916-1930

Your University Account

Business Office, Roemer Hall, 949-4969

Cafeteria/Food Service

Ayres Dining Hall, 949-4928

Academic Assistance, Tutoring

Academic Services, Roemer Hall, 949-4954

Personal or Social Issues

University Chaplain, Butler Hall, 949-4825

Veterans' Issues

Veterans' Affairs, Financial Aid, Roemer Hall, 949-4940

Career Planning & Internships

Career Development Office, Visitors Welcome Center, 949-4806, or the Appropriate Division Dean

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

Campus Life Office, Visitors Welcome Center, 949-4980

Emergency

Security, 949-4922 before 5 p.m., (636) 262-4622 after 5 p.m.

ROTC

Military Science Studies, Butler Hall, 916-7455 or 949-4997

Residential Services and Information

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 Residential Life has overall responsibility for student housing. Students are encouraged and expected to take responsibility and to be responsible to the community in which they live. Active participation in residential activities can aid residents in developing a sense of community spirit. Resident students who have questions, concerns or ideas about residential living may direct them to any RD, RA, or to the Director of Residential Life or the Director of Residential Operations.

Absence from Residence Halls

Students who become ill, involved in an accident, or for some other reason are going away from the Residence Hall for a time period exceeding one day should inform their RD so that they can be reached in the event of an emergency.

Residential Life occasionally receives calls from residents' parents/guardians regarding their whereabouts. By informing your R.D. of your travel plans, etc., you enable us to keep your family informed in the event of an emergency.

Residential Deposit Refund

Resident students are expected to pay a \$200 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 **Student 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 Residential Operations of plans not to return the following term as a resident student and complete the **Student 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 \$200, 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.

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.

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 Director of Residential Operations. 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's 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.

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 before classes resume. Lindenwood University encourages students and their families to make travel plans early 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 Residential 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 or trimester students who are not on the traditional housing schedule may be asked to relocate temporarily.

Housing Assignment

Rooms are assigned by the University to each resident student. The room is to be used and occupied as a residence by the student and for no other purpose. 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 three weeks of each term. Approval for the change is granted by the Director of Residential Life. 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 a reason, the Director of Residential Life 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 Resident Life.

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 \$35 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 the key 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.

Lofts

Lofts are discouraged; however, they may be allowed in certain circumstances if they meet appropriate standards and have been approved by the Director of Resident Life. Procedures, requirements and specifications for lofts are available from the Director of Resident Life. 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 discipline.

Maintenance Service

Although every effort is made to maintain physical facilities in working order, fixtures and furnishings will occasionally need repair. The procedure for repair or replacement is as follows:

Minor Repairs: Call the Maintenance office at (636) 949-4922.

Emergency Repairs: Call Maintenance if during regular business hours or contact Residential Service Patrol or your RD after 5:00 p.m. or on weekends.

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 Director of Residential Operations. The University can furnish documentation for insurance purposes.

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.

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's 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.

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 Residential Operations.

- 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 Residential Operations.
- The use of signs, flags, and pictures as window coverings are unacceptable, and except for emergencies, windows are not to be used as an entrance or exit.
- Out of respect for others, smoking is not permitted in any resident hall hallways or public areas.

Telephones

The campus switchboard is located in the Communications Center in Butler Hall. Dorm rooms are assigned an extension number routed through the campus switchboard. There is a \$150 per term Communications Fee for students living at the Heritage Campus. The fee provides "local" telephone access, internet access and cable TV services. Students must provide their own telephones. 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 (Gamble Hall, Lindenwood Village, First Capitol Village 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 outgoing 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.

Visitation

Visitation within residential housing 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 except during hours posted in each residence hall. This provision may be modified upon the approval of the Director of Residential Operations. However, like visitation within one's home, the privilege requires certain understandings, restrictions and responsibilities.

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 \$200 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. 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.

Campus Culture/Student Conduct

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 fulfillment 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.
- No hats should be worn in classrooms or in the dining hall.
- 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.

Students, prospective students with their families, alumni, corporate executives and other financial supporters will visit the campus throughout the year. We expect our students to present the best possible image of Lindenwood University by keeping the campus attractive and keeping a positive attitude 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.

Academic Honesty

Lindenwood University students have a basic obligation to adhere to the high level of integrity expected of all members of our academic community. The fabric of our academic community is woven by acts of trust and honesty: The work to which we affix our name is our own. Acting otherwise adversely affects the character and integrity of oneself, one's colleagues and Lindenwood University.

The fundamental responsibility for the maintenance of academic honesty rests upon the student. It is the student's responsibility to know and adhere to the university policy on academic honesty at all times and in all situations. Faculty members are responsible for describing and clarifying how the standard applies in their respective courses.

Academic dishonesty is defined as those acts of deceit or misrepresentation intended to promote or enhance one's academic record. Academic dishonesty includes all forms of "cheating" and plagiarism. Cheating is defined as, but not limited to, the following:

1. Use or attempted use of unauthorized assistance in taking examinations, including quizzes or tests and the completion of assignments,
2. Dependence upon the aid of sources beyond those authorized by the instructor in taking examinations or completing assignments,
3. Unauthorized acquisition or possession of examinations or other academic material belonging to a member of the university faculty or staff.

Plagiarism is that act of taking another's work and claiming that it is one's own. Adequate acknowledgment of another's work is all that is required to avoid plagiarism. If there is any doubt about how to express such acknowledgement, the student should consult with his/her instructor or refer to a writing style manual. Should academic dishonesty occur, the affected faculty member and the academic administration of Lindenwood University shall have the discretion to take appropriate action.

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 Collegiate Athletic Association (NCAA) and 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.

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 Activities 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.

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.

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.

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 assistance for students 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.

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 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.

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) are prohibited on the campus. Violators are subject to campus disciplinary actions and possible referral to appropriate local, state, or federal law enforcement agencies.

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.

Parking

Please do not be discourteous by parking in a no-parking zone or a courtesy zone and creating a safety hazard for your fellow students. Do not be disrespectful by violating our handicapped parking zones and impeding our handicapped students' ability to park safely.

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, 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

- 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 (2021 First Capitol Drive).
- Report strangers who appear to have an insufficient reason for being on campus.
- Do not violate campus security measures including locked doors, access rules and visitation policies.
- Report any known or suspected thievery to the Director of Residential Operations. 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.

- To contact security if you are in need of an escort to or from the parking lots or buildings, call **(636) 262-4622 or 4623**. Please give advance notice to the Security Office or security personnel on duty so they can accommodate your request.

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 one of the University officers listed: Dr. Dennis Spellmann, President; Dr. David Williams, Dean of the University; Sheryl Guffey, Dean of Campus Life; Dr. Michael Mason, Chaplain; or Julie M. Mueller, Chief Operating Officer.

Skateboards/Roller Blades

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

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 Residential Service Office. Students should be particularly alert to off-campus salespersons who pose a nuisance and security threat. Contact the Residential Services Office immediately if you observe any questionable sale activity.

Stealing and Possession of Stolen Property

The possession of stolen property (from another student, the University or the general public) or related suspicious behavior (i.e. uninvited entry, deception, false statements) is unacceptable. Violators are subject to campus disciplinary actions and possible referral to appropriate local, state or federal law enforcement agencies.

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 the room quietly, if you are late for some reason.
- Appropriate dress required (including shirts and shoes).
- Hats should not be worn in class, in the dining hall or inside any campus buildings.
- 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 are not permitted to attend classes with a parent. Ask your faculty advisor or instructor for special arrangements for unusual circumstances.
- Inform your instructor at the beginning of class, if you must leave that class for an important appointment while the class is in session. In these instances, it would be helpful for you to sit near the door and leave quietly when it's time.
- 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.

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.

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.

Vehicle Registration

All students must register their automobiles with campus security, by purchasing a Lindenwood University parking sticker from the LU bookstore. 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. Parking stickers cost \$2 each.

Dates to Remember

Fall Semester 2001

Aug. 25-26	Residential Student Check-in
Aug. 27	Classes begin
Aug. 28	Opening Convocation and fall sports rally
Sept. 7	Last day to register, add class or choose an audit
Sept. 21	Last day to withdraw with a W
Oct. 8	Deadline for making up "INC" grades from spring sem.
Oct. 13-14	Homecoming and Alumni Weekend
Oct. 12	Midterm grades due
Oct. 20	Parents' Day
Nov. 2	Deadline to apply for May/June graduation
Nov. 22-23	Thanksgiving Holiday break
Dec. 7	Last day of classes
Dec. 10-14	Final Exams

January Term 2002

Jan. 3	January Term classes begin
Jan. 7	Last day to register, add class or choose an audit
Jan. 9	Last day to withdraw with a W
Jan. 18	Last day of classes
Jan. 23	Final grades due, 12 p.m.

Spring Semester 2002

Jan. 20	New student registration/orientation
Jan. 21	Spring semester classes begin
Feb. 1	Last day to register, add class or choose an audit
Feb. 15	Last day to withdraw with a W
Feb. 21	Deadline to apply for Aug./Sept./Dec. graduation
Feb. 25	Deadline for making up INC grades from fall semester
March 25-29	Spring Break
March 29	Easter Break
April 15-19	Spring Fling
April 19	Cotillion Dance
May 10	Last day of classes
May 13-17	Final Exams
May 17	Baccalaureate
May 18	Commencement

The Campus

Located on 400 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

Admissions Center

Houses Undergraduate Admissions and includes Graduate and Adult Professional Admissions. It is located at 1735 First Capitol Drive.

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 Butler Centre, ROTC, the Humanities Department and a formal lounge.

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.

The Fitness Center (renovated in 2001)

Offers weight training and fitness equipment and a combination wrestling/dance floor for student and class use.

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, field hockey and other sports activities.

Harmon Hall (1969)

Located at Watson and Gamble streets and named for the family of Board Chairman, Ray Harmon, 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.

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 (660) and FM (89.1) broadcast from the lower level of MAB with the Business Administration and 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.

Lindenwood University Alumni Museum

Located at 136 S. Kingshighway, holds paraphernalia that depicts the history of Lindenwood University. The Museum is located directly across from the heritage campus entrance.

Lindenwood University Cultural Center

Purchased in the spring of 1996, is located two blocks north at 400 North Kingshighway. The center holds the music department and a third art gallery. The auditorium is acoustically fit for concerts.

Margaret Leggat Butler Library (1930)

Named in memory of the co-benefactor and wife of Col. James G. Butler, contains over 150,000 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. Computer labs are located in the lower level.

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.

Roemer Hall (1921)

Dedicated to honor John L. Roemer, president of Lindenwood from 1914-1940 and his wife Lillie 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, Academic Services, 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.

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.

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 and computer science courses 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 there.

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.

Blanton Hall (2000)

Is named for Executive Board Member, Ben Blanton. This new residence hall is equipped to house 180 female students. Also opening last fall, its counterpart, for male students, is not yet named.

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 for men.

Eastlick Hall (1921)

Named in honor of Mrs. Nellie Eastlick, a niece of Colonel Butler. Eastlick Hall serves as a residence for men.

First Capitol Village

Located on First Capitol Drive, directly across from campus, provides housing for male students.

Gamble Hall

Located at 130 Gamble Street near the university, offers apartment style living for students who are non-traditional or married couples.

Irwin Hall (1924)

Named in memory of Reverend Robert Irwin, college president from 1880-93. Irwin provides a traditional residence for women.

Linden Terrace

Located on, and east of, Droste Road, offers duplexes and houses for graduate and upper-level female students and married couples.

Lindenwood Village

Offers apartment-style living for male students.

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 for women.

New Men's Hall (2000)

Is equipped to house 180 male students.

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. Sororities are located on the lower and second levels.

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.

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 with a lounge. The newly renovated Sibley Chapel is open for lectures, recitals and other special events.

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.

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 men.

The Lindenwood Vision

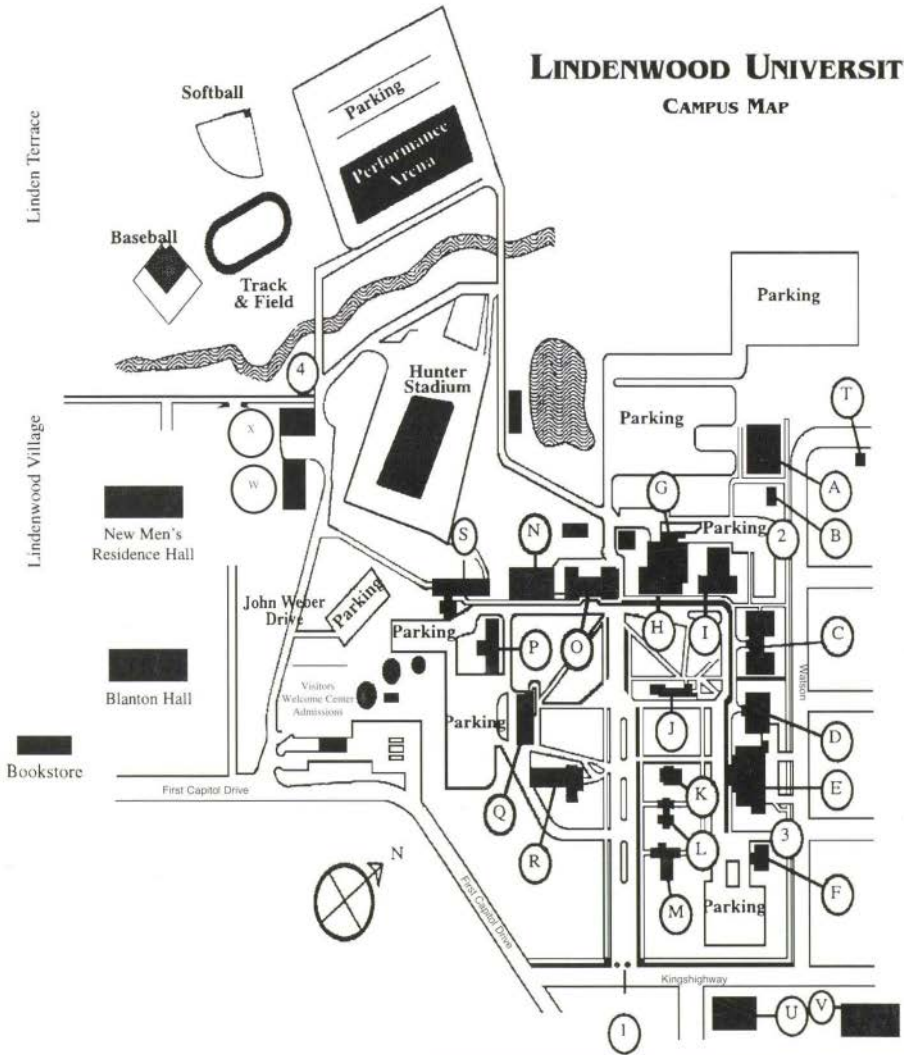
Education that matters...

- 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
- improves the quality of life

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

LINDENWOOD UNIVERSITY

CAMPUS MAP



Building Key

A. Harmon Hall	G. Ayres Dining Hall	M. Memorial Arts Bldg. (MAB)	S. Parker Hall
B. Watson Lodge	H. Ayres Hall	N. Niccolls Hall	T. Gamble Hall
C. Roemer Hall	I. Butler Hall	O. Sibley Hall	U. Alumni House & Museum
D. Butler Library	J. The Gabies	P. Cobbs Hall	V. Kingshighway House
E. Young Hall	K. Stumberg Hall	Q. Irwin Hall	W. Fitness Center
F. Eastlick Hall	L. President's Hall	R. McCluer Hall	X. Field House

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