2004-2005 STUDENT HANDBOOK



The President's Message

Dear Lindenwood student.

Welcome! We are proud that you are 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. We believe there is a plan for your life, and Lindenwood wants to help you find it!

You are fortunate to be at Lindenwood during a time of tremendous growth. Another residence hall will be opened, a newly designed athletic stadium seating 7,000 spectators will be completed and the Lou Brock sports complex will be ready for the upcoming baseball and softball season. This is a dynamic institution with a rich heritage and a bright future. Lindenwood will stretch your talents and challenge you to become your very best self. Graduation and success in the job market are only part of the plan at Lindenwood. Our goal is to help you develop as a whole person — intellectually, physically, spiritually and socially.

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, community service, achievement and leadership; experience self-discovery and personal fulfillment that will serve you for a lifetime.

Get involved and take an active part in your education. All kinds of opportunities await you during your Lindenwood experience. It is up to you to make the most of those opportunities. The faculty, administration and staff are here to support you the entire way.

We look forward to seeing you on campus. Have a great year!

Sincerely,

Dennis C. Spellmann

sesfelman

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 more than 175 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 and a balanced sense of self-worth which accompanies dedication to the larger community and nation. They wanted an institution that was always up-to-date 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, but has maintained 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 that now includes a wide range of working adults and professional people, in addition to record numbers of traditional-aged university students.

This academic year, more than 13,000 full and part-time students will attend classes at Lindenwood University. Approximately 2,800 of those students will live and work on the beautifully wooded residential campus. Residence halls and classroom buildings are newly renovated and modernized. There have been six new residence halls built within a five-year period, as well as newly acquired non-traditional houses. Lindenwood University has begun construction on the Lou Brock Sports Complex and is currently renovating the Harlen C. Hunter Stadium for the 2004 football season.

The innovative, pioneering spirit of education the Sibleys' challenged Lindenwood to share with its students is certainly flourishing today. More than 30,000 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. Lindenwood seeks to balance formal learning in the classroom with a wide range of extra and co-curricular experiences designed to provide education for lifelong learning...education that continues to

ii

prepare individuals for success as responsible citizens, while insisting that they be their very best selves.

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. Resident life helps students to establish good learning skills; 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 in the following ways:

- Exhibiting personal qualities of honesty, fairness, integrity and accountability;
- Developing interpersonal relationships that enhance the quality of life on campus by treating 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 counseled in a personal, patient, and just manner. 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.

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, public-serving 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.

Table of Contents

The President's Message i
Welcome to Lindenwood ii
An Understanding of Commitmentiii
The Mission of Lindenwood iv
Dates to Remember
Quick Numbers
The Campus
Student Activities/Organizations
Lindenwood Athletics
Residential Services
Work and Learn
Student Services
Campus Policy/Student Conduct
Lindenwood Vision
Campus Man Back Cover

Dates to Remember

Fall Semester 2004

New Student Registration/Orientation	Aug. 21-22
Classes Begin	Aug. 23
Opening Convocation, 4 p.m.	Aug. 24
Last day to register, add class, or choose an audit	Sept. 3
Last day to withdraw with a "W"	Sept. 17
Last day to register for or add a Late Start Class	Before the 3 rd class
	meeting
Deadline for making up "INC" grades from Spring	Oct. 4
Midterm grades due	Oct. 8
Homecoming Weekend	Oct. 15-16
Parents Day	Oct. 16
Deadline to apply for March/May/June graduation	Nov. 1
Thanksgiving Holiday-No Classes	Nov. 25-26
Last day of classes	Dec. 3
Final exams	Dec. 6-10
Lindenwood residential housing closes at 6:00 p.m.	Dec. 10
Final grades due, 3 p.m.	Dec. 13
January Term 2005	
Classes begin	Jan. 3
Last day to register, add a class, or choose to audit	Jan. 5
Last day to withdraw with a "W"	Jan. 6
Last day of classes	Jan. 21
Final grades due, 3 p.m.	Jan. 26
Spring Semester 2005	
New Student Registration/Orientation	Jan. 23
Classes begin	Jan. 24

Last day to register, add a class, or choose an audit	Feb. 4
Last day to withdraw with a "W"	Feb. 18
Last day to register for or add a Late Start cla	ss Before the 3 rd class meeting
Deadline to apply for Aug./Sept./Dec. graduation	Feb 28
Deadline for making up "INC' grades from Fa	all March 7
Midterm grades due by noon	March 11
Easter Break	March 25
Spring Break	March 28-April 1
Spring Fling	April 15-22
Last day of classes	May 13
Baccalaureate Ceremony and Graduate Stude Commencement	ents May 13
Undergraduate Commencement	May 14
Final exams	May 16-20
Lindenwood residential housing closes at 6 p.	.m. May 20
Final grades due, 3 p.m.	May 23
Quick Numbers	
If You Have A Question About:	You Should Speak To:
Academic Assistance (Tutoring)	Academic Services, Roemer Hall, (636) 949-4137, Mentoring Office, (636) 949- 4768-Spellmann Campus Center
Academic Requirements	Academic Services, (636) 949- 4954, Roemer Hall and your advisor
Athletics Events, Sports Information	Athletic Director, (636) 949- 4777, Hyland Performance Arena
Cafeteria/Food Service	Dining Hall, (636) 949-4928, Spellmann Campus Center

Career Planning & Internships Career Development Office, (636) 949-4806, Spellmann Campus Center Student Activities Office, (636) Clubs, Organizations, Intramurals, 949-4983, Spellmann Campus Activities, Student Government Center (636) 949-4980 before 5 p.m., Emergency Services/Maintenance (636) 262-4622 or (636) 262-4623 after 5 p.m. Financial Aid Office of Financial Aid. (636) 949-4923 Roemer Hall Graduate Programs Office of Adult, Corporate & Graduate Admissions, (636) 949-4933. Visitors Welcome Center Campus Life Office, (636) Housing 949-4848, Spellmann Campus Center Issues or ideas concerning the state of the Public Relations Office, (636) University, events, publications, releases 949-4964 Roemer Hall Personal or Social Issues Campus Life, (636) 949-4985, University Chaplain, (636) 949-4825, Butler Hall, or the Appropriate Division Dean Residence: Problems/Information Resident Advisor, Resident Director, or Director of Residential Life, (636) 949-4980 ROTC Military Science Studies, (636) 949-4997 Veterans' Issues Veterans' Affairs, Financial Aid, (636) 949-4940, Roemer Hall Your instructor, your advisor, Your Classes the appropriate Division Dean or the Academic Services (Register)

Business Office, (636) 949-

4969, Roemer Hall

Your University Account

The Campus

Located on 450 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.

Admissions (Welcome 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, Human Services, the Humanities Department and a formal lounge.

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 the oldest swimming pool west of the Mississippi River. For group usage, call (636) 949-4999.

Pool hours (Lifeguard present)
Mon.-Fri.: 10 a.m.-8 p.m.
Sat.: 10 a.m.-2 p.m.
Sun : Closed

Field House Athletic Center (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 (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 2004)

Named in recognition of Dr. Hunter's contributions to refurbish an existing facility. This 6,000-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." The Business Administration, faculty offices and computer labs are located on the upper two levels of MAB. 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, upstairs in the Memorial Arts Building is 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, the museum holds artifacts 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 of the main campus 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.

Robert F. Hyland Performance Arena (1996)

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.

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, Provost, 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.

Spellmann Campus Center (2002)

The Spellmann Campus Center, which opened in August of 2002, is a 112,000 square foot building that provides dining services, a state-of-the-art computer lab, career development services, Lindenwood's radio and television stations, the board of trustees conference room, campus life, housing and work/learn offices.

Studio East

Located one block from campus, houses 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, houses natural science, social science, mathematics and computer science courses and labs are held in Young, along with seminars and conferences in Young Auditorium.

The Residence Halls

Ayres Hall (1908)

Named in memory of former University President, Dr. George Frederic Ayres, 1903-1913. Ayres Hall is a men's residence hall.

Blanton Hall (2000)

Named after the family of Executive Board Member Ben Blanton. This new residence hall houses 180 female students.

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 Houses

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 men, junior, senior and graduate women, and married couples.

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)

This dorm houses 180 male students.

New Men's Hall II (2003)

This new dorm is equipped to house 180 male students.

New Women's Hall (2004)

This new dorm is equipped to house 180 female 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.

Siblev 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 Places. 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 of the Delta Zeta sorority.

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.

Campus Culture

Student Activities/Organizations

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 coordination center on campus and works with student organizations in facilitating 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 and other student organizations.

Student organizations are an important part of university life, providing opportunities for students to design and implement programs, events and activities that extend and amplify the goals of Lindenwood's mission. Students may compliment their academic experiences by becoming involved with approximately 66 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 Student Activities Office each year and provide the name of a faculty or staff advisor, a current constitution, and a current list of officers and members. In addition, current listings of student organizations are available by clicking on the student organizations link on the Lindenwood University homepage, www.lindenwood.edu.

Furthermore, the LU intramural program is designed to develop and encourage student participation through competition in student recreational sports teams. LU intramurals include flag football, basketball, volleyball, softball, soccer, pingpong, and board games. All events are publicized through the Student Activities Office.

Organization	Advisor/Extension
.ADS This is a non-profit, non-sectarian and procharity group whose goal is to help students achieve further knowledge and opportunities in the advertising industryADS supports any advertising-related activity and applies its resources to assist school and community projects.	Kim Gordon/4186
Accounting Club This club promotes career activities, opportunities in accounting, student's preparation for the business world, and development of students camaraderie.	Elizabeth Ammann/4811
Alpha Chi (Honors Society) This international society recognizes junior and senior students who demonstrate academic excellence and exemplary character, and who are in the top 10 percent of their class. Alpha Chi is derived from the Greek letters meaning truth and character.	Michael Mason/4825
Alpha Epsilon Rho Alpha Epsilon Rho is the honor society within the National Broadcasting Society (NBS). The membership is restricted to the "best of the best" found within the ranks of the National Broadcasting Society.	Mike Wall/4880
Alpha Phi Omega This national co-ed service fraternity is founded on the principles of leadership, friendship, and service. Many activities are planned to enrich the lives of members and the communities.	Jack Beckerle/4572

Alpha Lambda Delta This organization's purpose is to recognize academic achievement in freshman students and promote and encourage academic achievement throughout their academic careers.	Peter Griffin/4415
Alpha Sigma Lambda This Honor Society recognizes those senior students in the adult evening program 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.	Daniel Kemper/4501
Alpha Sigma Phi (Epsilon Beta chapter) The aim of this fraternity is to further scholarship among its members, to promote community and campus service, to provide means for greater academic achievement and to create a more productive individual society.	Michelle Giessman/4848 Brian Bush/4399
Alpha Sigma Tau This senior academic honors society recognizes achievement of graduating seniors who have compiled a cumulative GPA above 3.5 on a 4.0 scale.	Curtis Billhymer/4888
Ambassadors This group forms a special unit with an active role in promoting the University, recruiting students, assisting the Development office and representing Lindenwood University to the community.	Kammie Kobyleski/4947
American Humanics Student Association The goal of this organization is to expand and enrich the educational experience of students, preparing them for youth and human service career fields in non-profit organizations. This organization annually attends the American Humanics Management Institute and is part of qualifying students for national certification in non-profit management.	Jack Beckerle/4572

Army ROTC The purpose of Army ROTC is to provide leadership, guidance and training to Army ROTC with a goal of being commissioned as officers in the active guard or reserve component of the United States Army.	Terry Russell/4980
American Studies Club This club is for all Lindenwood University students, especially American Studies majors. Our mission is, through activities, to encourage students to examine American Cultural Values, to participate in cultural, intellectual, and recreational pursuits, and to appreciate the many facets of American culture.	Hollis Heyn/4862
Business Club The purpose is to unite business majors, and provide a means for them to learn organizational skills, meeting conduct, and networking skills.	Judy Kamm/4933
Campus Crusade for Christ This group builds a community of believers where students can experience Christian Fellowship and teaching while providing opportunities for service.	Bob Carter/4506
Cheerleaders Our goal is to promote school spirit through cheering at games, performing at halftime, and pep rallies and to promote good sportsmanship at athletic events.	Carrie Nichols/4637
Christian Life Group LU Christian Life Group is part of a network of Roman Catholic groups for college age students. The goals of this group are to bring together young people committed to living an authentic life of faith and to be a means of spiritual, intellectual, and human growth during a very important time in life.	Bob Carter/4506
Circle K International (CKI) This is a collegiate service organization with a worldwide membership that promotes fellowship, leadership, and service.	John Snipes/4907

Criminal Justice Student Association This organization promotes the education of current criminal justice issues and to prepare students for careers in the criminal justice field.	Darren Marhanka/4985
Delta Zeta (Omicron Omicron chapter) The Delta Zeta sorority is an academic, social and philanthropic group.	Sue Tretter/4872
Easton Debating Society Members participate in debating historical, ethical, political, and cultural issues.	Joe Cernik/4810
E-Club This is an academic and social organization for students interested in the English language, literature, research, writing, professional writing, technical writing, journalism, and communication to discuss topic in literature, language, and writing.	Ann Canale/4871
Everything Else Our goal is to provide a Christian influence to the campus of Lindenwood University through the vehicle of modern, cutting-edge activities and events.	Steve House/4889
Fashion Club Goals of this club are to promote a discerning public interest in fashion as an art form, as commercial enterprise, and as social statements; to augment the formal training of the classroom and studio through information and ideas shared in a peer-directed environment; and to enhance serious fashion students' understanding of the inherent interdependencies imposed upon the talents of the designer, historian, illustrator, manufacturer, and merchandiser.	Florence Dewan/4866
Fellowship of Christian Athletes This is a student-led group of athletes, coaches, and other interested people meeting to explore their faiths as Christians.	Richard Place/4479
Finance Club To provide LU students with a career interest in finance and opportunity to socialize and expand their knowledge and exposure to the field.	Edward Morris/4832

French Club French club increases awareness of and interest in French language and Francophone culture.	Nancy Durbin/4868
History Club The history club offers an area for discussion on historical topics, promotes camaraderie among members and educates students about different countries.	Mike Whaley/4561
Honors College The Honors College promotes exceptional school achievement at Lindenwood University. Eligible members may request to enroll in additional credit hours over the usual course load and receive honors credit on their academic transcript.	Donna Charron/4451
Intercultural Club This club promotes awareness of international students on campus, their culture, and to educate students about other cultures.	Sue Tretter/4872
Kappa Delta Pi Kappa Delta Pi promotes excellence and recognizes outstanding contributions to education.	Janet Fever/4843
Karate Club Karate Club encourages awareness and good health through regular training in Shotokan Karate, including color belt rank exams as appropriate.	Ann Canale/4871
Lambda Chi Lambda Chi's goal is to promote scholarship, research, professionalism, and excellence in counseling, and to recognize high attainment in the pursuit of academic and clinical excellence in counseling.	Marilyn Patterson/4526
Letter Winners Club This is a leadership club that includes the student athletes who have won letter awards for participation in sports.	Rich Gorzinski/4133
Lewis and Clark Political Society This society promotes non-partisan, balanced and responsible political and public affairs discussions.	Joe Cernik/4810

LindenLeader	Sheryl Guffey/4993
The LindenLeader Award is given in recognition	V =
of outstanding achievements in the Work and	
Learn Program at Lindenwood. The award	
is based on the quality of the student's on	
campus work, academic standing and the	
recommendation of the student's supervisor.	
LindenScroll	Tammi Pavelec/4454
LindenScroll is 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	Dave Dickherber/4962
To continue establishing the crown rights to	
the King Jesus through the Gospel of Jesus	
Christ while providing on-going fellowship and	
instruction for Christian growth.	
Lindenwood Cycling Club	Ralph Pfremmer/4647,
The cycle club promotes cycling among both	Mike Mason/4825
students and faculty as a recreational/competitive	
sport, a way to increase one's fitness level, and a	
mode of transportation both on and off campus.	
The goal is to increase awareness of the benefits	
of cycling among the student body and gain	
enough dedicated members to form a collegiate	
recognized racing team.	
Lindenwood Intramurals	Eric Click/4983
LU intramurals is designed to develop and	
encourage student participation through	
competition on student recreational sports	
teams.	

LU Student Athletic Training Organization Our goal is to promote the growth of knowledge, stay abreast of current trends, and help students stay informed of the educational requirements for	Delaine Mizell/4864
the NATABOC in the athletic training profession. It builds a strong student base among individuals of the Lindenwood community interested in the field of athletic training, and provides members	
with the opportunity to interact with local health professionals and to achieve a better working knowledge of athletic injuries through attending conventions, meetings, lectures, clinics, and other group activities.	4
Lindenwood Student Government	Eric Click/4983
Association Student Government provides leadership	
opportunities for students and allows students to work together with other campus organizations to provide activities and programs for the entire campus community.	
Lindenwood University College Republicans Lindenwood University College Republicans make known and promote the principles of the Republican Party among students of the Lindenwood University Campus and members of the community.	Glen Waring/4835
Lion Line Dance Squad The dance squad encourages school spirit, provides quality entertainment, and represents the high academic and social standards of Lindenwood University.	Brenda Parisi/4637
Lionettes The Lionettes encourage school spirit, provide quality entertainment, and represent the high academic and social standards of Lindenwood University.	Rob Scoggins/4638
LU Student Council for Exceptional Children Our purpose is to advance the education of individuals with exceptionalities and to relate educational and professional growth and development of education majors.	

Marketing Club	David Arns/4789
This club provides marketing majors with	Daniel Hillion 1702
opportunities for professional and personal	
growth and development. The club will help	
students create and sustain an environment	
to build leadership skills, career contacts,	
professional skills and character.	
Math and Computer Science Club	Wojciech Golik/4701
This club creates a community of students	Wojciech Gonk/4/01
who share enthusiasm for math and computer	
science. We promote and increase knowledge	
and interest in science, design, development,	
construction, language and applications of	
modern computer machinery. Also, this club	
is a means of communication between persons	
having interest in computer machinery.	
National Broadcasting Society	Debbie Nicolai/4890
The National Broadcasting Society enhances	
the development of college and university	
students involved in broadcasting, cable,	
telecommunications, and other electronic	
media by 1) Promoting excellence; 2) Providing	
opportunities for ethical and responsible	
leadership; 3) Providing exposure to the electronic	
"media" industries; 4) Assisting in career	
preparation; and 5) Providing opportunities for	
and encouraging the development of members	
though advanced media education programs	
through a community service chapter, district,	
regional and national level.	
Pi Delta Phi	Nancy Durbin/4868
Lindenwood Pi Delta Phi is the Chapter (Zeta	* 0 mg free god the foreign at
Pi) of the national French honor society.	
Pi Gamma Mu	Don Heidenrich/4414
This international honor society fosters	
excellence in the social sciences and promotes	
cooperation between them.	

Phi Lambda Phi The three-fold mission of Phi Lambda Phi is first to attract quality minded undergraduate men who will continue the fraternity for life concept which makes our history rich; second, to offer an organization where the membership develops and the organization prospers by promoting high standards of scholastic achievement, personal development, citizenship and social responsibility; and third, to retain members' interest and support in order to grow an active alumni network.	Dan Nieland/4174
Phi Mu Alpha The object of this fraternity is the development of the best in fraternal spirit, the mutual welfare and brotherhood of musical students, the advancement of music in America and a loyalty to the Alma Mater.	Bob Carter/4506
Pi Mu Epsilon Our purpose is the promotion of scholarly activity in mathematics among students in academic institutions and among the staffs of qualified non-academics. Students are chosen based on their performance in their mathematics courses, their overall grade point average, and recommendation by one of the mathematics professors. The students chosen must have a major or minor in mathematics or have taken three semesters of Calculus plus at least one additional course above the level of Calculus I.	Wojciech Golik /4701
Pi Sigma Alpha This national honor society stimulates "scholarship and intelligent interest in political science."	Joe Cernik/4810
Pre-Health Professional Club Our purpose is to foster camaraderie, friendship, and information among students interested in the pre-health professions.	Rebecca Helton/4716

Psi Chi 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 Club The Psychology Club facilitates student interest and involvement in psychology as a science, and stimulates an appreciation of the broad applications of psychology to daily living	Bruce Kelly/4732 Chris Scribner/4707
Reformed Campus Fellowship Our goal is to reach students for Christ and equip them to serve.	Scott White/4829
Retail Merchandising Club This club provides students with the opportunity to enrich their learning, networking and expertise in the field of retailing.	Jeri Schultz/4837
Salsabor Members of Salsabor enrich Lindenwood's on-campus culture and student life through the teaching of free salsa dance lessons.	Christian Heinze/4985
Sigma Alpha Iota This group promotes music within the community and college life.	Jann Weitzel/4846
Social Work Student Alliance This alliance promotes the social work profession as an important and positive field that deserves recognition through education, community service and campus awareness.	Carla Muller/4731
Venture Crew 9209 This group supports the aims of the Boy Scouts of America and provides its members leadership opportunities.	Jack Beckerle/4572
Young Life Our goal is to use college students to reach and strengthen high school students in the St. Charles area through friendship and testimony.	Glen Waring/4835

Lindenwood Athletics

Lindenwood's athletic department has grown significantly in the past fifteen years from a few sports to 39, quality programs. In 2003-2004, Lindenwood's athletic program finished first for the second straight year in the NAIA 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
Men's and Women's Trap and Skeet
Men's and Women's Water Polo
Cheerleading

Winter

Men's and Women's Basketball
Men's and Women's Indoor Track and Field
Men's and Women's Ice Hockey
Men's and Women's Swimming and Diving
Wrestling
Men's and Women's Bowling
Roller Hockey
Cheerleading/Spirit Squad/Dance Line

SpringBaseball

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
Men's and Women's Lacrosse

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 Resident 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 aid residents in developing a sense of community spirit. Resident students who have questions, concerns or ideas about residential living may direct them to a 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 RD of your travel plans, etc., you enable us to keep your family informed in the event of an emergency.

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 Resident Life. 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 the guest 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 4:30 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. All residences are closed for Thanksgiving, Christmas/semester break, and spring break. These dates are available in the office of Academic Services. Failure to leave by the designated time, or returning before the halls re-open will result in charges being added to the student's account. Special circumstances must be addressed in writing to the Director of Resident Life at least two weeks prior to the date in question. Accommodations will be made on a space available basis. Students remaining on campus during these breaks may be required to relocate to other residences. It is the responsibility of the student to contact the Resident Life Office two days prior to check out day to verify if they have been approved to stay. There will be a charge made to the student's account.

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 new 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. Assigned rooms are held for the students for 48 hours from first date of classes. Students must notify the Director of Resident Life in writing of late arrival. If no arrangement has been made, the room may be reassigned. Room changes may be requested after the first two weeks of each term. Approval for the change is

granted by the Director of Resident Life. Students changing rooms must follow the check out and check in procedures supplied by the Campus Life Office. Any resident living in an under occupied room/house must be prepared to receive a roommate at any time. The Director of Resident Life may consolidate assignments for students who do not have roommates. Consolidation may include moving to another room/house. For specific information regarding the consolidation process, contact the Director of Resident Life at ext. 4848. 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. All room assignments and changes are made by the Director of Residential Life. Unauthorized room changes will result in a \$250 fine.

Each spring semester, returning students participate in a priority assignment process. Priority assignment allows returning students the opportunity to select their room and roommate for the next academic school year. Students are permitted to sign up for rooms based upon their class year. (The class year is determined by the number of credit hours that have been accepted by the University.)

Each resident student must complete a housing contract. Once resident students sign a housing contract, they are bound to the contract for the entire academic year. The housing contract is a primary component of the University's planning process which commits the University to provide a certain level of housing and incurred food costs regardless of whether the student stays in campus housing every night or eats every meal in the cafeteria.

Keys

Your signature is required to receive keys to your room. Your room keys must be turned in to the Resident Director 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. Resident Life asks to be notified immediately if you lose your keys so they can authorize the key replacement. Additional locks you wish to place on your doors require approval of the Residential Operations. Office and a copy of new keys to your room must be kept on file with the Business Service Center.

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. 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:

Repairs: Call the Maintenance Office at (636) 949-4922 or (636) 262-4622 -after 5pm/weekends or your Resident Director.

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 "homeowners" 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. However, all materials left in University housing at the end of a term will be considered abandoned and will be disposed.

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. Quiet/Study hours are established at other times allow for adequate study and resting periods for all students.

The respect that 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. The residence hall staff determines the acceptable noise level during specific hours of the day. 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.

Residential Authority and Room Privacy

The University will make every reasonable effort to respect the privacy of students and give prior notice when entry is needed into student's rooms for the purpose of inspection, verification of occupancy and maintenance. The University reserves the right to enter without notice for such purposes as necessary to assure compliance with University policies and to meet emergency needs. However, throughout the year, RDs will be instructed to conduct unannounced inspections Bedrooms in the basements of the houses in Linden Terrace and First Capitol are NOT permitted unless designated by the University. Failure to comply may result in disciplinary action. Please contact the Director of Residential Life for more information.

If necessary, the right of entry will also include student-owned vehicles.

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 deposit. This deposit remains on account at the University as long as the student resides in campus housing. Any damages to the assigned housing during residence are 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 Life 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. 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, that includes any evidence, that would substantiate the appeal.

Upon acceptance 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.

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 Resident Operations.

- When purchasing curling irons and/or clothing irons, we recommend purchasing one with an automatic shut off as 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.
- 3M hooks with command adhesives, Poster putty (white only), needles, or straight pins 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 Business Service Center.
- 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.

Telecommunications

The campus switchboard is located in the Campus Life Office in the Spellmann Center. Dorm rooms are assigned an extension number and voice mailbox. There is a \$150 per term Communications Fee for students living on the Main Campus. The fee provides "local" telephone access with Metro calling, voicemail, and cable TV services. Students must provide their own telephones and television. The University provides one complementary Internet connection per dorm room.

Residents not living on the main section of the campus (Gamble Hall, Lindenwood 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. Pre-paid calling cards are available at the bookstore.

All telephone, Cable TV and internet jacks are inspected prior to student checkin. If any jacks are destroyed, the cost of replacement will be the responsibility of the student. Fees range between \$30 to \$60 per student. Proper care and respect for equipment in each room 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.

Visitation by members of the opposite sex is prohibited in all university-owned housing. This policy may be modified for traditional residence halls, upon the approval of the Director of Resident Operations, providing limited and supervised visitation during hours posted in each residence hall. However, like visitation within one's home, the privilege requires certain understandings, restrictions and responsibilities. Violations of the regulations may result in immediate dismissal from the University.

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 Resident Life Office and should be returned upon completion to the Director of Resident Life.

Failure to check out properly may result in the loss of your housing deposit and/or room selection priority for the next term. An additional fee of \$100 will be assessed for improper check out and transcript requests will 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 Resident Director 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 Director of Resident Life.

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 is designed to:

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

Students are assigned to offices, departments or 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 accomplishments. The amount of the University Work & Learn Award 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 component. If students do not fulfill their portion of the work agreement, they will be removed from the program and expected to find alternative means to pay for that portion of their education.

The student Community Work Service program is designed to expose students to volunteer agencies and social programs in the local community and to enable students to be involved in hands-on experience outside their normal disciplines and provide diverse opportunities that will broaden their ranges of marketable talent. Lindenwood University residential students may participate in the Community Work Service segment of their Work & Learn Program during their Junior or Senior year. This assignment will replace one semester of Work & Learn on campus. The student will work and average of 10 hours per week for 15 weeks, or a total of 150 hours, in the participating community service organization. The student's university account will be credited exactly the same as if they had been working on campus.

Student Services

Academic Assistance

In case of academic problems, students' experiencing academic problems are encouraged to consult one of the following: your professor, your advisor, the mentoring office at 4768, or the Academic Services Center at 4137 (Roemer Hall, lower level) (The Education Division may also be contacted about peer tutoring.) There is a writing lab in Butler Hall where students may receive assistance with their writing skills.

Business Office

Located on the main floor in Roemer Hall. This office maintains your student billing account. All student payments should be sent or given to this office. The Business Office serves the community by assisting students with their accounts and by functioning as a depository for the University. The Business Office mails statements to students on a regular basis, manages the collection of the student receivables, and records University deposits. The direct office number is (636) 949-4969, for questions concerning your account.

Butler Centre

The newly remodeled Butler Centre provides students a place to relax, socialize and study in a lounge like atmosphere. Butler Centre, located on the lower level of Butler Hall, includes laundry facilities, a swimming pool, a lounge with big screen TV, tables for study and social activities, activity bulletin boards, and the Intramural Sport and Activities Check Out Center. Arcade games, ping-pong, air hockey and board games can also be played for free by presenting a valid LU ID. Hours of operation are posted.

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 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 Academic Services when special arrangements are needed. If personnel are unable to accommodate a request for special arrangements, the request will 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 updates the file each school year through graduation. Positive, affirming information is included in the file at the student's discretion. During the student's academic career, the student can access his/her Talent Transcript 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, located on the fourth floor of the Spellmann Campus Center has many resources to help students find meaningful careers.

Computer Labs

A computer lab for student use is located in the Spellmann Campus Center (3rd floor). The lab is open Monday-Thursday 8 A.M.-Midnight, Friday 8 A.M.-5P.M., Saturday 8 A.M.-4 P.M. and Sunday 4 P.M.-Midnight. A Macintosh lab/Multimedia center is located in the Spellmann Center, 4th floor.

Connection Center

Simply put, the brand new Connection Center gives students a place to connect. The Connection, located on the lower level of the Spellmann Center, is an incredibly versatile 8,900 square foot room. The room exudes LU pride with black and gold flooring, two 65 inch projection TVs, a concession stand, activity boards, spacious bathrooms, a beautiful patio and assorted tables for study, grab and goes (lunch and dinner for students who need to take meals on the go), and social activities. In this venue, pertinent University information is available, as well as information concerning St. Charles, St. Louis and Missouri. Hours of operation are posted.

Dining Services

- The Lindenwood University Food Committee will meet once monthly to discuss menus, service and other matters pertinent to the food service operation. Student, faculty and staff input and attendance is encouraged.
- Catering activities and functions can be facilitated through food service at (636) 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, No head coverings.
- 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.
- Meals for students who are unable to leave their room may be requested.
- Only authorized persons will be allowed behind serving counters and in the kitchen.
- Children must be monitored so as not to disturb others in the cafeteria.
- There is no smoking in the cafeteria.

Dining Hall Hours:

Breakfast	7-9:30 a.mMonFri.
Lunch	10:30-2 p.mMonFri.
Dinner	4:30-6:30 p.m.–MonThurs. 4:30-6 p.m.–Fri., Sat., Sun.
Brunch	11 am-2 p.mSat., Sun.

Financial Aid

Located in the lower level of Roemer Hall. The Admissions and Financial Aid offices work closely with students and families to establish financial aid packages. Financial Aid consists of a combination of Federal (Pell) Grant, (State Grant) Guaranteed Student Loan, Perkins Loan, University Work and Learn, special external funding, Lindenwood University Scholarship, and family contribution. Financial aid packages are finalized based on commitments by the student, their family and the University. 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.

Identification Cards

Student identification cards are provided without cost upon registration. The identification 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 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 at local businesses, and 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 Campus Life Office, located on the $\boldsymbol{4}^{th}$ floor of the Spellmann Campus Center.

Mail

All resident students are assigned mailboxes. The student mailroom is located on the 3rd floor of the Spellmann Campus Center. 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 daily, Monday through Saturday. Stamps may be purchased from a vending machine in the lower level of Roemer Hall. A mail drop box for outgoing mail is located next to the stamp vending machine. Note: It is critically important for you to check your Lindenwood mailbox daily. Failure to do so may result in missed deadlines and opportunities.

Campus Policy/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 or head coverings should be worn in classrooms, dining hall or labs.
 - Inappropriate head coverings such as hair nets, head sweats, do-rags and head wraps are prohibited on campus
- Good grooming and personal hygiene is a reflection of your health, attitude and personality.
- Remember smoking is prohibited in all Residence Halls. 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. The penalty for such a conduct violation can range from loss of credit for the assignment or test to dismissal from the University.

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 (HAAC), have policies prohibiting alcoholic beverages at any athletic event on or off campus. Student problems relating to alcohol and its possession and/or use will be brought to the attention of university authorities resulting in immediate disciplinary action, including possible dismissal from 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 Student Activities Office prior to posting. Approved materials must be signed by the Director of Student Activities.
- 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.

Classroom Protocol

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, and head coverings should not be worn in class, or inside any campus buildings. Inappropriate head coverings such as hair nets, head sweats, do-rags, and head wraps are prohibited on campus.
- 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.

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.

Discipline

Disciplinary action for non-compliance with University policies, unless already specified in the Campus Life Handbook, 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 be submitted, 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 strives to uphold the ideal of an alcohol-free, drug-free campus, and we strictly enforce related policies and regulations. In keeping with this ideal, we comply with the Drug-Free Schools and Communities Act of 1989 and the Drug-Free workplace Act of 1988, and we seek 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.

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.

Fire and Tornado Alarms

All residents must leave the residence hall immediately when the fire alarm sounds, or when 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.

Fireworks, Firearms, Explosives and Weapons

All fireworks, firearms, explosives, BB guns, archery equipment, knives 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

All students are required to ensure they are in an authorized parking spot. Authorized parking spots are designated by markings on the pavement. Handicapped permits are required for all handicapped parking. There is no parking at any time in fire lanes. Violations are strictly enforced and will be

ticketed and/or towed at the owner's expense. Repeat violations may result in the loss of parking privileges. If you need further information or explanation on parking policies feel free to stop by the Residential Operations office.

Pets

No pets are allowed in campus housing except fish.

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 (1905G 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 residential services for an escort to or from the parking lots or buildings, call (636) 262-4622 or 4623. Please give advance notice to the Residential Operations Office personnel on duty so they can accommodate you.

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. James Evans, Provost; Sheryl Guffey, Dean of Campus Life; Dr. Michael Mason, Chaplain; or Julie M. Mueller, Chief Operating Officer.

Skateboards/Roller Blades

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

Social Events

Social events sponsored by recognized student organizations 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 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. Student organizational event 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. The Student Activities Office is located on the lower level of the Spellmann Campus Center. Furthermore, all student events are listed under the Calendar of Events link on the LU web site.

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 proposed in writing to Eric Click, Director of Student Activities. Students should be particularly alert to off-campus salespersons who pose a nuisance and security threat. Contact the Student Activities Office or the Residential Operations Office immediately if you see 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 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.

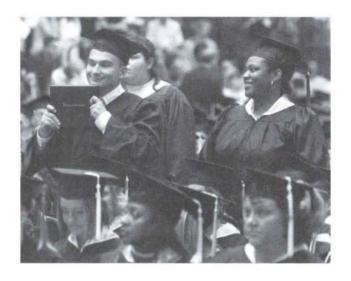
Tobacco Use

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

Vehicle Registration

All students must register their automobiles annually, 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 transferable 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 roadways and compliance with federal, state, and local laws.) Vehicles without Lindenwood University parking stickers will be towed. The vehicle will also be checked with the Saint Charles Police Department in order to ensure the safety of the students. Parking stickers cost \$2 each.



The Lindenwood Vision

Education the 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.

