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Lindenwood University -Belleville Student Handbook, 2015-2016

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Student Handbook

2015-2016



LINDENWOOD

LINDENWOOD UNIVERSITY BELLEVILLE, ILLINOIS

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Message from the Campus President

Dear Lindenwood Student:

Welcome to the 2015-2016 academic year at Lindenwood University-Belleville! We prepared this handbook specifically for you and hope you will refer to it often throughout the year as you learn more about what it means to be a student at this historic institution.

As President of the Belleville campus, I am here to ensure that you take full advantage of the educational and extracurricular opportunities we offer you. This University exists because you do, and we measure our success by your success. You will find that this institution has a uniquely warm and supportive campus culture, and we value the close-knit campus community we have created at Lindenwood Belleville.

Other important components of any community of higher learning are the policies, procedures, rules, regulations, support structures, and services that determine academic and behavioral expectations and ensure effective behavior. This handbook provides you with information on most of those vital items. Please take the time to read it, and store it in an accessible place for regular reference. If you should lose this copy, you will be able to obtain a replacement from the Student Services Office. We also have posted the handbook on our website at <http://belleville.lindenwood.edu>.

The contents of this handbook communicate Lindenwood's philosophy of student development. We believe in educating the whole person – socially, physically, morally/spiritually, and intellectually. We consider all of our students to be adults and expect them to think, speak, and act as adults. In the same way, we insist that both our staff and our students exhibit mature adaptation to a rule-governed society. We believe in the dignity and worth of every individual and promote mutual respect among all members of our community.

As a student and future alum of Lindenwood University-Belleville, you have so many opportunities at this campus of which you can take advantage. From a growing list of clubs and degree programs to career development and work study opportunities, this campus is continuously evolving, and I invite you be a part of it.

Get involved in one of our many student organizations or start your own. Attend an LU sporting event or experience one of our theatre productions. Volunteer to be a peer tutor in our Writing Lab and Tutoring Center. Let your voice be heard in our student newspaper, *The Lynx Tale*, and in our campus radio and television broadcasts. In the midst of your busy class loads, your team practices, and your new friendships, it is my hope that, like this campus, you too will grow and develop, leaving behind a legacy for future generations of students. May your time at Lindenwood Belleville be truly memorable.

It is my pleasure to welcome you to the 2015-2016 school year.

Very sincerely yours,



Jerry M. Bladdick, EdD
President, Belleville Campus

Message from Student Development

Dear Students:

Lindenwood University has a proud legacy of educating men and women who demonstrate academic excellence, ethical leadership, and a commitment to positive social change. At Lindenwood Belleville, we also believe the journey to intellectual, spiritual, and internal growth is accomplished by providing outstanding academic programs and complementing them with meaningful development opportunities.

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. Lindenwood University-Belleville asks you as its member to possess a loyalty to the institution and personal commitment to growth, education, and the community.

By joining the Lindenwood Belleville community, you become an integral component of a community of diverse cultures, backgrounds, and perspectives. Your life will be enriched and transformed by your experience. In turn, we expect Lindenwood-Belleville will be enriched as a result of your participation. We invite your leadership, scholarship, activism, service, creativity, and involvement.

The Student Services and Activities Office is committed to creating a campus environment that supports your needs. We offer a wide range of programs and activities that are designed to assist in your success, development, and growth. Whether you reside on campus or commute, are a traditional or non-traditional student, your engagement in student life will help determine the quality of your collegiate experience. We hope that you will take advantage of the numerous opportunities available to you here at our Belleville campus.

The Lindenwood University-Belleville Student Handbook provides you with important information about the organizations, resources, and key dates. It also outlines the responsibilities and expectations of members of the Lindenwood Belleville community. It is especially important that students read “An Understanding of Commitment” and “Campus Policy/Student Conduct” as both sections specifically apply to you. It is the responsibility of each student to be aware of our policies, procedures, and regulations.

I urge you to take the time to acquaint yourself with our student handbook and use it as your personal guide for a successful student career at Lindenwood University-Belleville. You are welcome to visit our office and discuss opportunities and services with our staff members, who are excited to assist you. The Department of Student Services is located on the lower level of Old Main Hall in Suite 102, and you may reach us by phone at (618) 239-6069 or our Director of Student Life and Leadership at (618) 239-6171. I wish you great success in all areas you pursue during what can be considered some of the most important years of your life.

Sincerely,



Angela L. Wingo-Rust, PhD
Dean of Students

LionMail

Lionmail is available to all currently enrolled students, undergraduate and graduate, part time and full time. Therefore, official University correspondence will come via this communication medium. Students are responsible for being aware of and responding to all University emails sent to them. Failure to do so may result in missing important deadlines, opportunities, or other need-to-know information.

Emergency Text Message Program

The Emergency Text Message Program is designed to disperse important alerts or emergency information, such as class cancellation due to weather conditions or negative activities affecting the campus. All students may enroll in the service from their student portals by entering their Lionmail email addresses and mobile phone number. Participation in the program is voluntary and students can opt out, but the University strongly encourages everyone to participate to ensure all are apprised of pertinent information.

Welcome to Lindenwood – A Proud Past and a Promising Future

In 1827, the University's founders, George and Mary Sibley, built Lindenwood on the site of the current St. Charles campus. The Sibleys 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.

That same mission is continued at the Lindenwood Belleville campus, which was founded as an extension site in 2003 and is a full-service campus today. With a mission to provide values-centered programs to its students, Lindenwood University-Belleville has focused on cultivating the highest quality academics, arts, and athletics.

In 2015-2016, the campus will begin offering a Bachelor of Arts in history, bringing its number of degree programs up to 38 while also adding 10 new faculty who are ranked among the top in their field. Men's and women's rugby take their place as the newest sports at the Belleville campus.

Approximately 2,450 students will attend classes at Lindenwood University-Belleville this year with more than 1,000 of those students living in University housing.

An Understanding of Commitment

Lindenwood University-Belleville is committed to the development of the whole person within a values system that acknowledges the University's Judeo-Christian heritage and focuses on four-dimensional personal growth: mental, social, physical, and spiritual. Resident life helps students 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 Belleville 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 you and others. In choosing to be a part of this learning community, you agree to be responsible and act in such a way that reflects favorably on yourself and the community. You are expected to abide by established laws and 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-Belleville community demonstrate respect for self, others, and their institution by

- exhibiting personal qualities of honesty, fairness, integrity, and accountability;
- developing interpersonal relationships that enhance the quality of life on campus 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 by remaining 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;
- respecting traditional Judeo-Christian values;
- 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-Belleville

Lindenwood University-Belleville 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 a 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.

Quick Numbers

Academic Assistance

Academic Success Center,
Old Main Hall, Room 111(618) 239-6077

Academic Requirements

Office of Academic Services,
Old Main Hall, West Wing Room 116(618) 239-6210
and your advisor

Athletic Events, Sports Information

Sports Information Director, Lynx Arena(618) 239-6103

Business Office,

Old Main Hall, West Wing Room 113(618) 239-6256

Cafeteria/Hospitality Services

Office of Student Services,
Old Main Hall, Room 102(618) 239-6069

Career Planning & Internships

Student Counseling & Resource Center
Old Main Hall, Room 107.(618) 239-6161

Clubs, Organizations, Activities, Student Government, Campus Activities Board

Student Life and Leadership Office,
Lower level of U.S. Senator Alan J. Dixon Student Center,
Room 102.(618) 239-6171

Financial Aid Office

Old Main Hall, West Wing Room 113(618) 239-6132

First-Year Programs

Freshman Experience Coordinator and Success Mentor,
Old Main Hall, Room 111.(618) 239-6077

Graduate Programs

Office of Evening and Graduate Admissions,
Lower level of U.S. Senator Alan J. Dixon Student Center(618) 239-6025

Housing

Office of Residential Services,
Old Main Hall, Room 102(618) 239-6066

International Students and Scholars

Office of Day Admissions,
Lower level of U.S. Senator Alan J. Dixon Student Center(618) 239-6249

Library

Old Main Hall, West Wing Room 117(618) 239-6072

Mail

Faculty and Student Mailroom,
Old Main Hall, Room 101(618) 239-6128

Personal or Social Issues

Student Counseling and Resource Center,
Old Main Hall, Room 107.....(618) 239-6161
Office of Student Services,
Old Main Hall, Room 102(618) 239-6069

Public Relations

Office of Community Relations,
Old Main Hall, Room 200.....(618) 239-6031

ROTC

Major General William L. Enyart Veterans Success Center,
Old Main Hall, West Wing Room 115(618) 239-6208

Security

Old Main Hall, Room 105(618) 978-7253
.....(618) 978-9797
.....(618) 239-6081
In the event of an emergency, please call 911.

Student Fitness Center

Fitness and Training Center, First Floor(618) 239-6078

Veterans' Issues

Major General William L. Enyart Veterans Success Center,
Old Main Hall, Room 115.....(618) 239-6208

Work and Learn (Work Study)

Office of Residential Services,
Old Main Hall, Room 102.....(618) 239-6063

Graduation Application Deadlines 2015-2016

Deadline to apply for March graduation	December 30 of prior year
Deadline to apply for May graduation	December 30 of prior year
Deadline to apply for June graduation	December 30 of prior year
Deadline to apply for August graduation	February 28 of same year
Deadline to apply for September graduation	March 30 of same year
Deadline to apply for October graduation	May 30 of same year
Deadline to apply for December graduation	May 30 of same year

The Campus

Located just blocks from bustling downtown Belleville, Lindenwood University-Belleville offers a picturesque setting with handsome architectural designs and an arboretum of natural beauty, including linden trees, for which the University is named.

Fitness and Training Center (1919)

For decades, when the campus was occupied by Belleville Township High School, this building was known as the Girls' Gym. Now known as the Fitness and Training Center, the building is primarily used as a practice gym for multiple teams. In the summers, it hosts Lindenwood Belleville's Camp Lynx Tales, a three-week reading camp for elementary-age children. Located on the main level, the student fitness center is complete with free weights, a cardiovascular center, and a series of weight machines for strength training and conditioning.

Fred J. Kern Residence Hall (2014)

In the fall of 2014, the University completed a new \$4 million men's residence hall capable of housing approximately 200 students. The building accommodates three students per room with two large community restrooms on each floor. Three lounge areas offer students the option to play games, socialize, or study.

Linden Hall (1934)

A former junior college, currently known as Southwestern Illinois College, held classes in this building. Linden Hall was originally named the "L" Building because the library was housed there; however, it now houses classrooms and faculty offices for the Division of Business and Entrepreneurship. Hosting both traditional day and evening classes, Linden Hall features 19 smart classrooms, one of which is equipped with distance learning equipment.

Lindenwood Auditorium (1924)

The Lindenwood Auditorium is made up of a performance theatre, complete with ticket booth, lobby, and classrooms at the back of the building. The architectural firm founded by William B. Ittner was hired by Lindenwood in 2005 to restore the historic auditorium back to its original appearance. It was then named Lindenwood Auditorium by donors Fred and Barbara Kern. Capable of seating 940, the Auditorium boasts a stage that is 25' deep and 47' wide. In 2008 the Lindenwood Auditorium received the Landmark Award from the St. Clair County Historical Society. The building has hosted performances by outside groups, such as Scott Air Force Base Bands, The Brass Rail

Players, Belleville Festival of Stories, and the Kennedy Center for Young Audiences, as well as plays and musicals by Lindenwood students.

Lindenwood Stadium (1940)

During the Great Depression, the Works Progress Administration helped to build the stadium to foster local economic development. The architects were Henry Moskopf and Wesley Charlton. In 2012 Lindenwood University-Belleville broke ground on a brand new state-of-the-art facility with one of the most recognizable fields in college football. Construction crews reworked dilapidated sections of the stadium and built a new one in its place, complete with signature maroon and gray striped turf.

The stadium also includes several exterior structural renovations, in addition to new locker rooms and expanded fitness facility. Lindenwood Stadium is home to Lynx football, as well as men's and women's lacrosse. Located on the campus of Lindenwood-Belleville, the stadium seats 4,129 fans.

Lynx Apartments (2012)

The Lynx Apartments were purchased by the University in 2012 and are available to both male and female upper-level students. Each Lynx Apartment unit has one bathroom, a common area, a kitchen, and either one or two bedrooms. Each bedroom is equipped with heat and air conditioning. Lindenwood University-Belleville furnishes one bed, dresser, desk, and chair per student, as well as provides utilities (water, electric, and gas). The residents are responsible for setting up and cleaning. All LU-Belleville houses and apartments are located within a few blocks of the campus classrooms.

Lynx Arena (1938)

This building was once known as the Boys' Gym when Belleville Township High School first began. It was completely renovated in 2010 and now houses staff offices, athletic training facilities, and two gyms for practice and home games. Attached to the south side of the Lynx Arena is a 12,000 sq. ft. practice facility designed for individual workouts, general student use, and a secondary location for practice.

The Lynx Arena is the home to the Lindenwood University-Belleville's men's and women's basketball and volleyball teams and seats approximately 1,500 spectators. In May 2013, Lindenwood Belleville's first commencement ceremony was held in the Lynx Arena with more than 300 graduates participating.

Lynx Lodge (2012)

Lindenwood Belleville's first student dormitory was the Lynx Lodge. Formerly an Econo Lodge motel, the University once rented the back two wings in order to house students. In 2012 the campus purchased the lodge and remodeled it to create more of a traditional dorm style of living. There are approximately 86 rooms and each room has its own bathroom. At the main entrance of the lodge is a lounge style area for the students complete with a pool table, ping pong table, TV, microwave, and lounge furniture. The students also have a very large outside patio space with tables and chairs so they can also enjoy the outdoors.

Old Main Hall (1915)

This building houses the following offices: Executive Offices, Academic Services, Academic Success Center, Business/Financial Aid, Student Services, School of Accelerated Degree Programs, Campus Security, Residential Services, Student

Counseling and Resource Center, Matt's Cafe, Faculty Mailroom, Communication Center, Major General William L. Enyart Veterans Success Center, faculty offices, the library and student computer lab, classrooms, and laboratories.

Soccer Field (2009)

Home to the men's and women's soccer teams, Lindenwood Belleville's soccer field was previously the Belleville West High School track. The first soccer game was played on the field in 2009. This facility hosts the annual Mayor's Cup Match between Lindenwood Belleville and Southwestern Illinois College.

Tennis Courts (2010)

The men's and women's tennis teams compete at the Lindenwood Belleville Tennis Complex on campus. The complex is located on campus right off Belleville's Main Street, offering a great atmosphere for matches. The renovated courts have become a top quality facility in which to play.

U.S. Senator Alan J. Dixon Student Center (1957)

Belleville West High School used this building as a cafeteria, art room, band facility, chorus room, and bookstore. Exterior renovations were completed in 2008, and work on the interior was completed in the summer of 2011. The U.S. Senator Alan J. Dixon Student Center was named after former Illinois Senator Alan Dixon, who graduated from Belleville Township High School on this campus and went on to pioneer issues in education, co-sponsoring legislation that brought the community college system to Illinois for the first time.

The Dixon Student Center currently houses Lindenwood Belleville's dining hall, spirit shop, bookstore, student lounge, band room, the Office of Student Life and Leadership, and Admissions Center for day, evening, and graduate students.

The Welcome Center (2010)

The Welcome Center is adjacent to Lindenwood Auditorium. This annex offers ample reception space for large gatherings, as well as an expanded lobby for events in the Auditorium. The Welcome Center serves as a venue for community events and the Lindenwood University-Belleville gallery space. In 2010 the John and Susan Horstman Collection was the first art exhibit in the space, followed by the Brother Mel Meyer Art/Sculpture Collection in 2011. More recently, exhibitions mounted in the gallery have included a series of Olympic poster art sponsored by Fine Arts Limited and a stirring series of pieces by the Falun Gong international organization. At times when special exhibitions are not hanging in the gallery space, individuals can view the works of Lindenwood alumnus, Chen chu-nan.

The center was designed by Ittner Architects, the same firm that created the original floorplan for the Lindenwood Auditorium when it was constructed in 1924.

Women's Residence Hall (2013)

In December 2013, the University opened its first women's residence hall, which houses approximately 190 students. The building accommodates three students per room with two large community restrooms on each floor. There are also two lounge areas for the students to play games or work on homework.

Campus Culture

Lindenwood University-Belleville believes in the importance of co-curricular activities as a valuable supplement to classroom learning in the total educational experience. The Student Life and Leadership Office, located in the lower level of U.S. Senator Alan J. Dixon Student Center, serves as a coordination center on campus and works with the Lindenwood University Student Government Association and student organizations in facilitating their activities and projects. Various student-organized programs and events are scheduled throughout the year.

Student organizations are an integral 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 complement their academic experiences by becoming involved with any of the growing number of student clubs and organizations on campus.

Along with the Student Life and Leadership Office, student organizations are the major scheduling sources for lectures, movies, dances, entertainers, and a wide variety of other events planned to satisfy the diverse needs and interests of the Lindenwood Belleville community. It is necessary for each organization to complete a renewal recognition form through the Student Life and Leadership Office each academic year and to provide the name of a faculty or staff advisor, an LSGA representative, a current constitution, and a current list of officers and members. Contact Student Life and Leadership for details at (618) 239-6171.

Student Organizations

Accounting and Finance Club

This club serves as an opportunity for those interested in these programs to get answers. Furthermore, collaboration on projects and creating networking systems within the field is encouraged.

Faculty Advisor: Dr. Dan Frazier- 6192 / dfrazier@lindenwood.edu

Bible Study - Sojourn

This bible study exists with the purpose to glorify God and make joyful disciples starting here in Belleville and to the ends of the earth. This study is supported by Sojourn Church of Belleville; we gather to study the Bible, learn about Jesus Christ, and to have fellowship.

Staff Advisor: Daniel Restrepo- 6249 / drestrepo@lindenwood.edu

Black Student Union (BSU)

BSU is a student directory group that offers black students a form of identity and a social life. The purpose of BSU is to promote and sustain an atmosphere that is conducive to the political, cultural, social, spiritual, economic, and educational growth of minority students and the University community at large. The group seeks to provide an on-campus home for all that are in search of a community they can call their own.

Staff Advisor: Byron Gettis- 6115 / bgettis@lindenwood.edu

Campus Activities Board (CAB)

Campus Activities Board members work together to get in touch with the student body to find out what they really want to see happening on the LU-Belleville campus. This organization provides fun and culturally-enriching extracurricular events on campus and throughout the community.

Staff Advisor: Corey Ellzey- 6171 / cellzey@lindenwood.edu

Criminal Justice Club

Whether you're pursuing a degree in criminal justice or just interested in the subject, the Criminal Justice Club gives students the chance to learn more about the fields of law enforcement, the court system, and corrections.

Faculty Advisor: Dr. Joe Zlatic- 6345 / jzlatic@lindenwood.edu

Enactus (Formerly SIFE)

Enactus is an international organization that enables college students to use their business skills to improve the lives of others. At the same time, students gain valuable experience, obtain networking opportunities with some of the nation's largest companies, and become involved in improving their community. Enactus teams are student-led with the assistance of a faculty advisor. Our Enactus team develops and executes outreach projects to help improve the lives of others through the positive power of business. Our team presents its projects and results at regional and national competitions each year. Students may take the Enactus class for either zero or one credit hour. The course may be repeated for one credit hour up to four times for a maximum of four credit hours.

Faculty Advisor: Dr. Mark Roselli- 6206/ mroselli@lindenwood.edu

Fellowship of Christian Athletes (FCA)

The Fellowship of Christian Athletes is touching millions of lives, one heart at a time. Since 1954, the Fellowship of Christian Athletes has been challenging coaches and athletes on the professional, college, high school, junior high, and youth levels to use the powerful medium of athletics to impact the world for Jesus Christ. FCA is the largest Christian sports organization in America and focuses on serving local communities by equipping, empowering, and encouraging people to make a difference for Christ.

Staff Advisor: Stephanie McGovern - 6057 / smcgovern@lindenwood.edu

Lindenwood Student Government Association – LSGA

The Lindenwood Student Government Association is committed to the highest form of ethical student representation at Lindenwood Belleville. Student Government seeks out, identifies, and acts upon student concerns in a constructive and effective manner, working in cooperation with the appropriate University offices, programs, and departments.

Student Government also aids in facilitating the academic, social, spiritual, and physical well-being of the student body, as set forth in the mission statement of Lindenwood University. The mission of the LSGA is threefold. We are committed to amplifying the voice of students, upholding the standards set by the administration, and providing campus leaders with the tools needed to build a thriving campus culture. Student Government members work together with other clubs and organizations to provide activities and programs for the entire campus and community. If you want your voice to be heard or see a future in politics, this is the perfect organization for you.

All members of the executive board may be reached by email:
LSGA_Belleville@lindenwood.edu
Faculty Advisor: Dr. Cindy Manjounes- 6029/ cmanjounes@lindenwood.edu

LU-Belleville Athletic Training Association

This club's purpose is to instill leadership qualities and professional development among young individuals within the Lindenwood University-Belleville Athletic Training program.

Faculty Advisor: William Dill- 6109/ wdill@lindenwood.edu

Lynx Tale Student Newspaper and Momentum Yearbook Committee

Have you ever thought about a career in journalism? Do you want to leave a legacy at Lindenwood? If your answer is yes, then the Lynx Tale Student Newspaper and Momentum Yearbook Committee are for you. These organizations allow you to be creative and a part of the action at LU-Belleville.

Faculty Advisor: Brendan Leahy- 6260 / bleahy@lindenwood.edu

National Broadcast Society

National Broadcasting Society is an organization for students majoring or interested in communications. These students meet to learn more about broadcasting, film, and interactive and electronic media. They will gain leadership experience, network with communications professionals, and develop resume-writing skills and job interview techniques.

Faculty Advisors: Brendan Leahy- 6260 / bleahy@lindenwood.edu
Tom Calhoun- 6240 / tcalhoun@lindenwood.edu

Psychology Club

The purpose of the Psychology Club is to give students out-of-classroom learning experiences in fields related to psychology through events. Members aim to contribute to LU-Belleville and the community at large in the form of community service projects relating to psychology.

Faculty Advisor: Dr. Diana Jacobs- 6178/ djacobs@lindenwood.edu

Red Cross Club

This student organization assists in organizing and working at all Red Cross Blood Drives on campus. Club members work closely with the Red Cross of Southwestern Illinois to raise awareness of blood drives and the importance of donating blood.

Faculty Advisor: Dr. Rick Finger- 6177 / rfinger@lindenwood.edu

The Spectrum Alliance

This alliance will provide student-oriented awareness on issues of social justice throughout the campus community. Predominantly, the Alliance is dedicated to supporting issues that may impact the LGBT community. The alliance stresses equality among all people.

Faculty Advisors: Dr. Amy Gangloff- 6229/ agangloff@lindenwood.edu
Dr. Erin Mann- 6231 / emann@lindenwood.edu

Vibrant Interpretations Book Club

Members of this club read and discuss a variety of novels, short stories, nonfiction

pieces, poetry collections, biographies, and plays with one another. Various interpretations, thoughtful analysis, and respectful debates amongst those participating are highly encouraged.

Staff Advisor: Jessica Bentele- 6010 / jbentele@lindenwood.edu

Lindenwood Athletics

In the fall of 2009, Lindenwood Belleville began competing in the United States Collegiate Athletic Association (USCAA) in one sport, men's soccer. Since that time, the University has added 35 new sports. These teams have been among the most successful within the USCAA, earning five USCAA National Titles beginning with men's golf (2011), men's soccer (2011), softball (2013 and 2014), and baseball (2014).

In the spring of 2012, Lindenwood Belleville was accepted into the National Association of Intercollegiate Athletics (NAIA). Over the summer of 2013, the campus was also accepted into the American Midwest Conference (AMC), with competition beginning in fall 2014. Later that year, the Lynx football team was accepted into the Mid-States Football Association (MFSA) and begins conference play in the fall of 2015. Lynx swimming and diving teams and bowling teams were also accepted into the Mid-South Conference, which begins fall 2015.

In fall 2014, the men's soccer team became the first team to win a conference title, winning both the regular season and conference title in the AMC. In doing so, they earned their first-ever bid to the NAIA National Tournament. The softball team followed in the spring with a regular season title, earning their first bid to the NAIA National Tournament.

During the 2013-14 winter season, the men's basketball team received a bid to the NAIA National Tournament, marking the first time in school history that an athletic program took part in a NAIA National Championship. In the 2015 spring season, the National Women's Lacrosse League (NWLL) National Championships were hosted on campus for the third consecutive season.

SPORTS

Men's Sports

Baseball
Basketball
Bowling
Cheer
Cross Country
Football
Golf
Ice Hockey
Lacrosse
Rugby
Soccer
Swimming and Diving
Tennis
Track & Field (Indoor and Outdoor)
Volleyball
Wrestling

Women's Sports

Basketball
Bowling
Cheer and Dance
Cross Country
Field Hockey
Golf
Ice Hockey
Lacrosse
Rugby
Soccer
Softball
Swimming and Diving
Tennis
Track & Field (Indoor and Outdoor)
Volleyball
Wrestling

Student Responsibilities: Policy and Procedure

Lindenwood University-Belleville views a resident's experience in group living as an opportunity to learn, live, and work with others of varying ages, cultural backgrounds, and interests. Resident advisors (RAs) 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. Together with their RAs, RDs oversee the general safety and well-being of the residents, assist and support students with the daily challenges of University life, and coordinate maintenance and housekeeping activities within the buildings.

The Director of Residential Services has overall responsibility for student housing. Students are encouraged and expected to take responsibility in the community in which they live. Active participation in residential activities aids residents in developing a sense of community spirit. Residential students may direct questions, concerns, or ideas about residential living to an RA or RD, the Director of Residential Services, or the Assistant Director of Residential Services.

Absence from Residence Halls

Students who become ill, are involved in an accident, or for some other reason are leaving the residence hall for a time period exceeding one day should inform their RDs so that they can be reached in the event of an emergency. The Residential Services Office occasionally receives calls from residents' parents/guardians regarding their whereabouts. By informing your RD of your travel plans, you enable us to keep your family informed in the event of an emergency.

Checking Into Residential Housing

All residents are required to complete the check-in procedure at the beginning of each semester. Students must first report to the designated check-in area (see housing packet you received in the mail), complete the process, and obtain their student ID cards and key cards for their housing assignments. Upon completion of the check-in process, the student may then proceed to his or her assigned residence hall to check in with the resident director, receive a key, and move in. Failure to complete the official check-in process will result in a fine to be assessed to the student's account.

Checking Out of Residential Housing

All residents are required to check out of their housing assignments at specific times each year (see holiday closings) and will receive reminders of these move-out dates at their residences. At the end of each semester, the residents are required to return their keys to the resident director prior to leaving for the break.

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, and left in clean condition with all trash removed and properly thrown away). In multi-occupancy rooms, the first person to leave is responsible for settling with other roommates any concerns about the physical state of the room, including 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 that a room is left dirty, all individuals will be charged. An additional fee of \$250 will be assessed for improper

check-out. Appeals for improper check-out or any other damage charges must be addressed with the resident director.

Conference Travel

Students are encouraged to make their own travel arrangements; however, students are permitted to travel to conferences in faculty members' vehicles if they sign a waiver releasing the professor and Lindenwood from any and all liability associated with the particular outing.

The Lindenwood Student Scholars Fund supports travel for the purpose of reading a paper or other scholarly work, presenting a poster session to communicate a scholarly work accepted for presentation at the event, serving as a moderator or invited discussant in a scholarly panel, or exhibiting one's artistic productions that have been explicitly invited or accepted by the organizers of the event. Applicants must be currently enrolled at Lindenwood University-Belleville and must provide documentation of having been invited or accepted to present a scholarly project or serve as a discussant in a panel session. An undergraduate student may be awarded up to \$300. A graduate student may receive up to \$500. For more information, contact the Campus Provost in M116 or by phone at (618) 239-6021.

Dress Code

Students are expected to dress in a manner consistent with the location and nature of their educational activities. Failure to do so will result in the removal from a class session and possibly from the course or even the institution. Notification of inappropriate attire may come from a staff member, instructor, or any other University official. It is at the University representative's discretion to ask the student to change his/her attire. Students failing to comply will be subject to the above disciplinary action. Specifically, students should not wear attire to class or University functions that could be categorized in one of the following ways:

- clothing and accessories that contain vulgar, derogatory, or suggestive diagrams, pictures, slogans or words that may be interpreted as racially, religiously, ethnically, or sexually offensive;
- clothing symbolic of gangs or disruptive groups associated with threatening behavior, harassment, or discrimination;
- sheer pants.

Guests

Any guest of a student who is visiting the campus and staying overnight must be pre-approved and registered with the Student Services Office by the Director of Residential Services and the Dean of Students. No visitation will be allowed unless specifically approved on an individual basis. Male guests must be housed in men's residence halls and 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 for informing the guest of the University's policies. There is a three-day limit on all approved 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 guests in the lounge or at the front door.

Visiting guests must be accompanied by their hosts at all times when on campus and in a

residential facility. Resident hosts are responsible for their guests until they are escorted out of the residence and have 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. Unauthorized guests, 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. Parents are not authorized to remain in campus residences overnight.

Violations of the regulations may result in immediate dismissal from the University. Lindenwood Belleville students visiting dorms other than their own will be considered guests and must check in as such.

Holiday Closings

For security reasons, residences are closed and locked at 4:30 p.m. on the last day of classes before each holiday/break. They will re-open at noon on the day before classes resume. Lindenwood University-Belleville encourages students and their families to make travel plans early in accordance with this schedule. All residences are closed for Thanksgiving, Christmas break, and spring or Easter break. Dates of vacation breaks are available in the Academic Services Office and online (see “Academic Calendar” in the “Course Catalogs and Schedules” link on the LU-Belleville website).

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. Students must address special circumstances in writing to the Residential Services Office, which must be approved by the Director of Residential Services at least one week prior to the date in question. Location designation 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 Residential Services Office two days prior to check-out day to verify if he or she has been approved to stay accordingly. A charge will be made to the student’s account based on the approved period of the stay. Also, food service ends after lunch on the day of residential closing and resumes at breakfast on the first day of classes. Students remaining during the break may request food by completing a food request contract. Payment for these meals must be made in advance to the Business Office. The contracts are available in the Residential Services Office. As students prepare to leave for holidays or breaks, they should make certain they have disconnected all electrical appliances, locked 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.

2015-2016 Residential Housing Closing Schedule

2015 Christmas/Semester Break

Check-out Friday, December 11 at 4:30 p.m.

A request for late departure/permission to remain through break must be received in the Residential Services Office no later than December 1. Requests received after that date must be approved by the Dean of Students.

2016 Spring Break

Check-out from March 28 - April 3

A request to remain on campus must be received in the Residential Services Office no later than March 9.

2016 Spring Semester Move Out

Residences will close Friday, May 13 at 4:30 p.m. for semester students. All students are encouraged to check out on the day of their last exams. A request for late departure must be received in the Residential Services Office no later than May 1.

Housing Assignment

Rooms are assigned by the University to each new residential 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 assignment 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 Residential Services of late arrival in writing. 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 Residential Services Office. Students changing rooms must follow the check-out and check-in procedures supplied by the Student Services Office. Any resident living in an under-occupied room/house must be prepared to receive a roommate at any time. The Residential Services Office 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 Residential Services Office at ext. 6066 or 6312. If a student's roommate moves to another location on campus, withdraws, graduates, or leaves the University for any reason, the Residential Services Office may request that the student move to another room. All room assignments and changes are made by the Residential Services Office. Unauthorized room changes will result in a \$250 fine.

Each spring semester, returning students participate in a priority assignment process and will be notified of the dates by letter to their residences and through the LU Lionmail system. Priority assignment allows returning students the opportunity to select their rooms and roommates for the next academic school year. Students may reserve the same room by following a process through their student portal. Students are permitted to sign up for new rooms based upon their class year. (The class year is determined by the number of credit hours that have been accepted by the University.)

In order to remain in campus housing, all residential students must be enrolled in classes for the upcoming semester (12 hours for undergraduate students). Any student falling below full-time status will be asked to leave Lindenwood housing. Failure to register for classes by the last day of the term will result in the loss of a housing assignment. Each residential student must complete a housing contract. Once residential students sign a housing contract, they are bound to the contract for the entire time they are enrolled in classes as full-time students. Students wishing to change to commuter status must first meet with Financial Aid to determine the difference in cost, then proceed to the Athletic Director if they are student athletes, and finally to the Residential Services Office to complete an electronic Change of Status /Check-Out form. The housing contract is a primary component of the University's planning process that 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

Student signatures are required to receive keys to rooms. The room keys must be turned in to the resident director before departure from the University. Lost room keys require a \$35 replacement charge because the door must be re-keyed for proper security. The resident director must be notified immediately about lost keys so he/she can authorize the key replacement. No additional locks are to be placed on any residential interior or exterior doors without prior approval from the Director of Residential Services.

Maintenance Service

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

- **Minor Repairs:** Let your resident director or resident assistant know about the issue, and he or she will call or email the Maintenance Office at (618) 239-6005 or breising@lindenwood.edu.
- **Emergency Repairs:** Call Maintenance during regular business hours at (618) 580-1606 or contact Campus Security or your RD after 5 p.m. or on weekends.

Maintenance personnel are authorized to enter facilities to resolve maintenance requests.

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.

Loss or damage to personal property should be reported immediately to the Director of Residential Services. The University can furnish documentation for insurance purposes. All personal property left in the residence 48 hours after the student's final check-out will be considered abandoned and will be disposed of at the student's expense (please see check-out cost sheet with the resident director).

Lost and Found

All property found on campus should be taken to the Campus Security Office in M105 within 48 hours of being found. Security will act as custodian of all found property.

- If an individual finds an object in a public area, such as on the sidewalk, it is his/her responsibility to take it to the Campus Security Office.
- Items left in common areas, such as in the library, will be taken to Security by the personnel in these areas.
- All staff workers are directed to take found items to Security no later than the end of their shift.
- Athletic clothing and other athletic-related items found at the Lynx Arena will be handled by the Athletics Department.

- Members of the Lindenwood faculty are asked to use discretion in dealing with lost property. For example, a textbook containing the name and contact information of the owner should, if possible, be given to the student rather than transferred to Security.
- Unclaimed items will be discarded two weeks after the end of each academic year.

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 to allow for adequate study and resting periods for all students. Quiet hours begin Sunday through Thursday at 10 p.m. and Friday and Saturday at midnight. 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 Belleville campus and surrounding community through the use of electronic or other sound-producing instruments and/or vocal levels is not permitted.

Recording Devices

During classroom instruction, the use of cameras, video, audio taping devices, or any other kinds of recording devices (including cell phones) are allowed only after obtaining permission from the instructor; otherwise, the use of such devices is prohibited.

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 students' rooms for the purpose of inspection, verification of occupancy, or maintenance. The University reserves the right to enter without notice as necessary to assure compliance with University policies and to meet emergency needs. However, throughout the year, resident directors will be instructed to conduct unannounced inspections. Contact your resident director if you have any questions. If necessary, the right of entry will apply to student-owned or operated vehicles located on University property.

Residential Deposit Refund

Resident students are expected to each pay a \$300 fee to reserve their rooms. 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. Charges for any damages to the assigned housing during residence will be charged to the student's account. 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 Services 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. The final decision to refund the deposit is made by the Business Office.

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 \$300, 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 provided by the University are to remain in place and not be dismantled or removed for any reason without specific authorization. Any plans for room/house modifications beyond the reasonable introduction of furnishings must be submitted, in writing and in advance, to the Student Services Office for approval. Students living in residence halls may not bring personal furniture (such as couches, love seats, recliners, computer desks, or chairs, etc.) without prior approval from the Director of Residential Services. All Lindenwood supplied furniture **MUST** be in place in the room/house upon check-out from the University for the summer months.

Permitted items include small portable refrigerators, 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 the items with the owner's name and driver's license or social security numbers and record the serial numbers of each piece of equipment as a security precaution.

A list of prohibited items is sent to students in their housing packets before they arrive on campus. Prohibited items include waterbeds, wireless routers, washers, dryers, pets, dart boards, cooking appliances (such as microwaves, toasters, toaster ovens, electric grills, blenders, and any other cooking appliances, except those mentioned above), barbecue pits, air conditioners, outside antennae, halogen lamps, incense and candles, and empty alcohol containers used as decoration. All exceptions must have the approval of the Director of Residential Services. This list is also available in Student Services.

- We recommend purchasing items that have an automatic shut-off because 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.
- Room decorations may be hung on the walls with stick pins or small thumb tacks.
- 3M products with Command adhesive, white poster putty, or sticky tac may be used in any residence hall; however, other adhesive products, nails, or screws are not permitted anywhere for hanging decorations. Shelves or units that need to be attached to walls are **NOT** permitted.
- Room painting is also prohibited, except when approved in advance and in writing by the Residential Services Office. Rooms that are painted with colors unauthorized

- by the Maintenance Office will result in a charge to have the room repainted.
- The use of signs, flags, and pictures as window coverings is unacceptable, and except for emergencies, windows are not to be used as an entrance or exit. Controversial flags are unacceptable as room décor.
 - Out of respect for others, smoking is not permitted in any residence hall hallway or public area.

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 authorized in residence halls under strict University policy guidelines as posted each semester. However, like visitation within one's home, the privilege requires certain understandings, restrictions, and responsibilities. Violations of the regulations may result in immediate eviction and/or dismissal from the University.

A visitor is defined as any person who does not reside in a particular residence hall and is 18 years of age or older. Visitors under the age of 18 are not allowed. It is the responsibility of the host to ensure his or her guests are aware of University policies and rules and that those rules are followed. Visitors who are in violation of the rules will be asked to leave and the host could face disciplinary action. Residents are required to meet their guests at the main entrance and to accompany them at all times.

Visitation Policy

The visitation policy is based upon the University's confidence in the ability and willingness of Lindenwood students to make mature decisions about their social behavior. It rests on a major principle that no individual has the right to infringe upon another's freedom, privacy, or safety. Visitation is a privilege that is granted by the University because it has faith in the student's ability to be responsible.

Residents are required to meet their guests at the main entrance and accompany them at all times. Violation of these rules may result in the loss of privileges and disciplinary action. Repeated policy violations could result in the student being evicted from University housing.

Any student may decline to allow his or her roommate to have visitors in the dorm room for cause or reasons of personal preference or privacy. A student who objects to visitation must register the objection with his or her resident director in writing. The resident director will keep the petition on file and inform the roommate of the objector.

A person who wishes to have a non-Lindenwood student visit the campus for visitation to include in-room must submit a request, in writing, to the Director of Residential Services with the name and birth date of the individual he or she wishes to have visit, the dates of the visit, and ensure adherence to established guidelines.

During room visitation, room doors are to remain open when a visitor is present. In order to facilitate in-room visitation, the following guidelines must be adhered to:

1. Resident directors or assistant resident directors are required to be in the dorm during hours of visitation.
2. Resident assistants must be scheduled to be on duty at their residence during the hours of visitation.

3. All visitors will be required to produce picture identification and the name of the person they are visiting (no exceptions).
4. All visitors will be escorted by the person they are visiting at all times.
5. At no time will visitors be allowed to enter the residence without approval from all roommates.
6. If at any time there is not an RD or RA found at the main entrance, visitation will be cancelled immediately.
7. Possession of alcohol will result in cancellation of visitation for the individual or everyone in the dorm and disciplinary action. Lindenwood students will be allowed to have non-Lindenwood students in their rooms during in-room visitation hours. Lindenwood students must submit (via e-mail) the name and age of the non-student they wish to have visit to the Director of Residential Services for approval. All policies will apply. Violation of this policy will result in loss of privileges or disciplinary action.

Dorm: Hours of Visitation:

Daily: Noon (12:00 p.m.)- Midnight (12:00 a.m.)

Houses and Apartments: Hours of Visitation:

Monday - Friday: 4:00 p.m.- Dark

Saturday - Sunday: 12:00 p.m. - Dark

Withdrawal from University Housing

Students who decide not to continue at Lindenwood or who fall below full-time enrollment status are required to complete a Check-Out form. The check-out process involves a face-to-face meeting with Student Services. All meetings should be scheduled through Residential Services prior to the end of the semester. All residential students graduating or not returning to the University must also officially check out with their resident directors. They must also complete the check-out process by the last day of the semester in which the student is enrolled. Student-athletes participating in a sport should refer to the student-athlete handbook for additional requirements.

Failure to check out properly may result in the loss of the housing deposit. Prior to the student's departure, the resident director is required to assess any possible damage that might have occurred to the residence. Also, rooms must be returned to their original state; personal items must be removed, tape and staples must be removed from walls, and rooms must be left in clean condition with all trash removed and properly thrown away. Cleaning the rooms and returning the individual room keys to the resident director is the responsibility of each individual.

Work and Learn Program (Work Study)

Eligible resident students may elect to participate in the University Work and 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 in students a sense of the 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 by reducing overhead costs and enabling more University resources to be channeled to greater educational goals.

Students are assigned to offices, departments, or facilities and thus have vital “hands-on” responsibility for the life of the University. More experienced persons with positive work records will be selected as group leaders. These students will receive more advanced assignments. The amount of the University Work and 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 to cover 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 and Learn is a financial aid component, and work must be completed during the period specified by the Financial Aid award.

If students do not fulfill their portion of the work agreement, they will be removed from the program, their Financial Aid award will be adjusted to reflect termination from the program, and they will be expected to find alternative means to pay for that portion of their education. Students have 10 days from the date the notification is sent to contact the Office of Residential Services to rebut this action. Termination from the program is permanent; however, discharged students may appeal for reinstatement not less than four weeks prior to the start of the semester for which they wish to be reinstated. Students can expect to be assigned to, and remain in, their positions for the academic year unless terminated by the Residential Services Office. Student-athletes participating in a sport should refer to the student-athlete handbook for additional requirements.

On January 1, 2016, the Work and Learn program will undergo changes. As these changes happen, the student body will be informed.

Services Available to Students

Academic Advising

Academic advising at Lindenwood University-Belleville is a collaborative relationship between the advisor and student that is designed to assist the student in

1. developing educational plans and goals consistent with the student’s interests and abilities,
2. choosing a major field of study as well as courses that are appropriate for the major, interests, background, and capabilities of the student,
3. understanding the course choices, prerequisites, and requirements,
4. following and becoming familiar with the University policies, procedures, and timeline requirements,
5. maintaining scholastic standards by identifying strategies and resources for academic success, and
6. making timely and satisfactory progress towards a degree.

Academic advisors are assigned based upon the information given to the University on the application for admissions. Students can locate their academic advisors by using the student portal; the advisor’s name is listed on the “My Grades” screen. While every effort is made to place each student with an advisor that correlates with the student’s discipline and needs, students are free to change advisors at any time. If students wish to change advisors, they may visit Academic Services to obtain a Change of Advisor

form and ask for new advisor recommendations. If a student would like to request a specific advisor, he/she may do so by asking the new advisor to sign the Change of Advisor form.

The student will meet with the academic advisor each semester prior to registering for classes, or as needed throughout the semester for advice regarding courses, withdrawing from courses or the University, University policies, or career concerns. A student should expect that the advisor will be knowledgeable about major plans and requirements, graduation standards and requirements, and University policies and procedures. In addition, the student should expect that the advisor will be an excellent resource and mentor for planning internships and employment opportunities within his/her discipline, as well as advising about graduate and professional school applications.

Both the student and the advisor at Lindenwood hold a shared responsibility. The advisor can help students choose coursework, inform students about academic policies and procedures, and help address a variety of academic problems. However, it is ultimately each student's responsibility to be apprised of current graduation requirements for his or her particular degree program and to work successfully toward completion of all required courses. The student should expect to locate and contact the academic advisor to plan all meetings at a mutually agreeable day and time, come prepared to all meetings regarding scheduling with a reasonable expectation of future coursework, and respond to contact from the academic advisor in a timely manner.

By developing a respectful relationship with his or her academic advisor, the student will have a liaison to the University. The advisor is key in helping to match University resources to the student's personal needs and goals in order to get the maximum benefit from the college experience.

Academic Assistance

Students who have questions about any aspect of academics at LU-Belleville are encouraged to consult their professors, advisors, the Office of Academic Services, or the Academic Success Center (ASC). Academic Services, located in room M116 of Old Main Hall, works in conjunction with students, advisors, and professors to ensure that students successfully progress each semester towards graduation. Through the Office of Academic Services, students can obtain various forms they will need throughout their academic career, including applications for degree, enrollment forms, add/drop/withdraw forms, prior approval forms, and many others. Students can also receive information about academic dates and deadlines. Official copies of transcripts are also available to be sent/picked up in the Academic Services Office. Dr. Renee Porter is the Acting Campus Provost; she can be contacted at 618-239-6021 or rporter@lindenwood.edu. Sandy Mulitsch is the Campus Registrar; her email address is smulitsch@lindenwood.edu and her phone number is 618-239-6024. The Academic Affairs Coordinator, Mandie Wood, can be reached at 618-239-6039 or awood@lindenwood.edu.

Academic Success Center

Through the Academic Success Center (ASC), students can access a broad range of support services and resources located in room M111. The ASC is a quiet study space that houses the Writing and Tutoring lab where there are 11 computers for student use. Writing assistance is available at all stages of the writing process, from envisioning the beginning of an assignment to receiving editing feedback on a draft. In addition to

having a hardcopy reviewed, students are welcome to seek assistance from the writing consultants while working on the computer. Having an in-person conversation about your writing can be very helpful as you develop your writing.

Tutors are also available for various subjects, such as math, biology, chemistry, statistics, and psychology. Please inquire about assistance in other subjects; needs are addressed as they arise. Students can make tutoring appointments in one of two ways. Students may schedule an appointment in advance or drop-in to meet with available tutors. Students may call the ASC at 618-239-6077 for the times and availability of tutoring services. Tutors are typically either upper-level majors or students who excel in that area of study. Smarthinking online tutoring is also available 24/7 through your student portal. Instructions and assistance are available in the ASC or via email request to BellevilleAcademicSuccess@lindenwood.edu.

The ASC is also home to the academic mentoring program. Students can receive one-on-one interaction with an academic mentor. Mentoring includes discussions centered on academic success strategies, such as time management, goal focus, project prioritizing, effective note taking, and reading comprehension skills. The mentoring program seeks to assist students who may be academically at-risk in a given term, though the program is available to any student who wishes to strengthen her or his academic approach. The ASC mentors are here to help students navigate the University system and communicate any concerns they may have. Mentors work closely with advisors, professors, faculty, and staff to assist students academically. The Director of Academic Student Success and Retention, Dr. Suzanne Jones, oversees the ASC, and she can be contacted at 618-239-6223 or sjones5@lindenwood.edu.

In addition to these various resources, a vital part of the program of study for all first year students is LUL 10100, Freshman Experience. In this class, students will learn a variety of essential skills that will set the stage for their success in future coursework. Students will learn effective study habits, time management skills, test taking strategies, communications skills, and many other topics, including how to best utilize University resources and how to navigate the University student portal system. Michelle Sanford, Freshman Experience Coordinator, oversees this program and the instructors who teach the LUL 10100 courses.

Book Ordering

Textbooks for all classes at Lindenwood University are available through BOOK-X-CHANGE, which will come to campus before both fall and spring semester for book distribution. Students can rent textbooks, the least expensive option, or purchase them new or used. Books can be acquired in the campus bookstore located in the Dixon Student Center, over the phone (618-239-6028), or online (www.LUtextbooks.com). To ensure the proper book selection, students should have a course list when contacting BOOK-X-CHANGE.

Business Office

Located in M113, the Business Office maintains student billing accounts. All student payments should be sent or given to this office. The Business Office serves the Lindenwood 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 number is (618) 239-6256 for questions concerning student accounts.

Campus Accessibility

It is the guiding philosophy of Lindenwood University-Belleville to make our facilities, programs, and classes as accessible as possible. 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 our ADA Coordinator, Rick Cavalier, when special arrangements are needed. The Office of the ADA Coordinator is located in M120 or he can be reached at (618) 239-6095.

Career Development and Personal Counseling

The Student Counseling and Resource Center is located in Old Main Hall on the lower level in room M107. Counselors may be reached by phone at 618-239-6161 or email scrbcv@lindenwood.edu.

The Student Counseling and Resource Center (SCRC) integrates career and personal counseling services to offer supportive services to students at Lindenwood University-Belleville through the professional and school counseling program. Career counseling services aim to assist students define career goals, majors, and the necessary job skills for obtaining employment after graduation. With state-of-the-art software, the SCRC is available to assist students in choosing majors, assessing interests and skills, preparing resumes and cover letters, and researching employment opportunities. Career and guidance workshops are offered, and mock interview sessions may also be scheduled. A Career Fair is offered annually.

Personal counseling is available to provide students with the tools to become self-starting and develop coping mechanisms that enhance life skills and academic performance. Topics such as stress management, homesickness, coping skills, public speaking anxiety, test anxiety, conflict resolution, relationship issues, personality assessment, and balancing school, work, and life are offered through personal counseling. The SCRC has a special partnering with the Academic Success Center. These services seek to target students who are at risk of dropping out of school, or may be experiencing declining academic performance. These students may have been admitted conditionally or are on academic probation.

Psycho-educational programs and workshops in Freshman Experience classes, undergraduate and graduate classes, and in the residence halls educate and inform students of the services available. The SCRC offers mental health education, mental health and substance abuse risk assessment, and risk management to all students, faculty, and staff.

Various Mental Health, Substance Abuse, and Stress-Related Awareness Weeks and screenings are available throughout the academic year.

All contact, sessions, and paperwork are protected by state and federal confidentiality laws and guidelines. No information is released without written consent. Strict confidentiality will be maintained except when such disclosure is necessary in order to protect the student or another person from harm, or when a court order is served. All of these services are free to the students and are conducted on the Belleville campus during scheduled day and evening and weekend sessions. These services are supervised by professors in the School of Professional and School Counseling: Therese Chavaux-Turnbull (618-239-6085; tchavaux-turnbull@lindenwood.edu) and Sarah Patterson-Mills (618-239-6086; spatterson-mills@lindenwood.edu).

Computer Labs

A computer lab for student use is located in M117 on the lower level of Old Main Hall. A valid Lindenwood student ID must be presented for access. Hours of operation are posted at the information desk. The consumption of food and drinks of any kind is not allowed in the computer lab or any computer classroom. Computer Services reserves the right to block websites deemed inappropriate.

Classrooms are not computer labs. Therefore, students should not utilize classroom computers or space outside of a class session unless told to do so by an instructor.

Dining Services

Dining services are available for students in the dining hall, located in the U.S. Senator Alan J. Dixon Student Center, or in Matt's Cafe, located on the lower level of Old Main Hall. Recently renovated to increase seating space and meal variety, the dining hall includes a host of different food and beverage stations where students can choose from a wide variety of options. Matt's Cafe is an alternative dining location where students can order soups, sandwiches, and snacks in a lounge-style cafe atmosphere. Below are some reminders about the dining services available to students.

- Students must present a valid ID at each meal. IDs 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 or with the Commuter Plus Meal Plan Package.
- Grab-n-Go food and beverages will be available in the Dixon Dining Hall and Matt's Cafe for commuter students. Cash or credit card payments are accepted.
- 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 dish washing area.
- No dishes, utensils, or food may be taken from the cafeteria.
- Meals for students who are unable to leave their rooms 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 dining hall and cafe.
- Smoking is not allowed in the dining hall or cafe.

Dining Hall Hours:

Hot Breakfast • 7:15–9 a.m., Mon.–Fri.

Continental Breakfast • 9–10 a.m., Mon.–Fri.

Brunch • 11 a.m.–1 p.m., Sat.–Sun.

Lunch • 10:30 a.m.–1:30 p.m., Mon.–Fri.

Dinner • 4:30–7 p.m., Mon.–Thurs.; 4:30–6:30 p.m., Fri., 4:30–6 p.m., Sat.–Sun.

Grab-n-Go • 7:15 a.m.–6 p.m. daily

Matt's Cafe* • 7:30 a.m.–9 p.m., Mon.–Thurs.; 7:30 a.m.–3 p.m., Fri.

*Matt's Cafe hours are adjusted during holidays and breaks.

Disability Services

Students who require special accommodations in either the classroom or throughout the campus are encouraged to contact Rick Cavalier, ADA Coordinator, at (618) 239-6095 to obtain assistance. The ADA office is located in M120.

Financial Aid

Located in M113, the Financial Aid Office works closely with the Undergraduate Admissions Office, students, and families to establish financial aid packages. Financial Aid consists of a combination of Federal (Pell) Grant, (State Grant) Guaranteed Student Loan, University Work and Learn, special external funding, Lindenwood University Scholarships, and family contributions. Financial aid packages are finalized based on commitments by the students, their families, and the University. Any changes or questions must be taken to the Financial Aid Office, where personal and confidential discussions will help ensure students' understanding of the details. The office number is (618) 239-6132.

First-Year Programs

The Student Life & Leadership Office is committed to providing first-year students with the support and resources needed to have a successful transition to Lindenwood University. A vital part of the first year program is LUL 10100 Freshman Experience. In this class, freshmen will learn a variety of essential skills that will set the stage for their success in future coursework. Students will learn good study habits, time management skills, test taking strategies, communications skills, and many other things, including how to best utilize University resources and how to navigate the University student portal system. Michelle Sanford, Freshman Experience Coordinator, oversees this program and the instructors who teach the LUL 10100 courses.

Lindenwood Belleville's first-year programs provide services to enhance students' academic and personal development and work to fully engage and integrate first-year students into the University community. All traditional undergraduate students who are attending college for the first time and transfer students with fewer than 24 credits are encouraged to utilize the support services of first-year programs.

Identification Cards

Student identification cards are provided without cost upon registration. The identification card is to be carried at all times. Students are required to present their ID cards at the request of all University and residence hall officials. The ID is required to obtain meals at the cafeteria, to use the library, to cash checks at the Business Office, and to attend various social, theatrical/dramatic, and athletic events. There will be a replacement fee of \$15 for lost cards. Replacement cards must be paid for at the Business Office before a new card will be made.

Many student facilities also require the ID card. The ID card is not transferable and any alteration invalidates the card. It must be surrendered to the Student Services Office upon graduation or upon withdrawal from the University. ID cards may be obtained in the Student Services Office located in M102. Students who misplace or lose their ID cards must report to the Business Office to pay a replacement fee; they may then have it replaced by showing proof of payment in Student Services.

To obtain a University ID card, students must bring their driver's license to the Mailroom on Monday-Thursday between 8 a.m.- 7 p.m. or Friday 8 a.m.- 4 p.m.

Internet

Internet access is available for all staff and students through the University network for use as an instructional learning resource. As such, it is important that all users

- respect the privacy of others and not intentionally modify or obtain copies of files, passwords, or data belonging to another person;
- respect the legal protection provided by copyright license;
- respect the rights of other individuals and not use language that is abusive, profane, or offensive; and
- avoid seeking to use sites that have been blocked from access.

A communications fee covers telephone service, voicemail, and cable TV services in specific dormitories. The University provides complimentary internet services to residential students living in the dormitories. No routers are permitted. For additional information, contact the Director of Residential Services, located in M102, at (618) 239-6066.

Lindenwood University-Belleville Library

Located in M117 of Old Main Hall, the library prides itself on the services it provides for the students of Lindenwood University. While the library provides students with all the traditional services associated with an academic library, the catalogue of resources is also growing. The staff has worked very hard to develop services that reflect the changing environment of information resource delivery. In addition, the administration has provided support at every level to ensure that both traditional and off-campus students have equal access to resources.

Access to over 14,000,000 book titles is available through the library in conjunction with its membership to a statewide academic library consortium (MOBIUS). MOBIUS gives enrolled students physical and electronic access to virtually every academic library collection in the state of Missouri. In order to take advantage of these resources, students must obtain a student ID.

There are other research materials available to students through the library website (Library.lindenwood.edu). Among its subscriptions to more than 50 online databases, the library offers a large number of the databases that provide full-text access to research materials. In addition, the library has purchased supplementary electronic tools that facilitate navigation of these online resources. A valid student ID is required to access the library databases from home.

Additional services available through the library are as follows: wireless internet; access to a full-time librarian for research assistance; a 76-terminal computer lab equipped with internet and the Microsoft Office Suite; a partnership with the St. Charles campus's Butler Library; group study areas where students can work on projects; and an interlibrary loan service for items not available at the library, the St. Charles campus, or through MOBIUS. For current hours, students may contact the library via the following methods: email at library@lindenwood.edu or jvahling@lindenwood.edu; the library website at www.lindenwood.edu/library; or via phone at (618) 239-6072.

Lionmail

Lionmail is the Lindenwood email system for all enrolled undergraduate and graduate students. Lionmail can be used for personal or academic related purposes. However, Lindenwood University faculty and staff will utilize this communication medium to

provide important school-related information. It is the students' responsibility to frequently monitor their Lionmail accounts to ensure they receive updates from various faculty members, staff offices, or University constituents.

Students may access their Lionmail accounts by going to <https://www.lindenwood.edu/technology/email/studentsLionmailUserName.cfm>. There, students will need to enter their last names and birth dates or last names and 10-digit identification numbers to obtain login and password information.

Mail

Students have their own personal mailboxes located in either the apartment complex, Lynx Lodge, or the Mailroom on the lower level of Old Main Hall. Students may pick up their mail Monday-Thursday from 7 a.m.- 7 p.m., Friday from 7 a.m.- 5 p.m., and Saturday from 8 a.m.- noon.

Student Health

While Lindenwood University-Belleville does not offer healthcare services, students may access two regional hospitals conveniently located a short distance from campus. For a list of services provided and insurance accepted, please visit the website of St. Elizabeth's Hospital at www.steliz.org or Memorial Hospital at www.memhosp.com.

Student Services

Students who experience problems of any type are encouraged to visit with the Dean of Students. The Office of Student Services assists students in the resolution of obstacles that impede academic progress. Examples include dispute resolution, inter-office facilitation, and institutional guidance, to name a few. The office is located in M102 of Old Main Hall and can be contacted at (618) 239-6069.

U.S. Senator Alan J. Dixon Student Center

The U.S. Senator Alan J. Dixon Student Center provides students a place to unwind, socialize, and study in a relaxing atmosphere. Located between Lindenwood Auditorium and the LCIE Building, the Dixon Center includes a lounge with big-screen TVs, tables for study, wireless internet access, activity bulletin boards, and a student lounge. It also houses the Office of Student Life and Leadership, Admissions Center, spirit shop, bookstore, and dining hall. Hours of operation are posted.

Campus Policy/Student Conduct

Lindenwood University-Belleville helps prepare students for success in their personal and professional lives. Training and guidance for their future begin as they enter Lindenwood's doors. Combined with classroom education, there will be many instances where they will also develop their personal and social skills for successful living. The following guidelines are to assist students and help ensure that they attain the highest possible degree of educational, social, and spiritual fulfillment as they 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 volume with consideration for others.
- Wearing of hats or head coverings in the classroom is at the sole discretion of the instructor or professor.

- Good grooming and personal hygiene is a reflection of your health, attitude, and personality.
- Remember, smoking is prohibited in all residence halls as well as outside on campus.
- 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-Belleveille 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.
- Adhere to all local, state, and federal laws on and off-campus. Failure to do so may result in your dismissal from Lindenwood University.

Academic Honesty

Academic honesty is the foundation of any educational institution. It is the responsibility of each student, professor, and administrator at Lindenwood University to uphold the honor of the institution by acting honestly and truthfully in all situations. To this end, Lindenwood University has developed the following policy on plagiarism*:

The names of students found guilty of cheating or plagiarizing will be sent to the Acting Associate Provost. A first offense of academic dishonesty may result in a lessened or failing grade on the work/test or failure in the course or possible failure of the class. A second offense will lead to academic probation and failure of the class, and a third offense will result in expulsion from the University. Any questions concerning this policy should be directed to Acting Associate Provost Dr. Erin Mann at emann@lindenwood.edu.

**Plagiarism is defined as “the presentation of someone else’s ideas or words as your own. Whether deliberate or accidental, plagiarism is a serious offense.” (Fowler and Aaron 680).*

Each of the following is a type of plagiarism and must be avoided in all academic work:

- Copying directly from a source without quotations and source citation.
- Paraphrasing or summarizing another’s idea without attribution.
- Changing a sentence’s structure but copying words.
- Changing a sentence’s words but copying its basic structure.
- Using audio, video, or other media sources without acknowledgement.
- Submitting a paper written by another student and claiming it as your own.
- Using information obtained through interviewing an expert on the subject without attribution.
- Purchasing or downloading a paper from another source and claiming it as your own.
- Collaborating excessively on an essay with another person.
- Submitting an essay that was previously written for another class without the consent of both professors (Plagiarism Defined 1).

It is always better to ask for assistance and clarification than to purposefully or accidentally plagiarize. If a student has questions about citing sources, he/she should start by asking the class professor. You may also seek help at the Academic Success Center.

Work Cited

Fowler, H. Ramsey, and Jane Aaron. *The Little, Brown Handbook*. New York: Pearson Longman Press, 2004.

Alcoholic Beverages

Present state law makes subject 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. 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 or placed at designated areas on campus. These postings and announcements will reflect the integrity of the University and represent student meetings and events. Materials must be posted according to the following guidelines:

- Materials must be pre-approved by the Student Life & Leadership Office prior to posting. Approved materials must be signed by the Director of Student Life and Leadership.
- 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, ceilings, or painted on sidewalks.
- No more than one flyer will be allowed per bulletin board.
- Flyers may be posted only once per week.
- No posting on top of other flyers. We request that you use tacks only when posting.
- No reference to alcohol or drugs is permissible; no sexist or discriminatory materials allowed.

Bullying

Lindenwood University defines bullying as any intentional act of intimidation during which an individual engages in unwarranted conduct that is purposely designed to insult, threaten, humiliate, undermine, coerce, or defame another. Students, faculty, staff, administrators, or organizations that resort to bullying or other forms of intimidation are subject to University disciplinary procedures. To report an alleged instance of bullying, a student should contact the Dean of Students in M102 or (618) 239-6061. Investigations into alleged occurrences of bullying will be conducted with the highest level of confidentiality.

The institution assures its employees and students that it will consider fairly all complaints and third-party comments and not engage in retaliatory action against any individual who has submitted such information.

Conduct

To maximize classroom and campus success for each student and to ensure 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.

- Tobacco may not be used at any time during class.
- Electronic cigarettes are prohibited on campus.
- Coffee and soft drinks may be permitted by the 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. The faculty advisor or instructor should be contacted for special arrangements for unusual circumstances.
- Inform the instructor at the beginning of class if the student must leave that class for an important appointment while the class is in session. In these instances, it would be helpful for the student 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 the student seating area is properly arranged for the next class.
- No phone calls in class; phones must be set on vibrate or silenced.
- If 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-Belleville 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 Student Services and Student Life and Leadership Offices. Lindenwood will assist in any substance abuse problem that may arise. The Student Services Office and the Student Counseling and Resource Center 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.

Directory Information Notice

Pursuant to the Family Education Rights and Privacy Act (FERPA), Lindenwood University may disclose, without consent, "directory" information. This notice will advise you of the types of information considered as directory information. You must notify the Office of Academic Services in writing to request that certain directory information not be disclosed. Directory information includes name, address, telephone listing, e-mail information, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, degrees and awards received, most recent school

attended, and other like information.

Discipline

Disciplinary action for non-compliance with University policies, unless already specified in the Student Development 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, non-traditional housing, or public facilities
- Dismissal from the University (dismissal may result without prior probationary action)

In serious situations, parents may be notified. If a student is dismissed from the University, readmission requires a letter of appeal to be submitted to the Dean of Students that shows satisfactory understanding by the student of the following:

- 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-Belleville 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 prohibit 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.

Student-Athlete Drug Testing Policy

Lindenwood University-Belleville is committed to the physical and mental well-being of its student-athletes. The University holds a strong belief that the use of drugs and alcohol has a negative effect on the academic and athletic performance of its student-athletes. This policy is intended to set a minimum standard by which sanctions are to be enforced. Additional team policies, University policies, or past rule infractions may increase the severity of incurred penalties.

Selection

All Lindenwood University student-athletes participating in all sports (NAIA or SLS) are eligible for drug testing. Drug testing can be random, at the request of a coach, or if there is reasonable suspicion. For random drug testing, random numbers will be selected from a numbered roster. The student-athletes whose names correspond to these selected numbers will be tested.

In addition, the term “reasonable suspicion” means that information has been received by a member of the coaching staff, athletic training staff, staff personnel, or others, in good faith, from a reliable source, regarding the student-athlete’s use of banned substances. Furthermore, a student-athlete’s possession of, or use of, a prohibited substance, arrest, or conviction related to the possession of, use of, or trafficking of banned substances, all rise to the level of reasonable suspicion.

Method of Testing

Student-athletes will be informed about the drug testing program -- a copy of this program will be available to the student-athlete as part of the Student-Athlete Handbook and is available on the Lindenwood University-Belleville athletic website. Student-athletes are required to annually sign a drug testing consent form. Student-athletes may be inconvenienced during practices, meetings, strength and conditioning sessions, etc. The Student-athlete may even be tested in off hour times such as early morning, meal times, and/or late evenings.

Tests will be primarily conducted for, but not limited to, drugs of abuse, such as, amphetamines, cannabinoids, cocaine, and other controlled substances. All other substances on the NCAA Banned Substance List may also be included in testing. Drug testing can consist of the collection of urine or hair samples from the student-athlete, or other similar drug tests, under the direct supervision of trained personnel. Analysis of the sample will be performed by a laboratory contracted by the University to do such testing. All samples having positive results, indicating the presence of prohibited drugs or their metabolites, will be further analyzed.

All Student-athletes refusing to provide a urine sample will be sanctioned as if their results were positive.

Positive Drug Tests

The Lindenwood University-Belleville Athletics Department will make every effort to keep the test results confidential and will oppose disclosure thereof to any unauthorized persons within or outside the University.

The Head Coach, Head Athletic Trainer, Assistant Athletic Director, and Athletic Director will all be notified of all positive drug tests or alcohol related infractions. The Athletic Director will inform the student-athlete of the presence of a substance in his/her sample. The Head Athletic Trainer and Assistant Athletic Director will be present and a witness to procedure. The Head Athletic Trainer will advise the student-athlete of the nature of the substance and the negative health effects of the use of the substance. The Assistant Athletic Director will inform the student-athlete of the right to an appeal and the process for doing so.

Any test that comes back positive for an NCAA banned substance will be subject to following:

1. An initial offense, whether tested at random or for reasonable suspicion, will result in mandatory enrollment in University Drug Intervention Program, resulting in loss of play and all team activities until they produce a clean drug screen. Student-athletes will be required to sign the Success Contract with the Dean of Students.
2. A second offense will result in expulsion from the University for failing to maintain their agreement under the Success Contract.

Appeals

1. All student-athletes who incur sanctions under the terms of this program will be entitled to an appeal hearing before the Drug Policy Grievance Committee.
2. Appeals will only apply to sanctions under the terms of this program and will not apply to individual team sanctions.
3. Members of the Drug Policy Grievance Committee shall include the Director of Athletics, Dean of Students, Head Athletic Trainer, Assistant Athletic Director, and Faculty Athletics Representative. The Committee will meet at the convenience of all members' schedules.
4. The request for an appeal must be made in writing to the Director of Athletics by the end of the second business day after the student-athlete is notified of their results.
5. The Director of Athletics will notify the student-athlete of the Committee's decision in writing.
6. The results of the hearing are final and binding.

Fighting

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

Fire and Tornado Alarms

All residents must leave the residence hall immediately when the fire alarm sounds. When the city tornado siren sounds with a steady blast, students 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 Belleville conducts a test of alarms on the first Tuesday morning of every month when the weather is clear.

Fire Protection Equipment

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

Fireworks, Firearms, Explosives and Weapons

All fireworks, firearms, explosives, BB guns, archery equipment, knives or other items that may be considered weapons (i.e., snowballs, water balloons, paint pellet guns, soft pellet pistols, decorative swords) are prohibited on the campus. Violators are subject to campus disciplinary actions up to and including dismissal and possible referral to appropriate local, state, or federal law enforcement agencies.

Gambling

Students are prohibited from Internet and other forms of gambling conducted on any University-owned property. Violations of this policy may result in University sanctions up to and including dismissal.

Institutional Nonpartisanship

No office, organization, subdivision, student, or employee of Lindenwood University is to use University resources, advertising channels, or work time to promote, assist, or express support for any particular candidate(s) pursuing election or appointment to a political office. Nor is any Lindenwood student or employee to use those resources or University work time on behalf of his or her personal political initiatives, nor state or imply that he/she speaks as a representative of the University when expressing personal support for a political candidate. Nor is any Lindenwood employee or entity permitted to post, mount, erect, or stand a sign, banner, or poster of a political nature on any property owned, leased, or managed by the University.

This policy is in no way meant to deter students and organizations on campus from engaging in political discussion and debate. But Lindenwood as an institution must remain politically neutral relative to candidates for office. Students may invite active candidates in to stump as long as they issue equal invitations to the opposing candidate(s). The general principle is that we allow political activities on campus only if they serve a clear educational purpose. Any such events must be approved by the Student Services Office.

Non-Discrimination Policy

Lindenwood University-Belleville is an Equal Opportunity 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 is 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 Student Services Office or Executive Offices of the University.

Parking

A valid parking permit is required for all vehicles used by undergraduate and graduate students, resident and commuter, on campus and at all University facilities. In order to obtain a parking permit, students need to bring the following items to the Student Services Office: a copy of their vehicle registration (with VIN number listed), their license plate number, their driver's license, their student ID card, and \$2.00 cash. Parking permits can be purchased in the Lynx Campus Store, located on the lower level of the U.S. Senator Alan J. Dixon Student Center, on Monday-Thursday from 9:30 a.m.- 6 p.m. and Friday from 9:30 a.m.- 3 p.m.

Regulations and enforcement:

- The speed limit on campus is 10 MPH and is closely monitored by public safety personnel. Numerous violations will result in loss of driving privileges on campus.
- Parking in areas other than those designated and marked parking spots is forbidden and will result in a fine.
- Impeding traffic is both hazardous and causes unnecessary delays in the flow of vehicles and traffic. This action will result in a fine and possible immediate towing at the owner's expense.
- Handicap parking spots require the vehicle to have a valid state issued hangtag or license plate. All others are subject to fines.
- Fire lanes are designated by yellow markings on the curb throughout campus. All vehicles are prohibited from parking at these curbs. Violators are subject to towing and additional fines.

In an effort to be responsible and harbor a safe environment in all traffic and parking situations, students are required to find and park in valid, marked parking spots in designated parking lots without exception.

Frequent violations and hazardous situations will result in booting of the vehicle, possible loss of driving/parking privileges on campus, and towing at the vehicle owner's expense without warning. Contact the Security Office or the Dean of Students for further information about penalties for illegal parking. Residents are encouraged to walk to and from campus as weather and conditions permit. Parking fines are not subject to appeal.

Residential student parking will be restricted to lots next to housing facilities. Resident parking areas will be marked and convenient for access to campus accommodations. Parking will be assigned contingent on the residence hall in which you reside on campus.

Pets

No pets, except for fish, are permitted on the University campus. Aquarium size is limited to 10 gallons or less. In most cases, pets cause clean-up problems, create noise, pose occasional feeding and food storage problems, create odors, aggravate allergies, and sometimes jeopardize health and sanitary standards. On occasion, a stray pet will be found roaming the campus. For safety reasons, please do not feed the animal or touch it. Please contact the Security Office regarding any stray animals. Any resident who is found to have an unauthorized pet will receive a \$150 fine.

Respect for Campus Authority

It is the policy of Lindenwood University-Belleville, 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 aggressive 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 administrative office.

Security

- Always lock your room and car.
- 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 assistant, resident director, or the Student Services Office.
- Report strange behavior of any individual on campus to the Campus Security Office.
- Do not violate campus security measures, including locked doors, access rules, and visitation policies.
- Report any known or suspected thievery to the Director of Public Safety and Security. 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.
- Blue Light Stations are located around campus for your security. When activated, the station will immediately put you in contact with emergency personnel.
- To contact campus security for an escort to or from the parking lots or buildings, call (618) 239-6081. If security is out on patrol, please call (618) 978-9797 or (618) 978-7253. Please give advance notice to campus security 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 class environment. Retaliation against or intimidation of a person who has filed a complaint of sexual harassment is not allowed. 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 a student is aware of sexual harassment or feels as if he/she is a victim of harassment, the University officers listed should be contacted in the following order: Dr. Angela Wingo, Dean of Students; Dr. Deb Ayres, Vice President for Human Resources; or Dr. Marilyn Abbott, Acting Provost.

Skateboards/Roller Blades/Motor Scooters

The use of skateboards, roller blades, and non-street legal motor scooters is authorized as a mode of transportation only. Any student found to be damaging University property as a direct result of improper usage of the items listed above is subject to campus disciplinary action. Motor scooters and/or motorcycles must display a valid Lindenwood University parking permit for use 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 Life and Leadership Office and approved (signed) by the Director of Student Life and Leadership. Unless an exception is made, this scheduling must occur at least 20 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 Life and Leadership Office and will indicate any special requirements to be met by the requesting group relative to facility use or upcoming activity. Student organizational use of campus facilities for events requires the presence of a faculty, staff, or GA member during the event. Generally, this is the advisor for the group. The Student Life and Leadership Office is located on the lower level of the Dixon Student Center and can be reached at (618) 239-6171.

Social Networking and Public Forms of Communication (Facebook/MySpace/Twitter)

Lindenwood respects each student's right to free speech and expression. However, students are responsible for the manner in which they choose to use this expression. The University's primary concern regarding social networking sites such as Facebook, MySpace, and Twitter involves the safety of students as well as the integrity of Lindenwood and its community. Potential employers, clients, and family members may access this information. Unfortunately, so may predators and criminals. Once information is posted to the Web, it becomes part of a public realm accessible to anyone with Internet capabilities. Students forfeit any right to privacy when pictures, blogs, and/or comments are submitted to these websites. In addition, these items can be archived forever. Remember, what you do represents you, your team, and the University. While Lindenwood has no specific policy negating the use of these websites, as it recognizes that they can be educational, the University does possess resources to determine whether items posted defame the University, its students, its faculty, and its staff. Students will be held accountable for any such items, which may result in dismissal from the program and/or the University.

Listed below are a few guidelines to follow:

1. Avoid posting personal information like addresses, residence hall locations, cell phone numbers, etc.
2. Do not make references to alcohol or drugs in photos or blogs.
3. Do not post explicit pictures.
4. Do not post negative references to your classmates, instructors, staff, or athletic teams or players from other schools.
5. Logos and pictures posted on the University's website are copyrighted and cannot be used without University permission.

Solicitors and Salespersons

Students, campus organizations, or non-campus persons are prohibited from solicitation at any time for non-campus related activities. Any exceptions of this policy must be requested. Please send all requests to the Student Life and Leadership Office. Students should be particularly alert to off-campus salespersons who pose a nuisance or security threat. Contact the Student Life and Leadership Office or the Campus Security Office immediately if you see questionable sales activity. Corey Ellzey / 6171

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 action and possible referral

to appropriate local, state, or federal law enforcement agencies.

Student Right to Know and Campus Security Policy

Lindenwood University-Belleville 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 smoking and smokeless tobacco, as well as electronic cigarettes, is prohibited in all campus buildings and facilities. This includes classrooms, laboratories, hallways, rest rooms, all residence halls, and lounges.

Final Exam Schedule

Fall Semester

December 7-11, 2015

NORMAL CLASS

MEETING TIME

MWF 8:00-8:50

MWF 9:00-9:50

MWF 10:00-10:50

MWF 11:00-11:50

MWF 12:00-12:50

MWF 1:00-1:50

MWF 2:00-2:50

MWF 3:00-3:50

MWF 4:00-4:50

TR 8:00-9:15

TR 9:30-10:45

TR 11:00-12:15

TR 1:00-2:15

TR 2:30-3:45

TR 4:00-5:15

M Evening

T Evening

W Evening

R Evening

SCHEDULED EXAMINATION TIME

Friday, December 11

8:30-10:30 am

Monday, December 7

8:30-10:30 am

Wednesday, December 9

8:30-10:30 am

Monday, December 7

11:00 am-1:00 pm

Wednesday, December 9

11:00 am-1:00 pm

Friday, December 11

11:00 am-1:00 pm

Monday, December 7

2:00-4:00 pm

Wednesday, December 9

2:00-4:00 pm

Friday, December 11

2:00-4:00 pm

Thursday, December 10

8:30-10:30 am

Tuesday, December 9

8:30-10:30 am

Tuesday, December 9

11:00 am-1:00 pm

Thursday, December 10

11:00 am-1:00 pm

Tuesday, December 9

2:00-4:00 pm

Thursday, December 10

2:00-4:00 pm

Monday, December 7

Regular Meeting Time

Tuesday, December 9

Regular Meeting Time

Wednesday, December 9

Regular Meeting Time

Thursday, December 10

Regular Meeting Time

Spring Semester

May 9-13, 2015

NORMAL CLASS

MEETING TIME

MWF 8:00-8:50

MWF 9:00-9:50

MWF 10:00-10:50

MWF 11:00-11:50

MWF 12:00-12:50

MWF 1:00-1:50

MWF 2:00-2:50

MWF 3:00-3:50

MWF 4:00-4:50

TR 8:00-9:15

TR 9:30-10:45

TR 11:00-12:15

TR 1:00-2:15

TR 2:30-3:45

TR 4:00-5:15

M Evening

T Evening

W Evening

R Evening

SCHEDULED EXAMINATION TIME

Friday, May 13

8:30-10:30 am

Monday, May 9

8:30-10:30 am

Wednesday, May 11

8:30-10:30 am

Monday, May 9

11:00 am-1:00 pm

Wednesday, May 11

11:00 am-1:00 pm

Friday, May 13

11:00 am-1:00 pm

Monday, May 9

2:00-4:00 pm

Wednesday, May 11

2:00-4:00 pm

Friday, May 13

2:00-4:00 pm

Thursday, May 12

8:30-10:30 am

Tuesday, May 10

8:30-10:30 am

Tuesday, May 10

11:00 am-1:00 pm

Thursday, May 12

11:00 am-1:00 pm

Tuesday, May 10

2:00-4:00 pm

Thursday, May 12

2:00-4:00 pm

Monday, May 9

Regular Meeting Time

Tuesday, May 10

Regular Meeting Time

Wednesday, May 11

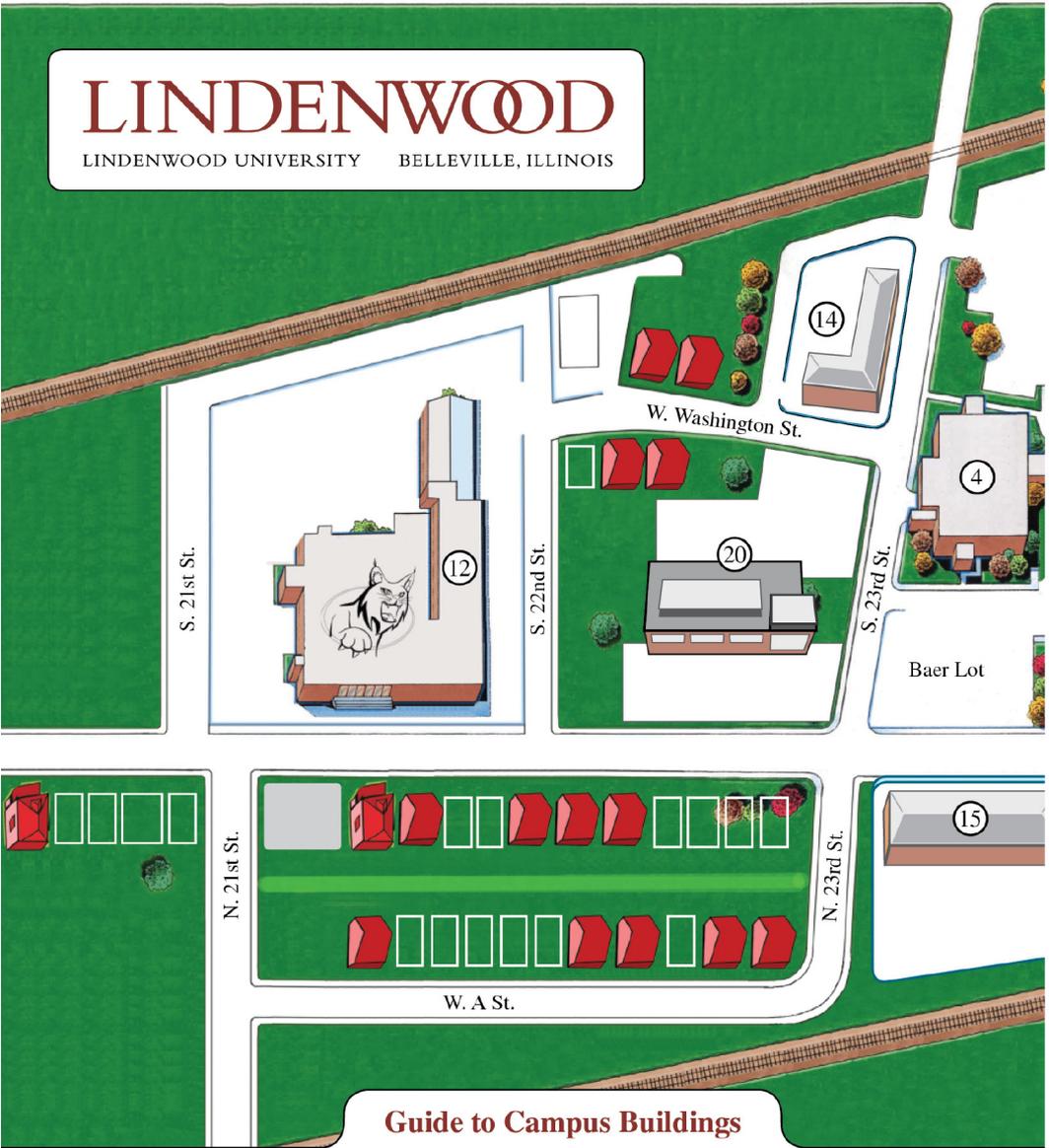
Regular Meeting Time

Thursday, May 12

Regular Meeting Time

LINDENWOOD

LINDENWOOD UNIVERSITY BELLEVILLE, ILLINOIS



Guide to Campus Buildings

- | | | |
|---|-------------------------------|--------------------------|
| ① Old Main Hall | ⑤ Linden Hall | ⑨ Badgley Tennis Complex |
| ② Lindenwood Auditorium | ⑥ Recreation Gym | ⑩ Soccer Field |
| ③ Welcome Center | ⑦ Lynx Arena | ⑪ Football Stadium |
| ④ U.S. Senator Alan J. Dixon Student Center | ⑧ Fitness and Training Center | ⑫ Lynx Lodge |
| | | ⑬ Lynx Complex |



- 14 Women's Residence Hall
- 15 Fred J. Kern Residence Hall
- 16 Communications Center
- 17 West Wing

- 18 Major General William L. Enyart Veterans Success Center
- 19 Sand Volleyball Courts
-  Student Housing
- 20 Illinois State Police Metro-East Forensic Science Laboratory

LINDENWOOD

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