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Lindenwood University -Belleville Student Handbook, 2019-2020

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LINDENWOOD UNIVERSITY-BELLEVILLE

2019-2020 STUDENT HANDBOOK

STUDENT DEVELOPMENT AND RESOURCE CENTER

2600 West Main Street • Belleville, Illinois 62226

www.lindenwood.edu/belleville/



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MESSAGE FROM THE STUDENT DEVELOPMENT & RESOURCE CENTER

Welcome to Lindenwood University-Belleville!

The Student Development & Resource Center would like to welcome all of our students to the 2019-2020 academic year at Lindenwood University-Belleville! College is an exciting journey that brings many invaluable learning opportunities. We are happy that you have chosen to further your education with us, and we will do everything we can to support your goals and success while you're on our campus and even after graduation.

You are part of an internationally rich and diverse student body, representing more than 70 different countries. Lindenwood Belleville graduates become extraordinary citizens, community members, and leaders who are engaged locally, nationally, and globally. We do our best to make Lindenwood Belleville a place where creative and intellectual experiences of lasting importance are accessible and available to every student.

We hope that you will explore and cherish the many opportunities, academic and non-academic, available to you as a member of the Lindenwood family. Our campus is truly a dynamic, exciting, and unique place to be. We are eager to make your college years and your future a success and hope that your experience will truly be positive and memorable!

Please do not hesitate to contact me with any questions or concerns.

Sincerely,

A handwritten signature in cursive script that reads "Suzanne Jones".

Dr. Suzanne Jones, Dean of Students
SJones5@lindenwood.edu
(618) 239-6223

WELCOME TO LINDENWOOD UNIVERSITY-BELLEVILLE – 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, Mo. 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 University-Belleville campus, which was founded as an extension site to the flagship campus in 2003 and is a full-service campus today. Lindenwood University-Belleville has focused on cultivating the highest quality academic, arts, and athletics programming, while focusing on the development of the whole person, both in and out of the classroom.

UNIVERSITY MISSION AND COMMITMENTS

REAL EXPERIENCE. REAL SUCCESS.

Enhancing lives through quality education and professional preparatory experiences.

VALUES

- Integrity - We are committed to ensuring trust and respect for all persons in an environment that cultivates individual and institutional integrity.
- Dedication - We are committed to developing a high-performance work ethic and dedication to discipline or vocation.
- Excellence - We are committed to providing quality and excellence in all our endeavors.
- Creativity - We are committed to the development of original ideas, knowledge, and innovative approaches to solving complex problems.
- Community - We are committed to creating a connected community, sharing common attitudes, interests, and goals, supporting personal and professional growth.

Lindenwood University-Belleville 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 the truth.

ACADEMIC FREEDOM

The following statement on academic freedom was formulated by a joint task force of the faculty's Educational Policies Committee and the Faculty Council and endorsed by the president and the academic administration in 2007:

Lindenwood University-Belleville is committed to the idea that universities are centers of intellectual growth, exploration, creativity, and expression. It is incumbent upon the university, therefore, to create an atmosphere that is conducive to open critical thinking. Central to that duty is the freedom to formulate and express ideas that advance the process of intellectual inquiry and education. Therefore, freedom of thought and word within the confines of higher education is central to effective education of the whole person.

Academic freedom also carries profound responsibilities. The university itself must take all precautions to protect the ability of faculty to express ideas and teach concepts that are germane to their respective subjects in research and publication as well as the classroom; the ability to do so without interference must remain unfettered. Some subjects of intellectual inquiry cause discomfort to some or all students and faculty members, yet failure to explore those topics would be to deny our responsibility as educators. Rather, the open exchange of ideas between faculty and students must be conducted in an atmosphere of mutual civility, respect, and attention toward the greater good of the university and its members.

Faculty members should neither be censored for expression of their views nor engage in self-censorship out of fear of recrimination; similarly, students should know that they have the right to express their views as well but will be held to the same standard of defense of those views. Academic freedom in no way implies a tolerance of disrespect, of bigotry, or of discrimination regarding age, race, national origin, religion, sexual orientation, or gender, nor should the academic freedom of one person interfere with the freedom of another.

Academic freedom also includes the right to freedom in research and publication. Faculty members are free to select topics, obtain data, and report findings in a manner that is scientifically and academically sound in one's field without censorship. Work that produces monetary gains will be based on standard practices and shall not be linked to the nature of the research.

The freedom to associate, to speak, and to write are central to the

republic itself. Therefore, it shall be the policy and practice of the university to permit a faculty member's exercise of the basic right of freedom of speech when outside the university itself and to be involved in community activities.

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 Student Government Association (LSGA) and all other student organizations in facilitating activities and projects sponsored by these programs and organizations. 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 University-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 and an LSGA representative, a current constitution, and a current list of officers and members. Contact Student Life and Leadership for details at (618) 671-6143.

LSGA is committed to the highest form of ethical student representation at Lindenwood University-Belleville. LSGA 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. The mission of the LSGA is threefold. It is 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. LSGA members work together with other clubs and

organizations to provide activities and programs for the entire campus and community. All members of the executive board may be reached by email at LSGA_Belleville@lindenwood.edu.

DIVERSITY, EQUITY, AND INCLUSION

Lindenwood University-Belleville's commitment to equity and inclusion is detailed below.

Lindenwood University is proud of its diverse population, which includes faculty and staff from all corners of the world and students from six continents and more than 70 countries. We believe that our diversity and commitment to valuing diversity, both in and out of the classroom, places us on the cutting edge of scholastic and pedagogical innovations, preparing our students to be educated, responsible citizens of a global community. Intentionally, we design our policies in such a manner that all stakeholders (whether students, employees, or visitors) will be treated respectfully, fairly, equitably, and with dignity and inclusiveness in the pursuit and achievement of the objectives of their relationship with the university.

Additionally, we strive to ensure the opportunities afforded by the university for learning, personal advancement, and employment are offered to all without discrimination and that we always provide a safe, supportive, and welcoming environment for all students, employees, and visitors. Upholding a culture of diversity, equity, and inclusion means that we fully understand and accept the fact that people of different cultures, races, colors, genders, ages, qualifications, skills, experiences, religions, orientations, affiliations, sexual orientations, socio-economic backgrounds, abilities, disabilities, or countries of origin are simply fellow human beings who are different and have the right to be different without being mistreated or discriminated against on the basis of their differences. Therefore, all Lindenwood policies, facilities, resources, activities, and privileges, irrespective of individual differences, are made available and accessible to everyone in our community.

At Lindenwood University, we will strive to

- Offer collaborative and integrated academic and athletic programs that provide mutually beneficial experiences (locally and internationally) to our diverse body of students.
- Pursue and promote mutual understanding, respect, and cooperation among our teaching and non-teaching staff, contractors, suppliers, and visitors to our community who

represent the aforementioned differences.

- Respect the knowledge, skills, and experiences that every person in our community brings to the university.
- Design and operate flexible and easily accessible services, facilities, and activities whose procedures appropriately recognize the needs of both the able and disabled.
- Make every effort to ensure that no discrimination occurs among individuals or groups in the daily discharge of the university's work.
- Protect every member of our community against all forms of discrimination.
- Encourage and promote the empowerment and advancement of ethnic and gender minority groups within our community through academic and social activities, offering activities of special interest to them and affording them equal-opportunity integration within our community.
- Make every effort to ensure that our current and future contractual agreements and obligations fully reflect and embrace our commitment to the philosophy and culture of diversity, equity, and inclusion as delineated in this statement.
- Encourage all faculty and staff members to promote diversity, equity, and inclusion in all locations within our community.

Questions regarding diversity, equity, and inclusion should be addressed to the Dean of Students Dr. Suzy Jones, at sjones5@lindenwood.edu.

DRUG-FREE SCHOOLS, COMMUNITIES, AND WORKPLACE

Lindenwood University-Belleville's commitment to a drug-free community is detailed below.

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 distribution, 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. 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 requiring of repayment of funds received. Refer to the Campus Policies section in the Student Handbook and to the information booklets distributed separately to both students and employees.

INSTITUTIONAL NONPARTISANSHIP

Lindenwood University-Belleville's commitment to nonpartisanship is detailed below.

No office, organization, subdivision, student, or employee of Lindenwood University-Belleville may 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. No Lindenwood students, faculty members, or employees may use those resources or university work time on behalf of personal political initiatives or state or imply that they speak as a representative of the university when expressing personal support for a political candidate. No Lindenwood students are 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 or organizations on campus from engaging in political discussions and debate. However, Lindenwood as an institution must remain politically neutral relative to candidates for office. Also, students may invite active candidates to campus as long as the university issues equal invitations to the opposing candidates. The general principle is that Lindenwood will allow political activities on campus only if they serve a clear educational purpose. Any such events must be approved by the Office of Student Life & Leadership.

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 that prohibits discrimination in employment and access to educational programs because of race, color, national origin, gender, 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-Belleville's policy on non-discrimination should be directed to the Student Development and Resource Center Office or executive offices of the university.

TITLE IX SEXUAL HARASSMENT POLICY

Lindenwood University-Belleville's commitment to preventing sexual harassment/violence is detailed below.

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

It is Lindenwood University policy that sexual harassment/violence 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/violence or feels as if he/she is a victim of harassment/violence, he/she should contact: Title IX Coordinator, Kelly Moyich (kmoyich@lindenwood.edu); Deputy Title IX coordinator, Annie Reis (areis@lindenwood.edu); Vice President for Human Resources, Dr. Deb Ayres or Dean of Students, Dr. Suzy Jones (sjones5@lindenwood.edu).

To view the entire policy and/or make an anonymous report to the Public Safety and Security Office, please refer to the website at <http://www.lindenwood.edu/belleville/student-life/campus-security/>.

II. EXPECTATIONS OF STUDENTS AND STUDENT CONDUCT

STUDENT RESPONSIBILITIES

Lindenwood University-Belleville helps prepare students for success in their personal and professional lives. Along with classroom education, students will be provided with opportunities outside of the classroom to develop their personal and social skills for successful living. Toward that end, students must be able to comfortably and respectfully interact with others, including their peers and classmates; professors and advisors; supervisors and professional mentors; and all faculty, staff, and members of the administration.

The following reminders are intended to guide students in such interaction and help ensure that they attain the highest possible degree of educational, social, and spiritual fulfillment as they attend Lindenwood University-Belleville.

- Give proper respect to faculty, staff, and others in authority.
- Be courteous to fellow students and authorized campus visitors.
- Choose your language and speaking volumes with consideration for others.
- Wear hats or head coverings in the classroom only at the discretion of the instructor or professor.
- Maintain good grooming and personal hygiene; they are a reflection of your health, attitude, and personality.
- Behave appropriately in front of prospective students and guests. Students, prospective students with their families, alumni, corporate executives, and other financial supporters will visit the campus throughout the year. We expect our students to present the best possible image of Lindenwood University by keeping the campus attractive and keeping a positive attitude at all times. A friendly smile with directions for a campus visitor is remembered and highly respected. If you see any trash on the campus grounds, please pick it up and deposit it in a nearby receptacle. Also, please keep entrances to residence halls and campus buildings free and clear of congestion, litter, and loitering. Your campus is your home, and its beauty is something for you and your visitors to enjoy.
- Adhere to all local, state, and federal laws on and off campus. Failure to do so may result in your dismissal from

Lindenwood University. The dean of students may impose interim measures for the duration of the investigative process when a student is arrested on or off campus during a sanctioned or unsanctioned Lindenwood University activity.

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 disciplinary action at the discretion of the dean of students and associate provost, Belleville Campus/dean of academics.

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 clothing

ACADEMIC INTEGRITY AT LINDENWOOD UNIVERSITY-BELLEVILLE

Academic integrity is the foundation of any educational institution. Lindenwood University-Belleville students belong to an educational community invested in the exploration and advancement of knowledge. Academic integrity is a critical part of that investment; all students have a fair opportunity to succeed, and as such, all students owe their classmates, instructors, administrators, and themselves the duty of scholarly and creative work untainted by plagiarism, dishonesty, cheating, or other infringements of academic integrity. In turn, instructors, staff, and administrators will also uphold these policies in order to promote student intellectual development and preserve the integrity of a Lindenwood degree.

As part of this educational community, students are expected to familiarize themselves with the university's policies on academic standards in the Lindenwood University Student Handbook and academic catalog and to adhere to these policies at all times. Students are also encouraged to consult the resources of the university library and Academic Affairs for assistance with compliance of academic standards.

- Academic dishonesty includes plagiarism, cheating, and lying or deception.
- Cheating is giving or receiving unauthorized aid on an examination, assignment, or other graded work. Regardless of where the aid comes from—e.g., cell phone, crib sheet, or another student—it qualifies as academic dishonesty.
- Lying or deception refers to dishonest words, actions, or omissions directed at university personnel by a student in order to improve the academic or financial standing of any student at the university.
- Plagiarism is the fraudulent presentation of another person's ideas or work as the student's own or the presentation of the student's own previous work as new and original.
- When a student, whether by accident or design, does not properly acknowledge sources in any academic assignment where original work is expected, that student is stealing the ideas and effort of another.
- For all assignments completed entirely or in part out of class, the instructor reserves the right to interview the student about the work to verify authorship. A student who is unable to demonstrate a basic understanding of the submitted work will be reported for academic dishonesty and an appropriate penalty will be applied.

CONSEQUENCES OF ACADEMIC DISHONESTY

The penalty for the first reported offense of academic dishonesty will be determined by the instructor and may result in a reduced or failing grade on the work/test, failure in the course, or other appropriate penalty. Upon a first report of dishonesty, the student is also required to complete an online academic integrity tutorial. A charge for the tutorial will be applied to the student's account. For undergraduate students, a second offense will result in failure of the class, and a third offense will lead to expulsion from the university. Graduate students will be expelled after a second offense is reported.

Any questions concerning this policy should be directed to Dr. Erin

Mann at emann@lindenwood.edu, who maintains confidential records of academic dishonesty reports.

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 follow the regular reporting instructions listed under the Non-Discrimination Policy in the Student Handbook. 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 during class:

- Attend all scheduled classes and be on time for classes. Enter the room quietly if you are late for some reason.
- Dress appropriately, including shirts and shoes.
- Do not use tobacco at any time during class.
- Dispose of empty beverage containers properly if coffee, water, or soft drinks are permitted by the class instructor.
- Limit conversation to class discussion only.
- Do not bring children to class and/or anywhere outside of the classroom while the parent or guardian is in class; e.g., the library, Matt's Café, etc. The faculty advisor or instructor should be contacted for special arrangements for unusual circumstances.
- Inform the instructor at the beginning of class of any important appointments that will require you to leave class. In these instances, it would be helpful to sit near the door and leave quietly when it's time.
- Ensure that the classroom and student seating area is

properly arranged for the next class at the end of each class period.

- Do not accept phone calls in class; phones must be set on vibrate or silenced.
- Remain quiet while in the hall when class is on break or dismissed earlier than usual, as other classes may still be in session.
- Act in accordance with the University Honesty Policy. 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 other students. Cheating, lying, and plagiarizing of any kind will not be permitted in the academic program and will be considered a violation of university policy.

DISCIPLINE

Disciplinary action for non-compliance with university policies, unless already specified in the Student Handbook, will be handled by the dean of students. Non-compliance covers conduct that occurs on campus as well as any university owned/leased vehicles or off campus during a university-sponsored activity/funded program/or approved event (i.e. internships). It also covers off-campus conduct that will interfere with the campus community and well-being of others. The following steps and procedures will occur once a student has been accused of being non-compliant:

- The student will be informed that he/she must meet with the Dean of Students (or designee),
- An investigation will be conducted into the allegation(s),
- Interim measures (depending on the severity of the allegations and potential threat to the campus community and well-being of others) may be implemented while the investigation is ongoing,
- The reporting and accused parties have the right to meet with the dean of students prior to the final decision,
- A final decision will be made once all of the evidence has been collected and analyzed,
- The student will be informed of the outcome and any sanctions, and appropriate university constituents will be notified of the outcome.
- The student has the right to appeal the sanction(s) in writing to the review board within five working days, and the student will be notified of the outcome via the appellate officer.

Potential sanctions include, but are not limited to

- Notice
- Warning
- Community service
- Counseling
- Social probation
- Assessment of fines or charges for damage
- Expulsion from residence halls, non-traditional housing, public facilities, or the university
- Suspension from athletic teams and/or extracurricular activities
- Suspension
- Dismissal from the university (Dismissal may result without prior probationary action.)

In serious situations, a parent or legal guardian may be notified. If dismissed from the university, readmission for future terms requires a letter of appeal to be submitted to the dean of students that shows satisfactory understanding by the student of why the dismissal was necessary, why the student wishes to return, and what the student is willing to do in the future to prevent past problems from recurring and contribute to a more positive campus life. If expelled or dismissed from the university, a student is still responsible for all tuition, room, board, and other charges incurred for that term, subject to the withdrawal and refund policies set forth in the Lindenwood University-Belleville Course Catalog.

When a student worker is placed on social probation, the Office of Human Resources will be notified and will determine the impact on the student's employment status.

Please note, failure to comply with listed sanctions may result in further discipline, up to and including dismissal from the university.

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 may be dismissed from the university with a possible referral to appropriate law enforcement. The dean of students has the discretion to decide the course of disciplinary action for any student who fights and/or inflicts personal harm.

STEALING AND POSSESSION OF STOLEN PROPERTY

The possession of stolen property (from another student, the university, or the general public) or related suspicious behavior (e.g., uninvited entry, deception, false statements) is unacceptable. Violators are subject to campus disciplinary actions, up to and including dismissal from the university, and possible referral to appropriate local, state, or federal law enforcement agencies. The dean of students has the discretion to decide the course of disciplinary action for any student who steals or possesses stolen property. Please see additional policies regarding this matter in the Respect for Campus Property section of the handbook.

STUDENT-ATHLETE DRUG TESTING POLICY

For further information, please refer to lindenwoodlynx.com, under the Athletic Department tab.

III. UNIVERSITY POLICIES

ALCOHOLIC BEVERAGES

Present state law makes subject to arrest and prosecution any person younger than 21 years of age who consumes and/or possesses alcoholic beverages or any person who supplies such beverages to a person under the age of 21. The university administration and Board of Trustees have further instructed that alcohol be prohibited on campus and its residences, unless explicit permission is granted for a special university event. Lindenwood University-Belleville has policies prohibiting alcoholic beverages at any university event on or off campus. Student problems relating to alcohol and its possession and/or use will be brought to the attention of university authorities, resulting in disciplinary action, including possible dismissal from the university. Disciplinary measures will be determined by the dean of students.

APPLYING FOR GRADUATION

Students are responsible for tracking their own academic progress and eligibility for graduation. Specifically, students must track their own progress through their degree programs by maintaining a checklist of all requirements, including major and minor requirements, general education requirements, free electives, sufficient number of 30,000+ level courses, and total number of credit hours completed. The academic advisor will confirm that all degree requirements have been met.

In addition to tracking their own progress through academic programs, students must submit an Application for Degree (an application to graduate). The application must be signed by the student and the student's academic advisor and be submitted to Academic Services through the student portal. Failure to submit an application by the appropriate deadline may postpone the posting of the student's degree.

The deadlines for the submission of applications for graduation are as follows:

- 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

BULLETIN BOARD POLICY

Announcements of meetings and events by campus-approved organizations may be posted or placed at designated areas on campus by Student Life & Leadership staff. These postings and announcements will reflect the integrity of the university and represent student meetings and events. Materials will be posted according to the following guidelines:

- All flyers must initially be approved through the Student Life & Leadership office; please email a copy of the flyer to Michelle Sanford at msanford@lindenwood.edu.
- After initial flyer approval, please make copies of your flyer and bring them to the Student Life & Leadership Office (50 copies is recommended).
- Each flyer will receive an approval stamp and catalog number; after receiving both, the flyers can be posted.
- Flyers can be posted on all bulletin boards, except for those that are assigned to specific departments, such as the English Department bulletin boards.
- One copy of the flyer can be posted **on the back of the restroom stall doors** (please do not hang flyers on mirrors, walls, or restroom entry doors).
- Flyers can only be posted on office doors if using blue or green painters tape (the Student Life & Leadership office can provide this tape if needed).
- It is the responsibility of the person hanging the flyers to both hang and take down the flyers.
- For flyers with specific ending dates, the party responsible for hanging the flyers must take the flyers down within 72 hours after the event ending date.

Students, campus organizations, or non-campus persons wanting to host a table in a facility on campus must request permission to do so through Student Life & Leadership. Additional promotional methods

are available. For questions or concerns, please contact Michelle Sanford at mstanford@lindenwood.edu or (618) 671-6143.

CAMPUS PROMOTIONS AND PUBLICATIONS

Students who participate in or are present at Lindenwood University-Belleville events (both on and off campus) or classes, or those who are present on Lindenwood property, may result in their photo, likeness, or voice being used for institutional promotional purposes, which includes, but is not limited to publications, advertisements, photographs, and digital media. To opt out, students must submit a written request to Jennifer Ferguson at jferguson@lindenwood.edu stating that they do not want their photo, likeness, or voice to be used for promotional purposes.

CLASSROOM CELL PHONE USE

No phone calls may be answered during class; phones must be set on vibrate or silenced during class periods. The use or permitted presence of cellphones in the classroom is left to the discretion of the professor. Unauthorized or disrespectful use of cell phones hinders learning outcomes, and continued cell phone use may result in disciplinary action at the discretion of the professor or as stated in the course syllabus.

CLASSROOM RECORDING DEVICES USE

During classroom instruction and testing, the use of cameras, video and audio recording devices, or any other kinds of electronic devices (including telephones, Google glasses, and Bluetooth devices) is allowed only after obtaining written permission from the instructor; otherwise, the use of such devices is prohibited.

Electronic devices used for prosthetic or accessibility purposes may be used only after the faculty member has received a signed accommodation letter from the ADA coordinator. Any recordings made during class may not be redistributed to anyone who is not a member of the class without the express written permission of the instructor and all student subjects of the recording.

Recorded video sessions of a class may be used within that class as long as the videos are password-protected. Recordings that involve students cannot be used in future classes. Video sessions of lectures

recorded outside of the classroom by the instructor that do not involve students may be used by the instructor in future classes. Students may download electronic course materials for personal use only.

CONFERENCE TRAVEL AND STUDENT SCHOLARS

Students are encouraged to make their own travel arrangements but 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 Travel Waiver is available in the portal under "Forms and Handbooks."

The Lindenwood Student Scholars Fund supports travel for the purpose of reading papers or other scholarly work at a conference presenting poster sessions to communicate a scholarly work accepted for presentation at the event, serving as a moderator or invited participant 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 as a student presenter or participant. An undergraduate student may be awarded up to \$300. A graduate student may receive up to \$500.

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-Belleville 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 Development & Resource Center and Student Life & Leadership offices.

Lindenwood will assist in any substance abuse problem that may arise. The Student Development & Resource Center and the Student Counseling & 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 mandates substance screening (for a fee, which is to be paid by the student), educational and informational assistance, and referral to other professional services. Noncompliance with these disciplinary actions can result in dismissal from the university as determined by the dean of students.

DIRECTORY INFORMATION NOTICE

Pursuant to the Family Education Rights and Privacy Act (FERPA), Lindenwood University-Belleville may disclose, without consent, "directory" information. The types of information considered as directory information are described below. 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, email 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 similar information.

DRONES (UNMANNED AERIAL AIRCRAFT)

Due to the potential of injury and privacy of our faculty, students, and staff and the potential for property damage, Lindenwood University prohibits the flying of unmanned aerial aircraft (drones) and model aircraft on Lindenwood owned and operated property without the proper authorization from the administration. Violation of this policy could result in university sanctions, up to and including dismissal from the university, and could include referral to federal, state, and local law enforcement agencies. The dean of students has the discretion to decide the course of disciplinary action for any student not adhering to this policy.

EXCUSED ABSENCES FOR AUTHORIZED EVENTS

Lindenwood University-Belleville allows all students engaged in official university-sponsored sporting contests, arts events, approved

field trips and academic conferences, or other school-related activities in which students are officially representing the university to be excused from classes they miss while attending such events. Students are required to communicate with their professors and make arrangements to complete missed work in advance of their university-authorized absences. When make-up work is pertinent, students who have provided their professors with advance notice should be permitted to make up the missed work or its educational equivalent at a time and place mutually agreed upon by the student and faculty member.

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 must 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. Housing staff will conduct safety training in conjunction with the City of Belleville Fire Department. Routine drills will be scheduled for each building, facility, and residential location.

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. The dean of students has the discretion to decide the course of disciplinary action for any student not adhering to this policy.

FIREWORKS, FIREARMS, EXPLOSIVES, AND WEAPONS

All fireworks, firearms, explosives, BB guns, archery equipment, knives or other items that may be considered weapons (e.g., paint pellet guns, soft pellet pistols, and 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. The dean of students has the discretion to decide the course of disciplinary action

for any student not adhering to this policy.

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. The dean of students has the discretion to decide the course of disciplinary action for any student not adhering to this policy.

INCLEMENT WEATHER ANNOUNCEMENTS, CANCELATION OF CLASSES, AND SUSPENDING OPERATIONS DUE TO INCLEMENT WEATHER

Should weather conditions create potentially hazardous conditions, Lindenwood will evaluate the situation and take into consideration the safety of the faculty, staff, and students as well as the services that must be provided despite the inclement weather. After this careful evaluation and depending upon the hazardous weather conditions (e.g., tornado, snow/ice, etc.), an alert will be sent to the affected students, faculty, and staff via the Rave system (text message and university email) as necessary. This alert will detail the appropriate action required of faculty, staff, and students as well as the essential services that must be provided despite the inclement weather.

Only the president (or in the president's absence, the provost) has the authority to cancel classes in the event of severe weather. The university maintains its teaching, research, and service activities in accordance with established schedules and operational demands. To this end, suspension or cancellation of classes due to inclement weather will be avoided whenever possible. Because certain essential functions of the university must be provided at all times, campus operations will not be suspended in the event of severe weather even when daytime classes are canceled.

In the unlikely event that the university alters the normal work and/or class schedule, an announcement will be posted on the university's homepage (<http://www.lindenwood.edu/belleville/>). An announcement will also be made via student email, the Rave system, or by whatever means is deemed most appropriate given the weather conditions.

Separate announcements may be made regarding evening classes;

evening classes are those starting at or occurring after 4 p.m.

INTELLECTUAL PROPERTY AND PATENT OWNERSHIP POLICY

The purpose of this policy is to encourage research, publication, and creativity while protecting intellectual property of the university and its students.

I. Ownership Policy

Students

Student Rights--“Student Work” is a work produced by one or more Lindenwood students in fulfillment of class assignments, as projects for academic credit, or as projects with co-curricular or extra-curricular organizations. The primary purpose of a Student Work is educational. A Student Work is owned by the student(s) and is subject to a non-exclusive, royalty-free license for the university to use the Student Work for its educational, promotional, and public relations purposes if the Student Work is not a confidential educational record.

(a.) Student Responsibilities--Students who participate in the creation of a Student Work are responsible for their contributions to such Student Work including, without being limited to, ensuring that their contributions to such Student Work do not violate or infringe on any copyright, any right of privacy, or any other right of any person, and that such Student Work is not libelous, obscene, or otherwise contrary to law. Students are responsible for obtaining any necessary permission to use any copyrighted materials that may be included as a part of their contributions to such Student Work.

(b.) Limitation on Transfer Rights to Student Work. A Student Work may also have market value. However, if a student markets, commercially distributes, or transfers his or her rights in a Student Work to a third party, the student may hinder faculty supervision of the Student Work, thereby limiting the primary educational purpose of the Student Work. Students should also be sure that their marketing, commercial distributions, or transfer of rights do not infringe upon the rights of co-authors of the Student Work. A Student Work that is produced by more than one student (a “Joint Student Work”) is subject to the following policy, and all students agree, as a condition of their attendance at the university, to abide by the provisions of this policy.

Students agree to wait until every student who contributed to a Joint Student Work has either graduated from Lindenwood University or is no longer enrolled before distributing their own interest in a Joint Student Work. This temporary limitation on distribution of one's interest in a Joint Student Work includes distribution in any manner, such as by sale or other transfer of ownership or other rights, licenses, leases, loans, gifts, or otherwise. Students may, however, enter a Joint Student Work in festivals or competitions. Students shall make a Joint Student Work available to other students and to faculty members of Lindenwood University who participated in creation of the Joint Student Work for any use relating to their education or to the education of such other students. The dean of the appropriate school at Lindenwood University may, in consultation with the vice president for academic affairs and the president of the university, waive these restrictions for any reason satisfactory to the dean.

(c.) Lindenwood Credit--Lindenwood University will decide whether or not to put its name on a given Student Work. If so requested by the appropriate dean at Lindenwood University, the students who own the Student Work agree to give credit in such Student Work in a manner satisfactory to the dean and any donor to Lindenwood University whose donation contributed directly to the production of such Student Work.

(d.) Destruction of Student Work--It is the obligation of students to retrieve their Student Work. The university has no obligation to preserve Student Work and reserves the right to destroy Student Work after the end of the semester in which the Student Work was created.

II. Disclosure

Students who participate in the creation of Student Work in which the university may have an ownership interest should make an immediate disclosure, in writing, to the dean of their respective schools.

III. Additional Patent Provisions

The goal of the inventions and patent policy is to ensure that discoveries, inventions, and other creations generated by students of Lindenwood University are utilized in ways most likely to benefit the public.

The university seeks to assist its student inventors in properly

disclosing their scholarly work, in complying with applicable laws and formal agreements, and in gaining the protection available under United States laws governing patents. Likewise, the university seeks to ensure that commercial benefits are distributed in a fair and equitable manner that recognizes both the contributions of the inventors and the interests of Lindenwood University.

(a.) Definition of Invention— “Invention” means any and all ideas, processes, inventions, machines, technology concepts, designs, manufacture, programs, trade secrets, compositions of matter, discoveries, and other proprietary information, or an improvement thereof, whether patentable or unpatentable, that have been or are created, discovered, acquired, conceived, or reduced to practice.

(b.) Administration--The administration of this patent policy will reside with the president, the president’s designee, or a committee appointed by the president. The Invention shall be evaluated as to commercial value and whether it should be patented. All parties shall work together to ensure that all sales or licensing of the Invention are implemented to bring the Invention to the public while securing financial reward for the university and the inventors.

(c.) Procedure--Students may be required to sign a patent agreement with the university that will detail the parties’ patent-related rights and responsibilities and the ownership of the Invention as provided herein. The absence of such a signed agreement will not in any way be interpreted as lessening or reducing the university’s claim to an Invention, and the rules set forth herein shall apply.

(d.) Ownership--Any student Invention is the property of the university pursuant to the patent policy only if it is made in the course of the student’s staff-guided or assigned research projects in research courses or on a voluntary basis. Royalties from the university’s licensing of any student Invention will be shared with the student on the same basis that royalties are shared with faculty or staff.

(e.) Expenses and Distribution of Income--An account will be opened to which expenses associated with patenting and marketing an Invention will be charged. Expenses include, but are not limited to, invoiced costs such as legal fees, patent filing fees, licensing agent fees, development fees, production fees, and other out-of-pocket expenses. Revenues attributable to a particular Invention will first be used to recover expenses incurred according to the following formula:

- One hundred percent (100%) of the income shall go to the university until all of its out-of-pocket expenses associated with the protection and development of the Invention have been reimbursed. After the university's full recovery of expenses, the net revenues received by the university will be distributed as follows: 50 percent (50%) to the university and 50 percent (50%) to the inventor.
- In the event of multiple inventors, the inventors will be expected to agree among themselves on the fractional distribution of each inventor's share of any royalties. The inventors shall sign a written agreement specifying the fractional distribution of their share of royalties. The inventor's share will continue even if the inventor leaves Lindenwood University.

(f.) Dispute Resolution--In the event of any dispute regarding a decision of the committee or a decision of the inventors in the case of multiple inventors, under this policy--including, without limitation, the ownership of an Invention or the allocation of the inventor's share of royalties--the president shall have the final decision concerning the university's position on the matter.

PARKING

A valid Lindenwood University-Belleville parking permit is required for all vehicles used by undergraduate and graduate students, resident and commuter, on campus and at all university facilities. 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.

In order to obtain a parking permit, students must complete the StarRez vehicle registration form located on the Lindenwood University-Belleville website under the "Campus Security" tab. Once the application is complete, bring the printed confirmation to the Public Safety and Security Office, located in the U.S. Senator Alan J. Dixon Student Center in order to receive a parking permit. Parking permits are provided at no cost. The permits are available for pickup Monday-Friday from 8 a.m. to 5 p.m. Arrangements for after-hour pickups can be made by contacting Christine Clinko of the Public Safety and Security Office at (618) 239-6291 or by email at

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 parking spots is forbidden and will result in a fine.
- Impeding traffic is 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.
- Handicapped 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.

Contact the Public Safety and 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.

Please note that the university provides parking for all residential properties, although the student may be assigned a space in an adjacent lot if the parking area at the residence is limited. As a last resort, those students living in residential homes may utilize public parking as long as they abide by all City of Belleville parking ordinances. At no time may a student park in a green space on any campus property, including residential areas. At no time should students block driveway entrances or parking lot entrances or impede the flow of traffic on the street or sidewalk.

PETS

No pets, except fish, are permitted on the university campus or in university housing without prior approval from the Student Development & Resource Center. Prior approval for such animals will require the submission of supporting medical documentation highlighting the need for the animal. Additionally, vaccination records for the requested animal must be on file. Aquarium size is limited to 10 gallons or smaller. In most cases, pets cause cleanup problems, create noise, pose occasional feeding and food storage problems,

create odors, aggravate allergies, and sometimes result in health and sanitary violations. 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 Public Safety and Security Office regarding any stray animals. Any student who is found with an unauthorized animal on campus will receive a \$150 fine and be required to have a mandatory meeting with the dean of students and will be given a timeline for removal of the animal or to provide required documentation. If a student is found a second time with an unauthorized animal, disciplinary actions may result in immediate dismissal from university housing. The dean of students has the discretion to decide the course of disciplinary action for any student with an unauthorized animal on campus or in university housing.

SERVICE AND ASSISTANCE ANIMAL POLICY

In compliance with the Americans with Disability Act and Section 504 of the Rehabilitation Act of 1973, Lindenwood University is required to allow service animals on campus. This policy is put in place to ensure that students needing service and assistance animals follow and understand the requirements set forth by the university.

Definitions of Animal

Service Animal

As of March 15, 2011, only dogs are recognized as service animals in conjunction with ADA regulations at 28 CFR 35.104. "Service animal means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability." (American with Disabilities Act, 2015)

The work that the service animal has been trained to do must be directly related to the person's disability. Because service animals do perform work for the student, they are allowed in any area in which the student is (e.g. residence halls, classrooms, food service areas, library, labs, student center, etc.).

Emotional Support Animal

Animals that are used as emotional support do not qualify as service animals. An emotional support animal provides support to a person that relieves one or more identified symptoms concerning the disability. Because these animals do not provide the person with a disability with trained assistance, they are allowed in residence halls and campus grounds only under the Fair Housing Act of 1988.

Emotional support animals are not permitted in classrooms*, the library, food service areas, labs, student center, or sporting arenas. **If the assistance/emotional support animal is needed for the student to take tests, please contact the Americans with Disabilities Act (ADA) coordinator.*

Requesting Service or Assistance Support Animal

Students who would like to make a formal request for a service or assistance animal should contact the dean of students. The dean will give students the appropriate forms to fill out and answer any questions pertaining to the Service and Assistance Animal Policy. All paperwork must be submitted in full and the animal must be approved by the university before bringing any animal on campus. Failure to obtain prior approval before bringing an emotional support pet to campus will result in sanctions, which may include dismissal from campus housing. Emotional support animals must be approved **prior** to the semester for which you wish to bring them. Contact the dean's office for the deadline.

The dean's contact information is below:

Dr. Suzy Jones
Dean of Students
U.S. Senator Alan J. Dixon Student Center
618-239-6223
sjones5@lindenwood.edu

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. The dean of students has the discretion to decide the course of disciplinary action for any student not adhering to this policy.

RESPECT FOR CAMPUS PROPERTY

Lindenwood University-Belleville expects students to respect property both inside and outside the Lindenwood community. This includes both real and personal property, whether owned by Lindenwood, students, faculty or staff, or any property in which Lindenwood has an interest.

The following behaviors violate the university's expectations for respect of campus property:

- Property Damage/Neglect - Engaging in the misuse, vandalism or damage to university, group, or private property or failing to take proper care of the facilities, equipment, services, and space provided by the university for student use
- Fire/Fire Safety Violation - Engaging in arson, or engaging in the irresponsible use of fire or fire safety equipment, including smoke detectors, fire alarms, extinguishers, etc., or failing to follow fire drill or other emergency procedures
- Abuse/Misuse of Technology - Theft of or tampering with computer equipment, including unauthorized entry or use, alteration of information, or misuse of records
- Unauthorized Access - Engaging in the unauthorized entry, trespassing, or tampering with respect to university premises, facilities, and properties (this includes athletic fields, gardens, and water features) or engaging in the unauthorized possession, duplication, or use of university keys, ID cards, and meal passes

The dean of students has the discretion to decide the course of disciplinary action for any student not adhering to this policy.

SECURITY

Students are encouraged to take the following security measures:

- 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 community advisor, assistant area coordinator, area coordinator, or the Student Development & Resource Center office.
- Report strange behavior of any individual on campus to the Public Safety and 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. The crime log is available in the Public Safety and Security Office.

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) 978-9797. Please give advance notice to campus security personnel on duty so they can accommodate you.

SKATEBOARDS/ROLLER BLADES/MOTOR SCOOTERS/HOVERBOARDS/GOLF CARTS

The use of skateboards, roller blades, hover boards, and non-street legal motor vehicles (including scooters and golf carts) are authorized as a mode of transportation only but are not permitted for use within university buildings. 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, and the operator must have a helmet and insurance to operate the vehicle on public roadways. The dean of students has the discretion to decide the course of disciplinary action, up to and including dismissal from the university, for any student not adhering to this policy.

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 & Leadership Office and approved by the director. Unless an exception is made, this scheduling must occur at least two weeks 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 & 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 student worker member during the event. Generally, this is the advisor for the group. The Student Life & Leadership Office is located on the lower level of the U.S. Senator Alan J. Dixon Student Center and can be reached at (618) 671-6143.

SOCIAL NETWORKING AND MEDIA

Lindenwood University-Belleville 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, Snapchat, Twitter, and Instagram involves the safety of students as well as the integrity of Lindenwood and its community. Potential employers, clients, and family members may access information posted on social media. Unfortunately, so may predators and criminals. Once information is posted on social media sites, it becomes part of a public realm accessible to anyone with Internet access. Students forfeit any right to privacy when pictures, blogs, and/or comments are posted online. In addition, online photos, comments, and posts can be archived forever. Remember, what you do, what you say, and what you post online represents you, your team, and the university.

While Lindenwood has no specific policy prohibiting the use of these websites, as it recognizes that they can be educational, the university does possess resources to determine whether any content posted to the web defames 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 regarding social media use:

- Avoid posting personal information like addresses, residence hall locations, and cell phone numbers.
- Do not make references to alcohol or drugs in photos or blogs.
- Do not post explicit pictures.
- Do not post negative references to your classmates, instructors, staff, or athletic teams or players from other schools.
- Do not post photos disrespecting campus property.
- Logos and pictures posted on the university's website are

copyrighted and cannot be used without university permission.

The dean of students has the discretion to decide the course of disciplinary action for any student not adhering to this policy.

SOLICITORS & SALESPERSONS

Students, campus organizations, or non-campus persons are prohibited from solicitation at any time for non-campus related activities. Any exceptions to this policy must be requested in writing to the director of Student Life & Leadership. Students, campus organizations, or non-campus persons wanting to host a table in a facility on campus must request permission through the office of Student Life & Leadership. Students should be particularly alert to off-campus salespersons who pose a nuisance or security threat. Contact the Student Life & Leadership Office or the Department of Public Safety & Security immediately if you see questionable sales activity.

STUDENT RIGHT TO KNOW AND CAMPUS SECURITY

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 security and 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

TOBACCO USE

In accordance with the laws of the State of Illinois, smoking and the use of smokeless tobacco and vaping are prohibited on all campus property. This includes classrooms, laboratories, hallways, offices, restrooms, residence halls, and lounges. The dean of students has the discretion to decide the course of disciplinary action for any student not adhering to this policy.

IV. RESIDENTIAL HOUSING: POLICIES AND PROCEDURES

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. Community advisors (CAs) and assistant area coordinators (AACs) are available throughout each residence hall to provide a support system for the students residing there. Each facility is also supervised by an area coordinator (AC) who lives in the residence halls and specific apartments. Together with their CAs, ACs 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 housing has overall responsibility for student housing. Students are encouraged and expected to take responsibility for themselves in their places of residence and to be responsible to the community in which they live. Active participation in residential activities aids residents in developing a sense of community spirit. Resident students may direct questions, concerns, or ideas about residential living to a CA, AAC, AC, the assistant director of housing, director of housing, or the dean of students.

In order to live in campus housing, students must be enrolled in classes for the upcoming semester (12 hours for undergraduate students; graduate/quarter students should refer to their program requirements for full-time status). 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 previous term will result in the loss of a housing assignment.

ABSENCE FROM RESIDENCE HALLS

Students who become ill, are involved in an accident, or for some other reason are going away from the residence hall for an extended period of time should inform their ACs so that the students can be reached in the event of an emergency. The Housing Office occasionally receives calls from residents' parents/guardians regarding their whereabouts. By informing your AC of your travel plans, you enable the university 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 the Lindenwood website or refer to Lindenwood student email for location), complete the process and obtain their student ID cards, parking passes, and keys for their housing assignment. Upon completion of the check-in process, the student may then proceed to the assigned residence hall to meet housing staff and move in. Failure to complete the official check-in process will result in a fine. Assigned rooms are held for the students for 48 hours from the date of the start of classes. Any student who will arrive late to campus must notify in writing the director of housing of the late arrival. If no arrangement has been made, the student's room may be reassigned. There is not an option for early move-in; it is recommended that students make other arrangements if arriving before the assigned move-in date/time.

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 housing staff prior to leaving for the break. Any student found to have duplicated or have lost a residential key will be charged \$35 for each key that needs replaced and a \$100 charge to change the lock.

Prior to a student's departure, housing staff is required to assess any possible damage that might have occurred to their residence. 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 housing staff is the responsibility of each individual. In the event that a room is left unclean, all individuals will be charged. An additional fee of \$100 will be assessed for improper checkout. Appeals of the fee for improper checkout or any other damage charges must be addressed with the area coordinator.

FACILITIES SERVICES

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:** Please contact the Facilities Services Office at (618) 239-6005 or report the concern to your housing staff member or the front desk at the Student Development and Resource Center.
- **Emergency Repairs:** Call Facilities Services during regular business hours at (618) 239-6005 or contact Public Safety at (618) 978-9797 or your AC after 5 p.m. or on weekends.

Facility Services personnel are authorized to enter facilities to resolve maintenance requests.

HOLIDAY RESIDENCE HALL CLOSINGS

For security reasons, residences are closed and locked at noon on the Saturday of finals week. Residences will re-open at 8 a.m. on the Saturday before classes resume. Meal plans and dining dollars end after lunch on Friday of finals week and resumes at breakfast on the first day of classes. Lindenwood University-Belleville encourages students and their families to make travel plans early in accordance with this schedule. All residences are closed for winter 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 Lindenwood University-Belleville website).

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. Students are to follow the checkout flyers and emails that are sent out prior to all breaks and move-outs. Additionally, the university does not provide storage of belongings during the summer or other vacation/break periods.

HOUSING ASSIGNMENTS

The university assigns rooms to each new residential student. The student’s assigned room is to be used and occupied as a residence by the student and for no other purpose. The university does not

guarantee any student the assignment of a specific room in a specific residential building, nor does it guarantee to assign a specific roommate. Housing rosters are maintained as official records of the university. Assigned rooms are held for the students for 48 hours from the start of the first day of classes. Students must notify in writing the director of residential services of their late arrival. If no arrangement for late arrival has been made, the late student's room may be reassigned.

HOUSING CONTRACT

Each residential student must complete a housing contract via StarRez. Once residential students sign their housing contract, they are bound to the contract for the entire time they are enrolled in classes as full-time students. Residential students wishing to change to commuter status must first meet with the Office of Student Financial Services to determine the difference in cost, then proceed to Housing in the Student Development & Resource Center to complete an electronic Change of Status/Check-Out form. All student athletes are required to live in housing. (Note: 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 under contract 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 a housing staff member before departure from the university. Lost room keys require a \$135 replacement charge because the door must be re-keyed for proper security. The resident director must be notified immediately about lost keys so as to authorize the key replacement. No additional locks are authorized to be placed on any residential interior or exterior doors without prior approval from the director of facilities services. Removal of unauthorized locks may result in a charge to the student's account.

LOST AND FOUND

All property found on campus should be taken to the Public Safety & Security Office within 48 hours of being found. Public Safety 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 Public Safety and Security Office.
- Items left in common areas, such as in the library, will be taken to Public Safety by the personnel in these areas.
- All staff workers are directed to take found items to Public Safety 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 Public Safety.
- Unclaimed items will be discarded two weeks after the end of each academic year.

PERSONAL PROPERTY

Lindenwood University-Belleville cannot assume responsibility for personal property, including automobiles, of students or visitors. 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 homeowner's 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 of the loss for insurance purposes. All personal property left in the residence 48 hours after the student's final checkout will be considered abandoned and will be disposed of at the student's expense.

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 imperative 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. Keeping noise to a minimum for those who wish to study or sleep requires respect and responsibility on the part of all residents. The residence hall staff will determine what constitutes an acceptable noise level during quiet hours. Undue or excessive disturbances of the usual tranquility of the Lindenwood University-Belleville campus and surrounding community (by the use of electronic or other sound-producing instruments and/or vocal levels) is not permitted.

REMAINING ON CAMPUS DURING CAMPUS CLOSURES

Checkout occurs the day after finals by noon. Students may request permission to remain on campus during campus closure. Students wishing to remain on campus during the holiday break must fill out the request form via StarRez by the given deadline. It is the responsibility of the student to contact the housing office two days prior to checkout to ensure approval. The option to select meals will be on the digital request form. A charge will be made to the student's account based on the approved period of the stay.

Students do not have the option to remain on campus after spring move-out.

RESIDENTIAL AUTHORITY AND ROOM PRIVACY

The university will make every reasonable effort to respect the privacy of students and give prior notice when entry into students' rooms is required for the purpose of health and wellness checks, verification of occupancy, or maintenance. However, the university reserves the right to enter without notice for such purposes as necessary to assure compliance with university policies and to meet emergency and maintenance needs. Additionally, throughout the year, area coordinators, assistant area coordinators, community advisors, and Public Safety will be instructed to conduct unannounced health and wellness checks; these checks include checking inside Lindenwood owned furniture. If necessary, the right of entry will apply to student-owned or operated vehicles located on university property. Please contact your area coordinator with any questions on this matter.

RESIDENTIAL DEPOSIT REFUND

An initial \$200 housing deposit is required to reserve campus housing for all residential students. By making the housing deposit, the student and the student's parent or guardian indicate acceptance of the terms and conditions of the university with respect to residential life. Once the semester charges have been paid, the housing deposit becomes a refundable room-damage deposit. This deposit remains on account at the university for as long as the student resides in university housing. The cost for any damages to the student's university housing will be deducted from the deposit.

Students are eligible for the room-deposit refund upon departure from campus housing (coinciding with graduation or any move from university housing). In order to qualify for this refund, students must meet all financial obligations to the university, satisfy all outstanding debts, and complete the residential check-out process. Any student wishing to move off campus and receive a refund of the housing deposit must complete the change of status to a commuter by speaking to the Financial Aid Office and completing the Change of Status/Check-Out form. Failure to do so by the date of the last class or exam of the semester or prior to vacating campus housing will result in forfeiture of the deposit. Note also that no refund will be granted to any student who withdraws from the university after making the initial deposit but prior to the start of an academic term.

Application materials for the refund of the room-damage deposit are available in the Office of Student Financial Services; materials for the residential checkout process are available in the Student Development & Resource Center.

RESIDENTIAL VISITATION POLICY AND GUESTS

Visitation within university residences must be managed with concern for personal safety, security, and consideration for the wellbeing of all students. Visitation is a privilege that is granted by the university because it has faith in the students' ability to be responsible. However, the privilege requires certain understandings, restrictions, and responsibilities. Violations of the regulations may result in immediate eviction and/or dismissal from the university and/or university housing. For the purposes of this policy, a visitor is defined as any person who does not reside in a particular residence and is 18 years of age or older.

Program Visitation Days and Hours

Visitation begins on the first day of the semester and ends on the last day of the semester.

Monday – Thursday, Noon – Midnight

Friday, Noon – Sunday, Midnight (overnight visitation approved); if overnight visitation is not approved, regular Noon – Midnight rules apply.

Visitors

Non-Lindenwood visitors under the age of 18 are not allowed.

ALL visitors are required to be escorted by their Lindenwood hosts at all times. A violation will result in disciplinary sanctions. It is the responsibility of the host to ensure his or her visitors are aware of university policies and that those policies are followed.

- Each resident is approved to have only one overnight visitor at a time during the authorized hours of visitation.
- Visitors who are in violation of the policies will be asked to leave, and the host could face disciplinary action.
- ALL overnight visitors must be approved by their roommate(s) prior to entering the student's Lindenwood residence.
- All visitors must provide either a Lindenwood Student ID card or driver's license (if non-Lindenwood student) upon request from any university faculty/staff member.
- Lindenwood holds the student host responsible for the visitor's actions and behavior.

Roommate Agreement

Each resident will sign an agreement outlining his or her responsibilities acknowledging understanding of the written policy and approving visitation in his or her residence (signed by each resident).

Any student who lives in the residence may choose to object to his or her roommate(s) receiving visitors for any reason. The student who objects to visitation must register the objection in writing with his or her area coordinator. The area coordinator will keep the petition on file and inform the roommate of the objection.

A student may request a new housing location if he or she is not in agreement with the Roommate Agreement. If alternative accommodations are available, a change will be made.

Visitation begins on the first day of the semester; however, a residence is not eligible for visitation until all roommates have signed

the Roommate Agreement, submitted it to the area coordinator, and the area coordinator verifies the agreement is complete.

Non-Lindenwood Visitor Procedures

- Non-Lindenwood visitors must be registered via the StarRez housing portal at least 24 hours in advance. Registration requires entering the approximate length of stay of the visitor.
- After receiving verification from the area coordinator that the guest has been registered and authorized, the student is able to have the non-Lindenwood student visit his or her residence.

The following will be considered violations of the visitation policy:

- Not escorting your visitor.
- Failure to obtain prior approval from housing staff for a non-Lindenwood student.
- Having a same-sex overnight visitor for more than three consecutive days outside of the authorized times. The current visitation policy allows for a maximum of three overnight stays by a same-sex visitor.
- Having an opposite-sex visitor outside of the authorized times.
- Your visitor violating university policies.
- Other violations that could be considered, related to the Student Handbook code of conduct.

Below is a list of disciplinary proceedings that could be applied when this policy is violated.

Violation of the visitation policy only

- First offense—The resident who is hosting the visitor will lose visitation privileges for 30 days and be issued a first notice.
- Second offense—The resident who is hosting the visitor will lose visitation privileges for the entire semester and will be placed on social probation.
- Third offense—Possible eviction from the residence (will apply to the resident and visitor if it is a third offense for each).

Violation of the visitation policy including alcohol

- First offense—The entire residence (house or residential hall room) may lose visitation privileges for the semester. If underage visitors were present, the university reserves the right to contact the local police authorities.
- Second offense—The resident(s) who are responsible will be

placed on social probation, required to complete an online alcohol course, and referred for counseling.

- Third Offense—Additional sanctions, up to and including dismissal from the university, will result.

Violation of the visitation policy including illegal substances

- First offense—The entire residence (house or residential hall room) will lose visitation privileges for the semester and will be required to take a drug test. The local police will be notified.
- Second offense—The responsible resident will be dismissed from the university, as well any involved individual who previously tested positive for illegal drugs.

Office/Desk Hours of Operation and Location

Residence Halls

Hours: Sunday – Saturday, Noon – Midnight

Housing Office: Student Development & Resource Center

Phone: 618-239-6069

Hours: Monday – Friday, 8 a.m. - 5 p.m.

RETURNING STUDENT HOUSING REQUEST

Each spring semester, returning students participate in the renewal housing assignment process. Students will be notified by email of the dates during which they are eligible to request returning student housing. This process allows returning students to select their rooms and roommates for the subsequent academic year. The selection dates for this process will be emailed out and posted on the website. Students are permitted to renew and to sign up for new rooms based upon their credit hours and GPA. Students with 24 or more credit hours AND a GPA of 3.7 and above will receive priority housing and have the option to renew or select new housing before the renewal process begins. Remaining students have the option to renew or select a new assignment after priority-housing registration occurs.

ROOM CHANGE REQUESTS

Room changes may be requested after the first two weeks of each term. Approval for the change is granted by the Housing Office. Students changing rooms must follow the checkout and check-in procedures supplied by the Student Development & Resource Center. Any resident living in an under-occupied room/house must be prepared to receive a roommate at any time. The housing director

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 housing director at ext. 6069. If a student's roommate moves to another location on campus, withdraws, graduates, or leaves the university for any reason, the Housing Office may request that the student move to another room. All room assignments and changes are made by the Housing Office. Unauthorized room changes will result in a \$250 fine.

ROOM FURNISHINGS, POSSESSIONS, AND CARE

Students are expected to care for their rooms and residences, keeping them clean and free from damage caused by carelessness or neglect. Rooms left uncleaned or neglected will be cleaned by university housekeeping personnel, and the cleaning fee will be applied to the student's account. Continued abuse of university residences may result in the student being asked to relocate. All furnishings provided by the university are to remain in place and not be dismantled or removed for any reason without specific authorization from the director of housing. Any plans for room/house modifications beyond the reasonable introduction of furnishings must be submitted, in writing and in advance, to the Student Development & Resource Center Office for approval. All Lindenwood supplied furniture must be in place in the room/house upon checkout 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. Small floor-model air cooling units are permitted. 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 phone number and record the serial numbers of each piece of equipment as a security precaution.

Lindenwood University-Belleville does not provide or repair refrigerators, stoves, microwaves, washers, or dryers in houses or apartments.

Students may have three refrigerators of one cubic foot size in their rooms, two refrigerators of two cubic feet, or one refrigerator of three cubic feet size. Any other combination of refrigerators will cause the circuit to trip. Students should talk with their roommates to plan who will be bringing what type of refrigerator. Students living in residence

halls may bring personal furniture as long as it does not block the window, air conditioning unit, or door. Personal furniture should be approved by all roommates before being placed in the residence. Furniture provided by the university includes desks, wardrobes, and beds in each room in the male and female dorms. Desks are available upon request in non-traditional housing.

University Furniture Dimensions are as follows:

- Desk: 42 1/2" length, 24 1/4" width, 30 1/8" height
- Wardrobe: 42" length, 24 1/4" width, 74 5/8" height
- Bed: 85" length, 38" width, 36" height

Prohibited items include waterbeds, wireless routers, pets, dart boards, barbecue pits, window and window-vented 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 housing.

Note the following additional recommendations:

- Clothing irons should be used with extreme caution and only on an ironing board. Ironing on beds and floors is prohibited. We recommend purchasing clothing irons that have an automatic shut-off to avoid serious fire hazard.
- Weapons of any type, including decorative and ornamental, are prohibited.
- Room decorations may be hung on the walls with stickpins or small thumb tacks.
- 3M products with Command adhesive, white poster putty, or "sticky tack" 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 Student Development & Resource Center. Rooms that are painted with colors unauthorized by Campus Facilities 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 and vaping are not permitted in any residence hall hallway or public area.
- Power strips must have a surge protector.
- Barbecue grills must be authorized by the director of housing

and be in full compliance with the City of Belleville ordinances.

- Outdoor fire pits must be authorized by the director of housing and be in full compliance with the City of Belleville open burn ordinance.

SPRING SEMESTER MOVE OUT

Residences will close the Saturday after finals at noon 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 Housing Office.

WITHDRAWAL FROM UNIVERSITY HOUSING

Students who decide not to continue at Lindenwood are required to complete the checkout process prior to departure. The checkout process involves a face-to-face meeting with the Student Development & Resource Center, Housing, and the Office of Student Financial Services. All meetings should be scheduled prior to the end of the semester.

All residential students graduating or not returning to the university must also officially check out with their area coordinators. They must also complete the checkout process by the last day of the semester in which the student is enrolled.

Failure to check out properly will result in the loss of the housing deposit. Prior to the student's departure, housing staff is required to assess any possible damage that might have occurred to the residence. 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 a clean condition with all trash removed and properly thrown away. Cleaning the rooms and returning the room keys to the resident director is the responsibility of each student living in the room.

V. UNIVERSITY RESOURCES

ACADEMIC ADVISING

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

- developing educational plans and goals consistent with the student's interests and abilities;
- choosing a major field of study as well as courses that are appropriate for the major, interests, background, and capabilities of the student;
- understanding the course choices, prerequisites, and requirements;
- following and becoming familiar with the university policies, procedures, and timeline requirements;
- maintaining scholastic standards by identifying strategies and resources for academic success and 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. Students who would like to request a specific advisor 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 Lindenwood Belleville are encouraged to consult their professors and advisors, 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 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 Academic Services. Dr. Renee Porter is the Associate Provost, Belleville Campus/Dean of Academics; she can be contacted at 618-239-6021 or rporter@lindenwood.edu. Jessica Hauser is the Campus Registrar; her email address is jhauser@lindenwood.edu, and her phone number is 618-239-6142. 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 the U.S. Senator Alan J. Dixon Student Center. The ASC is a quiet study space that houses the tutoring center where there are 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 at 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.

LINDENWOOD ATHLETICS

The Lindenwood Athletics Department is located in the basement of the Lynx Arena. Questions should be directed to one of the following:

Ryan Kaiser, Director of Athletics
(618) 671-6213
rkaiser@lindenwood.edu

Annie Reis, Associate Director of Athletics / Senior Woman Administrator
(618) 239-6037
areis@lindenwood.edu

Bart Levy, Assistant Director of Athletic Facilities and Internal Operations
(618) 239-6189
blevy@lindenwood.edu

The following sports are currently offered:

Men's Sports

Basketball
Cross Country
Golf
Lacrosse
Rugby
Soccer
Tennis
Track & Field (Indoor/Outdoor)
Wrestling

Women's Sports

Basketball
Golf
Ice Hockey
Soccer
Softball
Volleyball

BOOKSTORE

Lindenwood University-Belleville Bookstore is an affiliate of Barnes & Noble College and is located in the U.S. Senator Alan J. Dixon Student Center. The bookstore offers new, used, rental, and digital textbooks. The bookstore also price-matches Amazon and bn.com.

Bookstore hours during the semester are

Monday - Thursday: 9 a.m. - 5 p.m.

Friday: 9 a.m. - 3 p.m.

The bookstore will be open the Saturday before classes start and during extended hours the first week of classes.

Visit online at Lindenwood.bncollege.com

Phone: (618) 671-6090

CAMPUS ACCESSIBILITY

It is the guiding philosophy of Lindenwood University-Belleville to make our facilities, programs, and classes as accessible as possible to individuals with disabilities. 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 when special arrangements are needed. The Office of the ADA coordinator is located in the U.S. Senator Alan J. Dixon Student Center, or it can be reached at (618) 239-6095.

CAREER DEVELOPMENT

The Career Center is located in the U.S. Alan J. Dixon Student Center, with Kayla Thorpe overseeing Career Development. At the Career Center, current students and alumni can make appointments to learn about the online job/internship website (Handshake), participate in career and major exploration, work on résumés and cover letters, and learn about career events such as our bi-annual career fair.

COMPUTER LABS

A computer lab for student use is located in M117 on the lower level of Old Main Hall. 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.

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 in the lower level of Old Main Hall. Recently renovated to increase seating space, 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 Lindenwood student 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 can arrange meal plans prior to the semester through the student portal.
- Grab-n-Go food and beverages are available in the U.S.

Senator Alan J. Dixon Student Center Dining Hall and Matt's Cafe. Cash or credit card payments are accepted.

- Appropriate dress is required including shirt and shoes.
- 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 are 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 and vaping are not allowed in the dining hall or cafe.

Dining Hall Hours

Breakfast: 7–10 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 • Mon.-Fri. during meal times when classes are in session

Matt's Café Hours

7 a.m. –11 p.m., Mon.–Thurs.; 7:30 a.m.–9 p.m., Fri.; 9 a.m. –9 p.m. Sat.; 9 a.m. –11 p.m. Sun

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

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 are enrolled in the service with their student email addresses and mobile phone numbers (if one is provided). 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.

FIRST-YEAR & TRANSFER PROGRAMS

The Student Development & Resource Center is committed to providing first-year and transfer students with the support and resources needed to successfully transition to Lindenwood

University-Belleville. The Manager of First-Year & Transfer Programs, Destinee Penigar, oversees this program. She is located in the U.S. Senator Alan J. Dixon Student Center, or she can be reached at 618-671-6212 or dpenigar@lindenwood.edu.

Lindenwood University-Belleville's first-year programs provide services to enhance students' academic and personal development and works 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 & Transfer Programs.

A few programs include:

- Lynx Launch New Student Orientation
- Adopt-A-Lynx
- First Generation Students (FGS) program

IDENTIFICATION CARDS

The student 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 Office of Student Financial Services, and to attend various social, theatrical/dramatic, and athletic events. The ID card is not transferable, and any alteration invalidates the card.

Identification cards are provided at no charge upon registration. To obtain a university ID card, new students must bring their driver's licenses and course schedules to the Student Development & Resource Center on Monday-Thursday between 8 a.m. and 8 p.m. or Friday from 8 a.m. to 5 p.m.

After the initial card is created, a replacement fee of \$15 is levied for misplaced, lost, or damaged cards. Replacement cards must be paid for at the Office of Student Financial Services before a new card will be made. The card will be replaced by showing proof of payment in the Student Development & Resource Center.

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 Internet and cable TV services in all residential areas. Personal routers are not permitted.

For any cable or Internet questions or concerns, please email the Information Technology Help Desk at HelpDesk@lindenwood.edu.

For additional information, contact the Director of Housing, located in the Student Development & Resource Center, at (618) 239-6312.

LIBRARY

The library is located in M117 of Old Main Hall. The facility offers:

- A large computer lab for group or individual work
- A silent study lab for individual quiet study
- Tables for group study
- Carrels for small group or individual study
- Professional librarians with specialized training in research and locating information available to assist you in-person or virtually
- Research instruction for classes
- In-house books, magazines, DVDs, and journals available for checkout
- Access to borrow 14,000,000 books and other materials through the MOBIUS academic library consortium
- 24/7 access to eBooks, audiobooks, eJournals, and research databases, on or off campus through the website (www.lindenwood.edu/belleville/academics/library)

Students can access resources with a valid student ID. For assistance, please feel free to visit in person or contact BellevilleLibrary@lindenwood.edu or (618) 239-6072.

MAIL

Students have their own personal mailboxes located in the mailroom in the U.S. Senator Alan J. Dixon Student Center. Students may pick up their mail Monday-Friday from 8 a.m. to 5 p.m.

Students can purchase postage in the Barnes & Noble Bookstore.

OFFICE 365

Office 365 is a cloud-based email, calendaring, and collaboration service, hosted by Microsoft. Office365 lets you access your Lindenwood email, calendar, address book, and tasks on any computer through a web browser. You can also use a desktop email client or a mobile device to access your Office 365 email and calendar. Collaboration tools include MS Office applications such as Word, Excel, and PowerPoint.

OFFICE OF STUDENT FINANCIAL SERVICES

Located in M113, the Office of Student Financial Services maintains student billing accounts and works closely with the undergraduate admissions office, students, and families to establish financial aid packages. All student payments should be sent or given to this office. This office serves the Lindenwood community by assisting students with their accounts and by functioning as a depository for the university. This office mails statements to students on a regular basis, manages the collection of the student receivables, and records university deposits. Financial aid consists of a combination of federal (Pell) grants, (state grant) Guaranteed Student Loans, special external funding, Lindenwood University-Belleville scholarships or grants, 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 Office of Student Financial Services, where personal and confidential discussions will help ensure students' understanding of the details. The office number is (618) 239-6256.

STUDENT COUNSELING

The Student Counseling & Resource Center (SCRC) is located at 2025 West Main Street, across from the Lynx Lodge. Counselors may be reached by phone at (618) 239-6161.

The SCRC provides personal counseling services to students at Lindenwood University-Belleville. Personal counseling is available to provide students with healthy coping skills that enhance life and academic performance. Topics such as stress management, homesickness, coping skills, anxiety, conflict resolution, relationship issues, and balancing school, work, and life are offered through personal counseling.

The SCRC has a special partnership 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.

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.

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, evening, and weekend sessions. These services are supervised by a licensed mental health professional.

STUDENT EMAIL

Student email is available to all currently enrolled students, undergraduate and graduate, part-time and full-time. 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.

STUDENT HEALTH

Lindenwood University-Belleville students may access Memorial Hospital, conveniently located a short distance from campus. For a list of services provided and insurance accepted, please visit Memorial Hospital at www.memhosp.com.

STUDENT DEVELOPMENT & RESOURCE CENTER CONTACT INFORMATION

Students who experience problems of any type are encouraged to visit with the dean of students. The Student Development & Resource Center assists students in the resolution of obstacles that impede academic progress. Examples include dispute resolution, inter-office facilitation, and institutional guidance, among others. The office is located in the U.S. Senator Alan J. Dixon Student Center and can be contacted at (618) 239-6077.

VI. CAMPUS BUILDINGS

Located just blocks from bustling downtown Belleville, Lindenwood University-Belleville offers a picturesque setting with handsome architectural designs and natural beauty.

Alice E. Ackermann Welcome Center

The Alice E. Ackerman 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 Alice E. Ackerman Welcome Center serves as a venue for community events and the Lindenwood University-Belleville gallery space and houses Laura's Cafe. 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. When special exhibitions are not hanging in the gallery space, individuals can view the works of Lindenwood alumnus Chen chunan. The university held a dedication ceremony to rename the center the Alice E. Ackerman Welcome Center in 2016 to honor the late Belleville resident, teacher, and musician Alice Ackermann.

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

Badgley Tennis Complex

The men's and women's tennis teams compete at the Badgley Tennis Complex on campus. The complex is located on campus off Belleville's Main Street, offering a great atmosphere for matches.

Fitness and Training Center

The Fitness and Training Center is primarily used as a practice gym for multiple teams. A student fitness center on the main level is complete with free weights, a cardiovascular center, and a series of weight machines for strength training and conditioning.

Linden Hall

Linden Hall houses classrooms and faculty offices for the Division of Business and Entrepreneurship. Hosting both traditional day and evening classes, Linden Hall features 18 smart classrooms, one of which is equipped for distance learning, and a computer classroom.

Lindenwood Auditorium

The Lindenwood Auditorium is made up of a performance theater, complete with ticket booth, lobby, and classrooms. 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 people, the auditorium boasts a stage that is 25-feet deep and 47-feet wide. In 2008, the Lindenwood Auditorium received the Landmark Award from the St. Clair County Historical Society. The building has hosted performances by groups such as Scott Air Force Base Bands, the Brass Rail Players, the Belleville Festival of Stories, and the Kennedy Center for Young Audiences, as well as plays and musicals by Lindenwood students.

Lindenwood Stadium

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. Lindenwood Stadium is home to Lynx football, rugby, and men's and women's lacrosse. The stadium seats 4,129 fans.

Lynx Arena

The Lynx Arena 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-square-foot practice facility designed for individual workouts, for general student use, and as a secondary location for practice.

The Lynx Arena is the home to many of the Lindenwood University-Belleville's sports, including men's and women's basketball and volleyball teams and seats approximately 1,500 spectators.

Lynx Field

Home to the men's and women's soccer teams, 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.

Old Main Hall

This building houses the following offices: executive offices, Academic Services, Admissions, Office of Student Financial

Services, Matt's Cafe, communication center, Major General William L. Enyart Veterans Success Center, faculty offices, the library and student computer lab, classrooms, and laboratories.

Residence Halls

- **Lynx Apartments**

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

- **Lynx Lodge**

Lindenwood University-Belleville's first student dormitory was the Lynx Lodge. 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.

Student Counseling & Resource Center

The Counseling Department offers individual and group counseling sessions to Lindenwood Belleville students at the Student Counseling Resource Center (SCRC). The SCRC gray house is located at 2025 West Main Street, across the street from the Lynx Lodge.

U.S. Senator Alan J. Dixon Student Center

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 pioneered issues in education, co-sponsoring legislation that brought the community college system to Illinois for the first time.

The U.S Senator Alan J. Dixon Student Center houses Lindenwood

University-Belleville's dining hall, Barnes & Noble bookstore, the Lynx Den, the Student Life & Leadership office, the mailroom, the Department of Public Safety & Security, and Student Development & Resource Center.