TRIMESTER PROGRAM CATALOG
2018-19

LINDENWOOD
REAL EXPERIENCE. REAL SUCCESS.

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PROGRAMS OF STUDY

Cybersecurity Management, MS
Information Technology Management, MS

ACADEMIC CALENDAR

Summer Trimester 2018 (SU TRA 18)

Enrollment for continuing students	March 26
Enrollment for new students	April 2
Students have access to course in Canvas	April 23
Online coursework begins for all students	May 7
Online orientation for new students through Canvas conference, 6:00 p.m.	May 7
New student orientation and networking event, 8:15 a.m.	May 11
First Saturday class meeting	May 12
Second Saturday class meeting	June 9
Last day to withdraw with "W"	June 29
Third Saturday class meeting	July 7
Fourth and final Saturday class meeting	August 4
Trimester ends	August 11
Deadline for making up Incomplete grades from previous term	August 11
Final grades due, 5 p.m.	August 13

Fall Trimester 2018 (FA TRA 18)

Enrollment for continuing students	July 24
Enrollment for new students	July 31
Students have access to course in Canvas	August 21
Online coursework begins for all students	September 4
Online orientation for new students through Canvas conference, 6:00 p.m.	September 4
New student orientation and networking event, 9:00 a.m.	September 7
First Saturday class meeting	September 8
Second Saturday class meeting	October 6
Last day to withdraw with "W"	October 26
Third Saturday class meeting	November 3
Fourth and final Saturday class meeting	December 1
Trimester ends	December 8
Deadline for making up Incomplete grades from previous term	December 8
Final grades due, 5 p.m.	December 10
Commencement 10 a.m. School of Accelerated Degree Programs and School of Belleville	December 15**
Commencement 3 p.m. School of Arts, Media, and Communications; Robert W. Plaster School of Business & Entrepreneurship; School of Education; School of Health Sciences; School of Humanities; and School of Sciences.	December 15**

Spring Trimester 2019 (SP TRA 19)

Enrollment for continuing students	November 26, 2018
Enrollment for new students	December 3, 2018
Students have access to course in Canvas	December 24, 2018
Online coursework begins for all students	January 7
Online orientation for new students through Canvas conference, 6:00 p.m.	January 7
New student orientation and networking event, 9:00 a.m.	January 11
First Saturday class meeting	January 12
Second Saturday class meeting	February 9
Last day to withdraw with "W"	March 1
Third Saturday class meeting	March 9
Fourth and final Saturday class meeting	April 6
Trimester ends	April 13
Deadline for making up Incomplete grades from previous term	April 13
Final grades due, 5 p.m.	April 15

Summer Trimester 2019 (SU TRA 19)

Enrollment for continuing students	March 25
Enrollment for new students	April 1
Students have access to course in Canvas	April 22
Online coursework begins for all students	May 6
Online orientation for new students through Canvas conference, 6:00 p.m.	May 6
New student orientation and networking event on campus, 9:00 a.m.	May 10
St. Charles commencement TBD	May 10 – May 12
First Saturday class meeting	May 11
Second Saturday class meeting	June 8
Last day to withdraw with "W"	June 28
Third Saturday class meeting	July 13
Fourth and final Saturday class meeting	August 3
Trimester ends	August 10
Deadline for making up Incomplete grades from previous term	August 10
Final grades due, 5 p.m.	August 12

Fall Trimester 2019 (FA TRA 19)

Enrollment for continuing students	July 23
Enrollment for new students	July 30
Students have access to course in Canvas	August 20
Online coursework begins for all students	September 3
Online orientation for new students through Canvas conference, 6:00 p.m.	September 3
New student orientation and networking event, 9:00 a.m.	September 6
First Saturday class meeting	September 7
Second Saturday class meeting	October 12
Last day to withdraw with "W"	November 1
Third Saturday class meeting	November 9
Fourth and final Saturday class meeting	December 7
Trimester ends	December 14
Deadline for making up Incomplete grades from previous term	December 14
Final grades due, 5 p.m.	December 16

INTRODUCTION

The School of Accelerated Degree Programs was founded in 1975 under the name Lindenwood College for Individualized Education (LCIE). Our school has rich history focused on helping adult students attain their educational goals while managing jobs, families, and community service obligations. Our goal is, and always has been, enhancing the educational experience we provide for our students. To this end, we continually work to update our curriculum in all academic disciplines, improve our instructional methods, and enhance our student services.

This catalog contains descriptions of the graduate trimester programs offered by the School of Accelerated Degree Programs. All statements in this publication concerning policies, program requirements, fees, and other matters are subject to change without notice. The statements in this catalog are for informational purposes only and should not be viewed as the basis of a contract between a student and the university.

Program Format

The specialty Hybrid Weekend Program at the School of Accelerated Degree Programs offers challenging coursework, exceptional faculty and an accelerated format that allows working adults to earn a graduate degree in as little as 24 months. Our program allows students to earn their degree and advance their career while they continue working and managing other responsibilities. Our graduate technology programs offer relevant coursework in a condensed, convenient format that will help launch students into the next phase of a successful career.

The Hybrid Weekend Program is based on cohorts and comprised of three 14-week trimester terms per year for each cohort. Each term students will enroll in a cluster of two interrelated courses with a cohort for a total of six credit hours. A highly qualified instructor will teach classes for eight hours one Saturday each month, and students will also complete weekly online assignments. Small class sizes during the Saturday meetings offer personalized attention and a challenging learning environment specially designed for working adults. Co-curricular employment is an integral learning component of the program. This means that in addition to earning a degree, students will also be gaining valuable real-world experience on how the contents of the coursework apply in the real world. If students are employed before joining the program, they will have the opportunity to take their performance and career to the next level by directly applying what they gain from the coursework to their projects at work.

History

Lindenwood University was founded in 1827 by pioneering educators Mary Easton Sibley and George Sibley. The Sibleys sought to establish an institution that educated students across disciplinary fields, provided a solid core curriculum, and promoted the desire to serve the community. The Sibleys envisioned a college that would educate the "whole person" by encouraging students to pursue the liberal arts as well as focused studies. Their vision survives to this day.

Mission Statement

Mission

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, diverse community, sharing common attitudes, interests, and goals supporting personal and professional growth.

Accreditation

Lindenwood University is a member of and/or accredited by the following organizations:

The Higher Learning Commission
230 South LaSalle St., Suite 7-500
Chicago, IL 60604-1411
phone: (800) 621-7440/(312) 263-0456
fax: (312) 263-7462
info@hlcommission.org

The Accreditation Council for Business Schools and Programs
11520 West 119th St.
Overland Park, KS 66213
phone: (913) 339-9356
fax: (913) 339-6226
www.acbsp.org

The Council on Social Work Education
1701 Duke St., Suite 200
Alexandria, VA 22314-3457
phone: (703) 683-8080
fax: (703) 683-8099
info@cswe.org

The Commission on Accreditation of Athletic Training Education
2201 Double Creek Drive
Suite 5006 Round Rock, TX 78664
phone: (512) 733-9700
fax: 512-733-9701
www.caate.net

Commission on Collegiate Nursing Education
One Dupont Circle, NW Suite 530
Washington, DC 20036
Phone: (202) 887-6791
Fax: (202) 887-8476
http://www.aacn.nche.edu/ccne-accreditation

Council for the Accreditation of Educator Preparation
1140 19th St NW, Suite 400
Washington, DC 20036
(202) 223-0077
http://caepnet.org

The Council for Higher Education Accreditation
One Dupont Circle NW, Suite 510
Washington, DC 20036
phone: (202)-955-6126
fax: (202)-955-6129
chea@chea.org

The Missouri Department of Elementary and Secondary Education
PO Box 480
Jefferson City, MO 65102
phone: 573-751-4212
fax: 573-751-8613
http://dese.mo.gov

The Teacher Education Accreditation Council
One Dupont Circle NW, Suite 320
Washington, DC 20036
phone: (202) 466-7236
www.teac.org

Lindenwood is fully endorsed by the following organization:
The Society for Human Resource Management
1800 Duke St.
Alexandria, VA 22314
phone: (800) 283-7476
www.shrm.org

Commitments

Assessment

The faculty, administration, and staff of Lindenwood University are dedicated to sustaining excellent educational programs and learning environments. Therefore, we are also committed to mission-based, comprehensive, and data-driven assessment for the purpose of continuous institutional improvement and effectiveness.

Given the above commitment, the Culture of Continuous Improvement statement below serves as a compass in guiding our assessment and continuous improvement efforts. The statement describes the type of institutional culture that is needed to live out that commitment.

A Culture of Continuous Improvement: Defining Characteristics

1. The institution publicly affirms its commitment to effectiveness and continuous improvement and, in so doing, recognizes the need for accountability to its stakeholders.

2. The institution values effectiveness and continuous improvement in all facets and levels of its operations (e.g., individual professional development, classroom teaching and learning, program review, measurement of graduate success, student and employee satisfaction, governance).

3. Comprehensive and integrative assessment is conducted for the purpose of continuous improvement.

4. The leadership of the institution understands, values, and provides strong support for efforts related to assessment and continuous improvement.

5. Assessment *for* learning and *of* learning are valued, supported, and recognized.

6. Efforts to improve teaching are valued, supported, and recognized.

7. All aspects of the assessment process are conducted with a spirit of collaboration among colleagues within all programs and departments. There is collective investment in the commitment to effective teaching and learning and to overall institutional effectiveness.

8. Both faculty and staff value inquiry and the important role of evidence in the decision-making processes associated with continuous improvement. Multiple forms of direct and indirect evidence are used to make decisions annually.

9. Assessment processes and results are integrated within the institution's planning and budgeting processes – the institution commits the necessary resources to support its assessment program, and assessment results inform both planning and budgeting.

10. The institution understands the critical importance of sustainable and transparent assessment practices, including documenting and sharing intended outcomes and objectives, appropriate methods of assessment, the results of assessment, and initiatives to "close the loop" wherein the results are used for continuous improvement.

Notice of Non-discrimination

Lindenwood University does not discriminate on the basis of race, color, national origin, age, sex, sexual orientation, pregnancy, religion, disability, veteran status, or other protected status protected under applicable federal or state law. This policy extends to its admissions, employment, activities, treatment, educational programs, and services.

Lindenwood University is committed to a policy of non-discrimination. Any kind of discrimination, harassment, intimidation, or retaliation is unacceptable. For the purpose of this policy, discrimination, harassment,

intimidation, or retaliation may be defined as any attempt on the part of individuals, groups, or recognized campus organizations to deny an individual or group those rights, freedoms, or opportunities available to all members of the Lindenwood University community.

The following persons have been designated to handle inquiries regarding Lindenwood University's non-discrimination policies:

Ms. Kelly Moyich
Title IX Coordinator
kmoyich@lindenwood.edu
(636) 255-2275
209 S. Kingshighway
Spellmann Center 3175
St. Charles, MO 63301

Ms. Annie Reis
Deputy Title IX Coordinator
areis@lindenwood.edu
(618) 239-6037
2600 W. Main St.
Lynx Arena 12, Belleville, IL 62226

Dr. Shane Williamson
Associate Vice President and Dean of Students
swilliamson@lindenwood.edu
(636) 949-4728
209 S. Kingshighway
Evans Commons 3010
St. Charles, MO 63301

Dr. Suzy Jones
Dean of Students
sjones5@lindenwood.edu
(618) 239-6223
2600 W. Main St.
Alan J. Dixon Center 100
Belleville, IL 62226

Dr. Deb Ayres
Vice President, Human Resources
dayres@lindenwood.edu
(636) 949-4405
209 S. Kingshighway
Stumberg Hall 9
St. Charles, MO 63301

The following persons have been designated to handle inquiries regarding Lindenwood University's disability services.

Mr. Jeremy Keye
Coordinator, Student Support and Accessibility
jkeye@lindenwood.edu
(636) 949-4510
209 S. Kingshighway
Library and Academic Resources Center 353
St. Charles, MO 63301

ADA coordinator
(618) 239-6095
2600 W. Main St.
Alan J. Dixon Center 100
Belleville, IL 62226

Any person may also direct inquiries to the U.S. Department of Education's Office for Civil Rights. Lindenwood University is an Equal Opportunity Employer.

Lindenwood University complies with the Civil Rights Act of 1964, as amended; the Equal Pay Act of 1963; the Age Discrimination in Employment Act of 1967; the Americans with Disabilities Act of 1990; Drug Free Schools and Communities Act of 1989 (Public Law 101-226) as amended; the Drug-Free Workplace Act of 1988 (Public Law 101-690); the Student Right-to-Know and Campus Security Acts of 1990 (final regulations published 1995, as revised 1999); and the Campus Securities Disclosures Section 485 of the Higher Education Amendments of 1992 (final regulations published 1994, with technical corrections published 1995, as revised 1999); the Equity in Athletics Disclosure Act (the Higher Education Amendments of 1992, as revised in the Amendments of 1998); and the Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment), as amended, including Section 507 of the Patriot Act of 2001 and seeks to provide a healthy, safe, and secure environment for students and employees.

Diversity, Equity, and Inclusion

Lindenwood University is proud of its diverse population of faculty, staff, and students from all corners of the world. 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. We prepare our students to become responsible global citizens. 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, religions, orientations, affiliations, sexual orientations, socio-economic backgrounds, 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 sporting 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 students, teaching and non-teaching staff, contractors, suppliers, and visitors to our community who represent the aforementioned differences.

- 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.

- 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 everyone in 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.

- Protect every member of our community against all forms of discrimination.

Lindenwood University System

Lindenwood University-St. Charles

The St. Charles, Missouri, campus, located at 209 South Kingshighway in the heart of St. Charles, is the original campus founded by George and Mary Sibley in 1827. Historic buildings grace the tree-lined walks and house classrooms, administrative offices, and student residences.

The School of Accelerated Degree Programs Policies

Full-Time Accelerated Pace

The Trimester programs at the School of Accelerated Degree Programs' academic year consists of 14-week terms with four cohort meetings per term for each cohort. Students enroll in one cluster per term, earning six credit hours. New students may be admitted at the beginning of each term in cohorts and will be expected to attend three terms in each academic year.

In this manner, students make rapid progress toward degree completion while still fulfilling professional and personal responsibilities.

Cluster Limit Policy

Students are not permitted to take more than one cluster in a trimester. The trimester clusters are designed to ensure that the courses within each cluster are interrelated and the clusters themselves are also interrelated in a way that

provides students a better understanding of how the various elements in an organization work together. This format enables students to focus entirely on the content of their clusters during the term, maximizing the likelihood of a quality effort and resulting in a quality learning experience. Limiting a student's course load is intended to protect the academic integrity of the program and its degree offerings. Limiting a student's course load is also intended to enable the student to fulfill the co-curricular requirement of the program.

Cluster Attendance Policy

Because of the trimester program's hybrid nature, there are two components to the attendance policy of the trimester program. There are four Saturday cluster meetings in each term and students are expected to attend all of them. Students who miss any of these meetings without official documentation such as a doctor's note, flight cancellation or delay document from the airline, inclement weather that closes roads and highways to the St. Louis metropolitan area and campus, or events beyond the control of the student may have a significant grade drop in one or both courses in the cluster. A student who has missed or will miss two cluster meetings without the proper documentation will receive failing grades in the cluster. Students who miss a cluster meeting with an acceptable excuse will be given an equivalent amount of work by the instructor to complete as a make-up for the work they missed. All new students are required to attend New Student Orientation face-to-face. Attendance at orientation is considered part of the scheduled coursework and attendance will be taken accordingly. Additionally, because the term begins on Mondays and the face-to-face orientation is on the following Friday, students are expected to attend an online orientation on the evening of the first day of the term for guidelines and directions on how to complete the first week's assignments. Any student who fails to attend the online orientation is still required to complete all first week assignments. No excuses will be accepted.

In addition, the attendance policy is structured so that it incorporates tardiness and early departure from class as part of overall attendance reporting. Students are expected to arrive for the beginning of class periods and remain until the instructor terminates the class meeting.

Instructors will monitor and record the names of students who arrive late for class meetings or who leave class early. Tardy or early departure absences are cumulative and counted according to the school's absence reporting policy. Students who accumulate eight hours of tardy or early departure penalties will be assessed one Saturday absence and will face a drop in grade in one or both classes in the cluster, depending on the instructor's judgement. This policy shall be strictly enforced except in the event of the occurrence of any of the mitigating conditions stated above with supporting official documents. In such cases, an equivalent make-up work will be assigned by the instructor.

The other component of the attendance policy is the online attendance policy. Participation in any academic

related activity such as responding to a post, submitting an assignment, etc. is considered attendance. However, to store the maximum points for the week, students are required to complete all the weekly online assignments, actively participate in weekly online discussions, and take assigned online quizzes, if any. Attendance will be recorded for each week through participation in the weekly discussions. Students who do not participate in the online activities will score an "F" grade for that week's discussion. Students who do not participate in the discussions for two weeks will have a grade drop in one or both courses in the cluster. Students who miss or will miss discussions for seven weeks and who do not withdraw before the withdrawal date will earn an "F" in that cluster. A week in the trimester program is defined as Monday through Sunday.

Students are expected to take quizzes and submit assignments by the due date set by the instructor. Quizzes and assignments submissions will be blocked after the due date and students will score "F" for quiz or the assignment if they are not completed.

Cluster Textbook Policy

All students must have their textbooks by the day that the online course begins. Students are responsible for making sure they purchase the correct textbooks and course materials for each cluster or class. This is especially true when students choose to purchase textbooks from sources other than Barnes & Noble, Lindenwood's official bookstore. Lindenwood University will not accept responsibility for any textbooks that were not purchased from the university bookstore.

Textbook Ordering

Textbooks and other required materials for all clusters and courses are available through Barnes and Noble, Lindenwood's affiliated bookstore. To order course materials, students should go to the Lindenwood University website and access Barnes and Noble through a direct link to the company's Lindenwood University account. Students will need to know the number of each course within the cluster and be prepared to use a credit card to order books. Students who do not live in close proximity to the St. Charles campus are strongly encouraged to order books at least two weeks before the beginning of the trimester and have them shipped directly to their home addresses.

The Capstone Course

The capstone course is taken in the final cluster in all the programs offered. The course will emphasize the theories and concepts of the concentration from an academic viewpoint as well as their practical applications in the professional setting. The course requires a mastery of the concepts within the concentration and integrates academic studies with issues faced by practicing professionals. Consequently, students should expect case analyses, written assignments, and at least one major research paper during the last cluster. Students are required to earn a grade of "B" or above to pass this course.

Campus Life

Students enrolled in the School of Accelerated Degree Programs and commuter students are encouraged to participate in the Lindenwood community beyond the classroom. A well-rounded education includes participation in a variety of experiences that can broaden the student's self-knowledge and knowledge of the community. All students can enjoy a variety of activities sponsored by Campus Activities Board and other departments and organizations on campus. Students are eligible to receive two free tickets to many of the fine arts student productions, sporting events, and special speakers hosted by the university.

Athletics

Intercollegiate, intramural, and recreational sports are an important part of the Lindenwood extracurricular life. Intramural and recreational sports offer exercise and healthy competition to all students in the community, while intercollegiate athletics provide competitive opportunities within national organizations.

Intramural sports such as dodgeball, softball, volleyball (indoor and outdoor), soccer (indoor and outdoor), basketball, flag football, and more are available for all students to participate in. Students can sign up for any intramural sport or event at www.imleagues.com or through their student portal.

Lindenwood University is a member of NCAA Division II. The university sponsors baseball, basketball, cross country, field hockey, football, golf, women's gymnastics, women's ice hockey, indoor and outdoor track and field, lacrosse, soccer, softball, swimming and diving, tennis, volleyball, and men's wrestling in NCAA Division II.

Intercollegiate athletics programs not associated with the NCAA compete under the Student Life Sports (SLS) umbrella. These programs include billiards, bowling, cheerleading (competitive and sideline), chess, cycling (road, mountain, downhill, Cyclo-cross, and BMX), dance (Lion Line, Lionettes, and Golden Line), ice hockey (men's), roller hockey, rugby, shotgun sports (American and International Trap and Skeet, and Sporting Clays), synchronized skating, synchronized swimming, table tennis, water polo, weightlifting (Olympic), and wrestling (women's).

Lindenwood Student Government

All undergraduate and graduate students are encouraged to participate in Lindenwood Student Government. Lindenwood Student Government works to provide a structure for student expression and self-governance. Members of student government play a strong role in the academic and administrative decision-making process of the university through representation in various planning committees. For more information about Lindenwood Student Government, visit the office, located in Evans Commons Room 3040, or call (636)949-4983. Students may access the Lindenwood Student Government website by visiting the Student Life page of the Lindenwood website at http://www.lindenwood.edu/student-life/.

Students can email questions to lsgpresident@lindenwood.edu.

Student Organizations

Students may complement their academic experiences by becoming involved with some of the 70-plus student clubs and organizations on campus geared toward academic interests, special interest groups, fraternities and sororities, honor societies, departmental clubs, religious organizations, and recreational clubs. For more information on student organizations, including joining or creating an organization, stop by the Student Involvement Office in Evans Commons Room 3040 or visit the Student Life page of the Lindenwood website at http://www.lindenwood.edu/student-life/.

Leadership Development

All undergraduate and graduate students are provided with educational and engaging opportunities to explore, strengthen, and elevate their leadership skills. Opportunities such as Leadership Series, Lunch with Leaders, and Elevate Leadership Certification are available through Student Involvement. For more information, visit the office, located in Evans Commons Room 3040, or call (636) 949-4983.

Religious Life

Lindenwood has a historical relationship with the Presbyterian Church and is firmly rooted in Judeo-Christian values. The university provides an ecumenical environment that respects all religious traditions. The Lindenwood University Newman Center is located at 304 N. Kingshighway. Two Sacred Spaces, which can be used for daily prayer and meditation, are located in Butler Loft, and the Sibley Chapel often hosts non-denominational religious services.

The job of a chaplain is to respond to the needs of the college community, to those of various faith traditions, to those with no faith tradition who are asking the "big questions," and to those who ask those questions and find that God or gods do not fit the answer. The University Chaplain, Rev. Dr. Nichole Torbitzky, is available to meet with anyone for counsel, spiritual direction, or pastoral care. The chaplain's office is located in the Wellness Center.

Conferences

The university offers a variety of services and accommodations to community groups, religious organizations, businesses, and trade and professional organizations on campus and at off-campus sites. Many conferences, workshops, meetings, and community events are held each year at Lindenwood facilities. Facilities on the St. Charles campus can be reserved at www.lindenwood.edu/calendar/index.html.

Student Resources

Library and Academic Resources Center

This new state-of-the-art, 100,000-square-foot building offers a wealth of amenities. In addition to a variety of academic support services, the new space offers students community spaces, a multimedia lab, gaming spaces with access to multiple gaming platforms, a theater, group study rooms, classroom spaces, a vastly expanded archives, Help Desk staff, a Starbucks location, quiet study spaces, and tutoring, all supported by Wi-Fi throughout.

In addition to the services mentioned above, over 23 million book titles are available through the library in conjunction with its membership in Missouri's statewide academic library consortium, MOBIUS. MOBIUS gives enrolled students physical and electronic access to public and academic library collections in Missouri, as well as access to the collections of the Colorado Alliance of Research Libraries (CARL). In order to take advantage of these resources, students must obtain a valid Lindenwood student ID.

The library subscribes to more than 90 online databases that are accessible through the library's website. A number of the databases provide full-text access to research materials. In addition to the databases, the library has purchased supplementary electronic tools that easily facilitate navigation of these online resources. A valid student ID is also required to access the library's databases.

Additional services available through the Library and Academic Resources Center include

- Access to reference librarians in person, via email, by telephone, or chat.

- Computer lab.

- Laptop checkout for the day.

- Hardcopy journal collections.

- An interlibrary loan service for any items not available at the Library and Academic Resources Center or through MOBIUS.

For current hours, students may contact the library at library@lindenwood.edu, by visiting www.lindenwood.edu/library, or calling (636) 949-4820.

The Writing Center

The Lindenwood University Writing Center, located in suite 333 of the Library and Academic Resources Center, offers tutorial assistance to students working on written assignments. Students are highly encouraged to make appointments on the Writing Center website. By scheduling an appointment through the Writing Center website, students can meet with tutors who are prepared to help students from all disciplines create and revise assigned work. Common issues tutors address include organization, sentence clarity, development, grammar, and usage.

Tutoring Services

Peer tutoring from many academic areas is available to help students who need help understanding course material. Peer tutors are student workers available in SASS within the Library and Academic Resources Center. Tutoring for course topics requiring special equipment or models will take place in the appropriate

academic buildings outside of SASS. An available tutor list identified by topic and location can be found at http://www.lindenwood.edu/tutor. Students may also contact SASS at sass@lindenwood.edu or call (636) 949-4699 with additional tutoring services questions. Students are also encouraged to ask their classroom professors about possible tutoring assistance.

Lindenwood also offers online tutoring from Smarthinking, which is available to any Lindenwood student. Online tutors are available in a variety of subjects to work with students 24 hours a day, depending upon the subject area. Completed drafts of writing assignments may also be submitted to Smarthinking's Essay Center for detailed, personalized feedback, typically within 24 hours. Students may access online tutoring through Canvas and the student portal.

Student and Academic Support Services (SASS) and Student Ombudsman

Students who experience problems of any type are encouraged to visit the Office of Student and Academic Support Services (SASS). SASS assists students in the resolution of obstacles that impede academic progress. SASS staff can assist with inter-office facilitation, institutional guidance, academic mentoring, and dispute resolution. The associate vice president for student and academic support services also works as a liaison between students and other university offices and serves as the official university-student ombudsman. SASS is located in the Library and Academic Resources Center, suite 346, and can be contacted at sass@lindenwood.edu or (636) 949-4699.

Student Success Center in the School of Accelerated Degree Programs

The mission of the Student Success Center (SSC) is to work with students to help define, clarify, and achieve student academic goals and persistence through student advising and retention management. The SSC

- Provides academic advising to current students, while empowering them to make informed choices regarding academic programs and cluster/course selections.

- Assists student in developing dynamic learning strategies to fulfill educational goals.

- Is the central point of contact to guide students to appropriate campus and community resources.

Services include

- Academic advising.

- Student success coaching.

- Retention and academic progress monitoring.

- College survival/study skills sessions.

- Connect students with university resources.

Contact the student success specialists at (636) 627-4503 or SSC_ADP@lindenwood.edu.

Campus Accessibility for Students with Disabilities

The guiding philosophy of Lindenwood University is to make programs and facilities as accessible as possible to students with disabilities. The coordinator for campus accessibility services acts to ensure the accessibility of programs and assists and supports students with disabilities. Students who need assistance or accommodations for certified disabilities should contact the student support and accessibility coordinator at (636) 949-4510.

Students are encouraged to serve as their own advocates and to be responsible for obtaining special services offered by the university. If the coordinator is unable to satisfy a reasonable request, that request may then be directed to the office of the associate vice president for student and academic support services, located in the Library and Academic Resources Center, suite 346.

Office 365

Important messages including information about academic standing and financial aid are sent via the university's internal email system. Students will be held accountable for any information or due dates sent via the campus email system. Office 365 accounts are provided for all students and may be accessed from the Lindenwood homepage.

On-Campus Printing

Students are entitled to print an allotted number of pages per term at no cost from any on-campus computer. Resident students may print up to 500 pages per term; commuter students may print up to 300 pages per term. Once the total number of allotted pages has been reached, students may opt to purchase additional printing capabilities through the student portal for $3 per 100 pages.

University Policies

Abuse of Student Portals

Any student who gains unauthorized entrance to another student's portal, makes changes to another student's schedule via the student portal, or otherwise tampers with or compromises private or privileged communications will be expelled from Lindenwood University. Additionally, such actions will be brought to the attention of law enforcement officials and may be prosecuted through the legal system.

Campus Tobacco Use

Tobacco use is prohibited on campus and in all campus buildings. Tobacco includes, but is not limited to, cigarettes, cigars, pipes, water pipes (hookah), electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and any non-FDA approved nicotine delivery device.

Cancellations Due to Inclement Weather

Only the president (or, in the president's absence, the provost or associate provost) has the authority to cancel classes in the event of severe weather. Should weather create potentially hazardous conditions, Lindenwood

University will evaluate the situation and take into consideration the safety of faculty, staff, and students as well as the services that must be provided despite the inclement weather. After this careful evaluation and depending on the hazardous weather conditions (e.g., tornado, snow/ice, etc.), an alert will be sent to students, faculty, and staff via a Rave system text message and email message, as necessary. This alert will detail the appropriate action required of faculty, staff, and students and will also specify the essential services that must be provided despite the inclement weather. Instructors are expected to schedule a make-up class meeting when evening classes are cancelled due to inclement weather.

In the unlikely event that the normal work and/or class schedule are to be altered, an announcement will be posted on the university's website (http://lindenwood.edu and http://belleville.lindenwood.edu). An announcement will also be distributed via email and the Rave system. Separate announcements may be made regarding evening classes (those classes starting at or after 4 p.m.).

The university strives to maintain 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 though classes may be cancelled.

Filing a Grievance

The university has established a number of appeal and grievance procedures (such as the process for appealing the suspension of financial aid). If students should have a grievance that falls outside of the established policies, students may submit a formal complaint to the student ombudsman at complaints@lindenwood.edu. More information about the current complaint procedures can be found at www.lindenwood.edu/about/consumer-information/student-right-to-know/student-complaint-procedure/.

Lindenwood University shares information from students' formal written complaints with the Higher Learning Commission as part of its normal accrediting process. This information is shared in such a manner as to shield the individual identities of all complainants. No letters or documents revealing the identities of individual complaints will be shared without the express written permission of the complainants.

Firearms Policy

No person is permitted to carry firearms or other weapons, either concealed or visible, on Lindenwood property or to any Lindenwood class. The only exception to this policy applies to duly sworn, on-duty law enforcement officers. Off-duty police officers may carry concealed weapons to their Lindenwood classes only if authorized to do so by their employer and the states of Missouri or Illinois.

Recording and Electronic Devices

During classroom instruction and testing, the use of cameras, video, audio taping 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 accessibility officer. Any recordings made during class may not be redistributed to anyone 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.

Student Code of Conduct

The School of Accelerated Degree Programs is designed for the working adult. As such, it is assumed that classroom and campus behavior will reflect the professional demeanor that adults demonstrate in a work environment. The following guidelines are designed to remind students of appropriate behaviors expected in the classroom.

1. Students are expected to give proper respect to faculty, staff members, and fellow students. Exchange of ideas is an integral component of learning, and participants must feel free to share ideas within the classroom setting.

2. Appropriate language is expected. Language chosen to belittle another person or group or that could be considered hate speech will not be tolerated.

3. In order to respect students' privacy, individual grades will only be discussed before class, during breaks, or after class, at the discretion of the professor.

4. All students are to be in the class on time and to stay for the entire class period.

5. Cell phones and pagers should be set to silent mode during class except for emergency services personnel on call. Text messaging distracts from learning and therefore is not permitted during class.

6. Tobacco use is prohibited on campus and in all campus buildings. Tobacco includes, but is not limited to, cigarettes, cigars, pipes, water pipes (hookah), electronic cigarettes, smokeless tobacco, snuff, chewing tobacco and any non-FDA approved nicotine delivery device.

7. With the exception of computer lab courses, food in the classroom is allowed only with permission of the

instructor. Students are expected to dispose of any trash that they generate during class.

8. A hostile environment is not conducive to learning, and students who violate this code of conduct will be referred to the dean of the school of accelerated degree programs and/or the provost and may be removed from the cluster and possibly from the university.

ADMISSION AND APPLICATION

Admission Standards

The standards of admission to Lindenwood University are selective, yet flexible. We expect our applicants to the trimester graduate programs to possess sound academic preparation for graduate work, and we carefully examine each applicant's record to determine whether the student has the potential to be successful at Lindenwood. Lindenwood University consciously seeks a diverse student body and welcomes applicants from all socioeconomic, religious, and ethnic backgrounds. We also value geographical diversity and welcome international students to the Lindenwood campus.

Note: Any application materials submitted that are found to be misleading or false will result in denial of admission to the graduate program.

Graduate Application Procedures

Application

Prospective students wishing to apply to the trimester graduate degree programs in the School of Accelerated Degree Programs should visit the Office of Evening and Graduate Admissions at the Welcome Center on the Lindenwood-St. Charles campus, or online at www.lindenwood.edu/admissions (select Evening and Graduate Admissions). When the application is received, an admissions counselor will contact the applicant to answer any questions and assist in the admissions process.

Prospective students who are not U.S. citizens should visit the Office of International Students & Scholars in the Library & Academic Resource Center the Lindenwood-St. Charles campus or online at www.lindenwood.edu/admissions (select International Admissions). When the application is received, an international admissions coordinator will contact the applicant to answer any questions and assist in the admissions process. Once all documents are obtained, the coordinator will submit them for review by the director of the international admission for the final decision.

Admission and Program Requirements

Admission to all graduate degree programs in the School of Accelerated Degree Programs is granted to students who have an undergraduate grade point average of 3.0 or better (on a 4.0 scale). Students who do not meet that grade point or other admissions standard will be given individual consideration and, possibly, be admitted. Admission may be granted to students who have grade point averages between 2.5 and 2.99 or whose program overviews have not yet been approved. Once accepted for full degree candidacy, graduate students must maintain a cumulative grade point average of at least 3.0. Students who do not maintain a 3.0 grade point average may face academic probation and/or suspension from the university.

The trimester programs consist of six clusters including a capstone course. Students are assigned a faculty advisor to guide them through their specific degree program. Each degree program is designed to meet both student needs and accreditation requirements. Consequently, students may not deviate from any cluster requirements.

Graduate U.S. Citizen Application

To be considered for admission to the university, an applicant's file must include the following documents:

1. Online application.

2. Current résumé reflecting educational and professional experience.

3. A personal statement describing the applicant's professional experience or philosophy and a description of the applicant's decision to attend a graduate program that includes the applicant's personal or professional goals upon completion of the program.

4. Provide three letters of recommendation if the applicant's GPA is below 3.0.

5. Interview with the program director.

6. Additional requirements, such as a portfolio, or a writing sample may be required.

Once the application is submitted, an admissions counselor will contact the applicant to answer any questions and assist in the admissions process. The program director will contact the applicant to schedule an interview. The program director will enroll accepted applicants in the upcoming trimester.

Admissions related questions and documents can be submitted via email to eveningadmissions@lindenwood.edu. For any questions or any related admissions inquiries please call (636) 949-4933.

Graduate International Application

International citizens wishing to apply to the trimester programs in the School of Accelerated Degree Programs should submit the following documents:

1. International student online application.

2. Current résumé reflecting educational and professional experience in related fields.

3. Provide three letters of recommendation if the applicant's GPA is below 3.0.4. An affidavit of support in the form of an official document or statement from a bank verifying the amount of personal/family funds, in U.S. dollars, available for tuition (personal cost) and educational expenses (books, insurance). All documents must be in English.

5. Official transcripts presented in their original language and accompanied by a certified English translation. These documents will not be returned to the student. They will become part of the student's official file at

Lindenwood University. The cost for the evaluation of the transcript will be incurred by the applicant.

6. An official TOEFL or IELTS score. Required minimum TOEFL scores: 550 (paper-based exam), 213 (computer-based exam), 80 (Internet-based exam). Required minimum IELTS score: 6.0. For score reporting, the Lindenwood code is 6367.

7. If an international student applicant is transferring from another university within the United States, the student must forward the SEVIS transfer eligibility form (found on the university website on the transfer international graduate student homepage) along with the letter of acceptance from Lindenwood University to the appropriate official at the school previously attended, where it will be processed and returned to the Lindenwood University Office of International Students and Scholars. The SEVIS transfer eligibility form should be sent to the direct email account of the Office of International Students and Scholars, internationaladmissions@lindenwood.edu.

8. A personal statement describing the applicant's professional experience or philosophy and a description of the applicant's decision to attend a graduate program that includes the applicant's personal or professional goals upon completion of the program.

9. A clear, readable copy of the identification page of the applicant's passport.

10. Additional requirements, such as a portfolio or a writing sample, as required by various programs.

Required application materials may be mailed to:

Lindenwood University
Office of International Students and Scholars
209 South Kingshighway
St. Charles, MO 63301 USA

Admission documents will also be accepted via email and can be sent to internationaladmissions@lindenwood.edu.

For questions or inquiries, call (636) 949-4982.

Health Insurance for International Students

Students are encouraged to be insured while studying in the United States. Lindenwood University does not provide insurance for students. Students may carry any health insurance policies they choose.

Health Requirements for Residential Students

In accordance with recommendations made by the American College Health Association (ACHA), all applicants (except students born before 1956 and any student who is enrolled in an online degree program) must provide proof of the following immunizations to be considered for admission:

- Two doses of MMR (Measles, Mumps, and Rubella).

- Meningococcal Vaccination. Students residing in on-campus housing are required by state law to receive the meningococcal vaccine or sign a waiver refusing the vaccination.

- Tuberculosis (TB) Screening Questionnaire.

FEES AND FINANCIAL ASSISTANCE

Fees and Payments

When students have accepted an offer of admission to Lindenwood, the student likewise accepts all conditions of payment as well as all terms and regulations of the university. By making the non-refundable $200 enrollment deposit, the student acknowledges these terms and signifies acceptance of these obligations. No promise or contract that differs from these terms shall bind the university unless it has been signed by the chief operating officer of Lindenwood University. The university reserves the right to increase or reduce fees each year according to changes in fiscal conditions.

Housing and Meals

Students are expected to provide their own housing and meals, though options are available to live on campus. Students can use the school cafeteria with their ID cards and enjoy student discounts.

Student Expenses

Graduate Trimester Tuition

Full-time (six-credit-hour cluster)	$3,397.50/trimester

Other Fees

(Not all fees may apply.)

Enrollment Deposit	$200 one-time fee
Graduation processing/diploma fee, graduate	$125
International Student fee	$1,062.50
Late payment fee (per month)	$50
Technology fee	$100/trimester term

Qualified students are expected to pay all tuition and fee charges prior to the beginning of each term. Domestic students may use financial aid (loans) as payment. Student Aid Reports and loan applications should be submitted to the Financial Aid Office prior to the beginning of each term. Students should consult their student account representative in the Business Office regarding due dates or to make other payment arrangements prior to the beginning of the term. Alternatively, students may also use their student portal to remit payment.

Delinquent Accounts

Students must meet all financial obligations to the university in order to qualify for continued enrollment or graduation. Each semester or term, students must pay all money due to the university, including tuition, fees, parking fines, library fines, and any other financial obligation. A student with a delinquent account can expect the following:

- Enrollment for the subsequent term will not be allowed.

- Grades for the current term will be withheld.

- A transcript will not be issued. The university reserves the right to withdraw students who fail to meet their financial obligations to the university. Students who are withdrawn for nonpayment are liable for all charges on their student accounts at the time of withdrawal.

Refund Distribution of Financial Aid, Domestic Students only

After the amount of the refund has been calculated, the Financial Aid Office will determine the Title IV refund amounts according to the calculation schedule approved by the U.S. Department of Education. Refunds to specific Title IV programs will be made to the following programs in the order outlined:

1. Outstanding balances on FFEL Program Loans (Unsubsidized Stafford, Subsidized Stafford)

2. PLUS

3. Federal Pell Grant awards

4. Federal SEOG awards

5. Other Title IV student assistance

6. Other federal, state, private, or institutional aid

7. The student.

No Title IV program may receive a portion of the federal refund amount if that program was not part of the student's original package.

Cash Disbursements

When a domestic student officially or unofficially withdraws from school and has received a cash disbursement for educational expenses that exceeds non-institutional costs of education up to that time, the student owes the excess amount to the Title IV program(s) that helped meet the student's educational costs. Lindenwood University will follow the same procedures used in the refund policy to determine which Title IV program(s) will receive the student-owed repayment. The university will notify, bill, and collect the amount owed the Title IV program(s) from the student.

Withdrawal and Refund Calculation

In the event that a student wishes to withdraw from a course or courses or from the university altogether, the following conditions apply with respect to the refund of tuition charges.

1. Any student who withdraws from the university prior to the beginning of a term is eligible for a refund of all payments.

2. Any student wishing to withdraw from a cluster of courses or from Lindenwood University should submit

a completed Add/Drop/Withdrawal form to the student's advisor no later than Friday of the eighth week of the term (see Academic Calendar for deadlines). The academic advisor will forward the completed form to the Office of Academic Services.

3. Any student who withdraws from all courses after a term has begun is eligible for a refund of the tuition charges (including course-overload charges) for the courses the student attended upon the start of the term. Refunds are granted according to the schedule in the table below.

Time of Withdrawal from a Cluster or the University	Tuition Refund
Before submitting an online assignment in Canvas	100 percent
Before first class meets	75 percent
Before submitting an online assignment in Canvas during week 2	50 percent
Before submitting an online assignment in Canvas during week 3	25 percent
Before submitting an online assignment in Canvas during week 4	No refund

Appeals of Refund Calculation

Appeals of withdrawal and refund calculations or other institutional charges from students who feel that individual circumstances warrant exceptions from the published policy should be addressed to the assistant vice president for the Business Office. In order to appeal a decision, the student must submit a written request including any evidence that would substantiate the appeal.

ACADEMIC POLICIES AND PROCEDURES/ACADEMIC SERVICES

Academic Policies

Academic Load

All academic credit is stated in semester credit hours. Student enrollment status is determined by the number of credit hours in which a student is enrolled during a given term. The academic load in credit hours for trimester students is as follows:

Graduate Trimester students

Full-time: 6-credit-hours

Half-time: 3-credit-hours

Less than half-time: 1-2-credit-hours

Course extensions (including culminating project extensions and thesis extensions) are not considered a part of "hours enrolled" for purposes of this policy and are therefore less than half time.

Classification of Students

Academic progress is calculated in credit hours.

Catalog of Entry

Students are required to satisfy the degree requirements of the catalog in effect at the time of matriculation. A continuing student who desires to pursue a course of study added to the curriculum in a subsequent catalog year or who wishes to fulfill degree requirements that have changed since the student's matriculation must submit a catalog change request to the Office of Academic Services. If the request is granted, the student will be bound by all policies and requirements in the new catalog. Students who discontinue study at Lindenwood University may be required to adopt the requirements of the catalog in effect at the time of readmission depending upon the length of the absence. See the Academic Policies and Procedures/Academic Renewal section of this catalog for further information regarding catalog requirements after a leave of absence from the university.

Note: The university reserves the right to modify its policies (other than degree requirements) at any time. Students must adhere to all university policies that are in effect during each term of enrollment.

Academic Standards

Students must make satisfactory academic progress and meet an additional set of academic expectations in order to remain in good academic standing with the university. Failure to meet these standards will result in academic probation, academic suspension, or dismissal from the university.

Maintaining Good Academic Standing

To remain in good academic standing, graduate students must maintain a minimum cumulative GPA of 3.0. Graduate students whose cumulative GPA falls below 3.0 will be placed on probation. Students whose cumulative GPA remains below 3.0 after the subsequent term will be permitted to continue on probation as long as the term

GPA is 3.0 or higher. Students are removed from probation when the cumulative GPA reaches 3.0. A student on probation who earns a term GPA below 3.0 will be placed on suspension.

Academic Probation

Academic probation indicates that a student is not in good academic standing and is subject to suspension if his or her work does not reach a satisfactory level. Students remain on academic probation until the cumulative GPA reaches the minimum level of 3.0, as long as each term GPA is 3.0 or higher.

Academic Suspension

Academic suspension indicates that a student is not in good academic standing and has been dismissed because his or her work has not reached a satisfactory level. Academic suspension must be appealed in writing before a student may continue in a subsequent term.

Appealing Academic Suspension

Upon academic suspension, a student who wishes to resume studies must first appeal the suspension in writing. The appeal must be received and reviewed prior to the beginning of the term following the student's suspension. The vice president for student and academic support services and an appeals committee will review the student's letter of appeal, along with the student's academic history and overall academic performance. An international student whose suspension appeal is not granted will have to leave the country.

Continuously enrolled students whose appeals of academic suspension are granted will resume their studies on probation. Any student who discontinued studies for one term or more, and who departed the university under academic suspension must appeal the suspension before being readmitted. Upon readmission, students who have discontinued enrollment for less than one year will be subject to the requirements in the catalog in effect at the time they were first admitted to the university. Students who discontinued studies for more than one year will be subject to the requirements in the catalog in effect at the time of their return.

Students who discontinued studies for more than one year will be subject to the requirements in the catalog in effect at the time of their return.

Note: Students will be notified of their academic suspension by both U.S. mail and email and will be provided with guidelines for writing a letter of appeal, including a specific date by which the appeal must be received. If a student's appeal is not received by the date specified, the student will be dropped from all classes, and, if a resident, the student's campus housing will be cancelled.

Academic Integrity

Lindenwood University 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 members of this academic community, students are expected to familiarize themselves with the university's policies in the Lindenwood University Student Handbook and to adhere to these policies at all times. Students are also encouraged to consult the resources of the university library and the Writing Center/Academic Success Center for assistance in upholding the university honesty policy.

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, a failing grade for the course, or any other appropriate penalty. Upon a first report of academic 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 Business Office account. For undergraduates, a second offense will result in a failing grade for the course, and a third offense will lead to expulsion from the university. Graduate students will be expelled after a second offense is reported.

The associate provost maintains confidential records of academic dishonesty reports. These reports are accessible only to the provost and associate provost and are not linked to students' academic or financial records at the university. However, students remain accountable for any acts of dishonesty for as long as they pursue studies at Lindenwood, regardless of progression from undergraduate to graduate programs. Any question regarding the academic honesty policy should be directed to the associate provost.

Dismissal

The university reserves the right at any time to dismiss a student who is (1) unable to meet academic standards or (2) whose continuance at the university is considered to endanger the student's own health or well-being or that of others or (3) who does not observe the social regulations and standards of conduct of the university.

Academic Procedures

Grading System

Lindenwood operates under the 4.0 grading system. The grade point average is computed by dividing the total number of quality points earned by the total number of semester hours attempted. An A carries 4 quality points; thus, a course worth three semester hours in which a student earned an A would merit a total of 12 quality points. A grade of B carries 3 quality points; a grade of C carries 2 quality points; and a grade of D carries 1 quality point. A grade of F carries no quality points and no credit. A grade of AF (attendance failure) carries no quality

points and no credit. Only grades earned at Lindenwood are used in computing the GPA.

Graduate students may receive grades of A, B, C, F, W, AF, NG, I and Audit (AU). A grade of A represents work of outstanding quality; it indicates that the student has shown initiative, skill, and thoroughness and has displayed originality in thinking. A grade of B is awarded for work of high quality, well above average. The grade of C indicates average work and satisfactory completion of course requirements. The grade of D is not awarded at the graduate level. A grade of F or AF indicates that the student's coursework is unsatisfactory, and no credit is given.

Attendance Failure (AF)

This grade is given when a student stops attending a particular class prior to the published deadline to receive a grade of W but does not withdraw from the course. The grade of AF is treated as a grade of F in the calculation of the student's grade point average.

No Grade (N)

An administrative grade of N is assigned by the registrar when final course grades have not been submitted prior to making grades accessible to students. Under normal circumstances, the N grade will be cleared within two weeks after the end of the term. Faculty members are not authorized to submit a grade of N.

Repeating a Course or Cluster

When a graduate student has received a C or an F in any part(s) of a cluster may repeat the entire cluster. The second grade does not replace the first grade; the two grades are averaged. For instance, if a student earns an F for a class and retakes the class, earning an A, the two grades would be the equivalent of two Cs and would affect the overall grade- point average as two Cs.

Incomplete (I)

A grade of I (incomplete) is given at the end of a trimester only for failure to complete the coursework because of exceptional circumstances beyond the student's control, such as an extended illness, hospitalization, or death of a close relative requiring absence from class for a significant period of time. An incomplete is not an alternative for the student who is failing the course or who has excessive absences. An incomplete is not an option for the student who has consistently missed or been tardy with assignments. A student should have attended all cluster meetings to date and should be relatively current with online assignments in order to qualify for the extension afforded through an incomplete grade. Students must contact their faculty advisor for additional information about an incomplete grade in the trimester program. Incompletes should be offered only toward the end of the term for students who were progressing satisfactorily in the class before the exceptional circumstances arose. Students must contact their faculty advisors for additional information about requesting an incomplete grade in a cluster.

A grade of I (incomplete) must be resolved prior to the end of the subsequent term; otherwise, the incomplete

will be converted to an F. Any request to extend the time needed to resolve the grade of incomplete must be submitted to the Office of Academic Services no later than two weeks before the date the grade is due. Requests will then be sent to the appropriate school dean and the associate provost to be considered for approval.

Withdrawal (W)

Withdrawing with a Grade of W

A grade of W indicates that the student withdrew from a class with no effect to the student's GPA. To withdraw from a course with a grade of W, students must complete, sign, and submit an add/drop/withdrawal form before the last day to withdraw with a W, with the signature of the academic advisor, and, if the student has attended the course at least once, the signature of the instructor of the course. Students wishing to withdraw from the university altogether must obtain the signatures of the instructors for each course from which they wish to withdraw. The deadline to withdraw is set at the two-thirds mark of the trimester.

The only circumstance in which the student will not be charged for a course is if the student never attends a class session. If the student attends one class session or more, the student will be charged a determined percentage of the course's tuition cost. The percentage applied to the student's account depends on how many classes the student attends and the withdrawal date. For further information, please contact either the Financial Aid Office or the Office of Academic Services.

Note: A student who is a first responder may elect to withdraw from a course with a grade of W at any time during the term if documentation is provided verifying that the student's first responder duties were the cause of absences exceeding the number of allowable excused absences. This policy applies to academic withdrawal only.

Late Withdrawals

Late withdrawals will be approved only under extreme, documented circumstances. Requesting a late withdrawal due to a low grade in the class, lack of interest in the subject matter, a different learning style from that of the classroom professor, or a change of major/requirements are not reasons that will be honored.

If a student believes that extraordinary circumstances require withdrawing from a class after the deadline, the student must complete the following steps:

- Write a letter fully specifying the reasons for the withdrawal.

- Gather supporting documentation (physical report, court documents, hospital documents, etc.)

- Meet with the academic advisor who will complete and sign a Late Withdrawal request form.

- Meet with the dean of the school for a signature on the request form.

- Submit the signed form, along with the letter and documentation, to Academic Services.

- If approved for a late withdrawal, the student will receive a W.

Notes: (1) In addition, students are not permitted to withdraw from a cluster to attend another cluster if that cluster has already had two class meetings.

(2) A student who is a first responder may elect to withdraw from a cluster with a grade of W at any time during the term if documentation is provided verifying that the student's first responder duties were the cause of absences exceeding the number of allowable excused absences. This policy applies to academic withdrawal only.

Administrative Withdrawal

When it is in the best interest of a student or of Lindenwood University for a student to withdraw, a student may be given a W and put on administrative hold. This action of administrative withdrawal results in removal of all credits associated with the affected classes and places the student on administrative suspension. Before re-enrolling at the university, the student on administrative suspension must write a letter of appeal to the dean of students. An Administrative Withdrawal does not affect the student's grade point average.

Appealing Grades

Students who wish to appeal a final grade must first contact the course instructor. If the matter cannot be resolved through the instructor, the student may appeal in writing to the appropriate school dean. If resolution is not reached at that time, the student may appeal in writing to the associate provost. An Academic Grievance Committee may be convened to review a grade appeal before a recommendation is made to the provost for review.

Information concerning these procedures is available through the Associate Provost's Office. Notice of intent to file a grade appeal must be made in writing to the appropriate school dean or associate provost within six weeks of receipt of the grade. Changes under this procedure will be made only during the term immediately following the term in which the disputed grade was given.

Lindenwood University shares information from students' formal written complaints with the Higher Learning Commission as part of its normal accrediting process. This information is shared in such a manner as to shield all individual identities of complainants. No letters or documents revealing the identities of individual complainants will be shared without the express written permission of the complainants.

Transferring Credit

Transferring Graduate Credit from another University

Students transferring credit hours from a regionally accredited university must submit official transcripts from each university attended to the Office of Evening and Graduate Admissions along with the application for admission. All hours accepted in transfer must be from regionally accredited colleges and universities. In order to count towards graduation, all graduate credit hours must

be 50000-level or above and must be in the same subject area.

If courses have the same title, contain similar or like content and have a grade of "B" or above, they may transfer in as equivalents of Lindenwood course credit. Grades of "C" or below will not transfer into any graduate program. A maximum of nine credit hours of graduate credit will transfer to a graduate program. All transfer credit is subject to approval by the program director and the dean. Appeals of transfer credit evaluations should be submitted in writing to the registrar.

Transferring to/from Graduate Programs between Schools at Lindenwood University

Some trimester-term students, after taking one or more clusters, may decide to transfer into the quarter-term program in the School of Accelerated Degree Programs at Lindenwood University to earn their graduate degree. When this occurs, students may be able to transfer nine credit hours from their first graduate degree program toward their new graduate degree program. Approval of transfer credit is at the discretion of the program director or department chair of the trimester program.

Stopping Out and Readmission

Graduate students who opt to take a leave of absence from the university are said to "stop out." For requirements regarding readmission to the university, please see below:

Graduate Trimester

Any graduate trimester student who has not been enrolled at Lindenwood University for one year (three consecutive terms) or more and who wishes to resume coursework must be readmitted to the university by submitting a new application to the Office of Evening and Graduate Admissions. Students who were suspended at the time of departure from the university must also submit a letter of appeal to the Provost's Office. Upon review of the new application, the admissions office will update the student's profile in preparation for the student's return to Lindenwood. Students will be directed to contact their advisors to enroll in classes once the readmit process has been approved.

Academic Services

Requesting Transcripts

Transcripts may be ordered in the following ways:

1. ONLINE at the National Student Clearinghouse using a credit card. Delivery options are send "Now," "After Degree is Awarded," or "After Grades are Posted." The cost for an electronic transcript is $6.75 per transcript or $5 per transcript for United States Postal Service delivery. Electronic transcripts can only be requested through the National Student Clearinghouse.

2. IN PERSON at the Business Office. Requests submitted in person are processed for pickup immediately. Students must submit a completed Transcript Request Form and payment by cash, check or money order in the amount of $5. Transcripts requested in person are only available for pick-

up. Requests to have transcripts mailed are only available through the online service.

A transcript will not be issued when the student is delinquent in payment of tuition or fees, has not returned library books, or when there are other unfulfilled obligations to the university. Students will be given 30 days after a transcript request has been made to clear any outstanding balance with the Business Office. After 30 days, it will be the student's responsibility to submit a new request for transcript.

Official transcripts are sent directly to a college, employer or other agency and bear the university seal. Student copies may be sent directly to the student and are identified as such. The fee for either type of transcript is the same.

In accordance with federal law (The Family Educational Rights and Privacy Act), student transcripts are issued only at the written request of a student. A transcript will not be released without the student's signature appearing on the request. Transcript requests are not accepted by telephone.

A transcript is a picture of the student's complete record at Lindenwood University. Partial transcripts are not issued. Transcripts of work completed at other colleges must be obtained directly from those institutions.

Note: All information in each student's university record is considered confidential and is issued only to authorized individuals.

Requesting Grade Reports

Grade reports are available through the student portal, as are unofficial transcripts, class schedules, and information regarding business office statements and financial aid. Because grade reports are available online to all students, Lindenwood University no longer mails grade reports to students.

Students who need a copy of their grades for employer reimbursement may print a copy from the student portal. If a student's workplace will not accept the printed copy, the student should submit a written request to the registrar (academicservices2@lindenwood.edu) and a copy will be sent to the employer. The request must include the mailing address to which the report should be sent, student ID, term for which grades are requested, the signature of the student making the request, and a contact telephone number. The request can be sent via fax to (636) 949-4776.

If students have any questions about their email accounts or their student portals, they can contact CAMSSupport@lindenwood.edu.

The Family Educational Rights and Privacy Act

In conformance with the Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment), Lindenwood University has established a system to ensure that students have complete access to their educational records and the right to challenge information they believe to be inaccurate or misleading. Information

about these procedures can be obtained from the Office of the Registrar. Unless specifically prohibited by the student, Lindenwood University may release "directory information" at its discretion for government-mandated reporting, news releases, and other purposes that it believes serve the student's interest. This includes

- Full name
- Local and home addresses
- Local and home telephone numbers
- Email address
- Date and place of birth
- Most recent educational institution attended
- Enrollment status
- Class level
- Dates of attendance
- Degrees, awards, and honors received
- Participation in officially recognized activities and sports
- Weight and height of athletic team members
- Photographs

Students may withhold information from some of these disclosure requests by notifying the Office of Academic Services in writing the first week of each term. All written requests for non-disclosure will be honored by the university for only one term; therefore, authorization to withhold student information must be filed during each term of attendance. Students have a right to voice any concerns to the U.S. Department of Education.

FERPA permits the disclosure of Personally Identifiable Information (PII) from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student

- To other school officials, including teachers, within Lindenwood University system whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§99.31(a)(1))

- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the

student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

- To authorized representatives of the U. S. comptroller general, the U.S. attorney general, the U.S. secretary of education, or state and local educational authorities, such as a state post-secondary authority that is responsible for supervising the university's state-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of federal- or state-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§99.31(a)(3) and §99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))

- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))

- If it is information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))

- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))

- To parents of a student regarding the student's violation of any federal, state, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a

disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

Definitions:

- A "school official" is not defined in the statute or regulations, Lindenwood University interprets the term to include parties such as: professors; instructors; administrators; health staff; counselors; attorneys; clerical staff; board members; members of committees and disciplinary boards; and a contractor, volunteer or other party to whom the school has outsourced institutional services or functions.

- A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill a professional responsibility.

COURSES AND PROGRAMS

Course Numbering

Courses at Lindenwood are numbered sequentially.

- 01000-09999: Preparatory coursework, with credit hours not counting toward the cumulative total number of credit hours required to earn a bachelor's degree

- 10000-19999: Introductory courses open to all students, normally not having prerequisites

- 20000-29999: Specialized courses open to all students

- 30000-39999: Advanced courses having prerequisites

- 40000-49999: Senior level courses having prerequisites

- 50000-79999: Master's, Thesis, EdS, EdD, and graduate workshops

- 80000-99999: Doctoral level courses and graduate workshops

Course Offering Frequency

The schedule of course offerings is dependent on student enrollment and availability of qualified instructors. The university reserves the right to cancel any course when enrollment is below minimum requirements or a qualified instructor is not available.

Due to the cohort approach to the trimester program, once a cohort is enrolled and the first cluster starts, it is unlikely that any of the subsequent clusters for the cohort will be cancelled.

Course Types

The trimester program offers Master's degrees consisting of 50000 through 60000-level courses. Each term students will enroll in a cluster of two interrelated courses for a total of six credit hours. A highly qualified instructor will teach the classes for eight hours one Saturday each month, and students will also complete weekly online assignments. Co-curricular employment is an integral learning component of the program. Academic attendance will be recorded for the one Saturday a month meeting and the online component. Academic attendance for the online portion is defined as actively participating in the weekly online discussions. Simply logging into an online class without active participation does not constitute academic attendance.

Hybrid Courses

A hybrid course is a method of instruction in which the predominance (more than 75 percent) of the course is taught using a learning management system platform. Time in the classroom is reduced but not eliminated.

Student Requirements for Online and Hybrid Courses

Hardware

- Computer with 2.58 GHZ or higher processor speed and at least two GB RAM.

- Webcam or camera on a mobile device.

Operating Systems

- Windows 7 and newer.

- Mac OSX 10.6 and newer.

- Linux - chromeOS.

Internet

- High-speed Internet connection (six Mbps or higher).

Software

- Microsoft Office 2010 or newer.

- The latest version of Adobe Acrobat Reader or Preview to open and view .pdf documents.

- The latest version of Java.

Mobile Operating Systems (Optional)

- iOS 7 and newer.

- Android 4.2 and newer.

Attendance**

~~Students enrolled in hybrid or online classes will be expected to participate in the class academically. Attendance for this method of instruction is defined as submitting an academic assignment, taking an exam, participating in an online discussion about academic matters, or initiating contact with a faculty member to ask a question about the academic subject studied in the course. Simply logging into an online or hybrid class without active participation does not constitute academic attendance.~~

Attendance in a hybrid or online course is based on submission of one or more academic activities, such as discussion board participation, quiz, exam, paper, or other graded assignment. Logging into a course, submitting the institutional ethics agreement, or submitting an introductory video does not constitute academic attendance.

TRIMESTER PROGRAM

Introduction to the School of Accelerated Degree Programs: Graduate Students

Graduate Programs offered by the School of Accelerated Degree Programs are specifically designed for the student with significant employment experience. Students are challenged to expand their knowledge with exercises, techniques, and instruments to update and reinforce learning and enhance understanding of difficult concepts. In addition, students continue to develop their analytical and conceptual skills by enlarging their perspectives and identifying a balance between theory and practice with regard to their particular areas of study. At the completion of the program, students will be prepared to contribute to their organizations' goals by effectively administering and developing resources.

Throughout their programs of study, students will have opportunities to develop their communication skills, demonstrate workplace responsibility, use interpersonal skills, practice working within a team, and develop an appreciation of the importance of continuing growth and education with an emphasis on values-centered thinking. Students are encouraged to engage in speculative thinking and to develop original work and/or research in their major areas of interest. This work should be analytical rather than descriptive, demonstrating a distinct, defensible, methodological, and theoretical perspective.

The Cluster

Central to the theory and practice of adult education is the ideal of the synthesis of knowledge. The School of Accelerated Degree Programs seeks to achieve this goal through the construct of the cluster. The trimester clusters are comprised of a faculty member and approximately 25 students who meet for eight hours on one Saturday per month and complete weekly online assignments. Each student is enrolled in a group of two related subject area courses, called a cluster, that are, in many cases, integrated into one seminar. Three semester hours of credit are awarded for successful completion of each course in the cluster for a total of six semester hours per cluster. The cluster provides students with an opportunity to explore basic subject areas beyond the confines of a single discipline.

These cluster group meetings provide a collegial environment in which students present their work and share their learning. A major objective of this format is the development of knowledge synthesis, so students can expect their learning to be measured in a variety of ways: written and oral presentation, class discussion, research papers, group projects, and traditional testing. However, as is true of most higher-education programs, each instructor determines how students are to be assessed and graded; therefore, tests and quizzes may be used to supplement papers and presentations as assessments of student mastery.

The clusters will begin with the online component in Canvas followed by the first Saturday eight-hour meeting at the end of the first week. There is a mandatory New Student Orientation meeting on the Friday before the first Saturday of each term to review the term and the structure of the program with new students so students will know what to expect from the beginning of their program of study. More information on assignments and meeting times will also be made available in the syllabus located in Canvas for easy accessibility by students. Since the online portion of the term begins before the face-to-face orientation, an online orientation is held on the evening of the first day of the term. The online orientation provides students with the necessary guidelines and directions they need to complete their first week's online assignments before the face-to-face orientation.

Due to the accelerated nature of the program, it is expected that a student will spend, at a minimum, twenty hours per week working on weekly assignments, online discussions, quizzes, papers, and projects. This time commitment may vary, however, depending upon the student's level of expertise in a given cluster. A student in a management cluster, for example, who has worked several years in a middle management position, and who has completed a variety of corporate sponsored management courses, may, in fact, spend less time working on assignments for this cluster.

Due to the accelerated nature of the cluster (program), the rewriting of papers or the assigning of extra credit homework to improve a grade, or grades, will be at the discretion of the instructor, but this practice is not encouraged.

Student Enrollment Process

An academic advisor is assigned during the graduate admission process. Students are required to meet in person or by phone or email with their academic advisor prior to enrollment in each term. During this advisor contact time, the academic advisor discusses enrollment options and opens the student's portal for online registration. Graduate students will enroll prior to the start of each trimester.

Students may register themselves for classes through their student portal after it is opened by their academic advisor unless the academic advisor enrolls the student on their behalf. Once the initial enrollment is completed, the academic advisor closes the student portal. If a student decides after the initial enrollment to make a schedule change or withdraw from classes, the student must contact the advisor again, who will open the student's portal for the enrollment change. It is the responsibility of the student to schedule this contact time with the advisor and to complete the enrollment process each trimester.

Preparing for Graduation

Students are responsible for tracking their own academic progress and eligibility for graduation. Specifically, in order to track the progress through a degree, each student must maintain a checklist of all requirements. The

academic advisor will confirm that all degree requirements have been met; however, ultimate responsibility for tracking the student's progress through a program and assuring that all degree requirements for graduation are met lies with the student. Only the provost and the registrar have the authority to certify that all requirements for graduation have been fulfilled and post a notification of degree completion on a student's transcript.

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

The application deadlines are as follows:

Graduation Date	Application Deadline
March	Dec 30 of previous year
May	Dec 30 of previous year
June	Dec 30 of previous year
August	February 28 of the same year
September	March 30 of the same year
October	May 30 of the same year
December	May 30 of the same year

Graduate Degree Time Limit

A graduate student is expected to complete a graduate program within five (5) years of the date of entry.

Additional Graduate Degrees/Majors in the School of Accelerated Degree Programs

Second Master's Degree

A student who has previously earned a master's degree from Lindenwood and desires another master's degree from the trimester program may, if the credits are applicable, transfer a maximum of nine hours of credit from the first degree into the trimester degree. All other requirements for the trimester degree, including the capstone and co-curricular employment, must be completed. If the student is seeking a major leading to a degree type not previously earned at Lindenwood University, the major will be added to the student's transcript and a new diploma will be received listing the degree and major earned.

Second Master's Major

If the student previously earned a degree at Lindenwood University and is seeking a major leading to the same degree type in the trimester program, the second major will be added to the student's transcript with the notation "Second Master's Major" but they will not receive a new diploma as no new degree type has been earned.

Additional Master's Degrees

A student who has earned a master's degree from Lindenwood and desires another master's degree from the trimester program may transfer a maximum of nine hours of credit from the first degree into the trimester degree if the credit is applicable. All other requirements for the trimester degree, including the capstone and co-curricular employment must be completed. A student who would like to pursue any additional master's degree type beyond completing a second master's degree will have to complete all degree requirements including the total earned hours for the degree program.

Co-curricular Employment for International Students

Given the purpose of a modern graduate education is to obtain applicable skills, resources, and experience, the trimester programs support the solicitation of an internship during students' course of study. International students are eligible to work under Curricular Practical Training (CPT), pending authorization from the academic department and Office of International Students and Scholars.

Trimester Programs

The School of Accelerated Degree Programs currently offers two trimester graduate programs:

1. The Master of Science in Information Technology Management

2. The Master of Science in Cybersecurity Management

CYBERSECURITY MANAGEMENT, MS

36 credit hours

The Master of Science in Cybersecurity Management serves students by providing them with the background necessary to become effective cybersecurity managers. Eligible students will have earned an undergraduate degree in cybersecurity, information technology, computer science, computer information systems, management information systems, post-bachelor's certificates in information technology or related disciplines, an undergraduate degree in other disciplines with cybersecurity certifications, or an undergraduate degree in other disciplines with at least two years of cybersecurity or IT experience.

Curriculum

Graduate Communications and Management Cluster (6)

IIT 53500	Management and Administrative Theory for IT Professionals
IIT 53800	Business Communications for IT Professionals

Graduate Cybersecurity and Business Systems Cluster (6)

IIT 53300	System Approach to Software Management
IIT 56500	Business Approach to Cybersecurity

Graduate Cybersecurity Systems and Architectures Cluster (6)

| IIT 56501 | Cybersecurity Systems and Architectures |
| IIT 56504 | Current Issues in Cybersecurity |

Graduate Cybersecurity Policy Development Cluster (6)

| IIT 52900 | IT Compliance, Governance, and Ethics |
| IIT 56502 | Cybersecurity Management Project |

Graduate Cybersecurity and Systems Vulnerabilities Cluster (6)

| IIT 54400 | Enterprise Resource Planning and Business Continuity |
| IIT 56503 | Ethical Hacking, Countermeasures, and Forensics Evaluation |

Graduate Cybersecurity Capstone Cluster (6)

| IIT 54200 | New Technology Integration |
| IIT 60301 | Cybersecurity Capstone |

INFORMATION TECHNOLOGY MANAGEMENT, MS

36 credit hours

The Master of Science in Information Technology Management serves students by providing them with the background necessary to become effective IT managers. Eligible students will have earned undergraduate degrees in information technology, computer science, computer information systems, management information systems, post-bachelor's certificates in information technology, or equivalent work experience or professional certifications to be determined by Lindenwood University.

Curriculum

Graduate IT Communications and Management Cluster (6)

| IIT 53500 | Management and Administrative Theory for IT Professionals |
| IIT 53800 | Business Communications for IT Professionals |

Graduate IT Systems and Business Analysis Cluster (6)

| IIT 53300 | System Approach to Software Management |
| IIT 53400 | Advanced Business Analysis Practices |

Graduate IT Network and Security Cluster (6)

| IIT 52800 | Networking Essentials |
| IIT 56504 | Current Issues in Cybersecurity |

Graduate IT Governance and Compliance Cluster (6)

| IIT 52900 | IT Compliance, Governance, and Ethics |
| IIT 55900 | IT Management Project |

Graduate IT ERP and Cloud Computing Cluster

| IIT 54400 | Enterprise Resource Planning and Business Continuity |
| IIT 55800 | Virtualization and Cloud Computing |

Graduate IT Management Capstone Cluster (6)

| IIT 54200 | New Technology Integration |
| IIT 60300 | IT Management Capstone |

TRIMESTER COURSE DESCRIPTIONS

IIT - Information Technology

IIT 52800 - Networking Essentials (3)
This course provides students with fundamental knowledge of networking, different types of networking, networking technologies and their implementation, and what to consider before deploying a particular type of network. It will discuss the OSI reference model, network operating systems, network protocols, transmission media, and topologies. Wireless networks and the concept of Internet of Things will also be explored.

IIT 52900 - IT Compliance, Governance, and Ethics (3)
This course reviews industry accepted standards and the frameworks that provide the cornerstones of IT compliance and management in organizations, which serve as the foundation for the development of IT policies to manage IT resources and the relationship between IT and other organizational entities. Several standards and frameworks will be examined, such as COBIT, ITIL, Zachman, PCI DSS, ISO 2700 series, NIST 800 series, and others, focusing on how they are used to develop IT policies and procedures to manage and protect organizational IT resources and the relation between IT and other business entities in an ethical fashion.

IIT 53300 - System Approach to Software Management (3)
This course will address modeling applications with the use of learning curves, financial consideration and cash flow, tradeoff analysis, applied probability and statistics, PERT/CPM under conditions of uncertainty, and decision science modeling. Effective process definition, priority tasking, variance analysis, metric establishment, historical record retention, and modern estimation techniques will provide methods of providing future project success.

IIT 53400 - Advanced Business Analysis Practices (3)
This course introduces advanced business analysis techniques with an overview of the skills and knowledge required to apply effective tools and techniques using The Business Analyst's Handbook. This course will help students write SMART requirements and will be introduced to BABOK® Knowledge Areas. Students will also be introduced to UML® Diagrams, Use Case, and Activity Diagrams.

IIT 53500 - Management and Administrative Theory for IT Professionals (3)
This course integrates theory, research, and applications that provide the cornerstones for the study of managing within organizations. The functions of management, human behavioral studies, and leadership styles are examined. In addition, IT and its relationship to other departments is considered.

IIT 53600 - Organizational Behavior for IT Professionals (3)
This course will provide students with an understanding of the field of organizational behavior and a comprehensive analysis of individual and group behavior in organizations as it relates to IT management. Students will examine how organizations can be managed more effectively and at the same time enhance the quality of employees work life. Topics include define organizational behavior, individual and group behavior, motivation, performance management, managing conflict and negotiations, managing organizational change and stress, conflict, power, influence and politics, leadership effectiveness, job design, organizational structure, decision-making, communication and organizational development.

IIT 53700 - Leading IT Professionals (3)
This course introduces students to the theory of leadership with allows leadership to occur regardless of the position of the IT management or non-management person in the company. Topics covered include, diagnosing the situation, managing self, energizing others, and intervening skillfully.

IIT 53800 - Business Communications for IT Professionals (3)
This course is designed to introduce students to the convention and expectations of graduate coursework and to the business and technological communication of IT professionals. Topics will include: academic integrity, academic formatting, paraphrasing, citation, and referencing; thesis writing; presentation, support, and development of ideas; coherence, language formality, language accuracy, and voice; types of academic, business, and IT writing. The goal of this course is to develop students' abilities to communicate accurately and effectively in their academic and professional careers.

IIT 54200 - New Technology Integration (3)
This course will introduce procedures for integrating new technologies into existing organizational systems. It will focus on the benefits as well as the downfalls of incorporating these technologies in the corporate environment.

IIT 54400 - Enterprise Resource Planning and Business Continuity (3)
This course will discuss the concepts and practices used to integrate all departments and functions across an organization onto a single computer system that can serve all departments of the organization effectively. ERP combines multiple software systems used throughout the organization into a single, integrated software system running off a single database allowing various departments to more readily share information and communicate.

IIT 55800 - Virtualization and Cloud Computing (3)
This course covers virtualization and cloud technologies. Students will learn about different technologies and concepts of cloud and virtualization and their impact on the design and deployment of information technology in organizations. Different models of cloud services and their pros and cons from the viewpoint of the consumer

will be examined. Topics discussed include vendor selection and the development process for cloud computing initiatives, highlighting major design considerations such as security, data storage, monitoring, APIs, and more.

IIT 55900 - IT Management Project (3)
In this course students will study the composition of an effective IT policy for a fictional corporation based on their experiences from companies they have worked for in the past. Students will submit a description and parameters of their fictional corporation to their instructor for review and approval by the second week of the term. Students will work on the approved project, which will be provided as a written IT policy document to be evaluated for course credit. Students will show evidence of incorporating experience from their internship through weekly journals.

IIT 56500 - Business Approach to Cybersecurity (3)
In this course, students will use four of the eight domains of (ISC)^2 CISSP's Common Body of Knowledge (CBK) in information security as a framework to conduct critical analysis and evaluation of the relationship between cybersecurity and business systems. Students will perform a detailed analysis of managing cybersecurity in a corporate environment and how that impacts corporate strategic decision-making and business performance.

IIT 56501 - Cybersecurity Systems and Architectures (3)
In this course, students will use the remaining four of the eight domains of the (ISC)^2 CISSP's Common Body of Knowledge (CBK) in information security as a framework to further analyze and evaluate the relationship between cybersecurity and business systems and focus on the overarching responsibility of securing organizational information assets. Prerequisite: IIT 56500

IIT 56502 - Cybersecurity Management Project (3)
In this course, students will study the composition of an effective cybersecurity policy for a fictional corporation based on their experiences from companies they have worked for in the past and knowledge from earlier courses. Students will submit a description and parameters of their fictional corporation to their instructor for review and approval by the second week of the term. Students will work on the approved project, which will be written as a comprehensive cybersecurity policy document to be evaluated for course credit. Students will show evidence of incorporating experience from their internship or professional experience through weekly journals.

IIT 56503 - Ethical Hacking, Countermeasures, and Forensics Evaluation (3)
In this course, students will build on their experience and knowledge from IIT 56501 and dig further into perimeter defense; application vulnerabilities; threat agents and vectors; the relationship between risk, threat, and vulnerability; and penetration testing concepts. Various means through which systems are hacked or compromised, countermeasures, and areas such as business continuity and forensics evaluation best practices will also be explored. Lab fee may be required. Prerequisite: IIT 56501

IIT 56504 - Current Issues in Cybersecurity (3)
In this course, the student will research current topics surrounding security by consulting relevant trade journals and the World Wide Web. Developing an awareness of and the ability to effectively communicate a solution to senior management regarding current security risks will be a key component of this class. Some current risks include phishing, identity theft, user awareness, man in the middle attacks, and distributed denial of service attacks.

IIT 60300 - IT Management Capstone (3)
This course will tie together components of managing information technology. Students will prepare a paper and a presentation to demonstrate how they will implement the policy document they developed in the IT Management Project class to ensure efficient usage and protection of corporate IT resources. The paper and the presentation will cover how students will create awareness among employees to facilitate implementation and ensure smooth enterprise-wide adoption of the policy. Finally, the presentation and the paper will show how students can identify organizational technology needs and successfully acquire and deploy that technology using the policy. Students will show evidence of incorporating experience from their internship through weekly journals. Prerequisite: IIT 55900.

IIT 60301 - Cybersecurity Capstone (3)
This course will tie together components of managing cybersecurity. Students will prepare a paper and a presentation to demonstrate how they will implement the policy document they developed in the cybersecurity project. The paper and presentation will show how students can identify organizational cybersecurity technology needs and successfully acquire and deploy that technology using the policy they developed in the cybersecurity project class (IIT 56502.) Finally, the paper and presentation will show how students will create awareness among employees to facilitate implementation and ensure smooth enterprise-wide adoption of the policy. Students will show evidence of incorporating experience from their internship through weekly journals. Prerequisite: IIT 56502.

IIT 60400 - Information Technology Internship (3)
This course will be the culminating project for the degree program. The instructor will mentor students and guide them to completion of an internship, demonstrating successful completion of the degree. Procurement of the Internship site will be the responsibility of the student.

ADMINISTRATION

Michael Shonrock (2015)
System President
BS, Western Illinois University; MS, EdS, Pittsburg State University; PhD, University of Kansas

Marilyn S. Abbott (1997)
Provost and Vice President for Academic and Student Affairs
AB, Indiana University; PhD, Purdue University

Deb Ayres (2008)
Vice President for Human Resources
BS, Missouri State University; MS, University of Missouri-St. Louis; EdD, University of Missouri-Columbia

Dan Grigg (2016)
Vice President for Development and Alumni Relations
BS, University of Denver

Diane Moore (2016)
Vice President, Operations
BA, Oklahoma Baptist University; MA, University of Missouri-Columbia; EdD, Lindenwood University

TJ Rains (2015)
Vice President for Information Technology and Chief Information Officer
BS, Emporia State University; MS, Capella University

Frank Sanfilippo (2017)
Vice President for Fiscal Affairs/Chief Financial Officer
BS, University of Missouri-Columbia

Grant Shostak (2012)
Vice President, General Counsel
BGS, JD, University of Missouri-Columbia

Brad Wachler (2016)
Vice President for Intercollegiate Athletics
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Terry Whittum (2017)
Vice President for Enrollment Management
BS, Plymouth State University; MS, Capella University

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Associate Vice President for Academic Affairs
BA, MBA, Lindenwood University

Chanda Jackson (1995)
Assistant Vice President, Procurement and Payables
BS, Washington University; MPA, Lindenwood University

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Assistant Vice President, Business Office
BA, Tarkio College; MBA, Lindenwood University

Erin I. Mann (2012)
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Breanne Simkin (2017)
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BS, University of North Florida; MS, University of Florida

Sara Wiedman (2008)
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BA, University of Missouri-St. Louis

Shane Williamson (2007)
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David W. Wilson (2014)
Chief Assessment Officer and Associate Vice President for Institutional Effectiveness
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Oran Woodworth (2015)
Assistant Vice President for Fiscal Affairs/Controller
BS, California Baptist University; MS, Liberty University

FACULTY

Acker, Lawrence E. (2013)
Professor of Health Management and Program Director, Undergraduate Health Management
BA, Saint Louis University; MHA, Washington University; PhD, University of Missouri-St. Louis

Afful, Stephanie (2014)
Associate Professor of Psychology
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Albee, Alison J. (2013)
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Allen, Robert (2008)
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BS, Missouri Valley College; MBA, University of Missouri-Columbia; DBA, Nova Southeastern University

Alsobrook, Joseph A. (2004)
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Anderson, C. Gregory (2010)
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Anderson, Mary (2015)
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Arendt, Brian (2012)
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Arns, David H. (1999)
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Aubuchon, Gregory P. (2015)
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Badra, Mazen (2015)
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Bagley, Sara (2015)
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Balogh, Alexander (2005)
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Banerjee, Gaurango (2013)
Professor of Finance and Graduate Department Chair, Finance
BS, MSc, Birla Institute of Technology and Science, India, PhD, University of Alabama

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Barudin, Jeffrey (2012)
Associate Professor of Music
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Beane, Robbie (2010)
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Beckerle, John R. (2001)
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Binz, Sara (2013)
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Biri, Colleen (2003)
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Blum, Erica (2008)
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Blythe, Stephen A. (2009)
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Bradley, Donna (2017)
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Howard University; PhD, Capella University

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Brown-Hudson, Heather (2010)
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Canan, Bruce (2010)
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Carlos, Peter (2004)
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Carnes, Geremy (2013)
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Cawly, John (2008)
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Cintel, David (2014)
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Coble, Kyle (2012)
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Cohen, Theodore W. (2014)
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Coleman, Steven (2011)
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Collier, Darren (2003)
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Cooper, Benjamin (2014)
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Crow, Lori (2016)
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Cypret-Mahach, Ronda (2016)
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Daly, Shelly (2011)
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Daniels, James (2015)
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Dasovich, Steve J. (2010)
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Delgado, Ricardo A. (2006)
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DeVore, Sherry (2008)
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Dey, Sajalendu (2004)
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Dill, William (2010)
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Gietschier, Steven P. (2009)
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Gossett, Rachael (2013)
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Grooms, Pamela (2007)
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Grover, Kathy (2014)
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Gupta, Nikhil (2016)
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Hafer, Rik (2016)
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Hamra, Teresa (2015)
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Hantak, Kelly (2015)
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Hargate, Jon Grant (1983)
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Illinois University-Edwardsville; MFA, University of
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Harris, Shenika (2014)
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University; PhD, University of Wisconsin-Madison

Harrod, Amanda (2017)
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Louis University

Hasty, Scott (2014)
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Hauck, John (2004)
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Columbia

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Heidenreich Jr., Donald (2000)
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Heinen, Rebecca (2017)
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Hendrix, Evelyn K. (2007)
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Herrell, Katherine (2012)
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Heyn, Hollis Carolyn (1996)
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Highly, Shannon (2007)
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Holden, Angela D. (2009)
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Hollis, Stuart (2014)
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Hoormann, Matthew (2014)
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Hosto-Marti, Barbara J. (2013)
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Hudgins, Molly (2003)
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Hurst, Spencer (1999)
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Hutcheson, Jill (2013)
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Hutson Jr., James Lee (2010)
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Ibele, Michael E. (2011)
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Inman, Jaime (2015)
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Jagim, Andrew (2017)
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Johnson, Debra L. (2003)
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Johnson, Emilie Wright (1999)
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Johnston, Christopher (2006)
Professor of Mathematics
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Professor of Biology
BS, MS, Mississippi State University; PhD, Southern Illinois University-Carbondale

Jones, Emily (2010)
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Karraker, Holly Beth (2007)
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Kelly, Nicholas (2009)
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Kerksick, Chad (2015)
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Kerksiek, Jo Ellen (1997)
Professor of History
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Kichkha, Areerat (2013)
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BBA, Rhamkhamhaeng University, Thailand, MBA, Webster University; MS, Southern Illinois University-Edwardsville; PhD, Southern Illinois University-Carbondale

Killingbeck, Elizabeth (2014)
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King, Denise (2013)
Assistant Professor of Social Work
BS, Tennessee State University; MSW, Howard University; PhD, University of Maryland, Baltimore

Kussman, Justin (2015)
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Leavitt, Lynda (2009)
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Lerman, Mark D. (2008)
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BS, Howard Payne University; MBA, Tarleton State University; PhD, Nova Southeastern University

Londono, Ana (2015)
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Long, John (2012)
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Longo, Patrick (2016)
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Loughlin, John (2010)
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Mack, Jennifer (2010)
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Manjounes, Cindy (2006)
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Marhanka, Darren (2004)
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Marsh, Meredith (2009)
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Martin, Erin Haller (2017)
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Marzano, Michael P. (2009)
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Mead, Beth (2004)
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Miller, Lawrence K. (2011)
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Miller, Nicholas (2016)
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Millians, Andrew (2014)
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Najjar, Annette Juliana (2001)
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Neely, Joshua (2016)
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Nunez-Betelu, Maite (2008)
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O'Banion, Patrick John (2010)
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Panagos, Rebecca Jean (1996)
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Pas, Justine (2010)
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Patterson, Marilyn Miller (1992)
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Peach, Amy (2016)
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Pennington, Heather (2010)
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Plate, Daniel (2004)
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Powell-Jia, Darla (2010)
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Qualls, Melissa (2002)
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Quiggins, Larry (2002)
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Quinn, John (2013)
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Rankins, Michael (2008)
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Ratican, Jeremiah (2014)
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Rodermund, Robert (2009)
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Schneider, Karolina (2011)
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Scribner, Christopher (1995)
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