



EMPLOYEE DIGEST



January 28, 2026



New Pharmacy for Medical Insurance

For those employees on our medical insurance, as of January 1, our pharmacy manager has changed from Optum and Rx 'n go to Drexil.

Employees needing prescriptions will need to submit their new insurance card information to their doctor and the pharmacy for the claims to process properly.

New insurance cards were mailed in December. If you did not receive one, please make a [member account](#) to request a new copy and download an electronic copy. Our group number is 76411926.

For additional Rx questions, employees can contact Drexil Member Services at 844-728-3479 or [email](#).

**READ THE
LATEST NEWS**

**CAMPUS EVENT
CALENDAR**

Spring I Midterms & 4-week Grades for 16 Week Courses

For Spring 16-week 2026 courses, 4-week grades are due February 9, at 5 p.m. Instructors will enter special grades (AF or N) in their faculty portal by the deadline. Instructors do not need to enter the traditional grades (A, B, C, D, F) in the portal but should ensure these grades are accurate within Canvas. There will not be an upload into Anthology because there isn't a storage location available. These grades will be pulled from Canvas and reviewed for deficient grades; SASS will work on the communication process with students.



For Spring I 8-week 2026 courses, midterm grades are due February 9, at 5 p.m. Instructors will enter special grades (AF or N) in their faculty portal by the deadline. Instructors do not need to enter

the traditional grades (A, B, C, D, F) in the portal but should ensure these grades are accurate within canvas. IT department will upload the grades from Canvas to Anthology on February 10.

Special Grade Definitions:

(AF) Attendance Failure = A student is given this grade if they stop attending a particular class prior to the published deadline to receive a grade of "W" but doesn't withdraw from the course. The "W" deadline in the 25-26 catalog for Spring I 8-week courses is February 15 and the "W" for 16-week is March 22.

(N) Never Attend = A student listed on the course roster but has never attended a class session or completed an academic activity such as an assignment, quiz, test, paper, discussion board post.

Incomplete (I) = A grade is issued due to exceptional circumstances beyond the student's control. The I must be resolved prior to the end of the subsequent term, or it will be changed to a F grade.

(AH) = A student seeking honors credit for a particular course.

It is imperative that we are notified about any student that has not attended a course so they can be unregistered for the course asap. If never attends are not reported properly in a timely manner it could negatively impact the student's financial aid, enrollment status, veterans' benefits, or immigration issues for international students.

Lindenwood Showcase 2026 Logo Competition

Please encourage your students to submit a design for the Lindenwood Showcase 2026 logo competition.

Competition Guidelines:

Students should submit only original designs (not clip art or AI generated art) and if photography is used, ensure that it is the student's original. Student should review the [University's branding guidelines](#). The winner will sign the rights to reproduce and intellectual property over to Lindenwood. The deadline for submissions to be considered is Friday, February 6. Submissions should be [emailed to the committee](#). Contact [Leah Rosenmiller](#) with any questions.



Winter Dance Concert

January 29-31, 7:30 p.m.
Emerson Black Box Theater

This year's Winter Dance Concert highlights the creative voices of our sophomore and junior choreographers. Each pair has crafted original work and set it on their peers, resulting in thirteen unique pieces that move through humor, heartbreak, imagination, and joy. The program offers an intimate look at the artistry emerging within our program and invites audiences to experience a wide range of emotional and creative perspectives. Join us for three evenings in our three-sided black box theater, where you'll be immersed in the action and seated up close to the performers as these young artists share the work they have built together.

Email Signature Generator

If you haven't already, please take a moment to update your email signature using the university's official signature generator. You can access the generator online.

Email Signature Generator

To ensure brand consistency across the institution, signatures should not be modified in any way after they are generated. This means no adding outdated logos, quotes, badges, graphics, or additional text. Only the fields available within the generator are permitted.

Using the standardized signature helps present a unified, professional image and ensures we're aligned with current brand guidelines. Thank you for your cooperation.

Staff Appreciation Candy Grams

Staff Council is excited to announce that they will be continuing the staff appreciation candy grams tradition this February! This opportunity is free for all staff. To participate, please either teams message or email [Shannon Sanford](#) with the name, office location, and appreciation message that you would like sent to your colleague. Staff are welcome to submit more than one appreciation message. The final day to submit your personalized messages is Friday, February 6. Staff Council will make sure that your message and a sweet treat is delivered to your recipient by the end of the day on Friday, February 13. Just in time for Valentines Day!

Faculty and Staff Bible Study

Start the new year off with some encouragement!

All are welcome as faculty/staff join together to explore the Bible and discuss. Weekly meetings will be held Tuesdays in the Blanton Board Room, Harmon Hall 220, from noon-1 p.m.

Each week there is a different Bible passage provided and a facilitated discussion by Intersivity volunteers. Come late, come early, or leave early to fit your schedule. No need to prepare or know anything in advance. Ask any questions you like. You can bring your own drink or lunch if convenient. Contact [Heather Pennington](#) with question.



January 30: Women's Tennis vs. Northern Iowa at 1 p.m., Women's NCAA Hockey vs. Rochester Institute of Technology at 3 p.m., Men's Volleyball vs. Rockhurst at 7 p.m., DII Men's Hockey vs. Concordia at 7:10 p.m.

January 31: Women's NCAA Hockey vs. Rochester Institute of Technology at 1 p.m., Women's Tennis vs. Drake at 5 p.m., Men's Volleyball vs. Missouri S&T at 7 p.m.

February 1: Men's DII Hockey vs. Trine at 2:40 p.m.

February 3: Women's Basketball vs. SIUE at 5 p.m., Men's Basketball vs. SIUE at 7:30 p.m.

See the complete [NCAA](#) and [SLS](#) schedules for this week's home games, matches, and competitions. All employees and their immediate family receive free admission to home events.



Culture Connection, Cohort 12 - Week Three

February 3, 2-3 p.m.

Lindenwood Learning Academy, LARC 09

Culture Connection is a Professional Learning Community (PLC) for new hires that explores Lindenwood's mission, values, and culture of Q2 service excellence and how to apply them to daily work. Participants will learn where we have been, where we are going, and what it looks like to be an employee at Lindenwood University. Participants will learn about the library resources available for employees and be introduced to Design Thinking.

[Register](#)

Brown Bag Series: Mission Possible - Crush Your Goals at Work and Beyond

January 30, noon-1 p.m.

Lindenwood Learning Academy, LARC 09

Start the new year with purpose! Join us for a fun and interactive brown bag lunch session all about setting goals that actually stick, whether they're individual, professional, or performance related. We'll explore how to turn those New Year's resolutions into meaningful, achievable goals that support your growth and success at work and beyond. Bring your lunch, your ideas, and your ambition! We'll supply the inspiration and practical tools to help you make 2026 your best year yet!

[Register](#)

RISE Mindsets: Curiosity
February 3, 2:30 p.m.-3:30 p.m.
Harmon Hall, Room 136 and Online

Join us for an engaging, in-person learning experience where veteran Lindenwood faculty members Robert Steffes & Marcus Smith share the creative and unexpected ways they bring the RISE pillars to life in the classroom. Through a guided interview, participants will explore how these foundational practices can be applied in dynamic, unconventional, and highly effective ways to strengthen student learning and success. Discover fresh ideas, classroom-tested strategies, and inspiring examples that highlight how the RISE framework can shape meaningful learning environments. Whether you are new to the RISE pillars or looking to deepen your practice, this session offers practical insights you can adapt and use immediately.

Register

Faculty Evaluations: The Move to Workday Performance

We're excited to share that our performance management process is moving to Workday Performance, a more streamlined and user-friendly platform that is part of Workday! This transition will help us align goals, track progress, and support professional growth all in one place.

For now, faculty, deans, and academic administrators should continue entering performance goals into the evaluation software as usual. Your goals are due to be in evaluation software for approval by evaluators by February 15. If you have not submitted your goals for approval, please do so immediately. Once the new Workday Performance platform is fully in place, those goals will be transferred over, ensuring a smooth transition without any extra steps from you.

Please note: Do NOT upload evidence into the evaluation software. Instead, we recommend creating a dedicated folder in your OneDrive to store your performance evidence. This way, your materials will be organized and ready to upload once Workday Performance is available.

We'll provide updates and training resources as we roll out Workday Performance, so you'll be ready to take advantage of its new features. Thank you for keeping your performance goals up to date in our current evaluation software and preparing your evidence in OneDrive while we make this important upgrade.

Upload Goals Here

Explore featured Learning Academy opportunities, upcoming sessions, and new resources on the [Workday Learning](#) home page.



SPRING SEMESTER HOURS



Boyle Family Gallery: [Hours of operation](#)
Dining Locations: [Hours of operation](#)
Evans Rec Center: [Hours of operation](#)
LARC/Library Services: [Hours of operation](#)
LU Box Office: [Hours of operation](#)



Submit to the Digest

The Digest is distributed to faculty, staff, and adjuncts. Submissions must be received by 5 p.m. Monday to be included in a given week, and the same announcement can be shared every four weeks. We do not accept flyers, external fundraisers, or excused absence lists. Additional guidance is available in the [Digest Guidelines](#).

To submit your announcement, please use the [Project Request Form](#).
Request Category: Communications and Public Relations
Type of Request: Submit item for Digest

Lindenwood University | www.lindenwood.edu



Lindenwood University | 209 S Kingshighway St. | St. Charles, MO 63301 US

[Unsubscribe](#) | [Update Profile](#) | [Constant Contact Data Notice](#)



Try email marketing for free today!