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## Internal Communication at a Liberal Arts College

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COMMITTEE IN CHARGE OF CANDIDACY  
PROPOSAL FOR THE DEGREE OF  
DEAN OF THE COLLEGE  
LIBERAL ARTS COLLEGE

INTERNAL COMMUNICATION

AT A

LIBERAL ARTS COLLEGE

Rebecca J. Doering, BA

An Internal Policy Manual Presented to the Faculty of the  
Graduate School of Lindenwood College in Partial  
Fulfillment of the Requirement for the  
Degree of Master of Science

1987

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1987

COMMITTEE IN CHARGE OF CANDIDACY

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Associate Professor Michael Castro

## ACKNOWLEDGEMENTS

I would like to most sincerely indicate my appreciation to Lindenwood College's administrators and their staff for their help in the creation of the policy manual.

I would like to especially thank Carla Lane and Laurie Filla whose friendship, motivation, skills, and insightful criticism were crucial to the development and compilation of all materials.

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CHAPTER I

INTRODUCTION

Policy Manual

The purpose for the policy manual is to inform all offices of the college of the administrative and management policies daily. These policies establish a method of communication for requests, coordination, approval, classification and issuance of standard operating procedures of the college.

Faculty, students and administration need guidelines for implementing objectives. The manual provides guidelines for implementing objectives. The manual provides guidelines for management policies and the functioning of the organization. More specifically, the manual is a means of determining how policy is reflected in the organizational structure and in the management practices.

The policy manual is a basic communication tool of executive action decision making and leadership.

The Need for Communication in an Organization

Communication is vital to organization. Chester Barnard, an executive and management scholar who was very influential in the development of management theory, suggested that communication, common purposes, and willingness to serve were the three fundamental elements of organization (Albanese 346). He felt that in order for the legitimate use of power (authority) to exist, communication is absolutely necessary. He indicated several

specific communication principles in his work:

1. The channels of communication should be definitely known;
2. there should be a definite formal channel of communication to every member of the organization;
3. the lines of communication should be as direct and short as possible;
4. the complete formal line of communication should normally be used;
5. persons serving as communication centers should be competent;
6. the line of communication should not be interrupted while the organization is functioning; and
7. every communication should be authenticated.

Numerous writers have stressed the role of communication in organizations. Herbert Simon has commented upon its importance, and social psychologists Katz and Kahn have also stressed its role in the functioning of any group, organization, and society. These authors and practicing managers suggest that communication is one of the most basic elements of an organization. Indeed, an organization is frequently thought of in terms of its network of communication channels (Goldhaber 15).

Lyman Porter and Gene Bretton, authors of several books on organizational communication theory, believe that communication also serves as a primary means by which an organization relates to its task environment. A well developed communication system is the prime mechanism available to an organization for sensing internal conditions and effecting changes (Bedeian 410).



Roy Fottz, on inside organizational communication, defined organizational communication as "the exchange of information, ideas, feelings down, up, and across organizational lines" (Heum 210).

Communication in most organizations is clearly a dynamic process. Accurate transfer of information and understanding from the sender to the receiver is not only vital in formulating and implementing organizational goals, but it is also the principal means through which other organizational activities are executed.

Research findings documenting the value of organizational communication show the correlation between an effective communication system and high overall organizational performance. Today some business leaders are speaking out about the importance of good communication in their organizations. Organizational communication has been called "the lifeblood of the organization" (Goldhaber 5).

## CHAPTER II

### COMMUNICATION IN ORGANIZATIONS

#### The Communication Process

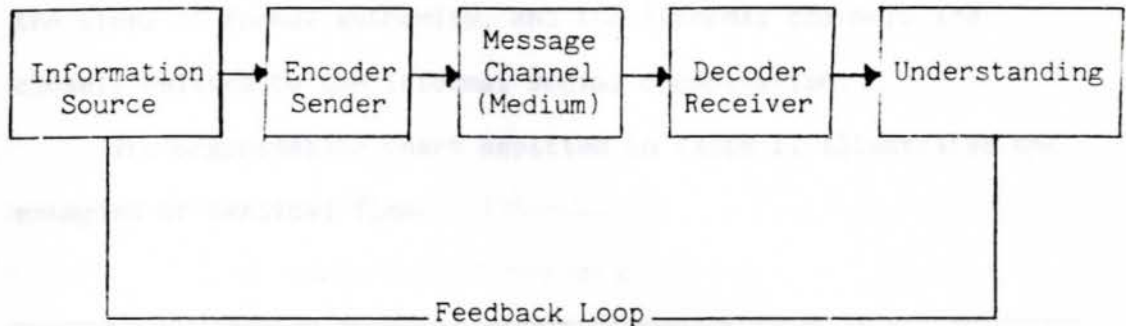
D. K. Berlo, author of several books on the communication process, concludes that communication is the transmission of information from one source to another. Communication takes place between two or more parts of an organization; or between people. The communication process, as shown in Table I, consists of several basic components (Albanese 349).

1. There must be information to be transmitted. This is referred to as the information source and includes ideas, needs, intentions, purposes and data.
2. Second, is the encoder. The encoder is also referred as the sender. The encoder may include the process of translating an already conceived idea into a coded message appropriate for sending.
3. The transmission is referred to as a message or signal, and is thought of as a code or set of symbols.
4. The message is sent through some medium channel or carrier.
5. The decoder is essentially the same as the encoder except that instead of sending information out, it brings information in.
6. The final destination, the ultimate information that has been received, the understood ideas, needs, intentions, purposes, or data.

Information (Albanese 417).

TABLE I

## The Communication Process

Feedback

Feedback is simply a reversal of the communication process itself. Since feedback is often different in nature from the original message, many people prefer to think of it as a separate system that completes the communication process. However, feedback is communication and involves all of the elements just described (Albanese 353).

Directions of Formal Communication Flow

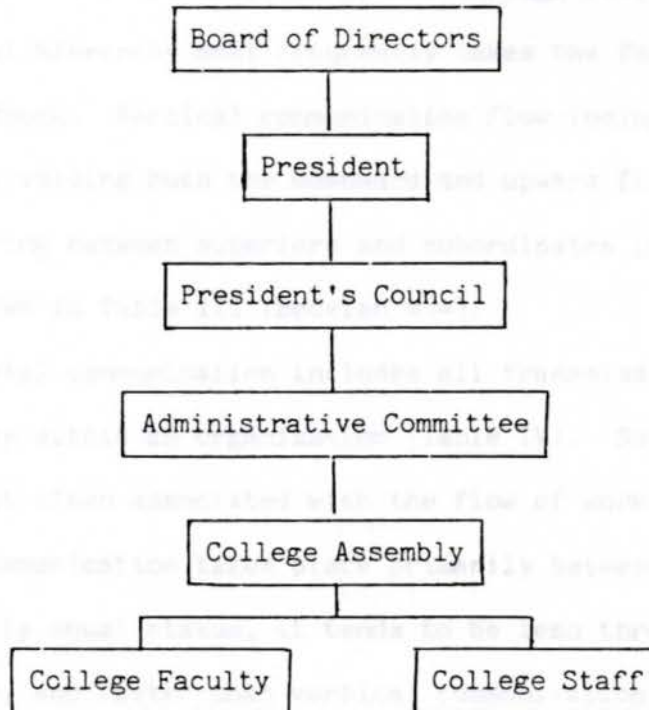
Lyman Porter, author of Communication: Structure and Process, suggests that the basic hierarchical structure of organizations largely prescribes the nature of their internal communication flow. Formal communication channels are generally designed to provide vertical, horizontal, and diagonal exchanges of information (Bedean 417).

The organization provides channels of communication running in all directions through which information for decision-making flows. Channels of communication are both formal and informal. The formal channels are partly based on, and partly separate from, the lines of formal authority, and the informal channels are closely related to the informal social organization.

The organization chart depicted in Table II illustrates the examples of vertical flow.

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**TABLE II**  
Chart of Organization at Lindenwood



Vertical communication flow includes all transactions involving both the downward and upward flow of information occurring between upper and lower personnel in an organization. The vertical transmission of information is conceived of as paralleling an organization's authority flow or the chain of command, extending from its highest to its lowest echelons. Although the downward transmission of information may serve any of several functions, it is used principally to command and instruct. Vertical flowing communication may be either written or oral. Examples of written communication are manuals, magazines, and bulletins. Some examples of downward flowing oral communication include speeches and verbal directives.

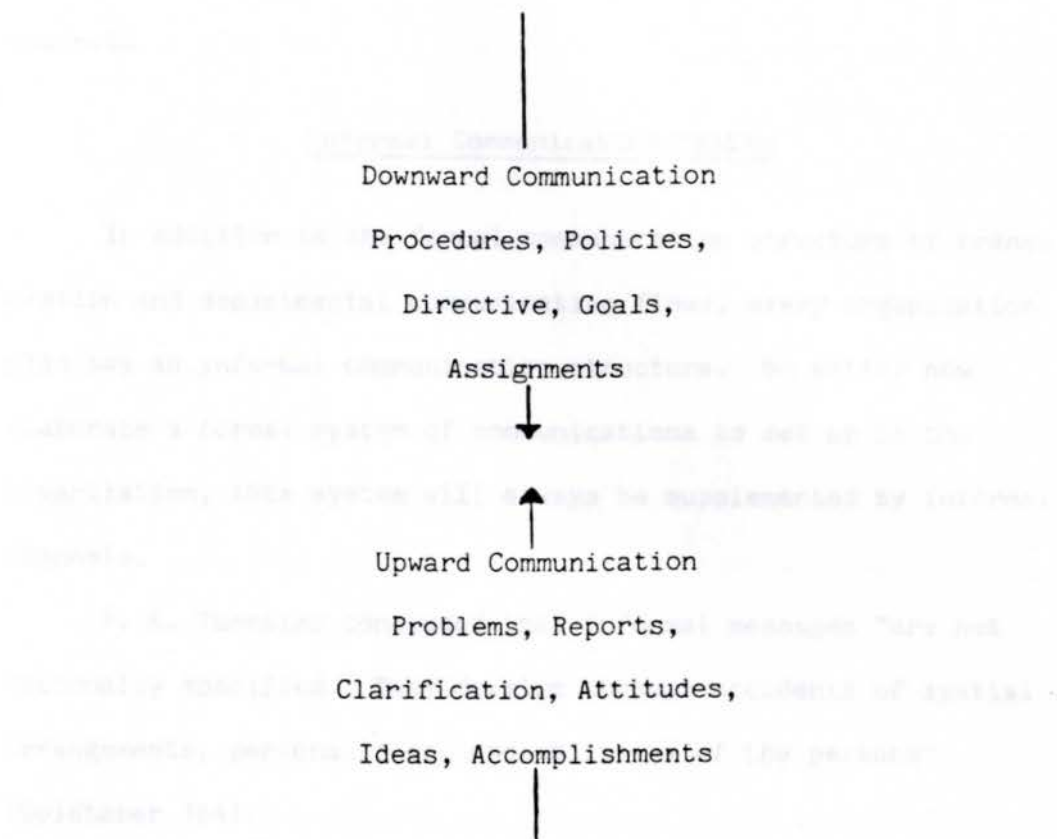
The movement of information upward through levels in the organizational hierarchy most frequently takes the form of performance feedback. Vertical communication flow includes all transaction involving both the downward and upward flow of information occurring between superiors and subordinates in an organization as shown in Table III (Bedeian 414).

Horizontal communication includes all transmissions that flow laterally within an organization (Table IV). Such communication is most often associated with the flow of work. Since horizontal communication takes place primarily between persons of equal or nearly equal status, it tends to be less threatening, more accurate, and faster than vertical communication.

The most prevalent form of lateral communication within organized work settings is the interchange between members of the same work group (Bedeian 415). Diagonal flow of communication

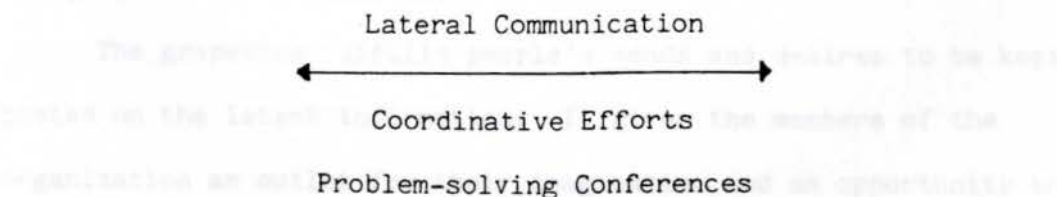
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**TABLE III**  
Vertical Communication Flow




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**TABLE IV**  
Horizontal (Lateral) Flow



includes all transmissions that cut across an organization's chain of commands. Diagonal communication is the least used channel of communication in organizations; it is important in situations in which members cannot communicate effectively through other channels.

### Informal Communication System

In addition to the formal communication structure of transmission and departmental communication flows, every organization also has an informal communication structure. No matter how elaborate a formal system of communications is set up in the organization, this system will always be supplemented by informal channels.

P. K. Tompkins concluded that informal messages "are not rationally specified. They develop through accidents of spatial arrangements, personalities, and abilities of the persons" (Goldhaber 164).

The informal communication system is built around the social relationships of its members of the organization. The informal system is called the "grapevine". The term arose during Civil War days. Intelligence telegraph lines were strung loosely from tree to tree in the manner of a grapevine, and the message thereon was often garbled; hence, any rumor was said to be from the grapevine (Goldhaber 166).

The grapevine fulfills people's needs and desires to be kept posted on the latest information. It gives the members of the organization an outlet for their imagination and an opportunity to

relieve their apprehensions in the form of rumors (Goldhaber 167). The grapevine has several advantages over formal communication channels.

1. The grapevine is fast.
2. The grapevine is efficient. The grapevine selectively routes information to those who would find it of the greatest interest. By contrast, formal channels have a way of sending information to people who do not need it. Formal communication channels are almost never more efficient than the grapevine.
3. The grapevine fulfills people's needs because the grapevine is not based on hierarchy but on need or desire to communicate. It serves social needs through speed and accuracy.

Since the grapevine is always present, largely accurate and fast, people should use it as another means of transmitting information. The grapevine, on the whole, plays a constructive role. Its chief disadvantage is that it discourages frankness since confidential remarks may be spread about, and at times, the grapevine carries inaccurate information.

The grapevine is valuable as a barometer of public opinion in the organization. If the administrator listens to it, it appries him of the topics that are subjects of interest to organization members and their attitudes toward these topics (Simon 162).



### Ineffective Communication

Ineffective communication may be attributed to human and technical barriers. A communication barrier can be defined as anything which blocks effective communication (Heun 72). Trying to categorize the many reasons why people fail to communicate is a difficult challenge. There are many reasons for communication barriers. Some are status of the person or persons to whom the message is being sent, too much or too little information in a message, not listening carefully or individual differences in communication skills (Heun 73).

Lucille Maddalena suggests in her findings that an organization develops best when its membership clearly understands what the organization has to offer, where it has been, where it is going and how it will get there (Maddalena 345).

## CHAPTER III

### POLICY MANUAL FOR ORGANIZATIONAL COMMUNICATION

The policy manual is a helpful tool for the implementation of an effective organization. Compiling the manual involves a considerable amount of work and expense. Nevertheless, institutions have found the effort worthwhile. A manual provides, in comprehensive written form, decisions regarding the institution's organizational structure; it defines the scope of authorities and responsibilities of management positions and the channels to be used in obtaining decisions or approvals of proposals. The manual also serves to reiterate for the individual administrator the long-term objectives of the institution.

The policy manual pictures an entire organization with its various departments and functions. In the manual can be found job descriptions, organization charts, and policies.

Manuals contain job descriptions. Job descriptions generally indicate the principal duties and functions of the position, the scope of authority, and its channels. Organization charts graphically portray an organization's structure and depict basic relationships and groupings of positions and functions.

Once formulated, policies must be carefully and explicitly stated and communicated so that they will be fully understood. There are several advantages to having written statements of policy. Once written, the policies are readily accessible, their meaning cannot be misunderstood easily. Written policy statements can readily be sent to all who are affected by them, and new staff

members can speedily orient and inform themselves by reading them. Although ultimate responsibility for the organization manual rests with the chief executive, an assistant or the staff department primarily concerned with organizational planning usually aids in its compilation.

Naturally, some drawbacks to policy manuals exist. As indicated, compiling them and keeping them up-to-date is time consuming. However, most institutions find the manual to be an effective communication tool.

Lincoln arrived as a women's college for women's history and a high. The change began in 1913 when the college became co-educational. The year structure for some time was one of coordinate colleges, one for men and one for women with separate boards of trustees, separate student organizations, and separate deans. But the academic program has been co-educational from the beginning.

In 1920, the evening college was added. This added to the student body an older, more career-oriented audience. With the addition of the M.B.A. degree, an increase of adjunct faculty members were used.

In 1928, Lincoln's established program was substantially enlarged with the addition of the college for Individualized Education. The unit has operated at both graduate and undergraduate levels since its inception. Major campuses were located in Santa Monica, California and Washington, D.C. Because of

## CHAPTER IV

### CREATION OF A POLICY MANUAL FOR A SMALL LIBERAL ARTS COLLEGE

#### History of Lindenwood College

Lindenwood College was established in 1827 by George C. Sibley and Mary Easton and became affiliated with the Presbyterian Church in 1853.

For over one hundred years, the Presbyterian Church set policy for Lindenwood College. This changed in the 1960's when the college ended its affiliation with the church. At the present time, Lindenwood has no legal religious affiliation or requirements.

Lindenwood served as a women's college for nearly a century and a half. The change began in 1969 when the college became coeducational. The legal structure for some time was one of coordinate colleges, one for men and one for women with separate boards of directors, separate student organizations, and separate deans. But the academic program has been co-educational from the beginning.

In 1972, the evening college was formed. This added to the student body an older, more career oriented audience. With the addition of the M.B.A. degree, an increase of adjunct faculty members were used.

In 1975, Lindenwood's educational program was substantially enlarged with the addition of the college for Individualized Education. The LCIE has operated at both graduate and undergraduate levels since its inception. Major campuses were located in Santa Monica, California and Washington, D.C. Because of

communication difficulties and problems with imposing consistent policies across the country, Lindenwood closed the campuses in Washington and Santa Monica.

With addition of the evening, off site and corporate site programs, internal communication became more complicated and more crucial. These changes also added additional personnel to the adjunct faculty whose home base is not the St. Charles campus.

#### College Policies where They can be Found

In recent years, there has not been a centralized policy manual for Lindenwood College.

The policies for the college are kept separately in different departments and spread throughout the college. The Faculty Handbook refers to policies of the faculty. Personnel policies for non-teaching staff members and faculty can be found in the Employee Handbook. Faculty personnel decisions are minutes of Faculty Meetings and Faculty Council. Academic policies are in the minutes of the Educational Policies Committee and Faculty Minutes. College policies are in the minutes of the President's Council for the last five years.

#### Need for Centralized Policy Manual

As Lindenwood expands, the need for a centralized policy manual is becoming extremely important. No longer can Lindenwood afford such a disorganized system of keeping their policies spread throughout the college. With a centralized policy manual, all

policies will be kept in one central place for easy accessibility. The manual will provide a more efficient way of communicating Lindenwood's policies. A well organized policy manual has proven to be a good communication tool for government bodies as well as school districts and corporations.

#### Methodology for Manual

The organization of the manual, whether it is for a large corporation or a small college, must be easy to understand to be efficient. The planning stage should include:

1. The order in which the policies are to be placed in the manual.
2. The layout should be easy to follow and should remain the same throughout the manual.
3. The numbering system.
  - a. The system should be flexible enough so that new policies may be added without too much trouble.
  - b. The numbering system for each policy section need not be the same.
4. The manual must portray a professional image.
5. A completed manual is rarely presented in the form of a permanent, bound book.
6. It is more likely to consist of a series of separate policies issued individually and in loose-leaf form.
7. The binders used most satisfactorily is the three-ring binder.

8. An index is included at the front of the manual with a listing of all policies contained therein.
9. The writer of the manual must have information and he/she must ask for it. Department heads, staff and students are the most likely persons to ask.
10. The policy manual is a good communication tool. It helps in communicating to others the policies of the organization. As new policies are made, the manual must be kept up-to-date to be efficient.

## CHAPTER V

## THE MANUAL

Guidelines for the Preparation of a Manual

1. The manual should be prepared in a clear, concise, and logical manner.
2. The manual should be prepared in a manner which is understandable to all personnel of the organization.
3. The manual should be prepared in a manner which is consistent with the policies and procedures of the organization.
4. The manual should be prepared in a manner which is up-to-date and reflects the current status of the organization.
5. The manual should be prepared in a manner which is consistent with the organization's overall goals and objectives.

Responsibilities for Updating Manual

When updating the manual, if a new policy is being added or an existing one, the same number should be kept. If a new policy is made that has never existed before, the policy should be given a new number. If possible, one person should be responsible for keeping the manual updated.



## CHAPTER VI

## SUMMARY AND RECOMMENDATIONS

Summary of Policy Manual as a Communication Tool

1. As a communication tool, the policy manual provides a look at the interworkings of the organization.
2. The manual enables readers to have easy access to all policies of the organization.
3. The manual provides guidelines on existing policies and policies that will be needed in the future.
4. The manual, in order to be effective, must be well organized and easily readable.
5. The manual must be updated with all new policies.

Recommendations for Updating Manual

When updating the manual, if a new policy is replacing an existing one, the same number should be kept. If a new policy is made that has never existed before, the policy should be given a new number. If possible, one person should be responsible for keeping the manual updated.

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LINDENWOOD COLLEGE POLICY MANUAL

Becky J. Doering  
Graduate Student

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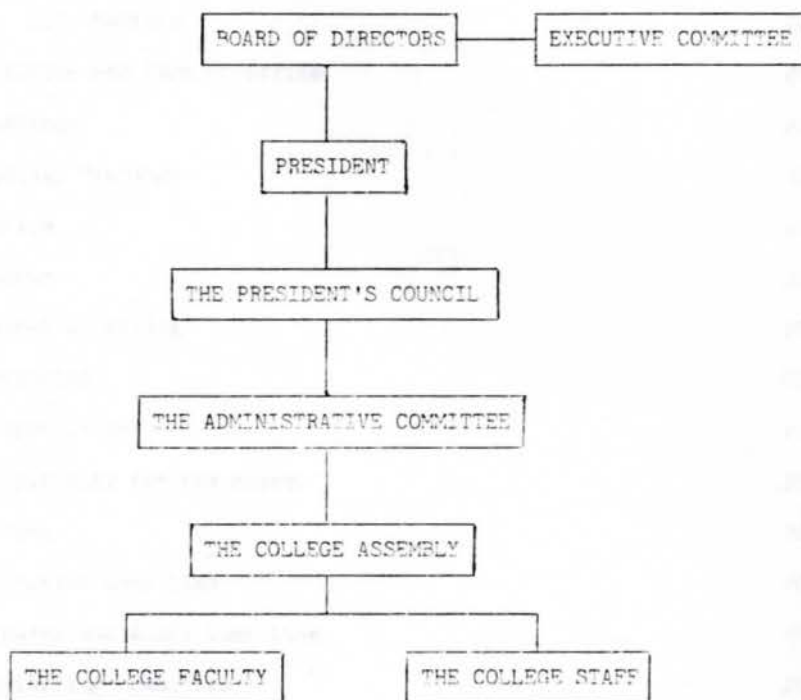
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LINDENWOOD COLLEGE COORDINATION

CHART OF ORGANIZATION



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OFFICES

2000 - 2002 Series

PRINCIPAL AND OTHER OFFICES

The principal office of the corporation in the State of Missouri shall be located in the City of St. Charles, Missouri. The corporation may have such other offices, either within or without the State of Missouri as the affairs of the corporation may require from time to time.

PRINCIPAL AND OTHER OFFICES

The principal office of the corporation in the State of Missouri shall be located in the City of St. Charles, Missouri. The corporation may have such other offices, either within or without the State of Missouri as the affairs of the corporation may require from time to time.

REGISTERED OFFICE

The registered office of the corporation, if one be required in the State of Missouri, may be, but need not be, identical with the principal office in the State of Missouri, and the address of the registered office may be changed from time to time by the Board of Directors.

Lindenwood College Policies

2020 - 2030

Administration 2000 Series

BOARD OF DIRECTORS

2020 - 2030 Series

POWERS

The affairs of Lindenwood College shall be managed by a self-perpetuating Board of Directors consisting of 29 directors, divided into 3 classes of 9 members each, the current Chairperson of the Board of Overseers, ex officio and the current President of the Lindenwood College Alumni Association, ex officio. The number of directors may be increased or decreased from time to time by amendment of these Bylaws.

LIFE MEMBERS

In addition to the active Directors, an unlimited number of Life Members of the Board of Directors may be elected by the Board of Directors. Life Directors shall be persons who have served two or more terms on the Board of Directors. Life Members of the Board of Directors shall be notified of all Board meetings, may attend all such meetings, and participate therein, with vote, with the exception of matters that require a legal vote of only the active Directors. Attendance of Life Members may not count toward a quorum.



ELECTION AND TERM OF OFFICE

The term of office of Directors shall be three years. One-third of the Board of Directors shall be elected each year at the annual meeting. Directors so elected filling the place of the retiring Directors.

MEETINGS

At least three regular meetings of the Board of Directors shall be held every year at places and times designated by the Secretary of the Board in the notice of such meetings, unless the Board acts to designate the time and place for Board meetings. If possible, meetings shall be held in October, January, and May. The meeting to be held in May shall be the annual meeting of the Board of Directors.

SPECIAL MEETINGS

Special meetings of the Board of Directors may be called by or at the request of the Chairman or any two Directors.

NOTICE

Notice of any annual or special meeting shall be given at least ten days previously thereto by written notice delivered personally or mailed to each Director at his business address, or by telegram. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail in a sealed envelope so addressed, with postage thereon prepaid. If notice be given by telegram, such notice shall be deemed to be delivered when the telegram is delivered to the telegraph company. Any Director may waive notice of any meeting. The attendance of a Director at any meeting shall constitute a waiver of notice of such meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of, any regular meeting of the Board of Directors need be specified in the notice or waiver of notice of such meeting.

QUORUM

One-half of the total number of the Board of Directors then serving shall constitute a quorum when a notice of the meeting has been sent in advance to all members of the Board.

MANNER OF ACTING

The act of the majority of the Directors present at the meeting of the Directors at which a quorum is present shall be the act of the Board of Directors, unless a greater number is required by the Charter, these Bylaws, or the laws of the State of Missouri. All voting shall be viva voce. If requested by any Director on any questions, the ayes and noes shall be recorded. The protest of any Director, if so requested, shall be recorded.

VACANCIES

Any vacancy occurring in the Board of Directors and any directorship to be filled by reason of an increase in the number of Directors may be filled by the Board of Directors. A Director elected or appointed, as the case may be, to fill a vacancy shall be elected or appointed for the unexpired term of his predecessor in office and until his successor shall have been elected and qualified.

COMPENSATION

Directors as such shall not receive any stated salaries for their service, but travel expenses, if any, may be allowed for attendance at each regular or special meeting of the Board of Directors.



COMPENSATION

Directors as such shall not receive any stated salaries for their service, but travel expenses, if any, may be allowed for attendance at each regular or special meeting of the Board of Directors.

ELIGIBILITY FOR THE BOARD

Individuals may be elected to the Board who express an interest in the welfare of the College, a willingness to accept the public trust which the position carries, a dedication to the purpose and goals of the College, and a determination to see those goals achieved.

Lindenwood College Policies  
Administration 2000 Series

2040 - 2046

COMMITTEES

2040 - 2046 Series

EXECUTIVE COMMITTEE

The Executive Committee shall consist of eight members of the Board, and shall include the Chairman of the Board, the Vice Chairman of the Board, the Secretary of the Board, the Treasurer of the Board and four additional members elected by the Board. The President of the College shall be an ex officio member of the Executive Committee. The Executive Committee shall be vested with all the powers of the Board of Directors with respect to any matters which may require action between the regular meetings of the Board of Directors. The actions taken by the Executive Committee shall be reported at the next regular meeting of the Board of Directors.

FINANCE AND AUDIT COMMITTEE

The Finance and Audit Committee shall consist of at least three members to be elected by the Board, and the Treasurer of the Board of Directors. The Chairman of the Committee will be appointed by the Chairman of the Board of Directors. The Finance and Audit Committee shall recommend to the Board of Directors the yearly budget and any changes in financial policy and methods of accounting. It shall review the financial statements of the College regularly and recommend to the Board of Directors appropriate action where necessary. It shall report to the Board of Directors at each meeting a summary of the income and outgo, assets, and liabilities of the College. It shall review the recommendations of the investment advisors of the College and review the performance of such investment advisors, and it shall consider and act upon policies pertaining to the investment of the funds of the College. The Committee shall examine into the scope of the audit conducted by the College, independent public accounts and consider all recommendations and comments made as to the accounting methods used and the system of internal controls followed by the College, and shall report to the Board annually at its Fall meeting, and shall make such other reports and recommendations to the Board as it deems appropriate.

NOMINATING COMMITTEE

The Nominating Committee shall consist of not less than three members of the Board to be appointed by the Chairman not less than sixty days prior to the annual meeting. The function of the Nominating Committee shall be to recommend candidates for election to the Board of Directors, and for the election of officers of the corporation, after investigating their respective qualifications and considering the requirements of the College.

FACILITIES COMMITTEE

The Facilities Committee shall consist of at least three members to be appointed by the Chairman of the Board. The function of the Facilities Committee shall be to consider and act upon matters pertaining to the physical plant, buildings and grounds of the College, their maintenance use and usefulness. The Committee shall visit the facilities regularly, shall report to the Board at its annual meeting upon the state of the facilities, and shall make such other reports and recommendations to the Board as it deems appropriate.

FUND RAISING AND DEVELOPMENT COMMITTEE

The Fund Raising and Development Committee shall consist of all alumnae members of the Board and two other members appointed by the Chairman, and shall aid and cooperate with the President of the College, in keeping the Board of Directors and the public informed as to the endeavors of The Colleges and the activities being undertaken by it. The Committee shall explore ways and means of stimulating interest in the College and shall assist in the formulation and implementation of methods of raising funds on an annual and permanent basis.



OTHER COMMITTEES

Other committees may be established from time to time, and each shall have the duties and responsibilities assigned to it by the Chairman of the Board or by the Board of Directors. Members of each committee shall be appointed by the Chairman of the Board or by the Board of Directors, and each committee shall consist of at least three members of the Board of Directors.

OFFICERS

2050 - 2058 Series

NUMBER AND AUTHORITY

The officers of the Board of Directors shall be a Chairman, a Vice Chairman, a Secretary, and a Treasurer, and such other officers and assistant officers as may be elected in accordance with the provisions of this article. The officers of the Board of Directors must be chosen from the members of the Board of Directors. The Board of Directors, by resolution, may create the offices of one or more Assistant Secretaries and Assistant Treasurers, who need not be chosen from the members of the Board of Directors. All officers and agents of the corporation, as between themselves and the corporation, shall have such authority and perform such duties in the management of the property and affairs of the corporation, as may be provided in the Bylaws, or, in the absence of such provisions, as may be determined by resolution of the Board of Directors.

ELECTION AND TERM OF OFFICE

The officers of the Board shall be elected annually by the Board of Directors at the Annual Meeting of the Board of Directors, and shall enter upon their duties on the day following the day of the Board meeting at which their election was held. If the election of officers shall not be held at the Annual Meeting, such election shall be held as soon thereafter as conveniently may be. Vacancies may be filled or new offices created and filled at any meeting of the Board of Directors. Each officer shall hold office until his successor shall have been duly elected and shall have qualified or until his death or until he shall resign or shall have been removed in the manner hereinafter provided.

REMOVAL

Any officer or agent elected or appointed by the Board of Directors may be removed by the Board of Directors whenever in its judgment the best interest of the corporation would be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the officer so removed by the Board of Directors.

VACANCIES

A vacancy in any office because of death, resignation, removal, disqualification or otherwise may be filled by the Board of Directors for the unexpired portion of the term.

CHAIRMAN

The Chairman shall preside over the deliberations of the Board and be its Chief Officer. Except as otherwise provided, he shall appoint the committees of the Board of Directors. He shall be a member, ex officio, of all committees. he may appoint special committees on his own motion or by instruction of the Board or Executive Committee. He may sign, with the Secretary or Treasurer, or any other proper officer thereunto authorized by the Board of Directors, any deeds, mortgages, bonds, contracts, or other instruments which the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or by these Bylaws to some other officer or agent of the Board, or shall be required by law to be otherwise signed or executed; and in general shall perform all duties incident to the office of Chairman and such other duties as may be prescribed by the Board of Directors from time to time.

VICE CHAIRMAN

The Vice Chairman shall perform the duties of the Chairman in the event of his death, disability, absence, or refusal to act, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chairman. Any Vice Chairman shall perform such other duties as from time to time may be assigned to him by the Chairman or by the Board of Directors.



THE SECRETARY

The Secretary shall maintain general supervision and control of the official corporate records of the College; shall cause notice of all meetings of the College, including the Board of Directors and Executive Committee to be given, as required by the Bylaws; and shall perform such other duties as are normally incident to the office.

TREASURER

The Treasurer shall be the Chief Financial Officer of the corporation and shall exercise general supervision over the receipt, custody, disbursement and investment of the corporate funds. He shall also supervise the maintenance of the records of assets, liabilities, and transactions of the corporation, and shall have such further powers and duties as may be conferred upon him from time to time by the Chairman or the Board of Directors.

Lindenwood College Policies

2060 - 2064

Administration 2000 Series

BOARD OF OVERSEERS

2060 - 2064 Series

NUMBER OF MEMBERS

The Board of Overseers shall consist of not more than thirty members.

ELECTION OF MEMBER

Members are to be elected at the Annual Meeting of the Board of Directors of the College.

TERM OF OFFICE

The term of office for Overseers shall be three years. One-third of the Board of Overseers shall be elected each year at the Annual Meeting.

DUTIES

The Board of Overseers shall perform such duties as may from time to time be requested by the Officers of the Board of Directors and the President of the College. The Board of Overseers may provide for its own officers and meetings, and make such suggestions to the Board of Directors and the President of the College and undertake such activities as it deems appropriate; provided, however, the Board of Overseers shall not commit the College or the College Administration to any financial obligation or policy without the approval of the Board of Directors of the College.

Lindenwood College Policies

2070 - 2074

Administration 2000 Series

BOARD OF ADVISORS

2070 - 2074 Series



ESTABLISHMENT OF THE BOARD OF ADVISORS

There shall be established from time to time by the Board of Directors advisory or consulting boards to be known as Board of Advisors which said boards shall relate to one or more of the colleges or divisions maintained and operated by this corporation. At least one member shall be a member of the Board of Directors.

DUTIES AND AUTHORITIES

The duties and authorities of said Boards shall be determined by resolution duly adopted by this Board of Directors and shall include generally the authority and duty to consult with and advise this Board, the administration and other constituencies with respect to the conduct, support, and promotion of such colleges or divisions and in matters of curriculum, student life, development, and buildings and grounds. Such Boards shall not have the power and authority to contract for or bind this corporation in policy, legal or fiscal matters.

ELECTION AND ELIGIBILITY

Eligibility for nomination or election to such Boards shall not be limited by age or succession and members of the Board of Directors shall be eligible for service.

MEETING OF THE BOARD

Such Boards shall meet as such as determined by resolution and shall have the right, at least annually to meet jointly with the Board of Directors, but members thereof shall not have the right to vote on the matters presented to such joint meetings.

Lindenwood College Policies

2080 - 2082.4

Administration 2000 Series

THE COLLEGES

2080 - 2082.4 Series

OFFICERS OF THE COLLEGE

The Officers of the College shall be a President and such other Officers as may be designated and appointed by the Board of Directors.

Lindenwood College Policies

2082 - 2082.4

Administration 2000 Series

THE PRESIDENT

2082 - 2082.4 Series

THE ELECTION OF THE PRESIDENT

The President of the College shall be elected by the Board of Directors.



SALARY OF THE PRESIDENT

The salary of the President of the College is fixed by the Board of Directors.

EX OFFICIO MEMBERS

The President of the College shall be an ex officio member of the Board of Directors, of the Executive Committee, and such other committees as may be appointed by the Chairman of the Board or by the Board of Directors.

DUTIES OF THE PRESIDENT

The President shall preside over the faculty and students and under the regulations of the Board shall have direct oversight of all the government, discipline, educational, and business affairs of the institution; shall employ, subject to the policies of the Board of Directors, the teaching, administrative, and other employees of the College, and shall have direct authority over them; shall report to the Board at each meeting; shall suggest annually for the consideration of the Board his plan, budget, and policies for the coming year including the financial and property needs of the College; the budget for each year to be presented to the Board of Directors for approval in advance shall indicate the salary and compensation policies and the structure of major fees and tuition charges on which the budget is based; shall give a resume of the year annually in relation to the plans, budget, and policies previously adopted, including a report on the financial supporting and student constituencies, the accomplishments and performance of the faculty, and the interest and support of the alumni; and shall supervise all publications and announcements issued in the name of the College.

Lindenwood College Policies

2090 - 2095

Administration 2000 Series

CONTRACTS, LOANS, CHECKS, DEPOSITS AND FUNDS

2090 - 2095 Series

CONTRACTS

The Board of Directors may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation, and such authority may be general or confined to specific instances.

LOANS

No loans shall be contracted on behalf of the corporation in excess of \$25,000 and no evidences of indebtedness in excess of \$25,000 shall be issued in its name unless authorized by a resolution of the Board of Directors. Such authority may be general or confined to specific instances. No loan shall be made to any person who is an officer or director of the corporation.

DRAFTS AND CHECKS

All checks, drafts, other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the corporation, shall be signed by such officer or officers, agent or agents of the corporation and in such manner as shall from time to time be determined by resolution of the Board of Directors.

DEPOSITS

All funds of the corporation not otherwise employed shall be deposited from time to time to the credit of the corporation in such banks, trust companies or other depositories as the Board of Directors may select.



GIFTS

The Board of Directors may accept on behalf of the corporation any contribution, gift, bequest, or for any special purpose of the corporation, provided, however, that the uses and purposes of all such gifts, donations and bequests either of income or principal shall be in accord with the purposes specified in the Charter.

Lindenwood College Policies  
Administration 2000 Series

2100 - 2101

FISCAL YEAR

2100 - 2101 Series

DATE OF BEGINNING AND ENDING

The fiscal year of the corporation shall begin on the first day of July in each year and end on the 30th day of June in each year.

Lindenwood College Policies

2110 - 2111

Administration 2000 Series

WAIVER OF NOTICE

2110 - 2111 Series

PROVISIONS OF WAIVER OF NOTICE

Whenever any notice, whatever is required to be given under the provisions of these Bylaws, or under the provisions of the Charter or under the provisions of Missouri law, waiver thereof in writing, signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

EXONERATION OF DIRECTORS OR OVERSEERS  
FOR PERSONAL LIABILITY AND REIMBURSEMENT

2120 - 2121 Series

ANY ACTION

This corporation shall indemnify any and all of its Directors, Overseers, or Officers or any person who may have served at its request as a Director or Officer of another corporation, in which it owns shares of capital stock or of which it is a creditor, against expenses actually and necessarily incurred by them in connection with the defense of any action, suit or proceeding in which they, or any of them, are made parties, or a party, by reason of being or having been Directors or Officers or a Director or Officer of the corporation, or of such other corporation, except in relation to matters as to which any such Director or Officer or former Director or Officer or person shall be adjudged in such action, suit or proceedings to be liable for negligence or misconduct in the performance of duties. Such indemnification shall not be deemed exclusive of any other rights to which those indemnified may be entitled, under any Bylaws, agreement or otherwise.

Lindenwood College Policies

2200 - 2201.2

Administration 2000 Series

DISCLOSURE OF INTEREST

2200 - 2201.2 Series



POSITION OR OTHER BUSINESS INTEREST

No Director, Overseer, or Officer of the corporation shall have any position with or a substantial interest in any other business enterprises operated for a profit, whenever such position or interest might tend to affect his independence of judgment with respect to transactions between the corporation and such other business enterprise, without full and complete disclosure thereof to the Board of Directors. Each Director, Overseer, and Officer of the corporation who might have any such interest with respect to any transaction which he knows is under consideration of the Board or any of its committees shall make timely disclosure thereof to the Board so that it may be a part of the Directors' deliberations with respect to such transaction, provided, however, that, except as otherwise provided by law, no transaction between the corporation and other business enterprise, in which one of the corporation's Directors, Overseers and Officers is a Director, Officer, Employee or Stockholder, shall be void or voidable.

TRANSACTION

At the meeting of the Board of Directors or the committee which authorizes or ratifies the transaction, there is a disinterested quorum present, and said transaction is approved by a majority of the disinterested quorum.

AUTHORIZATION

The transaction is just and reasonable to the corporation at the time it is made, authorized or ratified.

Lindenwood College Policies

2300 - 2301

Administration 2000 Series

CONFLICTS WITH EXISTING LAWS OR STATUTES

2300 - 2301 Series



AMENDMENTS

These bylaws may be amended, extended or repealed and new bylaws may be adopted at any meeting of the Board of Directors by a vote of the majority of those present.

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Lindenwood College Policies

3000 - 3002

Faculty Policies 3000 Series

FACULTY STATUS

3000 - 3002 Series

FACULTY

A faculty member is a person whose primary responsibility in Lindenwood College involves direct participation in instruction and supervision of the academic processes.

PART-TIME FACULTY

Part-time faculty and those persons whose contractual arrangements with the College consist wholly of contingency contracts are accorded the same academic freedom, but are not eligible for tenure and do not have committee obligations.

Lindenwood College Policies

3020 - 3021

Faculty Policies 3000 Series

FACULTY GOVERNANCE

3020 - 3021 Series

SHARED RESPONSIBILITY

The President has administrative authority over the College, such authority sustained and qualified by collegial support as represented in the faculty's position of shared responsibility. This responsibility is represented in the Faculty Council.



Lindenwood College Policies

3030 - 3040.2

Faculty Policies 3000 Series

FACULTY COUNCIL

3030 - 3040.2 Series

MEMBERSHIP

Two representatives from each academic division all of whom must hold tenure, and four members of the faculty elected at large, who may or may not hold tenure.

TERM

Terms of Council members shall be two years, with divisional and at-large representatives to be elected in alternate years.

EX-OFFICIO

The Dean will sit as ex-officio representative of the Administration with no vote.

SUBSTITUTE

No faculty member shall substitute for the elected Faculty Council member.

VACANCIES

Vacancies on the Council shall be filled for the remainder of the unexpired term at the next meeting of the appropriate elective body.

MEMBER MAY SUCCEED

A Council member may succeed himself/herself.

MEETINGS

Regular meetings of the Council shall be held.



AGENDA

Any member of the faculty may request that an item be placed on the agenda providing the Chairperson receives at least 24 hours notice.

CONFIDENTIALITY

Confidentiality shall be presumed to exist in Council deliberations only if invoked by the Council in individual cases for specific reasons.

DECISIONS

When making a decision, the Faculty Council and the Administration share responsibility in one of two ways, following either the principle of consultation or of joint action.

CONSULTATION

Consultation means that after a discussion with the Dean of the President, the Faculty Council will formally present their judgment, in the form of a recommendation, vote or other expression, in a manner sufficiently explicit to record their position on issues for administrative action.

JOINT ACTION

Joint Action means that agreement to a proposal by both the Faculty Council and the Administration is required for action. If concurrence of the Faculty Council and the President is not obtained within the regular procedures of the Council, the President shall meet with the Council to seek a resolution. If the matter cannot then be resolved, the matter shall be taken by the President to the Board of Directors for final resolution. The proper procedures for making the appeal to the President and to the Board of Directors are outlined in the Bylaws.

Lindenwood College Policies

3050 - 3062

Faculty Policies 3000 Series

FACULTY COUNCIL RESPONSIBILITIES

3050 - 3062 Series

ESTABLISHMENT OF PRIORITIES

To consult with the Dean, as administrative representative, in the establishment of priorities concerning faculty appointments.

FACULTY APPOINTMENT

To consult with the Dean, as administrative representative concerning all faculty appointments, reappointments, and nonrenewals of contract, promotions, and policies of salary and fringe benefits.



FINANCIAL EXIGENCY

To consult with the President on an intent to recommend a declaration of financial exigency.

TENURE RECOMMENDATIONS

To take joint action concerning tenure recommendations.

DISMISSAL

To take joint action concerning dismissal of tenured faculty.

REVIEW AND RECOMMEND

To review and recommend criteria concerning faculty appointments, reappointments, non-renewals of contract, promotion in rank, salary, fringe benefits, tenure, and replacement of full and part-time faculty on leave or sabbatical.

COMMUNICATION

To maintain effective communication between the Board of Directors of the College and the faculty.

LIAISON

Establish the Faculty-Board Liaison Committee according to procedure in the Bylaws.

REQUEST INFORMATION

To request and consider information that would enhance the judgment of the Council on personnel matters.

CASES OF DISAGREEMENT

To review cases of disagreement between the administration and individual faculty members concerning sabbatical leave requests.



EMERITUS

To make recommendations concerning emeritus status of retiring faculty.

BYLAWS

To review proposed Bylaws and to present a recommendation thereon to the next succeeding regular faculty meeting (or special meeting if it is included in the call).

Lindenwood College Policies

3070 - 3072.3

Faculty Policies 3000 Series

FACULTY DUTIES

3070 - 3072.3 Series

CORPORATE DUTIES

The performance of the following duties must necessarily be considered within the context of available resources over which the administration and the Board have responsibility and control.

MEMBERSHIP CATEGORIES FOR VOTING

To determine the membership categories of the faculty for the purposes of voting (the Board of Directors has established the principle that the President and Dean are by nature of their appointments voting members of the faculty).

CURRICULUM

To determine in consultation with the Administration, the academic curriculum.

EARNED DEGREES

To determine the requirements for earned degrees.

EVALUATING STUDENTS

To determine the nature of the system to be used in evaluating students' academic performance.



EARNED AND HONORARY DEGREES

To recommend to the Board of Directors candidates for earned and honorary degrees.

EDUCATIONAL POLICY

To make recommendations to the President and the Dean concerning any other matters of educational policy.

COMMITTEE

To determine and establish such committees as are deemed necessary for the implementation of items 3071.2 - 3071.6 previously.

Lindenwood College Policies  
Faculty Policies 3000 Series

3072 - 3072.3

INDIVIDUAL DUTIES

3072 - 3072.3 Series

ACADEMIC DUTIES

To teach and/or perform assigned academic duties, specifically to include instruction and academic advising.

SERVE ON COMMITTEE

To serve on faculty committees, such service to be distributed as equitably as possible.

PURSUE ACTIVITIES

To pursue activities designed to enhance professional growth and effectiveness.

Lindenwood College Policies

3080 - 3084.2

Faculty Policies 3000 Series

FACULTY HAVING ADMINISTRATIVE RESPONSIBILITY

3080 - 3084.2 Series



THE DIVISION CHAIRPERSON

SELECTION

Division Chairpersons are elected by the faculty of the divisions.

The term of office is two years, and a chairperson is eligible for re-election.

DUTIES

To coordinate the various departmental plans for curricular development within the division.

To be a member of the standing faculty committee on educational policy and curriculum.

Lindenwood College Policies

3082 - 3082.4

Faculty Policies 3000 Series

THE DEPARTMENT CHAIRPERSON

3082 - 3082.4 Series

SELECTION

Department Chairpersons are appointed by the President, on recommendation of the Dean, in consultation with the department.

The term of office is three years, and a chairperson is eligible for reappointment.

DUTIES

To be responsible to the Dean for the conduct of departmental academic affairs.

To review with the Dean and the members of the department matters of promotion, tenure, renewal and non-renewal of contracts and, with the Dean, present the results of this review to the Faculty Council.

To be the administrative officer of the department and, by means of departmental meeting and personal consultation, involve colleagues in the department in the making of decisions including recommending and administering the department's budget. He/she may also delegate administrative duties.

REVIEW WITH DEAN

To review with the Dean and returning members of the department new staff appointments and, with the Dean, inform the Faculty Council of the results.

CONFER WITH DIVISION CHAIRPERSON

To confer with the division chairperson when the curricular matters in the department affect the other departments in the division.



Lindenwood College Policies  
Faculty Policies 3000 Series

3083 - 3083.2

THE HEAD LIBRARIAN

3083 - 3083.2 Series

SELECTION

The Head Librarian shall be appointed by the President on recommendation of the Dean.

DUTIES

To be responsible to the Dean for the conduct of library affairs.

To be responsible for the management and operation of the library and the delivery of library services to all members of the Lindenwood community.

To review with the Dean and the other librarians matters of appointment, promotion, tenure, renewal, and non-renewal of contract for members of the Library Faculty. The Head Librarian and the Dean will present the results of this review to the Faculty Council.

Lindenwood College Policies

3084 - 3084.2

Faculty Policies 3000 Series

FACULTY ADVISORS

3084 - 3084.2 Series

SELECTION

Faculty Advisors shall be appointed by the President on the recommendation of the Dean and the Director of the College of Individualized Education and the Faculty Council to positions with academic rank in the College for Individualized Education and shall be eligible for promotion and tenure according to criteria set forth in the Bylaws.

DUTIES

To be responsible to the Director of the College for Individualized Education, and through him/her to the Dean.

To teach and/or perform assigned academic duties, specifically to include instruction and academic advising.

To participate in the formulation of general academic and administrative policies for the College for Individualized Education consistent with the policies of Lindenwood College.

Lindenwood College Policies

3090 - 3091.1

Faculty Policies 3000 Series

FACULTY APPOINTMENTS

3090 - 3091.1 Series

APPOINTMENT TO FACULTY

Appointment to faculty is made by the President upon the authority granted him by the Board of Directors.



SPECIFIC APPOINTMENTS

In making specific appointments, the President acts in consultation with the Department Chairperson, the Dean, Faculty Council, and such faculty committees as may be involved in position search processing.

RETIRED FACULTY

Retired faculty may be appointed on annual contracts.

Lindenwood College Policies

3092 - 3092.2

Faculty Policies 3000 Series

PROMOTIONS

3092 - 3092.2 Series

DEADLINE FOR NOMINATION FOR PROMOTION

Deadline for nomination and requests for promotion in rank or for tenure is December 1. Pertinent materials are due in the Office of the Dean of Faculty by January 31.

PROMOTIONS MADE BY PRESIDENT

Promotions, whether they originate in a department or elsewhere, are made by the President in consultation with the Faculty Council and the Dean.

Lindenwood College Policies

3100 - 3102

Faculty Policies 3000 Series

ACADEMIC TENURE

3100 - 3102 Series

PURPOSE OF TENURE

When a faculty member receives tenure, he/she is appointed to a permanent academic position with the Lindenwood Colleges. Tenure is a means to encourage and preserve the atmosphere of academic freedom for teaching and research.

DEADLINE FOR NOMINATION

The deadline for nomination and request for promotion in rank or for tenure is December 1. Pertinent materials are due January 31 at the Dean of Faculty's office.



Lindenwood College Policies

3200 - 3206

Faculty Policies 3000 Series

PROCEDURES FOR APPEAL

3200 - 3206 Series

COUNCIL HEARING

At the hearing, the affected faculty member, the Dean, and the Department Chairperson involved shall be present; the faculty member shall have the opportunity to present any information which he/she believes will support his/her case.

NO AGREEMENT

If the recommendations of the Council and the President do not agree, the Dean shall schedule another meeting of the Council at which meeting the President shall be present. If this meeting is not successful in producing concurrence, the procedures of the ad hoc committee shall then be invoked.

AD HOC COMMITTEE

The ad hoc committee shall be invoked: 1) by Faculty Council if Faculty Council and Administration do not concur; or 2) by the affected faculty member if he/she is not satisfied with the joint action of Faculty Council and President.

NUMBER ON AD HOC COMMITTEE

This ad hoc committee shall consist of three faculty members not previously connected with the case, who are elected by the faculty after being nominated by the officers of the Faculty Council.

DECISION OF AD HOC COMMITTEE

If the affected faculty member, or the Faculty Council, or the President is not satisfied with the decision of the ad hoc committee, the President shall schedule a joint meeting of the Council, the President, the ad hoc committee and an appropriate committee from the Board of Directors. For this joint meeting, procedures outlined in the 1958 Statement of Procedural Standards in Faculty Dismissal Proceedings of AAUP are to be followed.

FACULTY MEMBER MAY APPEAR

The affected faculty member shall have the privilege of appearing before this joint meeting, but appellants are the Council and the President, the ultimate decision being a matter of Board action.

Lindenwood College Policies

3300 - 3305

Faculty Policies 3000 Series

SABBATICAL LEAVE

3300 - 3305 Series



SABBATICAL LEAVE GRANTED BY

Sabbatical leave is granted by the President in consultation with the Department Chairperson, the Dean, and the Faculty Council.

YEARS COMPLETED

A member of the faculty may apply for sabbatical leave after completion of six full years of service prior to each leave.

LEAVES AVAILABLE

Sabbatical leave shall include a whole academic year with half-salary compensation, or a portion of a year with full salary as described in the Bylaws.

DEADLINE

The deadline for applications for sabbatical leave is January 31.

DESCRIPTION OF PROPOSED ACTIVITIES

All applications must include a description of the proposed professional activities to be undertaken during the leave. Upon completion of the sabbatical, faculty members shall submit reports of these activities to the Dean of Faculty. Sabbatical leaves are available for a half year at full pay or a full year at half pay, and all must be arranged with both the Departmental Chairperson and the Dean of Faculty.

Lindenwood College Policies  
Faculty Policies 3000 Series

3400 - 3408

LEAVES

3400 - 3408 Series

FUNERAL

Funeral leave may be granted.

MATERNITY LEAVE

For non-academic personnel, an employee who wants to work during pregnancy must furnish the immediate supervisor with a medical statement indicating the expected due date and, in a physician's opinion, how long the employee may continue to work.

An employee may request a leave of absence without pay for maternity reasons if the employee plans to return to work following the birth of the child. The leave of absence can be extended after the birth until such time a physician or practitioner determines the employee is able to return to work; such leave of absence must not exceed normal circumstances.

During maternity leave, the employee cannot accrue vacation time, but may elect to continue hospitalization and insurance provided prior arrangements have been made with the college Personnel Department. Sick leave and/or vacation may be utilized during such maternity leave.

For academic personnel, maternity leave is a matter of contractual agreement between the faculty member and the Dean of Faculty.



LEAVE OF ABSENCE

In special circumstances, an employee may be granted a leave of absence for a specified time agreed upon by the immediate supervisor and approved by the President. With the exceptions of accrued sick leave or vacation, no salary is granted with a leave of absence.

LEAVE OF ABSENCE FOR FACULTY

For faculty, personal leave not to be accrued may be granted up to four days annually for days or times that a faculty member, for reasons other than illness, cannot perform his/her duty.

Leaves of absence for academic personnel, as well as sabbaticals, must be arranged with the faculty member's Departmental Chairperson and the Dean of Faculty.

NATIONAL GUARD/RESERVE LEAVE

Employees who are members of the National Guard or Reserves will be permitted a leave of absence for annual training not to exceed ten working days. These employees will not be paid for this military obligation. Vacation and/or sick leave may be used for this annual training.

SICK LEAVE

After 90 days of service to the College, non-academic personnel are entitled to accrue one sick day of service per month. Sick leave is granted at the rate of one day per contract month, and it may be accrued to a maximum of 30 working days. Sick leave is provided to protect employees in cases of illness or injury, and it is not to be considered vacation or leave time. Accrued sick leave is not subject to payment following termination or resignation from the College.

Non-academic personnel are required to report illnesses to their immediate supervisor at the beginning of the departmental or office work day; failure to report an illness or falsifying one could be a reason for dismissal.

For faculty, sick leave is granted at the rate of one day per contract month, and it may be accrued to a maximum of 30 working days. Individual cases of extended illness or injury may be reviewed individually by the academic administration for purposes of extending the 30-day limit.

Notice of absence for sickness should be given to the Departmental Chairperson and the Dean of Faculty's Office at the earliest possible time. The Dean of Faculty's Office will keep a record of all absences by faculty members.

Individual cases of extended illness or injury by either non-academic or academic personnel may be reviewed on an individual basis for purposes of extension of the maximum accrual set forth previously.

VACATIONS

Vacations must be arranged with the faculty member's Department Chairperson and Dean of Faculty.

DEATH IN THE FAMILY

The College provides up to three days of paid leave due to a death in the immediate family of a Lindenwood employee. "Immediate family" refers to a spouse, child, parent, brother, sister, grandparent or parent-in-law.

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Lindenwood College Policies

3500 - 3503

Faculty Policies 3000 Series

RETIREMENT

3500 - 3503 Series



MEMBER OF FACULTY

A member of the faculty shall retire from Lindenwood College not later than the end of the contractual year of his/her 70th birthday.

EMERITUS STATUS

A member of the faculty or an officer of the administration with long and distinguished service to the College may, upon retirement, be recommended for emeritus status by the Faculty Council.

CHANGES IN PLANS

All changes in retirement plans and retirement benefits are to be made only with the consent of the faculty.

Lindenwood College Policies

3600-3603

Faculty Policies 3000 Series

FACULTY EVALUATIONS

3600 - 3603 Series

COURSE EVALUATION

Course evaluation forms are distributed by the Dean of Faculty with an explanation of procedures. These evaluation tallies go into files for purposes of evaluating requests for retention, promotion or tenure.

PEER AND STUDENT EVALUATIONS

Peer evaluations of faculty also go into such files. Inter-departmental evaluations are solicited either by the Department Chairperson or, in some cases, by the Division Chairperson. Other peer evaluations may be sought by faculty member.

DEADLINES

Deadlines for submission of peer evaluations are: January 31 for first-year faculty, and those seeking promotion or tenure; November 30 for second-year faculty. Faculty are expected to arrange to have peer evaluations completed annually and sent to their Department Chairperson who will forward the evaluations to the Dean of Faculty.

Lindenwood College Policies

3700-3704

Faculty Policies 3000 Series

CONTRACTS

3700 - 3704 Series



AUTHORIZED TO EXECUTE

The only persons authorized to execute contracts in the name of Lindenwood College are the President and/or the Vice-President for Academic Affairs, the Vice-President of Administration, the Vice-President of Finance.

FACULTY

Faculty contracts for the next academic year are issued in the spring, following approval of the budget by the College's Board of Directors.

ADMINISTRATIVE

Administrative contracts are issued annually for an indefinite period of time; included in the contracts will be a provision for the length of time notice of termination is required from both the College and the employee.

BUSINESS OFFICE

All faculty and staff contracts, with the exception of adjunct faculty contracts, are prepared by the Business Office.

Lindenwood College Policies

3800 - 3801

Faculty Policies 3000 Series

PAYROLL DISTRIBUTION

3800 - 3801 Series

PAYROLL CHECKS

Payroll checks are dispensed by the Business Office during pay periods each month. An employee's supervisor can advise workers of the time and method of payroll distribution.

Lindenwood College Policies

3900 - 3901

Faculty Policies 3000 Series

PERSONNEL RECORDS

3900 - 3901 Series

CHANGE

Any change in an employee's marital status, number of dependents, address or telephone must be reported to the Personnel Department as soon as possible. This information may have a direct bearing on the number of payroll deductions for tax or insurance purposes.

Any promotions, changes in title and/or job description, written disciplinary actions or terminations are to be furnished to the Personnel Department for inclusion in the employee's personnel file.



Lindenwood College Policies

3910 - 3912

Faculty Policies 3000 Series

RATIFICATION OF AND AMENDMENTS TO THE CONSTITUTION

3910 - 3912 Series

RATIFIED BY FACULTY

The Constitution shall be ratified by the faculty with a two-thirds majority of those present and voting.

TAKE EFFECT

This Constitution shall take effect on the day following its ratification by the Board of Directors.

AMENDMENTS

Any member of the faculty may propose an amendment to this Constitution at a regular Faculty Meeting, or at a special meeting in which the proposal is part of the call. If a simple majority of the faculty present and voting affirm that the idea is worth, the Faculty Council shall be directed to consider the amendment. The Council shall report its recommendation to the faculty in writing as part of the call for the meeting in which it is to be considered. The final faculty vote to amend the Constitution shall require a two-thirds majority. This amendment shall then be referred to the Board of Directors for ratification and shall take effect on the day following ratification by the Board.

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Lindenwood College Policies

4000 - 4011

Fringe Benefits 4000 Series

FRINGE BENEFITS

4000 - 4011 Series

DISABILITY

Lindenwood College pays the full premium for disability insurance for all employees after one full year of service to the College. In the event that an employee becomes disabled totally, he or she may apply for benefits which are based upon a percentage of monthly salary and payed in the seventh month of disability.

HOLIDAYS

Employees are required to work the day before or after a holiday unless prior vacation time has been approved. The following holidays are paid by the College if they fall within the Monday-Friday work week, as determined by the President each year:

New Year's Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving and the following Friday  
Christmas

If a holiday falls on a Saturday, the day before is allowed; if it falls on Sunday, Monday is observed as the holiday.



HOSPITALIZATION, MEDICAL CARE

Lindenwood employees are eligible to participate in either the Prudential insurance program or one of several health maintenance organizations (HMOs) such as Maxicare, Prucare, Group Health Plan or Healthcare Network. A group dental plan, CompDent, also is available.

Under the Prudential plan, employees may use any physician and go anywhere they choose to receive health care. An HMO is different in that it provides members with a comprehensive package of services that emphasize preventive care. HMO members must receive all of their health care from the doctors, hospitals and providers associated with the HMO. Special arrangements are made for treatment of emergencies away from HMO facilities.

Programs vary per carrier, but the College pays 60 percent of the total premium and the employee the remaining 40 percent for hospitalization and medical care. For dental care, the employee pays 100 percent.

For further information on the Prudential program or the various HMOs available to Lindenwood employees, contact the Personnel Department.

LIFE INSURANCE

Life insurance coverage is provided by Lindenwood through the Prudential Life Insurance Company, contingent upon medical plan participation in either the Prudential plan or one of the College's participating health maintenance organizations. Currently, the College provides \$10,000 in life insurance coverage on all full-time academic and non-academic personnel.

RETIREMENT PROGRAMS

The normal retirement age at Lindenwood is 65 years of age. Employees who retire on their 65th birthday will receive full benefits as provided by the College. With the approval of the College, an employee may retire before age 65 and receive a reduced amount of monthly retirement benefits. Faculty and staff may elect to continue to serve until age 70 at their option; this does not affect the provisions of the retirement plan contributions. Other normal benefits such as insurance and social security would be unaffected until retirement. If it is the best interests of the College to continue service of a faculty or staff member beyond age 70, the employee may be continued on a year-to-year basis, with compensation to be negotiated. (See "TIAA-CREF.")

SOCIAL SECURITY

Lindenwood College matches all employees' contributions to the federal social security program. Retirement and disability benefits are made payable under the program, according to rules and regulations of the federal government and the Social Security Administration.

TIAA-CREF

This program provides Lindenwood College employees with a fixed annuity through the Teachers Insurance Annuity Association (TIAA) with monthly benefits proportioned to cost of living factors in the national economy through the College Retirement Equity Fund (CREF). Benefits begin at retirement age 65. Participation in this plan is available to full-time employees who have three or more years of continuous service to Lindenwood. The College will match five percent of the employee's monthly salary for the purchase of retirement benefits under this plan. Enrollment is in September each year, and participation contributions can be handled by tax-sheltered salary reduction or payroll deduction. Retirement benefits in this plan may be transferred with the employee to other institutions participating in the TIAA-CREF program. Further information and enrollment procedures are available from Personnel Office.

TUITION

Lindenwood College encourages all employees to further their educational pursuits in the institutions's numerous academic programs at both the undergraduate and graduate levels. For tuition remission, the following apply, where applicable:

All full-time employees of Lindenwood, their spouses and dependent children are eligible for full tuition remission, effective upon the employee's date of employment.

All tuition remission benefits cease upon the date of termination or resignation by the employee. If this happens, the employee, spouse or dependent children can continue at Lindenwood, but they are immediately responsible (upon the date of departure by the employee) for payment of the remaining portion of any existing classes/terms or any future ones for which they may enroll.

All part-time employees are eligible for a 50 percent discount per credit hour in the Day, Evening, LCIE or Saturday Campus Divisions provided they have worked for the institution for at least six months.

There shall be no limit on the number of credit hours an employee may take in any given term provided approval has been granted by the employee's immediate supervisor and provided that it does not have an adverse effect upon his or her work.

All employees must apply for admission to the College. A \$25, non-refundable fee is required to be paid by the employee at the time he or she applies for first-time admission. Employees who take courses at Lindenwood must be admitted to the College.

Employees attending classes at Lindenwood are expected to conduct themselves at all times in a professional manner with students and instructors, remembering that they are employees first and students second.

Paying students have priority over non-paying employees for all College courses.

If a full-time employee who has completed at least two full years of service dies while employed by the College, tuition will be waived for all dependent children and a spouse who remains unmarried, provided they are eligible for admission to Lindenwood within a period of five years following the death of the employee.

A 20 percent reduction in the cost of preschool and kindergarten programs at the Campus School is available to dependent children of all full-time employees of the College. Information concerning these programs can be obtained from the Education Department.

TUITION (CONT'D.)

Dependent children of all full-time employees who desire to attend other accredited, private colleges may receive a \$1,000 stipend per year, applicable to full-time tuition or room and board costs. Stipends are paid in two annual installments of \$500, and are subject to a maximum of \$4,000 during a four-year period as long as the child maintains full-time academic status.

UNEMPLOYMENT

If a Lindenwood employee becomes unemployed because of termination or staff reduction, he or she may be entitled to unemployment compensation while looking for another job, according to state unemployment statutes. If an employee is discharged, resigns voluntarily, is engaged in a labor dispute or refuses a suitable job without just cause, he or she may not be entitled to unemployment compensation. All Lindenwood employees are covered under the Missouri Employment Security Law, and they may be eligible to draw compensation subject to the rules and regulations of the Missouri Division of Employment Security. The cost for all unemployment benefits to this program is paid fully by Lindenwood College.



WORKMAN'S COMPENSATION

For faculty and staff, all injuries related directly to employment at the College are covered by Lindenwood's compensation plan. Payments received are subject to state rules and regulations and federal law. It is the option of the employee to use accumulated sick days to make up the difference in compensation pay and regular working pay.

CREDIT UNION

All employees of Lindenwood are eligible for membership in Educational Employees Credit Union (EECU), which has offices and facilities in St. Charles and St. Louis counties. As one of the area's largest credit unions, EECU offers a variety of services to members, including deferred compensation plans, loans (auto, education, home improvement, mobile home, real estate, signature and vacation), savings (certificates of deposit, checkbook, Christmas, deferred compensation plans, IRAs, regular passbook and savings bonds) and others (such as cashier's drafts, credit life insurance, notary services and traveler's checks). Many of these services and others can be utilized with direct deposit and payroll deductions, arranged through the Personnel Department. Full information on EECU benefits and services is available from the Personnel Department.

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Lindenwood College Policies

5000 - 5004

Academic/Student Policy 5000 Series

STUDENT STATUS

5000 - 5004 Series

NEW STUDENT

A new student is defined as one who has never registered for coursework at the College or is a candidate for a new or different degree (i.e. An alumna/us may apply for graduate study or a second undergraduate degree. She/he is considered a new student). New students must apply for admission and satisfy the admission requirements for their programs according to the procedures outlined in the admissions section.

CONTINUING STUDENT

Continuing student is defined as a student who has been admitted to a degree program at the College and has pursued his/her program through consecutive terms at Lindenwood. A student who has registered for all but one term in a calendar year is also considered to be continuing. (i.e. A student in the LCIE program who "stops out" for one trimester during a calendar year is considered a continuing student.)



RE-ADMITTED STUDENT

Re-admitted student is interpreted here as a student who has previously been admitted and registered for coursework but who has not attended for two or more terms. These students must apply for re-admittance according to the procedures outlined in the admissions section.

SPECIAL STUDENT

If the student decides that he/she does not wish to accumulate credit toward a degree or does not have time before the start of a term to gather all credentials necessary for admission, this student is classified as a special student.

The College reserves the right to place students in courses on the basis of available information and does not guarantee the use of such coursework toward a degree. When registered under the "special student" status, students waive their right to recourse in the event that the coursework taken is later determined to be inappropriate to a degree program.

Lindenwood College Policies

5015 - 5016.7

Academic/Student Policy 5000 Series

UNDERGRADUATE ADMISSION

5015 - 5016.7 Series

APPLICATION AND ADMISSION FOR NEW STUDENTS

(DEGREE CANDIDATES)

INTERVIEW WITH COUNSELOR

Schedule an orientation interview with an admissions counselor.

COMPLETE ADMISSION APPLICATION

Complete and sign the admission application. Attach a check or money order for \$25.00. Mail or turn in to the Office of Admissions, Lindenwood College, St. Charles.

The application and fee should be submitted no later than one month prior to the term in which student plans to register.

TRANSCRIPT REQUEST

Use the Lindenwood College Transcript Request Form to request transcripts from student's high school and/or college. Applicants who attended but did not graduate from high school are required to request high school transcripts and G.E.D. scores. Students who have completed 24 semester hours or more in an accredited college or university need not request the high school transcript. Official transcripts are required from all colleges or universities attended previously. Attach a check or money order to each transcript request for any fee required by that institution.

ACT/SAT SCORES

Submit ACT/SAT scores. This requirement is waived if the student has been out of high school for more than five years or has more than 24 hours of acceptable transfer credit EXCEPT in the case of Education majors. They are required to supply ACT/SAT scores.



LETTERS OF RECOMMENDATION

Request two letters of recommendation.

WRITING SAMPLE

Submit a writing sample (i.e. an autobiographical statement, a theme paper or a resume).

LETTER INDICATING STATUS

When the transcripts, test scores, and autobiographical statement have been evaluated, you will receive a letter indicating your admission status.

Lindenwood College Policies

5020 - 5021.4

Academic/Student Policy 5000 Series

APPLICATION AND ADMISSION FOR "SPECIAL STUDENT"

5020 - 5021.4 Series

INTERVIEW WITH COUNSELOR

An orientation interview with an admission counselor.

COMPLETE ADMISSION APPLICATION

Complete and sign the admission application. Attach a check or money order for \$25.00. Mail or turn in to the Office of Admissions, Lindenwood College.

TRANSCRIPT REQUEST

Request that your high school transcript (or GED certificate) and college transcripts from previously attended institutions are submitted. Evidence of high school completion or equivalence is required of all incoming students.

COMPLETE ALL REQUIREMENTS FOR FULL ADMISSION

Complete all other requirements for full admission prior to the attainment of 12 semester hours of credit.



Lindenwood College Policies

5030 - 5033.4

Academic/Student Policy 5000 Series

APPLICATION AND ADMISSION FOR RE-ADMISSION

5030 - 5033.4 Series

TRANSCRIPT REQUEST

Use the Lindenwood College Transcript Request Form to request transcript(s) from colleges/universities attended since you last registered at Lindenwood.

COMPLETE APPLICATION

Complete the application for re-admission and mail or turn in to the Admissions Office.

PRIOR TO REGISTRATION:

CHECK ACCOUNT IN BUSINESS OFFICE

The student should check their account in the Business Office to make sure they have no outstanding balance.

ARRANGE APPOINTMENT IF ON PROBATION OR ON SUSPENSION

If the student is on academic probation or suspension, they should arrange an appointment with the academic Vice-President for counseling.

CONTACT FINANCIAL AID OFFICE ON PAPERWORK

Contact the Financial Aid Office to make sure your financial aid paperwork is in order.

CONTACT ADVISOR

The student should meet with their advisor.



Lindenwood College Policies

5040 - 5048

Academic/Student Policy 5000 Series

GRADUATE ADMISSION

5040 - 5048 Series

SCHEDULE AN APPOINTMENT WITH COUNSELOR

Schedule an appointment for program orientation with an admissions counselor.

COMPLETE APPLICATION

Complete and mail the signed application and \$25.00 application fee or give the application and fee to your admissions counselor. Check or money order should be made payable to Lindenwood College.

Submit the application and fee no later than one month prior to the beginning of the term in which you plan to enter.

TRANSCRIPT REQUEST

Use the Lindenwood College Transcript Request Form to request transcripts from the college/university which granted your undergraduate degree as well as transcripts from any post graduate institutions. Attach a check or money order to each transcript request for any fee required by the institution.

SEND AUTOBIOGRAPHICAL STATEMENT

Send an up-to-date resume or an autobiographical statement. The autobiographical statement should be in essay format. Indicate pertinent experiences in the student's career and/or personal development which have brought the student to their present educational pursuit. Include information regarding previous education and training programs, employment history, and future career goals. Discuss the relationship between student's academic and future plans. The finished autobiography should be two to three pages in length and must be typewritten. (MFA applicants are required to submit the resume rather than the autobiographical statement.)

LETTERS OF RECOMMENDATION

Request two letters of recommendation.

APPOINTMENT WITH DEPARTMENT CHAIRMAN FOR ADVISING

Call the program Department Chairman and make an appointment for advising. If all your documents are in and have been evaluated by the time of the interview, the Department Chairman will register students for their first term at the same time. Permission to register is granted to graduate applicants only if an evaluation has occurred and indicates conditional admission to graduate status for the first term only.

WRITE PRELIMINARY PROGRAM OVERVIEW IF REQUIRED

Some graduate programs require the applicant to write a preliminary program overview. Check with the Admissions Counselor to see if this is required.



REVIEW OF ADMISSIONS FILE BY GRADUATE COUNCIL

The Graduate Council will review student's admissions file and will determine final admission status. This review generally occurs at the end of the first term of study. The program Department Chairman will notify student of the Council's decision.





# Lindenwood College

ST. CHARLES, MISSOURI 63301

FAF3

Applying For:

Fall, 19\_\_  Spring, 19\_\_

Full-Time  Part-Time

Resident  Commuter

**INSTRUCTIONS:** Complete and return application with a \$25 non-refundable application fee to the Dean of Admissions. Applicants must request their high school to forward an official copy of their transcript, and arrange to have scores of the Scholastic Aptitude Test or the American College Testing Program forwarded to Lindenwood College. Transfer applicants must request their transcripts from each college that they have attended.

## DAY APPLICATION FOR ADMISSION

(Type or print in ink)

NAME \_\_\_\_\_  
*Last First Middle*

HOME ADDRESS \_\_\_\_\_  
*Street City State Zip*

SOCIAL SECURITY NO. \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ PLACE OF BIRTH \_\_\_\_\_  
*Month/Day/Year City State/Country*

HOME PHONE \_\_\_\_\_ BUSINESS PHONE \_\_\_\_\_  
*Area Code/Number Area Code/Number*

COUNTRY OF CITIZENSHIP \_\_\_\_\_

Your response to the following is voluntary and will in no way affect this application. It is requested so that this institution may demonstrate its compliance with Federal regulations:

Black, non-Hispanic  American Indian or Alaska Native  Asian or Pacific Islander

Hispanic  White, non-Hispanic

I AM A  New Student,  Returning/Former Student,  Transfer Student

IF RETURNING/FORMER STUDENT, HAS YOUR NAME OR ADDRESS CHANGED SINCE LAST ATTENDANCE?  Yes,  No

If "Yes", please indicate former name and address:

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_  
*Street City State Zip*

DATE LAST ATTENDED \_\_\_\_\_

IN WHAT ACADEMIC AREA DO YOU PLAN TO MAJOR? \_\_\_\_\_

DEGREE:  Bachelor of Science,  Bachelor of Arts

HAVE YOU APPLIED FOR FINANCIAL AID?  Yes,  No

DO YOU PLAN TO DO SO?  Yes,  No

I PLAN TO RECEIVE VA BENEFITS  Yes,  No

Applicants should obtain the American College Testing Program Family Financial Statement (ACT-FFS) and request analysis be sent to Lindenwood College (Code 2324). Missouri residents should also complete section "H" of the ACT Family Financial Statement. Financial Aid at Lindenwood College is granted on the basis of an ACT needs analysis and BEOG report without reference to race, color, sex, religion, disabilities, national or ethnic origin. (The Financial Aid Form of the College Scholarship Service, CSS-FAF, is also accepted.)

# LINDENWOOD COLLEGE

St. Charles, Missouri 63301



## ADULT STUDENT APPLICATION

**INSTRUCTIONS:** Complete and return application with a \$25 non-refundable application fee to the Office of Admissions. Applicants must request an official copy of their high school college transcript. Additional documents may be required.

### APPLYING FOR

- Fall, 19\_\_  Spring, 19\_\_  
 Winter, 19\_\_  Summer, 19\_\_  
 Full Time  Part Time  
 Resident  Commuter

**GENERAL INFORMATION**

- A. Name \_\_\_\_\_  
First Middle Last  
 Please indicate name on transcript from high school or college \_\_\_\_\_
- B. Home Address \_\_\_\_\_  
Number Street City State/Zip
- C. Telephone Numbers Home \_\_\_\_\_ Work \_\_\_\_\_
- D. Occupation (Title) \_\_\_\_\_
- E. Place of Employment \_\_\_\_\_
- F. Work Address \_\_\_\_\_  
Number Street City State/Zip
- G. Social Security Number \_\_\_\_\_ Birthdate \_\_\_\_\_ Birthplace \_\_\_\_\_  
Number Street City State/Zip
- H. Are you a U.S. citizen?  Yes  No  
 If "No," what type of Visa?  I-1  I-2  Immigrant  Other \_\_\_\_\_
- I. I learned about Lindenwood College through \_\_\_\_\_

**ACADEMIC INFORMATION**

- A. I plan to enroll  As a degree candidate  As a special student  Undergraduate  Graduate  
 Degree \_\_\_\_\_ Field of Study \_\_\_\_\_  
 In the  Day College  Evening College  College for Individualized Education
- B. Previous Education (Start with the most recent college/university and work backward in chronological order)
- | College/University | City | State | Dates Attended From/To | Degree/Date |
|--------------------|------|-------|------------------------|-------------|
|                    |      |       |                        |             |
|                    |      |       |                        |             |
|                    |      |       |                        |             |
- C. Are you a high school graduate?  No  Yes Date (if graduated) \_\_\_\_\_  
 High School attended \_\_\_\_\_  
Name City State/Zip
- D. GED Equivalency?  No  Yes
- E. Do you plan to transfer credits to Lindenwood College?  No  Yes  
 If "Yes," please forward an official transcript to the address at the end of this application.

**FINANCIAL ASSISTANCE INFORMATION**

- Are you applying for financial aid?  Yes  No
- I plan to receive VA Benefits  Yes  No
- Indicate type of financial assistance requested \_\_\_\_\_

IN THE EVENT OF ENROLLMENT, I AGREE THAT I WILL BE SUBJECT TO ALL THE SCHOOL, FINANCIAL, AND ACADEMIC RULES AND REGULATIONS OF LINDENWOOD COLLEGE.

\_\_\_\_\_  
 Date Applicant's Signature

I Certify That The Above Information Is Correct

LINDENWOOD COLLEGE, ST. CHARLES, MO. 63301 (314) 946-6912, ext. 213

Lindenwood College Policies

5060 - 5062

Academic/Student Policy 5000 Series

ACADEMIC LOAD

5060 - 5062 Series

FULL-TIME STUDENTS

A full-time student is one taking 12 or more semester hours in a regular semester. A student who wishes to take more than 18 semester hours in a regular semester must obtain permission from the faculty advisor and the academic dean, and will be charged an overload fee for each credit hour in excess of 18.

A full-time LCIE student is one taking 9 semester hours in a regular semester.

SUMMER TERM

During a six or eight week summer term, no more than seven semester hours may be taken without permission. During a special one-month term, no more than four hours may be taken.

Students who wish to participate in athletic programs or who are receiving certain kinds of financial assistance should be aware that full-time attendance must be maintained. The Missouri grant program, most scholarship programs, and Housing work grants all require students to maintain full-time enrollment.

Lindenwood College Policies

5065 - 5074

Academic/Student Policy 5000 Series

ADVANCED STANDING, TRANSFER OF CREDIT AND

OTHER WAYS TO RECEIVE CREDIT

5065 - 5074 Series



OFFICIAL TRANSCRIPTS

Incoming students who wish to receive transfer credit for work taken at another college must have official transcripts from each college attended sent to Lindenwood College. Student copies or unofficial copies of transcripts are not acceptable. Acceptability of transfer credit and its application to fulfill general education and distribution requirements will be determined by the Registrar. The use of transfer credits to fulfill requirements in your major will be determined by the chairperson of the major department. The following are general guidelines covering transfer of credit and advanced standing.

NUMBER OF CREDITS THAT CAN BE TRANSFERRED

You will be allowed a maximum of 90 credits in transfer. A maximum of 66 credits may be transferred from a two-year college.

ADVANCED STANDING

Transfer credits are considered "advanced standing": they count toward the 120 hours required for the bachelor's degree and satisfy general education and departmental requirements when appropriate. Grades received at another college do not count as part of your cumulative grade point average at Lindenwood. In order to be eligible to graduate from Lindenwood College "with honors" (3.00 or above), you must have completed at least 60 semester hours in residence.

CREDITS WILL TRANSFER

In general, a course will transfer to Lindenwood if:

- the college at which it was taken is regionally accredited;
- it was clearly at college-level (No remedial or developmental course can be transferred. In addition, no mathematics course below the level of College Algebra will be accepted.);
- a passing grade was received;
- it approximates the content and nature of similar courses taught at Lindenwood, or is within our "programmatic range".

UNRELATED ELECTIVES

Students transferring to Lindenwood from another regionally-accredited college may be awarded up to 12 semester hours of credit for courses unrelated to any program of study offered at Lindenwood. Such credits may be applied as free electives only and do not satisfy general education or departmental requirements. Examples include courses in Agriculture, Aviation, Cosmetology, Drafting, Electronics, Radiology, Secretarial Science, etc.

CLEP EXAMS

Lindenwood grants three credits for each General Exam passed at the 50th percentile or above. No credit is allowed for the English Composition exam. Credit is also granted for Subject Exams passed at the 50th percentile or better in appropriate subject areas.

ADVANCED PLACEMENT EXAMS

If student receives a score of three on the AP exam in English or Mathematics, student may be granted three semester hours of credit. A score of four or five qualifies you for six semester hours of credit.

MILITARY TRAINING

A student may receive credit for training programs which have been evaluated for college credit by the American Council on Education. Training which is technical in nature is limited to 12 semester hours under the rule of "unrelated electives", above. An evaluation and transcribing fee is charged.



LIFE EXPERIENCE CREDIT

If students have earned certain kinds of licensure or certification, or completed certain corporate training programs, you may be eligible for Life Experience Credit. Credit for other kinds of life or work experience may be awarded if you present a portfolio for review by appropriate faculty members. Such credits are awarded on an individual and limited basis. There is a fee charged for the evaluation. Students will be assessed an additional fee for credits awarded. Students may receive up to 27 semester hours for any or all of the categories above.

A Lindenwood student who wishes to take a course or courses elsewhere (in summer school, for example) must seek approval from both the faculty advisor and the Registrar before taking the course. The appropriate form for this purpose is available in the Registrar's Office.

AUDITING

5077 - 5078 Series

AUDIT REGISTRATION AND FEE

A student may register in any lecture course as an auditor by simply noting "AUDIT" on the registration form. Auditing means that you are permitted to attend all regular class meetings, but are not required to submit assignments or take examinations except as agreed upon by you and the instructor. No grade is assigned and no credit earned, but the course does appear on your permanent academic record.

Students may not audit laboratory courses or skill courses such as art studio or photography courses involving extensive supervision by the instructor.

A student has seven days into a regular semester and two days into a summer session to make a change in registration to audit a course or to take it for credit.

The audit fee is 50 percent of the regular tuition.

No credit may later be claimed by a student who audits a course.

Lindenwood College Policies

5080 - 5089

Academic/Student Policy 5000 Series

CHANGE OF REGISTRATION

5080 - 5082 Series

DROPS AND ADDS

During the first week of scheduled classes of a regular semester, you may drop or add classes without fee and without any record of dropped courses appearing on your transcript. After the first week, you may no longer add a class, but may continue to drop classes until four weeks into the semester. Classes dropped during this period appear on your transcript with a grade of "W". After the fourth week of a semester, you may no longer drop classes except in extenuating circumstances such as serious illness or total withdrawal from school.

DROP AND ADD FORMS

No change of registration (including changing from one section to another of the same course) is complete until a drop/add form has been signed, appropriate fees paid at the Business Office, and the form filed in the Registrar's Office. The date of withdrawal from a course for purpose of grading or refund, if any, is the date the add/drop form is submitted to the Registrar, not the date you last attended class. If you fail to attend class without submitting proper drop forms, a grade of F will be entered onto your permanent record.

Lindenwood College Policies

5085 - 5090

Academic/Student Policy 5000 Series

CLASSIFICATION OF STUDENTS

5085 - 5086 Series

SEMESTER HOURS

Academic progress is calculated in semester hours. To be classified as a sophomore, a student must have successfully completed at least 24 hours; to be classified as a junior, at least 34 hours; to be classified as a senior, at least 54 hours. The classification of a student is changed only at the end of a regular college semester or term.

In order to maintain certain kinds of financial aid, or play in intercollegiate sports, students must progress academically. Further information should be sought from the Financial Aid Office or the Athletic Director.



Lindenwood College Policies

5090 - 5091

Academic/Student Policy 5000 Series

CORRESPONDENCE WORK

5090 - 5091 Series

CREDITED TOWARD DEGREE

No more than six semester hours of academic work taken through correspondence will be credited toward a degree program.

Lindenwood College Policies

5095 - 5096

Academic/Student Policy 5000 Series

GRIEVANCE PROCEDURE

5095 - 5096 Series

APPEAL OF FINAL GRADE

Students who wish to appeal a final grade should first contact the course instructor. If the matter cannot be resolved at that level, the student may appeal in writing to the appropriate Department Chairperson, and if necessary, to the appropriate Academic Dean. An Academic Grievance Committee may be convened to hear academic grievances concerning grades and other academic matters. Information about these procedures is available in the Dean of Faculty's Office. Notice of intent to file a grievance must be made in writing to the appropriate Academic Dean within six weeks of the receipt of the grade. Changes under this procedure will only be made during the semester or term immediately following the semester or term in which the disputed grade was given.

OUT OF CLASSROOM STUDIES

5100 - 5102 Series

INDEPENDENT STUDY

For the advanced junior or senior student with specialized educational or research interests, independent study opportunities are available in all disciplines. A student wishing to pursue independent study for academic credit should consult with his/her advisor and the faculty member(s) who will be responsible for supervising the work to be done. A maximum of 12 semester hours of independent study credit may be applied to any bachelor's degree program. Sophomore students may utilize independent study on a selective basis according to the judgment of faculty advisors in consultation with the Dean of Faculty.

INTERNSHIPS

Internships and field studies are available in most areas of study and provide the opportunity to obtain academic credit by applying classroom knowledge to a career or other life-experience situation. Internships are supervised by the academic department through which credit will be received, and each department maintains its own regulations governing minimum g.p.a. required, the number of credits which may be earned and whether credits may apply toward the major. Consult with the head of the department for further information.

Lindenwood College Policies

5110 - 5112

Academic/Student Policy 5000 Series

LAST MINUTE ADMISSION

5110 - 5112 Series



STATEMENT ABSOLVING FACULTY

The student must sign a statement absolving the College of responsibility for faculty advising due to lack of information about the student's academic background.

SECOND TERM

The student will not be allowed to register for a second term if missing information still has not been received.

Lindenwood College Policies

5120 - 5124

Academic/Student Policy 5000 Series

RE-ADMISSION

5120 - 5124 Series

LEFT IN GOOD STANDING

A student who has been fully admitted to Lindenwood College and left in good standing (that is, was not on probation or suspended, or asked to leave for other reasons) may return to the College at any time. Simply contact the Dean of Faculty's Office to arrange for advising and for information about registering.

LEFT IN UNFAVORABLE STANDING

A student who is asked to leave by the College, who is suspended, or who is on probation at the time of leaving, must apply for re-admission. Applications are available through the Admissions Office and the Dean of Faculty's Office. If the student is allowed to return, conditions of enrollment will be stipulated by the Dean of Faculty or the Dean of College Life, depending on the circumstances, and will be outlined in a letter to the student.

ABSENT ONE CALENDAR YEAR

For student who is absent from the College for more than one calendar year and their returns will be covered by the catalog in effect at the time of re-enrollment you must read all requirements of the current catalog.

REGISTRATION

5130 - 5139 Series

CONTINUING STUDENTS

Continuing students are expected to register during designated registration periods as established by the Registrar. For Fall Semester, this registration occurs the preceding April; for Spring semester, registration takes place in November. Continuing students who do not register during the specified early registration periods not only run the risk of being closed out of desired courses, but will lose their \$250 enrollment deposit and resident students may lose their room assignment as well. Students who complete their registration during the session time will be given a deadline date by which all tuition and fees must be paid, or alternate arrangements made with the Business Offices. If this deadline is met, the student's \$250 deposit is maintained, the course selection is guaranteed, and it is not necessary to appear at General Registration.



NEW STUDENTS

New students and students returning after a period away from Lindenwood may register during the General Registration day designated by the Registrar, immediately preceding the beginning of each semester. Late registration, subject to course availability, will be accepted during the first week of a semester only, and a \$25 late fee will be charged.

TUITION AND FEES PAID

No student is considered registered in a class unless 1) all tuition and fees have been paid, or other arrangements made with the Business Office and 2) a completed registration form, signed by the faculty advisor, is filed with the Registrar's Office.

RESIDENCY

5137 - 5138 Series

UNDERGRADUATE

An undergraduate student not previously enrolled at Lindenwood College who wishes to receive a Lindenwood degree must complete the last 30 credits in residence at Lindenwood, and must complete a minimum of 15 credits of the major at Lindenwood.

Lindenwood College Policies

5140 - 5141

Academic/Student Policy 5000 Series

SECOND DEGREES

5140 - 5141 Series

ADDITIONAL HOURS

A student who has been awarded a Lindenwood undergraduate degree and who subsequently desires a second undergraduate degree must take a minimum of 30 additional hours at Lindenwood for the second degree. More than 30 may be needed to meet the actual degree requirements.

A student who is currently enrolled and who desires two degrees at the end of a single college career must complete all requirements for both degrees and a minimum of 150 semester hours.

Lindenwood College Policies

5150 - 5189

Academic/Student Policy 5000 Series

TRANSCRIPTS

5150 - 5159 Series

CONFIDENTIAL

A transcript is a listing of all courses taken and grades received at Lindenwood College. Your transcript is confidential information.



TRANSCRIPT SENT

Transcript or grade reports cannot be sent to any agency or individual without students expressing written consent. Requests for transcripts are not accepted by telephone.

ACADEMIC RECORDS RELEASED WITHOUT WRITTEN CONSENT

Academic records may be released without student's written consent only to individuals or offices within the College where there exists a "legitimate need to know" -- student's academic advisor, for example, or an athletic director who needs to determine eligibility to play sports.

RECORD OF ALL WORK

Transcript is a record of all your work at Lindenwood. Partial transcripts are never issued.

WORK COMPLETED AT OTHER COLLEGE

Transcripts of work completed at another college are not released to students or any agency outside the college for any reason. Transcripts from another college must be obtained from the other college.

FINANCIAL OBLIGATION

No transcript will be issued if you have any unsatisfied financial obligation to the College.

FEE

A fee of \$3.00 is charged for each transcript issued. After a student has received a degree, the first transcript copy is free.

DAY FOR PROCESSING

Students must allow two to three working days for processing of transcript requests, whether for students or to be sent elsewhere.

GRADES OVER TELEPHONE

No grades will be given over the telephone under any circumstances.



Lindenwood College Policies

5160 - 5165

Academic/Student Policy 5000 Series

VETERANS' BENEFITS

5160 - 5165 Series

NOTIFY VA

The College will notify the VA of all terminations, interruptions, or any change in clock-hour load within thirty days. This may change the benefits available to the student.

CASE OF WITHDRAWAL

The student accepts the responsibility of notifying the Registrar, the VA Representative, and his/her advisor immediately in case of withdrawal from any course.

PROGRESS NO LONGER SATISFACTORY

The Veterans' Administration will be informed that progress is no longer satisfactory with the accumulation of 12 or more hours of "F" grades.

LCIE STUDENTS

LCIE students receiving benefits through the Veterans' Administration must comply with the College's general policies regarding withdrawal, attendance, and satisfactory progress.

EXCESSIVE ABSENCES

The student accepts the responsibility of notifying his/her instructors of any expected absence from class. A student may be withdrawn by the College for any excessive absences.

EXCESSIVE ABSENCES

The student accepts the responsibility of notifying his/her instructors of any expected absence from class. A student may be withdrawn by the College for any excessive absences.

WITHDRAWING FROM SCHOOL

5170 - 5174 Series



ILLNESS/PERSONAL CIRCUMSTANCES

If illness or other personal circumstances necessitate students withdrawing from all classes during the course of a semester, students must complete a withdrawal form, have it signed by student's advisor, and complete an exit interview with a member of the College Life Staff. In cases of serious illness or other emergency, parents or other responsible party may complete withdrawal procedures on student's behalf or, if this is not possible, students may write a letter to the Registrar explaining your circumstances. The Registrar will complete withdrawal procedures for the student.

FAILURE TO ATTEND CLASS

Failure to attend classes without following proper withdrawal procedures will result in grades of F being recorded for all courses in which the student has enrolled.

RETURN FOR NEXT SEMESTER

If students decide after the end of a semester that they will not be returning for the next semester, students must so notify the Registrar in writing. Failure to notify the College of student's intention not to return will result in forfeiture of student's \$250 deposit.

REFUNDS

Full or partial refunds of tuition and fees apply in some cases. The refund schedule is published in the schedule of classes prior to each term.

When a student withdraws from school, any refund resulting from a Guaranteed Student Loan will be returned to the original lender and not to the student.

Lindenwood College Policies

5200 - 5201

Academic/Student Policy 5000 Series

RESIDENCE HALL AND CONTRACT

5200 - 5201 Series

STUDY CONDITIONS

The College recognizes its residential diversity in floor plans, residence size, student interests and study habits. Each hall government owes its members periodic, carefully considered discussions on local study conditions, as part of the foundation on which successful group living rests. While there are no campus wide quiet hour requirements, there shall be a twenty-four hour mutual consideration policy in effect, wherein any reasonable request for quiet must be met. In addition, each hall may vote specific additional quiet hours as it chooses.

Lindenwood College Policies

5210 - 5215

Academic/Student Policy 5000 Series

DAMAGE BILL

5210 - 5215 Series

CHARGES FOR REPAIR

Charges are assigned equally to all occupants of a room or Hall unless the person or persons responsible for the damage assume the full charge by making the necessary arrangements with the Office of Programs and Residences. Charges for common area damage will be assigned to those individuals identified by Hall Officers and Staff as responsible for it. Registered occupants for each room are financially responsible for keeping the room and its contents in good order and free from damage, both by themselves and others.



DAMAGES ARE FIXED BY

Charges for repair of damages are fixed by the Physical Plant Staff on the basis of labor and material costs.

RESIDENT'S COLLEGE ACCOUNT

Bills for damage to an individual room or common area will be added to a resident's College account.

APPEAL OF DAMAGES

Damage charges must be appealed to the Office of Programs and Residences within three weeks of the date of notification. Students will be held accountable for all individual bills not appealed during this three week period regardless of any additional information provided at a later date.

CHECKED FOR DAMAGES

Each room will be checked for damages by a Residence Staff member, along with a resident of the room, at the beginning of the school year, at the time of a room change, and prior to the end of the spring term. A check list is provided for use by students in inventorying their rooms, and is co-signed by the local Residence Staff member. The Office of Programs and Residences in conjunction with the Vice President of Administration may take room surveys during the semester. All items needing repair or replacement (other than for normal wear and tear) will be charged to the last occupants. A final inspection will be made after your departure which may result in additional charges to the student's account.

Lindenwood College Policies

5220 - 5221

Academic/Student Policy 5000 Series

FIREARMS

5220 - 5221 Series

Lindenwood College Policies

Academic/Student Policy 5000 Series

VIOLATION

Rifles, shotguns, pistols, revolvers, air rifles or pistols, crossbows, sabres, knives, and other weapons and ammunition, are forbidden on College property. Violation of this substance may be cause for immediate eviction.

Lindenwood College Policies

5225 - 5228

Academic/Student Policy 5000 Series

FIRE SAFETY

5225 - 5228 Series

FLAMMABLE LIQUIDS

Flammable liquids or containers for flammable liquids must not be brought into any College building; motorcycles, mopeds or any other kinds of machine or equipment which has a gasoline or combustible fuel tank are prohibited.



FIREWORKS

The use of fireworks is illegal in the City of St. Charles; their possession is forbidden on the College campus.

FOUR-WAY SOCKETS AND EXTENSION CORDS

Four-way sockets and extension cords over eight feet long should not be used, as they may cause electrical overload problems. Inspections may be made to recognize and correct violations.

Lindenwood College Policies

5300 - 5305

Academic/Student Policy 5300 Series

FOOD SERVICE

5300 - 5305 Series

MEALS MISSED DURING TERM

Board is required of all students in College residences, but for exception authorized by recommendation of the Food Service Committee to the Dean of College Life. In establishing board rates, consideration is given to anticipated absenteeism; therefore, no allowance is made for meals missed during an academic term.

DINING ROOM FACILITIES

Dining room facilities are limited to residents of College operated living facilities and guests. Anyone else may be refused entrance to the dining hall.

GROUNDS FOR REFERRAL

Refusal to provide identification, participation in food fights, removal of chairs, silver or glassware from the dining room, are grounds for referral to the College Judicial Board or to a member of the College Life Staff for disciplinary action.

MEALS

Meal hours and schedule of services are arranged for the convenience of student residents and are announced and posted at the beginning of each academic term. Meals are served in the College dining room seven days a week when the College is in session. The College dining room serves 10 meals per week with brunches replacing Saturday and Sunday breakfasts and lunches. A partial board plan and restricted board plan are also available.

DIET PROBLEM

If a student has a diet problem of any kind, including a variety of foods, he or she should obtain documentation of this particular problem from the family physician or religious adviser and discuss the diet needs with the Food Service Director.



Lindenwood College Policies

5310 - 5311

Academic/Student Policy 5000 Series

GUESTS

5310 - 5311 Series

OCCASIONAL GUESTS

Occasional guests of the same sex are permitted to stay in a student's room. Guests may not remain for a period exceeding three consecutive days. A longer period may blur the distinction between resident and guest, and be an abuse of the College's right to charge for the use of its facilities. It is also required that a student make the local Residence Staff member aware of his or her guests, an important fact in case of emergency and for insurance purposes.

Lindenwood College Policies

5315 - 5317

Academic/Student Policy 5000 Series

KEYS

5315 - 5317 Series

ROOM KEYS

Each student is issued a room key at the beginning of the year which continues to be the property of the College. The keys must be returned prior to vacating the room, and may not be duplicated. If the key is lost, not returned, or an unauthorized duplicate is submitted, a \$10 charge will be assessed to install a new lock to insure safety. No locks, other than those provided by the College may be installed.

EMERGENCY CIRCUMSTANCES

Except under emergency circumstances, where a threat of life safety is suspected, student rooms and the personal possessions of a student will not be searched, unless appropriate authorization has been obtained from the Dean of College Life, or his or her designated representative. The resident(s) should be present, if possible, during the search. College owned residences, as any private property, are in no way immune from authorized search by local, state, or federal law enforcement personnel.

Lindenwood College Policies

5320 - 5321

Academic/Student Policy 5000 Series

LIVE-IN PROGRAM FUND

5320 - 5321 Series

LOCAL PROGRAM

Funds for local programs are provided through a required charge added to room rent for all students. The money is collected by the Business Office and monitored by the Dean of College Life, through whose office elected officers from each Residence Hall may make authorized withdrawals, with approval from the Head Resident. A small portion of the fund is kept by the Dean for collaborative events; all expenditures will go for support of residential programs.

Lindenwood College Policies

5325 - 5327

Academic/Student Policy 5000 Series

LOUNGE FURNISHINGS

5325 - 5327 Series



INDIVIDUAL STUDENT'S ROOM

Lounge furniture is provided by the College for the use and convenience of all a building's residents. Its placement may be determined by a Hall government, subject to fire safety regulations and the following guidelines: before any furniture is moved from its original location within a building; unanimous approval of the people the lounge serves must be obtained, in consultation with the Head Resident. A record of where each item has been placed, and which residents have accepted responsibility for it, must be filed with the Office of Programs and Residences. Furniture may not be moved from one residence hall to another. Under no circumstances is lounge furniture allowed in an individual student's room. Lounge furniture found in a student's room will result in a fine of \$50 plus \$10 for each day the furniture remains in the room after the student has been notified.

THEFT OR DAMAGE

At the end of each term, an inventory will be made of each lounge. All furniture must be returned to its original location prior to that time. Any bills for theft or damage will be sent to the person(s) who has (have) accepted responsibility as recorded at the Office of Programs and Residences.

OCCUPANCY GUIDELINES

5400 - 5408 Series

SPACE IN RESIDENCE HALLS

A resident student contracts for a space in a residence hall, not a specific room, and consequently the College reserves the right to assign roommates, to change assignments, or to use a room when it is not occupied. Room changes are possible depending on availability at any time during the year, except the first ten days of each term, but only with permission from the Office of Programs and Residences. When the student moves from a single to a double room or a double to a single, a new contract **MUST** be signed. Failure to do so will prohibit the move.

OCCUPANCY

Rooms will be available for occupancy at least 24 hours before Fall term registration, and will be closed to students at the end of the examination periods. Any resident who remains past the publicized moving out date may be fined a late fee of \$10 per day.

SUBJECT TO EVICTION

A resident who has not settled his College bill or who returns from inter-session (the period between Fall final examinations and Spring term check in), without having registered for the current term will be subject to immediate eviction.

PREREGISTERED

Students who leave campus following Fall term examinations without having preregistered will have their belongings removed. (Enrollment deposits will be refunded in the event the College requires a withdrawal).

CLOSE DURING VACATION PERIODS

The College reserves the right to close the residence halls during vacation periods, and to make emergency changes in occupancy or food service calendars. No food service will be provided over the Thanksgiving holiday, during Fall or Spring vacations, during intersession, or between the end of Spring term and the start of Fall term.



NEED OF PERMISSION TO REMAIN IN HALL.

No students may remain in halls from the end of Spring term until the beginning of Fall term without the permission from the Office of Programs and Residences.

MOVING OUT

Students moving out of College housing at the end of Fall term must do so by the first Friday of intersession recess. Students changing rooms at the end of the term must organize their moves by the Friday before intersession recess.

FAILURE TO MEET DEADLINES

Failure to meet these deadlines will result in an automatic \$50 fine. Students who are occupying a room after it was to be vacated will have their belongings removed and be billed for packing. The College will not be responsible for belongings left in rooms and packed by College personnel.

Lindenwood College Policies

5415 - 5417

Academic/Student Policy 5000 Series

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PETS AND ANTENNAS

5415 - 5417 Series

PETS NOT ALLOWED IN HALLS

Pets are not allowed in residence halls, or in or around the dining areas.

OUTDOOR AERIALS

Outdoor radio and television aerials may not be attached to any College residence hall by students. Phone lines must be installed ONLY by Southwestern Bell authorized personnel.

REFRIGERATORS AND APPLIANCES

5420 - 5423 Series

EXCEPTIONS

With the exception of small refrigerators, no appliances using an excessive amount of power will be permitted.



NOT PERMITTED

Cooking appliances with exposed heating elements such as hotplates, toaster ovens, and coil hot water (immersion) heaters are not permitted, for they represent a serious electrical and fire hazard to community safety. Other appliances that require an excessive amount of current or ones that are not equipped with an overheat fuse or automatic thermostat shut-off device are also not allowed.

U.L. APPROVED

All electrical appliances must be UL approved.

Lindenwood College Policies

5430 - 5435

Academic/Student Policy 5000 Series

RESIDENCE ALCOHOL

5430 - 5435 Series

LAWS

All local, state and federal laws will be strictly observed.

LEGAL AGE

Residents of legal age who supply minors commit a serious crime, while placing themselves in severe legal jeopardy should a later injury or loss of property be related to such supply. Residents of legal age whose use of alcohol impairs their abilities to function will be referred for medical/counseling aid; use in a manner which disregards the rights of others will result in judicial referral. Under no circumstances will the consumption of alcohol be usable as a defense against subsequent College judicial charges.

PUBLIC AREAS

If residents of legal age choose to drink, they may not do so in public areas - lounges, hallways, etc.

SPECIAL EVENTS

The gathering of fourteen (14) or more people in a student room shall be considered a sufficient crowd to require the advance completion of a "Special Event Registration" form with the Office of Programs and Residences.

COMPLETION OF FORM FOR KEG

The purchase of any size keg will also require the completion of the form. Violations may result in judicial referral and/or the immediate close of an event by the Security Office or the College officials. More detailed guidelines are posted and distributed in each hall.



Lindenwood College Policies

5500 - 5502

Academic/Student Policy 5000 Series

RESIDENCE STAFF

5500 - 5502 Series

STAFF COMPRISED OF

The Staff is comprised of approximately a dozen upperclass students (Resident Advisors or "RAs"), and four part-time professionals (Head Residents, who coordinate the work of a geographic group of RAs), who are members of the College Life Staff.

WORK WITH NEW RESIDENTS

They work to introduce new residents to the College's diverse programs and services, provide an accessible source of information, informal advising and peer support, assist the Office of Programs and Residences in coordinating necessary business tasks, and support the work of elected Hall officers to promote local cultural and social programs.

Lindenwood College Policies

5510 - 5513

Academic/Student Policy 5000 Series

ROOM FURNISHINGS AND CLEANING

5510 - 5513 Series

COLLEGE FURNISHES

Each student living in College facilities is furnished with a chair, desk, bed, mattress, dresser, bookshelves and lounge chair. Each student may wish to provide a study lamp, blanket, linens, and pillow.

Furnishings are to be left in student's room at all times.

WATER BED USAGE

Water bed usage is restricted on the campus due to stress/weight problems and potential water damage from filling, emptying, and breakage. Permission to have a water bed must be obtained from the Office of Programs and Residences. Use will be limited to the ground floors of McCluer and Parker Halls, and two only on each of the upper floors of those halls. Water beds may not be used in any other residence halls.

Students using water beds will be required to obtain and show the Office of Programs and Residences proof that they have purchased water bed liability insurance to protect themselves and the College in case of damage. Problems created by the use of water beds will be the responsibility of the owner and subject to College rules on damage.

Residents are responsible for the cleaning of their assigned rooms. Custodians will clean public areas (corridors, stairs, lobbies, lounges, central bathrooms, etc.) Monday through Friday.

END OF TERMS

At the end of the Fall and Spring terms, VP/Administration will inspect vacated student rooms. An additional cleaning charge will be billed to the former residents of any room that has not been left in an orderly condition and requires extensive cleaning beyond the vacuuming, dusting, polishing, and scrubbing attributable to normal wear and tear.

Lindenwood College Policies

5520 - 5523

Academic/Student Policy 5000 Series

SAFETY AND SECURITY

5520 - 5523 Series



HALL DOORS LOCKED

Outside residence hall doors are locked at midnight Monday through Friday, and 2 A.M. Saturday and Sunday.

THEFTS REPORTED

Thefts, no matter how small, should be reported immediately to a member of the Residence Staff and to the Security Office. The College does not assume responsibility for loss or damage to the personal property of its students not directly attributable to employee negligence.

STUDENT INSURANCE PROGRAM

Residents not otherwise covered by family health insurance, must enroll in the Student Insurance Program.

Lindenwood College Policies

5530 - 5531

Academic/Student Policy 5000 Series

SOLICITORS

5530 - 5531 Series

PROHIBITED IN COLLEGE HOUSING

General solicitations or canvassing is prohibited in College housing. Solicitors should be reported to a Residence Staff member or to the Security Office. Rooms are for residence only, may not be sublet, and no student is to use, or permit his or her room to be used, for any commercial purposes whatsoever.

TERMINATION OF CONTRACT

5540 - 5542 Series

STUDENTS WHO VIOLATE CONTRACT

Students who violate stipulations set forth in this contract will be subject to Judicial Board or Administrative action. A violator may be required to vacate his or her room and/or may be refused future access to other College facilities. Refunds of room and board payments may not be issued, according to the guidelines defined in the College Catalogue.

STUDENT'S BELONGINGS

Upon termination of this contract, the College does not assume responsibility for the removal and/or storage of a student's belongings. The student agrees and is expected to remove all possessions within 96 hours of contract termination.



TERMS OF CONTRACT

5550 - 5555 Series

NO ROOM REFUNDS

No room refunds of any kind will be made after the beginning of a term.

BOARD CONTRACTS CHANGED

Students living in College housing will not receive refunds of room rent for absences from campus. Board contracts may be changed only within the first two weeks after the semester begins.

CONTRACT WILL CONTINUE

Contracts may only be terminated by recommendation of the Food Service Committee to the Dean of College Life at the end of weekly food order periods. A board contract will continue (and a student is entitled to take meals) until the first day of the following food order period after notification of the board contract termination.

LINDENWOOD STUDENTS

Only regularly enrolled Lindenwood students may occupy College residence halls. Residents must register during the scheduled early-registration periods in order to retain the right to residence hall occupancy. Residents who do not register by the end of the scheduled early-registration period will be subject to eviction or loss of housing priority.

CONTRACT MAY BE TERMINATED

This contract may be terminated without penalty prior to occupancy by notifying the Office of Programs and Residences in writing of the decision to withdraw from the College, take a leave of absence, or transfer, with the following deadline: for Fall Term, June 1; for Spring Term, December 1. Failure to return a signed contract to the Office of Programs and Residences by the above deadlines will result in a person's name being deleted from a Hall roster.

0000

**LINDENWOOD COLLEGE**  
Office of Programs and Residences  
Residence Hall Room and Board Contract 1986-87

\_\_\_\_\_ Date of Mailing

This Agreement states the terms by which the College agrees to provide a residence space for the student named below. Delivery of this document by the College represents an offer to provide such space. Signing below constitutes acceptance.

Parties To This Agreement \_\_\_\_\_

Last First Middle

Current Class Year (circle one) **Freshman** Sophomore Junior Senior Graduate

Date of Birth \_\_\_\_\_ Today's Date \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Street and number

and Lindenwood College, St. Charles, Missouri 63301

Space Assigned \_\_\_\_\_

Room \_\_\_\_\_ Hall \_\_\_\_\_

This Contract is for the entire 1986-87 academic year. It is valid until the last day of the last term for which it is signed, unless

- 1) Payment or appropriate part of payment is not received by the Business Office on the schedule listed below.
- 2) The Office of Programs and Residences or the College Judiciary Board orders you evicted for violations of the terms of this document or accompanying Residence Hall Booklet. You will be notified in writing if eviction proceedings are being considered against you, and an eviction may be appealed to the Associate Provost/Dean of College Life.
- 3) Official permission is granted to live off campus.

It is further understood and agreed that the Booklet is part of the Contract; compliance with its terms is equally binding.

All resident students must submit a Student Health Record before this application will be processed.

I have Health Insurance through my own or my family's coverage.  
I wish to enroll in the Student Health Insurance Program.

Returning students must pre-register in order to hold their chosen spaces on the room rosters for each Hall. Failure to do so will result in loss of housing, seniority, and risk voiding of the Contract. New students must return the white and yellow copies of the signed Contract with deposit payment and other enrollment materials to the Admissions Office. Returning students must return white and yellow copies of the signed Contract with their payment to Lindenwood College, Business Office, St. Charles, Missouri 63301. (For all students, a \$250 tuition deposit is required, which also reserves a room for the resident student).

Information on the refund and forfeiture policy for the \$250 is attached and made a part of this contract.

Term	Dates of Occupancy	Billing Date	Payment Due Date	Room Charge	Board Charge (check one)
Fall	August 25 - November 26, 1986	June 1986	August 8, 1986	\$800/single \$600/double	<input type="checkbox"/> Full Board/ 19 meals per week - \$800
	November 30 - December 12, 1986				<input type="checkbox"/> Partial Board/ 14 meals per week - \$655 <input type="checkbox"/> Restricted Board/ 10 meals per week - \$425
Spring	January 19 - March 6, 1987	December 5	December 31, 1986	\$800/single \$600/double	<input type="checkbox"/> Full Board/ 19 meals per week - \$800
	March 16 - May 8, 1987				<input type="checkbox"/> Partial Board/ 14 meals per week - \$655 <input type="checkbox"/> Restricted Board/ 10 meals per week - \$425

Payment is due via a choice of plans: \_\_\_\_\_ In full for each term no later than registration.  
(Please check one) \_\_\_\_\_ On a Deferred Payment schedule arranged at registration.

The signatures below signify that both parties have read, understand, and agree to comply with all provisions stated herein:

\_\_\_\_\_  
Lindenwood College

\_\_\_\_\_  
Student Resident

\_\_\_\_\_  
Parents or Guardian if student is under age 18

\* The student must apply for this plan through the office of Programs and Residences

White - Office of Programs and Residences copy  
Yellow - Business Office copy  
Pink - Student copy  
Goldenrod - Head Resident

INDEX TO LINDENWOOD COLLEGE ALUMNI ASSOCIATION

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Lindenwood College Policies

6000 - 6002

Lindenwood College Alumni Association  
6000 Series

ALUMNI ASSOCIATION

6000 - 6002 Series

Lindenwood College Alumni Association  
6000 Series

PURPOSE

The purposes of the Alumni Association shall be to promote the interests of Lindenwood College, to cooperate in carrying out its missions, and to communicate to the Board of Directors, administration, faculty, and students the views of Alumni.

MEMBERSHIP

Upon graduation from Lindenwood College, a student is automatically a member of the Lindenwood College Alumni Association.

Any former student of Lindenwood College who has completed at least the equivalent of one year of study at Lindenwood College is eligible for membership.

Lindenwood College Policies

6020 - 6026

Lindenwood College Alumni Association  
6000 Series

COUNCIL COMPOSED OF

6020 - 6026 Series

REPRESENTATIVE ELECTED

Nine representatives elected at large to serve terms of three years, three to be elected each year on a rotating basis.

ALUMNI CLUBS

A delegate from each of the Lindenwood Alumni Clubs.

BOARD OF DIRECTORS

Alumni who are members of the Board of Directors.

CURRENT GRADUATING CLASS

A member of the current graduating class each year for a five-year term.



PREVIOUS PRESIDENT

The previous President shall be a member of the council for two years following his or her term of office.

Lindenwood College Alumni Association  
6000 Series

DIRECTOR

The Director of Alumni Affairs will serve ex-officio.

Lindenwood College Policies

6030 - 6031

Lindenwood College Alumni Association  
6000 Series

OFFICERS

6030 - 6031 Series

OFFICERS IN ASSOCIATION

The officers of this association shall be President, Vice-President, Secretary, and Treasurer.

Lindenwood College Policies

6040 - 6041

Lindenwood College Alumni Association  
6000 Series

TENURE

6040 - 6041 Series

**TERM**

Officers of the Association shall serve a two-year term, and their terms of office shall commence at the close of the annual meeting at which they are elected. The President and the Secretary shall be elected on alternate years with those of the Vice-President and the Treasurer. No member shall hold more than one office at a time, and no member shall be eligible to serve more than two consecutive terms in the same office. An officer's tenure may extend beyond his or her term on the council.

Lindenwood College Policies

6050 - 6051

Lindenwood College Alumni Association  
6000 Series

DIRECTOR OF ALUMNI AFFAIRS

6050 - 6051 Series

APPOINTED BY PRESIDENT

The Director of Alumni Affairs shall be appointed by the President of the College in consultation with the Alumni Council. The Director of Alumni Affairs shall conduct the work of the Alumni Office and perform such other duties as may be desirable. The Director of Alumni Affairs shall be an ex-officio member of all standing committees except the Nominating Committee to which the Director shall act as a consultant. The Director of Alumni Affairs shall attend meetings of the Executive Committee, the Alumni Council, and the Association. The Director's office shall have custody of the files and maintain correspondence and records concerning all alumni.



INDEX TO INDIVIDUAL DEPARTMENT'S SOLICITATION

OF GIFTS AND GRANTS

7000 SERIES

I. Solicitation of Funds	7000
A. Requests for Funds	7001
B. Income Tax Deductions	7002

Lindenwood College Policies

7000 - 7002

Individual Departments' Solicitation of  
Gifts and Grants 7000 Series

SOLICITATION OF FUNDS

7000 - 7002 Series

Individual Departments' Solicitation of  
Gifts and Grants 7000 Series

REQUESTS FOR FUNDS

All requests for funds (gifts) from any outside constituency should be coordinated through the Development Office of the College. If a department has a particular project or idea for funding, it should be discussed with the Development Office before a proposal is written. Once the department has written a proposal or a solicitation letter, it should be given to the Development Office for the College to send along with an explanatory note under the President's signature. By following this policy, we will be able to coordinate our approaches and give each request the best possible chance for funding.

INCOME TAX DEDUCTIONS

All gifts to departments qualify for the income tax deduction only as those departments are part of the College as a non-profit legal entity. Therefore, all gifts must be registered with the Development Office. These funds will be deposited by the department account by the Development Office. This includes all gifts including cash, artwork, equipment, etc. By coordinating our fund raising efforts, we should provide the greatest chance for successful institutional development.

INDEX TO MISCELLANEOUS

8000 SERIES

I. Rules Under Which Meetings Are Conducted	8000
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Lindenwood College Policies

8000 - 8001

Miscellaneous 8000 Series

RULES UNDER WHICH MEETINGS ARE CONDUCTED

8000 - 8001 Series

ROBERT'S RULES OF ORDER

All meetings and other business at Lindenwood College shall be conducted according to Robert's Rules of Order.

Lindenwood College Policies

8010 - 8013

Miscellaneous 8000 Series

DIVISIONS

8010 - 8013 Series



HUMANITIES

English

Communications

Religion and Philosophy

Art

Foreign Language

Theatre

Library Science

Music

Performing Arts

English as a Second Language

NATURAL SCIENCES AND MATHEMATICS

Biology

Chemistry

Mathematics

Physics

SOCIAL SCIENCES

Business Administration

Economics

Education

Geography

History

Psychology

Political Science

Sociology/Anthropology

Lindenwood College Policies

8020 - 8022

Miscellaneous 8000 Series

OUTSIDE EMPLOYMENT

8020 - 8022 Series

FULL-TIME NON-ACADEMIC

Full-time non-academic personnel who desire to undertake employment of any kind should seek approval from their immediate supervisor.

FULL-TIME FACULTY

Full-time faculty members who wish to engage in outside employment of any kind during the academic year should seek approval from both their Department Chairman and the Dean of Faculty. Requests of this nature should be submitted in writing. Normally, faculty members may teach up to two courses above their regular load each academic year.

Lindenwood College Policies

8030 - 8031

Miscellaneous 8000 Series

TEXTBOOK ORDERS

8030 - 8031 Series

DATE TEXTBOOKS CAN BE ORDERED

Orders for textbooks must be given to the Bookstore no later than February 15 for the May term, by March 15 for the Summer session, May 15 for the Fall semester and October 15 for the Spring semester. Textbook order forms are available at the Bookstore. Examination and desk copies must be requested from the publisher.



Lindenwood College Policies

8035 - 8036

Miscellaneous 8000 Series

BUDGETS

8035 - 8036 Series

DEPARTMENTS

Each department or office has its own line-item budget which is administered by the appropriate supervisor. All expenses must be covered by this budget.

Lindenwood College Policies

8040 - 8041

Miscellaneous 8000 Series

STATEMENTS TO MEDIA

8040 - 8041 Series

CONTACT BY MEMBERS OF THE PRESS

On certain occasions, College employees may be contacted indirectly or directly by members of the press, radio or television, and asked to comment on matters relating to a particular function, event, policy or position at Lindenwood. In order to assure accuracy and consistency, no comment or statement should be made or disseminated by any employee without consultation with the Public Relations Director or the President or Vice-President of Academic Affairs.

Lindenwood College Policies

8050 - 8051

Miscellaneous 8000 Series

COUNSELING

8050 - 8051 Series

CONSOLIDATED ADVISING PROGRAM

The College's Consolidated Advising Program (CAP) Center provides a comprehensive array of services and resources to all employees of Lindenwood, with primary emphasis on career development and planning, academic assistance and peer tutoring and personal counseling. Trained professionals and volunteers are available during day and evening hours to assist employees with counseling.