

LINDENWOOD
UNIVERSITY



STUDENT HANDBOOK

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WELCOME TO LINDENWOOD

A PROUD PAST AND A PROMISING FUTURE

Since the University was founded in the mid-1800s by pioneering educators Mary Easton Sibley and George Sibley, Lindenwood has enjoyed a reputation as an innovative force dedicated to liberal arts education.

Mary Sibley, along with her husband George, a prominent pioneer and frontiersman who helped chart the Santa Fe Trail, sought to establish an institution that would reach across all fields of knowledge. They wanted their school to teach a solid academic core and a balanced sense of self-worth among its students, a sense that accompanies a dedication to the larger community and nation. They also sought to create an institution that teaches the breadth of liberal arts along with the focused scope of the sciences and other academic fields of specialty, seeking to synthesize all knowledge to educate the student as a whole person.

Lindenwood has changed through the years, and remains rooted in its innovative, pioneering heritage. New programs and delivery formats are offered at both the undergraduate and graduate levels to meet the ever-expanding horizons of the Lindenwood student population — a population that now includes a wide range of working adults and professionals in addition to traditional university students.

The innovative, pioneering spirit of Mary and George Sibley certainly flourishes at Lindenwood today. More than 40,000 living alumni continue to distinguish themselves in virtually all fields, reflecting not merely their excellent academic preparation but their development as balanced, whole persons. Lindenwood continues the tradition begun by the Sibleys by preparing liberally educated (not merely specialized or trained), responsible- citizens.

Lindenwood seeks to balance formal learning in the classroom with a wide range of extra- and co-curricular experiences designed to provide education for lifelong learning: education that continues to prepare individuals for success as responsible citizens.

Importantly, while offering this range of opportunities, Lindenwood encourages its students to reach their full academic potential, insisting that they be their very best.

AN UNDERSTANDING OF COMMITMENT

Lindenwood University is committed to the development of the whole person within a values system that acknowledges the university's Judeo-Christian heritage and focuses on four-dimensional personal growth: mental, social, physical, and spiritual. Residential life helps students establish good learning skills; gain a broad range of knowledge and understanding about the arts, humanities, and sciences; obtain social and physical enjoyment through athletic and recreational activities and special events; grow in capacity for work, achievement, and leadership; and experience self-discovery and personal fulfillment that will serve a lifetime.

The University community seeks to foster peace and harmony by maintaining order and stability. Policies and rules help to establish order and serve the common good. The Lindenwood University community is a voluntary society that asks you, as its member, to possess a loyalty to the institution and personal commitment to growth, education, and the community.

Your activities affect both you and others. In choosing to be a part of this learning community, you agree to be responsible and act in such a way that reflects favorably on yourself and the community. You are expected to abide by established laws. You are expected to conduct yourself at all times in a manner that exemplifies respect and seeks the best interest of all members of the community.

Responsible members of the Lindenwood University community demonstrate respect for self, others, and their institution by

- Exhibiting personal qualities of honesty, fairness, integrity, and accountability;
- Developing interpersonal relationships that enhance the quality of life on campus by treating other persons with respect and dignity;
- Relating to others in a manner that assures their physical safety, emotional health, and psychological well-being;
- Abstaining from any form of intimidation and harassment that causes fear, threat, or discomfort on the part of others;
- Respecting the rights of students and staff by remaining reasonably quiet in the residence halls, classrooms, library, and laboratories;
- Respecting the physical property of the university and of other students;
- Striving to enhance the physical and mental health of all persons by not using, possessing, or providing others with alcohol, illegal drugs and chemicals, or other harmful substances;
- Respecting traditional Judeo-Christian values;
- Abiding by all policies of the university and fulfilling all contractual agreements with the university;
- Abiding by the laws of the city, county, state, and nation.

When your behavior or attitude does not conform to these standards, you will be counseled in a personal, patient, and just manner. Referrals may be made to a university official for personal inventory, self-evaluation, counseling, and advice. Correcting behavior and fostering personal growth are oftentimes more desirable than punishment. However, disciplinary action will be taken when warranted. The University reserves the right in its discretion to issue sanctions, deny admission, or dismiss a student whose behavior and/or living habits are judged to be detrimental to the welfare of the community.

UNIVERSITY MISSION AND COMMITMENTS

REAL EXPERIENCE. REAL SUCCESS.

Enhancing lives through quality education and professional preparatory experiences.

VALUES

- **Excellence** - We are committed to providing quality and excellence in all our endeavors.
- **Dedication** - We are committed to developing a high-performance work ethic and dedication to discipline or vocation.
- **Integrity** - We are committed to ensuring trust and respect for all persons in an environment that cultivates individual and institutional integrity.
- **Creativity** - We are committed to the development of original ideas, knowledge, and innovative approaches to solving complex problems.
- **Teamwork** - We are committed to creating a connected, diverse community of team players who are humble, motivated, and smart; committed to working together to advance the university's mission.

ACADEMIC INTEGRITY AT LINDENWOOD UNIVERSITY

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

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

Academic Dishonesty includes plagiarism, cheating, and lying or deception.

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

CONSEQUENCES OF ACADEMIC DISHONESTY

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

Any questions concerning this policy should be directed to the Associate Provost, Academic Operations and Student Success who maintains confidential records of academic dishonesty reports. These records are accessible only to limited personnel in the office of the Provost and are not linked to the student's academic or financial records at the University. Beginning Fall 2023, to ensure compliance with NCAA policies, information about academic integrity cases involving NCAA athletes (to include only the student's name, sport, charge, and brief summary) will be shared with the Assistant Athletic Director for Academic Success and Development.

ACADEMIC CLASSROOM CONDUCT

To maximize classroom and campus success for each student and to ensure a positive learning environment, the following conduct is expected of all students:

1. I will not submit plagiarized work and I acknowledge that I am subject to all disciplinary procedures established by the University to address violations of academic honesty as per University Policy.
2. As a student, I shall solely perform all assignments and assessments, except where my instructor has requested participation in group projects.
3. As a student user of online courses, I will respect the privacy of other users (students and instructors) and the integrity of the computer systems and other users' data. It is my responsibility to respect the copyright protection of licensed computer software. I will not intentionally obstruct, disrupt, or interfere with the teaching and learning occurring on the website in any manner. I understand that any form of computer "hacking" will be reported to local law enforcement agencies and penalized according to prevailing laws.
4. I will not harass, stalk, threaten, abuse, insult, or humiliate any student, instructor, administrator, or external entity using the Lindenwood computer system or any other computer system utilized by Lindenwood University or its affiliates. This includes but is not limited to the use of profanity; displaying weapons or images of weapons; and demeaning comments of an ethnic, religious, sexist, ableist, sexual orientation or racist nature; suggestive language; sexual advances; or intimidation.
5. I understand that it is the intent of Lindenwood University that all members of the University community comply with the provisions of the United States Copyright Law. This Copyright policy serves to uphold the University's commitment to protecting the principles of intellectual property, as well as protect the rights of its faculty to make appropriate use of copyrighted works for acceptable educational purposes. This policy applies to all University faculty, staff, and students who wish to make use of copyrighted works, whether in print, electronic, or other form. Implicit in this policy is the "Fair Use Act" which applies across the board to uses in the traditional classroom environment and the TEACH Act which is an exception to the "Fair Use Act" for distance learning.
6. I understand that I may not distribute copies of copyrighted materials to other students. This includes PowerPoints, handouts, podcasts, etc.
7. I understand children are not permitted to attend class with me in any course delivery format.
8. I understand that I must comply with adhering to all health and safety measures and requirements that have been established by the University.
9. Violation of any online instructional tools may result in removal from an online course and/or loss of online modality privileges in the future.
10. Students are expected to act in accordance with the Academic integrity policy. Academic integrity and student honor are of the highest importance at Lindenwood University. Therefore, students are not permitted to sign classroom, lab, or lecture attendance lists for another student. Cheating, lying, and plagiarism of any kind will not be permitted in the academic program and will be considered a violation of university policy.

ACADEMIC FREEDOM

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

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

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

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

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

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

CLASSROOM CELL PHONE USE

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

CLASSROOM RECORDING DEVICES USE

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

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

Recorded video sessions of a class may be used within that class as long as the videos are password protected. Recordings that involve students cannot be used in future classes. Video sessions of lectures recorded outside of the classroom by the instructor that do not involve students may be used by the instructor in future classes. Students may download electronic course materials for personal use only.

FIRST-YEAR PROGRAMS

The Office of First-Year Programs is committed to providing first-year students with the support and resources needed to have a successful transition to Lindenwood University. This office facilitates a retention program for first-year students, provides services to enhance their academic and personal development, and works towards fully engaging and integrating first-year students into the university community. Some of the key programs managed by this area include: New Student Orientation, First-Year Seminars, Learning Communities, and First-Year Council. All traditional undergraduate students who are attending college for the first time and transfer students with fewer than 24 credits are encouraged to utilize the support services of First-Year Programs. For additional information please contact the Office of First-Year Programs at **(636) 627-4627** or fye@lindenwood.edu.

ACADEMIC ADVISING

Students are assigned a faculty advisor and can find their advisor's name in the student portal. Academic Services, located in the Welcome Center, processes transcript requests, enrollment and degree verifications, transfer evaluations, graduation applications, and academic appeals. The Office of Student Advising and Support Services provides professional advisors and success coaches for all students.

STUDENT ADVISING AND SUPPORT SERVICES AND STUDENT OMBUDSMAN

Students in need of support or who experience problems of any type are encouraged to visit the Office of Student Advising and Support Services (SASS). Professional Advisors and Success Coaches within SASS assist students in the resolution of obstacles that impede persistence to graduation. Examples of services provided by SASS include referrals to support services, dispute resolution, inter-office facilitation, and institutional guidance. The Director of Professional Advising also works as a student liaison and serves as the official university student ombudsman. The office is located in the Library and Academic Resources Center, Suite 346. Please contact the office at **(636) 949-4699**.

TUTORING SERVICES

Tutors are available for many of the courses at Lindenwood University. Students who are having difficulty in a given course should contact Student Advising and Support Services (SASS) to determine if tutoring assistance is available for the course in which they are struggling. Tutoring assistance is available in the SASS Suite in the Library and Academic Resources Center. Tutor contact information, times, locations, and content tutoring can be accessed through Canvas. Tutors are typically upper-level students who are majoring in the subject area or students who excel in that area of study. Students may also access online tutoring from [Tutor.com](https://www.tutor.com) using any Internet connection. Online tutors are available to work with students 24 hours a day in a wide range of subjects, including writing, math, accounting, statistics, finance, economics, biology, anatomy and physiology, physics, chemistry, and Spanish. Completed drafts of writing may also be submitted to Tutor .com for detailed and personalized feedback, typically within 24 hours. Students may access online tutoring through Canvas and the student portal.

WRITING CENTER

The Lindenwood University Writing Center, located in the Library and Academic Resources Center, is designed to help all students with any aspect of the writing process, emphasizing a personalized, collaborative approach that helps writers gain both confidence and competence in their writing skills.

The Writing Center assists students in the following areas of academic writing: narrowing down topic choices; developing and supporting a working thesis statement; organizing an outline or rough draft; grammar and proofreading skills; and integrating source material, information, and documentation into essays for APA, MLA, Chicago, and AMA. The Writing Center also helps with creative writing in these areas: character development; plot development; word choices; and grammar and proofreading.

Consultations can be in-person, a video call, or electronic feedback. In-person and video calls are typically 60-minute sessions, depending on the length of the paper. Walk-ins are welcome, but students are encouraged to use the appointment system to guarantee a consultant will be available for the session.

Writing consultants are student employees who have a passion for helping support student writing needs. Consultants complete 4-6 weeks of paid, on-the-job training, and learn communication skills that employers value.

The Writing Center also offers computer workstations, a printer, a small library of reference manuals, and a quiet space to work.

For more information, visit the website, email writingcenter@lindenwood.edu, or call **(636) 949-4870**.

CAMPUS ACCESSIBILITY

It is the guiding philosophy of Lindenwood University to make facilities, programs, and classes accessible to individuals with disabilities as practical. In instances where a room or building is not easily accessible, it may be necessary to change location of the room. It is the responsibility of the student to advise the student support and accessibility program manager when special arrangements are needed. Students in need of accommodations may contact the Student Support and Accessibility Program Manager by phone at **(636) 949-4510** or in person in the Library and Academic Resources Center, Room 353.

VETERANS AFFAIRS CENTER

The Veterans Affairs Center has been designed to meet the needs and concerns of armed services veterans at Lindenwood. It is a designated place on campus where veterans can find camaraderie, friendship, needed resources, and support. Further, it is a place to get information about a variety of issues concerning veterans and their benefits. It has five common-use computers for veteran use and a lounge for relaxing between classes. The office is staffed by full-time Lindenwood employees as well as by students who have worn or are still wearing the uniform or have a connection to our military.

The Veterans Affairs Center is located in the Library and Academic Resources Center, and the hours of operation are Monday through Friday, 8 a.m. to 5 p.m.

ALCOHOL AND CONTROLLED SUBSTANCES

Present state laws make liable to arrest and prosecution any person under 21 years of age who consumes and/or possesses alcoholic beverages or supplies such beverages to persons under the age of 21. University trustees and administrators have further instructed that alcohol be prohibited on campus and during the engagement of any official business, activity, or function, unless registered and approved to participate in the Alcohol Program. The National Collegiate Athletics Association (NCAA) and the Ohio Valley Conference, with which the university affiliates, have policies prohibiting alcoholic beverages at any athletic event on or off campus. On the campus, university officials will not seek out abuses of this policy by indiscriminate entry into student rooms. However, any problems brought to the attention of university authorities will result in disciplinary action.

POSSESSION, USE, AND SALE OF ALCOHOLIC BEVERAGES

The use, sale, delivery, possession, and consumption of alcoholic beverages in or on any property owned or controlled by the university is strictly prohibited except as specifically stated in university policy. The university enforces all city, state, and federal laws pertaining to the illegal use of alcoholic beverages, particularly the laws that prohibit the sale to or possession of alcoholic beverages by persons under the age of 21. It is also a violation of university policy to possess alcohol in any area of campus, even if the person in possession is of legal age. Any groups or persons violating the alcohol/substance policies or laws may be subject to arrest by the St. Charles Police Department and/or disciplinary sanctions by the university.

POSSESSION, USE, AND SALE OF ILLEGAL DRUGS

The use, possession, sale, manufacture, or distribution of any controlled substance is illegal under state and federal laws. Such laws are strictly enforced by the university. Violators are subject to arrest by the St. Charles Police Department and/or disciplinary sanctions by the university. Please refer to the Lindenwood University Alcohol and Controlled Substances Policy listed in this document for further information.

Controlled Substances In accordance and cooperation with local, state, and federal agencies, the university prohibits the unlawful possession, use, or distribution of illicit drugs and related paraphernalia on university property or as part of any university activity. Controlled substances include, but are not limited to, narcotics, steroids, depressants, stimulants, hallucinogens, cannabis, and any prescription drug, except when used in accordance with instructions from a proper medical authority. Students receiving federal financial assistance are required to sign pledges in that regard, and they risk the cancellation of federal financial aid if they are found to be in violation of the controlled substances policy. Violations will also result in disciplinary action by the university and may result in immediate dismissal from the university.

MARIJUANA

Possessing, using, or selling marijuana in any form is prohibited on campus and at any university-sanctioned function/event. While Missouri law may allow certain marijuana-related activities, the possession and use of marijuana is still prohibited under federal law; therefore, it is prohibited by Lindenwood University and the Student Code of Conduct. The Drug-Free Workplace Act and Drug-Free Schools and Communities Act requires the university to prohibit the use of marijuana on campus.

Alcohol and drug violations will carry over each year. In addition to the educational consequences of drug and alcohol policy violations, the following fines are associated with the specific levels of violations:

- Use or Possession of Drug or Drug Paraphernalia
 - First Violation: \$200.00
- Use, Possession, or Distribution of Alcohol or Alcohol Paraphernalia
 - First Violation: \$100.00
 - Second Violation: \$150.00
 - Third Violation: \$200.00 and possible separation from the university

PARENTAL NOTIFICATION

In accordance with FERPA (The Family Educational Rights and Privacy Act), the College has right to contact the parent(s), or guardian(s) of students under the age of 21 involved in violations of College controlled substances policies or in the event of a life-threatening situation of self or others.

STUDENT CONDUCT AND DISCIPLINE POLICY

PURPOSE

Lindenwood University is committed to fostering and providing an environment that promotes educational and personal growth. Consistent with this commitment, all Lindenwood students are expected to conduct their behavior in a manner that demonstrates civility and respect to others. While no policy can contemplate every conceivable scenario, this policy attempts to help provide guidelines and a framework for Community Standards at Lindenwood and includes a process for addressing incidents of alleged conduct that falls short of expectations and consequences for instances of confirmed prohibited conduct.

SCOPE

This policy applies to University students, potential students, and registered student organizations. Types of conduct prohibited under this policy may also be prohibited under other University policies. As such, they may be handled consistent with other policies, for example with the University's Title IX policy or the Non-Title IX Sexual Harassment and Sexual Misconduct policy.

POLICY

Students at Lindenwood are expected to exercise responsible decision-making and sound judgment when it comes to their actions. Students are expected to abide by all University policies, rules, and regulations. This includes but is not limited to policies, rules, and regulations pertaining to academics, behavior and conduct, events and activities, housing, recreation, and student organizations. Examples of prohibited conduct include but to, are not limited to: academic dishonesty or misconduct, forgery or theft, misuse of electronic resources or systems, physical or verbal abuse or threats, discrimination, harassment, or retaliation, hazing, damage to property, disruptive conduct, and other conduct detrimental to the University.

In addition, conduct off-campus may be subject to disciplinary action by the University if that conduct: 1) threatens the health, welfare, safety, or educational environment of the University community or any individual member thereof, or otherwise disrupts the neighboring environments; and/or 2) is considered by the University to be a serious offense that would negatively reflect upon the Student's character and fitness as a member of the Student body; and/or 3) is an incident occurring within Lindenwood University owned and/or control property.

REPORTS

Reports of Community Standards that is alleged to be in violation of any University policy, rule, regulation or the like, should be made as soon as possible to the Community Standards and Conflict Resolution. Any specific violation

Reports of conduct prohibited by the University's Title IX policy should be made as soon as possible to the Title IX Coordinator.

Reports of alleged violation of the academic integrity policy should be made as soon as possible to the Associate Provost, Academic Operations.

Each student is expected to be fully acquainted with all published University policies, copies of which are available to each student for review online. The most up-to-date version of University policies, to include the Community Standards, can be found online. The University will hold each student responsible for compliance with these published policies. Students are also expected to comply with all federal, state, and local laws, and any student who violates any provision of those laws is subject to disciplinary action, notwithstanding any action taken by civil authorities because of the violation. This principle extends to conduct off campus which may have an adverse effect on the University or the educational process.

STUDENTS RIGHTS AND RESPONSIBILITIES

A. STUDENTS RIGHTS:

1. A right to pursue an education free from discrimination based upon sex, race, color, cultural background, national origin, religion, political creed, marital status, veteran status, actual or perceived sexual orientation, gender identity, gender expression, pregnancy, disability, or age.
2. A right to fair and impartial academic evaluation.
3. A right to be free from involuntary disclosure of private information that professors or administrators acquire in the course of their work as advisors, examples include information regarding their gender identity, sexual orientation, health information, personal views, beliefs, and political associations.
4. A right to have the university maintain and protect the private status of all educational records except as directed by appropriate legal authority.
5. Students, through student representatives, may have a right to participate in formulating and evaluating institutional policies.
6. A right to organize and join associations to promote interests held in common with others. A right to peaceful protest on university premises. These protests may not interfere with entrance to and exit from campus facilities, unreasonably disrupt the educational process or damage property.
7. A right to invite to the campus and hear any persons, or to view films or other media of their own choosing, subject to university requirements regarding reasonable time, place and manner for the use of its facilities.
8. A right to be interviewed on campus by any graduate or professional school or employer desiring to recruit at the university, subject to the Non-Discrimination Policy and requirements for the use of university facilities.
9. A press free of any censorship, subject to state, local, and federal laws and university policies.
10. A right to an environment conducive to intellectual freedom and a campus characterized by safety and order.
11. A right to a private and fundamentally fair conduct process, as described in the conduct procedures.

B. STUDENT RESPONSIBILITIES

1. Give proper respect to faculty, staff, and others in authority.
2. Be courteous to fellow students and authorized campus visitors.
3. Choose your language and speaking volumes with consideration for others.
4. Wear hats in the classroom only at the discretion of the instructor or professor.
5. Maintain good grooming and personal hygiene; they are a reflection of your health, attitude, and personality.
6. Behave appropriately in front of prospective students and guests. Students, prospective students with their
7. We expect our students to present the best possible image of Lindenwood University by keeping the campus attractive and always keeping a positive attitude.

8. A friendly smile with directions for a campus visitor is remembered and highly respected.
9. If you see any trash on the campus grounds, please pick it up and deposit it in a nearby receptacle. Also, please keep entrances to residence halls and campus buildings free and clear of congestion, litter, and loitering. Your campus is your home, and its beauty is something for you and your visitors to enjoy.
10. Adhere to all local, state, and federal laws on and off campus. Failure to do so may result in your dismissal from Lindenwood University. The Director of Community Standards and Conflict Resolution and/or the Associate Vice President of Student Life may impose interim measures for the duration of the investigative process when a student is arrested on or off campus during a sanctioned or unsanctioned. Lindenwood University activity.

AUTHORITY AND JURISDICTION

The State of Missouri has delegated, by statute, authority for the governance of Lindenwood University to the Board of Directors. This includes “full power and authority to adopt all needful rules and regulations for the guidance and supervision of the conduct of all Students while enrolled as such” and the authority to enforce obedience to those rules and regulations. It also has the power to delegate Student conduct authority.

Generally, jurisdiction and the conduct process will be limited to behavior which occurs on University premises or at University-sponsored activities or events. Jurisdiction and conduct process will apply to the conduct of Students, Student groups, and Students organizations which occurs off University campus when the conduct adversely affects the University may take action. The University may take action in situations occurring off university campus involving: threaten the health, safety and/or property of any individual or group; and /or a when a student’s sexual harassment occurs off campus creates a hostile environment campus. The Associate Vice President for Student Life or designee shall decide whether the Student Code of Conduct shall be applied to the conduct that occurred off-campus, on a case-by-case basis.

The Associate Vice President, Student Affairs, Community Equity, and Inclusion or designee reserves the right to interpret and enforce the Student Code of Conduct.

All changes, update shall be done as needed to the Student Code of Conduct, and it will be updated online. It is student responsibility to keep up with the changes.

STUDENT DISCIPLINE PROCESS

The director of Community Standards and Conflict Resolutions (CSCR), or their designee, has discretion to refer a report or complaint of an alleged violation for resolution through a Conflict Resolution process. For a case to be considered in a conflict resolution process, the responding student must take responsibility for what occurred and be willing to participate in the Conflict Resolution process. Conflict Resolution helps address the relationship between victims, responding students, and the community in a way that repairs the impacts of an incident, holds the responding student accountable for their actions, and builds community. All parties must agree on the resolution and the responding student will be bound by the decision with no review/appeal after the agreement.

Students also may request Conflict Resolution services if they think their case has the potential to be resolved through this method. Before any incident may be referred to Conflict Resolution services, a Community Standards and Conflict Resolution Administrator will determine the following: (a) whether all people personally involved in the conflict or allegations agree to Conflict Resolution; (b) whether the Director, Community Standards and Conflict Resolution, or designee, has determined the case is appropriate for Conflict Resolution; and (c) whether the case likely is to reach resolution through Conflict Resolution. Participation in Conflict Resolution services is voluntary and may not result in resolution. If no resolution is found, and there is no misconduct per University policy(s), rule(s), or regulation(s), then the students are free to leave. If Conflict Resolution services do result in resolution, that resolution is final and cannot be appealed.

The Title IX Coordinator can refer an incident to the Community Standards and Conflict Resolutions office to address. The referred case participants still are required to follow the Conflict Resolution.

This process is implemented by the director, or designee, and generally is reserved for first **and** less serious violators. It is employed when a violation arises out of a dispute between a charged student and another party or parties. The goal is to design a mechanism to resolve the dispute and to prevent it from recurring. The signed record of the mediation efforts, and the agreed-upon resolution, will be retained by the Office of Student Affairs. If the participants decide to stop the process and/or fail to live up to the agreed-upon settlement, a charge(s) revert to the Community Standards Process.

Participation of all parties must be voluntary and can be discontinued at any time throughout the process. Conflict Resolution process may include inquiry into the facts, but does not include a formal investigation. Information shared in a restorative process will not be used in any formal proceeding through the office of Community Standards and Conflict Resolution Services, unless specific information is revealed under the mandatory reporting guidelines (e.g., health and safety of any participant or health and safety of the greater Lindenwood University community). If a restorative process fails before a reparative agreement is established, the University may consider this case for Community Standards process – if there is a violation(s) present, otherwise the case is closed.

Depending on the violation, what happened, and the needs of those involved, the process will involve the responding student(s) and may involve people impacted, and possibly affected by the incident, community members, and SCCR staff and/or volunteers. The process has three steps in which the student will:

- i. Attend one or more intakes with a staff member who explains the process, confirms the student is taking responsibility for what happened, and schedules the responding student into their conference.
- ii. Participate in a restorative justice conference where the responding student shares their story, discusses harm and impact, and agrees to a reparative agreement to make things right.
- iii. Complete a reparative agreement that aims to repair harm, provide education, and address underlying needs. The restorative justice process is complete after the responding student has completed these three steps.

LINDENWOOD UNIVERSITY DIGITAL CITIZENSHIP STATEMENT

At Lindenwood University, we value digital environments as spaces that foster learning, communication, and efficiency. In recognition of the fact that digital collaboration and interactions are an integral part of our campus community's daily function, we expect that all members of the LU campus community will adhere to the standards for responsible digital citizenship described below. By adhering to the values and expectations outlined here, LU community members will be well equipped to work effectively with external partners and to represent LU positively and professionally in digital environments.

DIGITAL IDENTITY

Members of the LU community should be aware of how digital identity is created and maintained, including the permanent nature of actions recorded and/or tracked via analytical tools in digital environments. In light of this knowledge, LU community members should carefully consider their actions in digital environments and consciously construct their digital identities and reputations.

CYBERSECURITY

It is the responsibility of every member to safeguard their identity, privacy, and information during electronic and/or virtual interactions and transactions. Members should educate themselves on datamining, data gleaned via interactions online and on social media platforms, as well as data analytics. All LU community members should

be capable of identifying potential cybersecurity threats and have a responsibility to notify IT when they encounter suspicious activity in LU digital environments.

DIGITAL INTENT AND BEHAVIOR: DIGITAL ETIQUETTE

Members of the LU community should behave with positive intent in digital environments, meaning that all digital and online activity is legal, ethical, and safe. Just like in real life, the consequences of our actions in digital spaces can sometimes be unexpected or unintended. With this in mind, LU community members should think critically about the potential effects of their comments and actions in digital environments. Campus community members should observe digital etiquette guidelines, always communicating with respect and civility.

Digital tools, including artificial intelligence tools, should be used with honesty and good intent. Community members are responsible for using digital tools appropriately in different contexts, which includes learning about and abiding by policies for use in different situations.

INTELLECTUAL PROPERTY

Members of the LU community should understand and respect intellectual property rights, including different types of intellectual property rights and what constitutes either unauthorized or fair use. Furthermore, LU community members should understand how these rights pertain to their work within the University and their use of digital tools. All members of the LU community should take appropriate measures to avoid infringing on someone else's intellectual property rights through measures such as requesting permission for use or properly crediting the creators of intellectual property.

INFORMATION LITERACY

Digital technologies have greatly expanded the amount and diversity of information available, but they have also made it more difficult to discern the accuracy and reliability of that information. Therefore, all members of LU's campus community are expected to comply with LU information literacy policies and demonstrate good judgment and critical thinking when interacting with, reproducing, and sharing information in digital environments.

STUDENT CODE OF CONDUCT

Below is a non-exhaustive list of examples of prohibited conduct. The standard of proof in determining whether a student or organization(s) has violated the Code is the preponderance of the evidence:

- 1. Falsifying, Lying, or Misrepresenting Information** – Falsification, forgery, unauthorized alteration or misuse of university documents, records, keys, locking mechanisms, security measures, or student identification. Lying, furnishing false information, withholding of information or misrepresentation to any university office or faculty, staff or administrator, whether oral, written or electronic.
- 2. Disruptive Behavior in the Classroom** – Disruption, obstruction or material interference with the process of instruction, research, or administration or any other service or activity provided or sponsored by the university. (Faculty members have the right to control the classroom environment and to permit or deny permission to do electronic video or audio recording at their discretion).
- 4. Destruction of Property** – Actual or threaten damage to or destruction of property of others, whether done intentionally, recklessly, or otherwise. Misuse of property belonging to the university, or a member or guest of the university. Unauthorized entry, use, or abuse of university owned or controlled property, facilities, equipment or resources (e.g., telephone equipment, computer access lines, mail services, telecommunication resources, etc.). No student shall purposely, knowingly, recklessly, or negligently harm, vandalize, damage, destroy, or negative impact the operation or condition of the property of other students, faculty, employees, or visitors.

5. Tobacco – Use of tobacco or nicotine products and/ or tobacco or nicotine paraphernalia including but not limited to cigars, cigarettes, JUULs, vapes, pipes, water pipes (hookah), smokeless tobacco, snuff, on university premises (anything we own, or contracted for).

A. Tobacco use is prohibited in all university vehicles, including maintenance vehicle and automobiles owned and leased by the university.

B. Tobacco use is prohibited in all university housing units.

C. University parking areas are included in the ban.

6. Infliction of bodily or emotional harm – Knowingly, reckless, or intentional or threat infliction of physical, emotional, or verbal abuse; threats, intimidation, harassment; or other conduct that threatens or endangers any person or causes reasonable apprehension of such harm. This includes, but is not limited to, the use of email, social media, artificial intelligence tools, or other technological means of communication, bullying, cyberbullying, and /or intentional use of objects to inflict personal harm, as well as harmful or bias conduct that does not rise to the level of behavior Prohibited Discrimination. This also includes students who resort up to fighting and/or intentional use of objects to inflict personal harm.

7. Reckless Driving – Driving in a manner that recklessly endangers the health and/or safety of oneself or others

8. Lewd, Indecent or Obscene Conduct – Engaging in lewd, indecent or obscene conduct including but not limited to, public exposure of one's genital are, public urinating, and public sexual acts.

9. Violation of Sexual Misconduct – Sexual Misconduct including, but not limited to Sexual Assault, Relationship Violence, Sexual Harassment, and Stalking/Cyberstalking (for complete policy and procedures see Sexual Misconduct Policy).

a. Sexual or gender-based harassment: any unwelcome sexual advance, request for sexual favors, or other unwelcome verbal, physical, or other conduct of a sexual or gender-based nature when the condition outlined in i. or ii. below is present.

(i). Submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, evaluation of academic work, or participation in programs or activities or is used as the basis for decisions affecting the individual; or

(ii). Such conduct has the purpose or effect of creating a hostile environment. A "hostile environment" exists when the conduct is sufficiently severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives an individual from participating in or benefiting from the university's employment, academic or social environment. In evaluating whether a hostile environment exists, the university will consider the totality of known circumstances.

1. The effect will be evaluated based on the perspective of a reasonable person (objective perspective) and circumstances in the position of a claimant (subjective perspective).

2. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment, particularly if the harassment is physical. A single or isolated incident of sexual or gender-based harassment may create a hostile environment.

- b. Sexual or gender-based stalking, including cyberstalking:** a pattern of behavior directed at an individual by an individual or group to make unwelcome contact with another person in an unsolicited fashion that would cause a reasonable person to feel harassed.
- c. Interpersonal violence, dating and domestic partner violence:** harm or threat of harm by a current or former partner or spouse, or a person who is or has been in a social relationship of a romantic or intimate nature.
- d. Sexual exploitation:** taking non-consensual or abusive sexual advantage of another person for one's own or another's advantage or benefit.
- e. Nonconsensual sexual contact or attempt:** any intentional sexual contact that occurs without consent or capacity to give consent or by use of force. Sexual contact includes contact with or touching of a person's intimate parts (including genitalia, groin, breast, or buttocks, or clothing covering any of those areas), or using force to cause a person to touch their own or another person's intimate parts.
- f. Nonconsensual sexual intercourse or attempt:** penetration of the vagina or anus with any object or body part, or oral copulation (mouth to genital contact or genital to mouth contact) without consent or capacity to give consent or by use of force.
- g. Retaliation:** any adverse action taken against a person making a complaint of sexual misconduct, cooperating in an investigation, or hearing of alleged sexual misconduct, or against any individual perceived to be involved in reporting, in an investigation, or hearing of sexual misconduct. Retaliation includes but is not limited to, confirmed or implied behaviors or actions (including electronic or on-line activity) which intimidate, threaten, or harass, or result in other adverse actions threatened or taken. An individual reporting sexual misconduct is entitled to protection from any form of retaliation following a report that is made in good faith, even if the report is later not substantiated based on the available evidence. Retaliation does not include good faith actions lawfully pursued in response to a report of prohibited conduct.

10. Harassment – Any severe, persistent, or pervasive or conduct whether physical, cyber/electronic, or verbal that one would expect to inflict fear, to intimidate to incite violence, force someone to do something against their will or self-interest, and/or substantially interfere with an individual's ability to participate in University and/or university activities. It may include but not limited to acts of placing a person in fear of physical harm, causes substantial detrimental effect on an individual's physical or mental health, and/or creating an intimidating, hostile, or offensive environment that interferes with an individual's work or academic pursuit

OTHER FORMS OF SPECIFIC HARASSMENT:

- a. Bullying and Cyberbullying** – Bullying including cyberbullying is a form of harassment, is any intentional act of intimidation designed to engage in unwarranted conduct that is purposely designed to insult threaten (may be verbal, physical, written, or otherwise), humiliate, defame another student, the use of force or coercion to affect others, particularly when patterned and involving an imbalance of power (real or perceived); or
- b. Stalking including cyberstalking** – Stalking a form of harassment, refers to repeated harassing or threatening behavior by an individual using various forms of contact to pursue, harass, or to make unwelcomed contact with another person in an unsolicited fashion. Any unwanted contact between two people that directly or indirectly communicates a threat or places the recipient of the contact or a third party, such as a roommate or friend, in fear, can be considered stalking. The behavior includes but not limited to: unwelcome communication of

any kind such as telephone calls, electronically, written letters or notes, unwanted gifts, use of social media, pursuing, following, observing, and/or surveillance.

- 11. Firearms, Explosive Materials, Weapons and/or hazardous chemicals** – illegal or unauthorized possession, use, or threatened use of fireworks, firearms, archery equipment, knives, arrows, axes, ammunition, explosives, or use of any objects that might be consider a weapon (includes but not limited to snowballs, water balloons, paint pellet guns, toy or replica of guns, soft pellet pistols, fireworks, dangerous chemicals or flammable, or decorative swords) on university property or at university-sponsored activities and this includes virtual events/classes (see: Firearms/Weapons Policy) are prohibited by University regulations or federal, state, or local law. Possession of a weapon or threat of a weapon may result in sanction(s).
- 12. Controlled Substance** – possessing, using, distributing, manufacturing, dispensing, selling drugs or being under the influence drugs, if prohibited by University regulations or federal, state, or local law including but not limited to use of cannabidiol (CBD), cannabinol (CBN), drug paraphernalia or prescription drugs; being present or remaining in an area where illegal drugs or controlled substances are being consumed or used. Using or possessing a prescription drug if the prescription was not issued to the student; or distributing or selling prescription drug to a person to whom the prescription was not originally issued.
- 13. Marijuana** – Using, possessing, distributing, dispensing, using, and/or manufacturing is prohibited, and prohibition applies to all university owned or controlled/leased facilities, property. While Missouri law may allow certain marijuana related activities, the possession and use of marijuana is still prohibited under federal law; therefore, it is prohibited by Lindenwood University and the Student Code of Conduct. The Drug-Free Workplace Act and Drug-Free Schools and Communities Act requires the university to prohibit the use of marijuana on campus.
- 14. Alcohol and Alcohol Paraphernalia** – Alcohol and Alcohol Paraphernalia are prohibited on-campus, and at any athletic event on or off campus, unless authorized to participate in the University's Alcohol Program in Residential Life. Prohibited by University regulations or federal, state, or local law makes any person subject to arrest any person younger than 21 years of age who consumes and/ or possess alcoholic beverages or supplies alcohol to a person younger than 21. (University Alcohol Policy). Please see Residence Life website for information the Alcohol Program
- 15. Disruptive behavior** – Disruptive behavior (including disorderliness resulting from intoxication), unreasonable noise or behavior which results in material inconvenience, annoyance, or alarm. Any conduct or act in such a manner that serves no legitimate purpose beyond the creation of an unreasonable situation that cause disruption or obstruction of normal University events or functions. Lastly, any behavior, conduct that does not align with the mission, goals, or vision of Lindenwood University.
- 16. Stealing and/or possession property** – The possession of stolen property (from another student, the university, or the general public) or related suspicious behavior (i.e., uninvited entry, deception, false statements) is unacceptable. Violators are subject to campus disciplinary actions and possible referral to appropriate local, state, or federal law enforcement agencies
- 17. Hazing** – any intentional, knowing, or reckless conduct by one person or acting with others that subjects another person to humiliation, degradation, abuse, intimidation, harassment, or endangerment of mental or physical health or safety as a condition of association with a group, regardless of the person's willingness to participate. Acts of hazing by groups, individuals, or alumni are prohibited. Apathy or acquiescence in the presence of hazing is not a neutral act but a violation of the hazing policy. (For complete policy and procedures see: Hazing – Policy and Procedures for Students.)

- 18. Breaching fire safety or security policies or procedures** – Any misuse or tampering of fire safety equipment or engaging in behavior which constitutes a fire safety hazard, include but not limited to, the covering, placing items or material inside that affect the ability to detect smoke, pulling from its proper mount, or removing the device or its batteries/power supply from unit, and may result in a fine/fee. Fail to exit any building or return to any building before being told to do so by a University Official and/or Fire Professional. This includes but not limited to:
- 19. Failure to Respond, Comply, or Identify** – Failure to comply University Authority with directions of university officials acting in performance of their duties, or failure to identify oneself to these persons when requested to do so which includes but not limited to Public Safety, Residence Life staff (graduate, undergraduate and professional). Failure to comply directives a university employee or other public official acting within the scope his/her duties include but not limited to failure to identify when requested to do so; failure to abide by a signed to contract or license not.
- 20) Evading** – Intentionally fleeing from a University Official when the person knows or reasonably should have known the University Official is attempting to speak to, confront, address, or detain.
- 21. Violation of University Policy or Rule** – Violation of other published or announced University rules or regulation. - failure to abide by any published University policy, rule, or regulation; or participating in conduct which violates department or office rules, policy, or regulation, applicable local, state, or federal laws included but not limited to, Residence Life policies, contract, leases, information technology policies, parking regulation, academic policies, computer lab policies, Dining Service, Recreation Center, etc.
- 22. Violation of Interim Administrative Actions, Disciplinary Sanctions, or Conditions to Re-Enrollment** – Failure to comply with the terms of any agreement, an interim restriction (interim suspension), sanction imposed in accordance with the Code of Community Standards (disciplinary sanctions), or a condition of re-enrollment.
- 23. Health and Safety Regulations** – Failure to abide by any published university policy or procedure, applicable local, state, or federal laws, as it relates to violating the Lindenwood University Agreement. This includes but is not limited to wearing masks or inappropriate mask placement, guest policy, physical distancing, room capacity, quarantine or isolation violations, or any other action that may put an individual or the community at risk.
- 24. Drones** – It is prohibited to fly of unmanned aerial aircraft (drones) and model aircraft on Lindenwood-owned and operated property without the proper authorization from administration.
- 25. Gambling** – Students are prohibited from internet gambling and other forms of gambling conducted on any university-owned and operated property.
- 26. Academic Integrity** – Prohibited behavior includes but not limited to cheating, plagiarism, lying/deception. As part of this educational institution, students are expected to familiarize themselves with the university's policies on academic standards in the academic catalog and to always adhere to these policies. Students are encouraged to consult the resources available on campus in the university library, the Writing Center, and the Academic Success Center for assistance with compliance with academic standards.
- 27. Retaliation** – Retaliation refers to any adverse action or threats of adverse action, including harassment, threats, intimidation, or force or coercion that would discourage a reasonable person from reporting sexual misconduct or participating in the investigation or hearing process set forth in Lindenwood's Title IX Sexual Harassment policy or from reporting other forms of conduct prohibited under Student Code of Conduct. Retaliation also refers to any acts, threats, or attempts to seek

retribution against a complainant, respondent, or any individual or group individuals involved in the investigation, and/or determination of responsibility for sexual misconduct under Lindenwood's Title IX Sexual Harassment policy.

28. Acts of Bias Discrimination – conduct or an act of harassment or bullying based upon an individual's or group's actual or perceived status (based on characteristics such as age, ancestry, color, disability or handicap or neurodivergent, genetic information, national origin, political belief, race, religious creed, sex, sexual orientation gender identity or veteran status).

29. Assisting in the Violation of Policy - Helping someone else to violate policy is an example of poor decision making or being present during a violation happening. A student who assists another or being complicit in violating university policy will be treated as a responsible participant.

30. Pets – No pets, except fish, are permitted on the university campus without supporting medical documentation. Aquarium size is limited to 10 gallons or smaller. In most cases, pets cause clean-up problems, create noise, occasional feeding and food storage problems, odors aggravation of allergies, and sometimes health and sanitary violations. On occasion, a stray will be found roaming in campus. For safety reasons, please do not feed the animal or touch it. Please contact Public Safety regarding any stray animals. Any student who is found to have an unauthorized pet will receive a \$150.00 fine.

Only service animals are allowed in all the buildings on campus and approved emotional support animals are allowed in the Residence Hall.

31. Proselytizing – Students, campus organization, or non-campus person are prohibited from approaching, disturbing, or interfering with students as they study, eat, lounge, or go about their business by visiting door to door, proselytizing, witnessing, or any other acts of influence or persuasion. Students and campus organizations wanting to host a table in a facility on campus must request permission the Office of Student Involvement. Students should be particularly alert to off-campus religious groups who pose a nuisance and security threat.

Contact the Student Involvement or Public Safety and Security offices immediately if you see questionable activity.

APPEALS

The student has the right to appeal the sanction(s) in writing to the appellate officer within 5 (five) university business days from the date of the notification letter and/or signed Behavioral Incident Report Form. The appeal must be based on either;

- a. new or relevant information, which was not available at the time of the investigation and/or hearing,
- b. the sanction imposed by the Director, Community Standards and Conflict Resolution (or designee) was excessive and not in keeping with the gravity of the misconduct, or
- c. the university did not follow the Community Standards procedures.

The appellate officer will resolve the appeal within 5 (five) university business days of receiving it and may take any and all actions that he/she determines to be in the interest of a fair and just decision. The decision of the appellate officer is final.

The appellate officer will email a statement of the resolution of the appeal, including any changes made to the previous written determination.

Dissatisfaction or disagreement with the finding of the investigation and/or sanction alone are not grounds for appeal.

SANCTIONS

Sanctions will be documented in a student's conduct file. Possible sanctions include, but are not limited to:

1. **Warning** – notice of a finding that an offense has been committed and that continuation or repetition of such violation within a specified time period will result in more severe sanctions.
2. **Not in good standing** – a period of time (which may be indefinite) during which a student will be limited in participating in certain college programs/activities, including but not limited to the student employee program.
3. **Social probation** – a period of time (which may be indefinite) during which a student is under warning that any other violation of university policy will result in more severe sanctions, which may include suspension or expulsion.
4. **Assessment of fines** – charges when students violate policies that have a stated fine.
5. **Restitution** – reimbursement for actual damage or loss caused by the violation of the University Community Standards, either through appropriate repairs or monetary compensation.
6. **Educational Sanctions** – meetings with University officials or others, unpaid University or community service, or other educational assignments. These may include, but are not limited to, referrals to Wellness Center, attendance at workshops or panel discussions, letters of apology, behavioral contract, and reflective essays. Community Service assignments may occur on or off Campus. Conditions may be specified for the completion of the sanction. Where a violation involves drug use, the Director, Community Standards and Conflict Resolution also may require the student to participate in drug screening on a scheduled or random basis. Any and all costs associated with the screening are the responsibility of the student.
7. **Administrative withdrawal from a course** – student is removed from a course and a “W” will appear on their transcript.
8. **Interim measures** – measures that are taken during an investigation, which is depending on the severity of the allegations and potential threat to the campus community and well-being of others.
9. **No Contact Order** – an order that is issued prohibiting contact between students or a member of the campus community when there exists a reasonable concern that physical or psychological harm may result from such contact.
10. **Expulsion from residential housing** – permanent ineligibility to reside in University Housing - public facilities, or the university.
11. **Denial of Access to Certain University Facilities** – exclusion from University owned or leased facilities; including housing, academic buildings, athletic fields, grounds, or parts of these facilities indefinitely or for a specified period of time.
12. **Suspension** – removal from student status in the University for a specified period of time. During the period of suspension, the student is also banned from all University property unless otherwise stated.
13. **Deferred Disciplinary Suspension** – is used for offenses found serious enough to warrant disciplinary suspension, but where the specific circumstances of the case mitigate the offense or for repeated offenses of a less serious nature. Deferred Disciplinary Suspension is a designated period of time during which a student is given the opportunity to demonstrate the ability to abide by the community's expectations of behavior. During a Deferred Disciplinary Suspension, the student will be officially suspended from the university, but the suspension will be deferred, meaning that the

student may continue to attend classes. Deferred Disciplinary Suspension may include the denial of specific university privileges. The duration of any Deferred Disciplinary Suspension period and the specific restrictions imposed will be determined by the Director of Community Standards and Conflict Resolution on a case-by-case basis. The suspension will be enforced for failure to complete any assigned educational sanctions by the deadline(s) and/or for any subsequent violation.

14. Disciplinary Activity Limitation – ineligibility for participation in any or all elected and appointed positions within the University and any athletic related activities or other University recognized activities for a specified period of time.

15. Dismissal from the university – removal from student status in the University for at least one semester following the dismissal term and with the option to apply for readmission; however, readmission is not guaranteed. Dismissal may result without prior probationary action. The student is also banned from all University owned property unless otherwise stated.

16. Expulsion – permanent removal from student status in the University. this sanction will be permanently noted on a student's official transcript.

17. Revocation of Degree – a degree may be revoked for fraud, misrepresentation, or other violation of standards of conduct for students in obtaining a degree, or for other serious violations committed by a student prior to graduation.

The University reserves the right, consistent with the Family Educational Rights and Privacy Act (FERPA), to contact parents or guardians when students under the age of 21 have violated University policies regarding alcohol or drugs or where there is a health or safety emergency (regardless of age).

In serious situations, a parent or legal guardian may be notified. If a student is dismissed from the University, readmission requires a letter of appeal to be submitted to the Associate Vice President, Student Affairs, Community Equity, and Inclusion that shows (1) satisfactory understanding by the student of why the dismissal was necessary, (2) why the student wishes to return, and (3) what the student is willing to do in the future to prevent past problems from recurring and contribute to a more positive campus life.

When a student is placed on social probation, deferred suspension or dismissed, the Student employee supervisor will be notified and will determine, in consultation with the Office of Human Resources the impact on the student's employment status.

DISMISSAL

The University reserves the right to dismiss a student who fails to adhere to university academic and social standards at any time. Students can be dismissed for any of the reasons outlined below:

- a. The student is unable to meet academic standards for the university or specific academic program.
- b. The student's continuance at the university is considered to be a danger to the student's own health or well-being or the health or well-being of others.
- c. Lindenwood University supports an environment of respect for the dignity and worth of all members of the Lindenwood community. Students may be dismissed for failure to uphold the social standards and regulations of the university.

The University reserves the right to dismiss a student for violating University policies, rules, regulations, and/or procedures. Students may also be dismissed for being unable to meet academic standards of the University or a specific academic program. Dismissed students may be removed immediately from the University and courses either for a certain duration of time or permanently.

Students dismissed from the university in the middle of a term will be withdrawn from the classes in which they are enrolled and will not be allowed to complete classes in which they received an Incomplete grade in previous terms.

NON TITLE IX SEXUAL HARASSMENT AND SEXUAL MISCONDUCT POLICY

I. INTRODUCTION AND SCOPE

Lindenwood University (the “University” or “Lindenwood”) is committed to maintaining an environment that is free from sexual discrimination, sexual and gender-based harassment and violence, relationship violence, stalking and retaliation. The University does not discriminate on the basis of sex in matters of education, extracurricular activities, programs, activities, athletics, admissions, housing, services, financial aid, or in the context of employment (collectively, the “programs and employment”). Sexual harassment that denies or limits a person’s ability to participate in or benefit from the University’s programs and employment is a form of prohibited discrimination.

- This policy defines Sexual Misconduct prohibited by the University and provides the campus community with the process for handling reports of sexual misconduct that do not fall under Lindenwood’s Title IX Sexual Harassment Policy but may have an adverse effect on the campus and/or University or in the context of University programs and employment.
- Due to the nature of the reported offense, this procedure may differ from other Lindenwood policy violations.

This policy applies to all behavior in which the Respondent is a student, faculty, staff, or a non-University-affiliated party. In the event the Respondent is a third party or other non-University-affiliated party, the University will take appropriate corrective action and determine the appropriate manner of response consistent with the goals of this policy.

II. SEXUAL MISCONDUCT

This Policy applies to Sexual Misconduct that occurs on-campus and off-campus, when the off-campus conduct: (i) occurs during a University sponsored employment or education activity or program; (ii) adversely impacts the education or employment of a member of the University community; or (iii) otherwise threatens the health and/or safety of a member of the University community.

As further defined herein, Sexual Misconduct includes sex-based discrimination and harassment that does not fall within the definition of Title IX Sexual Harassment. It also includes Title IX Sexual Harassment that occurs outside the University’s education programs and activities or outside the United States (such as in a study abroad program). The University’s handling of reports or complaints of Sexual Misconduct meeting these criteria will follow the procedures set forth herein.

Sexual Misconduct as use in this policy includes “Non-Title IX Sexual Harassment” and “Sex Discrimination” as defined below.

1. NON-TITLE IX SEXUAL HARASSMENT

Non-Title IX sexual harassment (“sexual harassment”) is unwelcome communication or conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors and other verbal, written or physical conduct of a sexual nature, without regard to whether the parties are of the same or different genders or gender identities. It includes, but is not limited to:

- (a) Quid Pro Quo Sexual Harassment, Hostile Environment Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, or Stalking, that occurs outside of the University’s Education Programs or Activities or outside the United States;
- (b) Unwelcome conduct that does not rise to the level of Hostile Environment Sexual Harassment, as defined in this Policy, but that:

- is sufficiently serious (severe, pervasive, or persistent) and objectively offensive so as to deny or limit a person's ability to participate in or benefit from the University's programs, services, opportunities, or activities; or
- that has the purpose or effect of unreasonably interfering with an individual's work or academic performance.

2. SEX DISCRIMINATION

- (a) Sex Discrimination means material, adverse treatment of a person or group on the basis of sex. Discrimination occurs when persons are excluded from participation in, or denied the benefits of, any University program or activity on the basis of a protected status.
- (b) Pregnancy discrimination is a type of Sex Discrimination and means treating a woman unfavorably because of pregnancy, childbirth, or a medical condition related to pregnancy or childbirth.

The University's process for resolving reports of sexual misconduct will be prompt and equitable and conducted with the oversight of the Title IX Coordinator. If the Title IX Coordinator decides a formal investigation and resolution process is warranted, even if no formal complaint has been filed by a Complainant, the process shall be as follows.

III. THE INVESTIGATION AND PROCEDURES AFTER THE REPORT

When the University receives a report of Sexual Misconduct and the Complainant has decided to pursue a formal investigation, or if the University has determined it will pursue a formal investigation, a trained investigator (or trained investigators) will conduct a prompt, thorough, and impartial investigation. All parties and witnesses are expected to provide truthful information during the investigatory process. Knowingly providing false or misleading information is a violation of University policy and can subject a student or employee to disciplinary action. The investigator and/or the Title IX Coordinator will provide timely updates to the Complainant and Respondent parties, as appropriate or requested, about the timing and the status of the investigation.

The Complainant and Respondent will have an equal opportunity to be heard, to submit information, and to identify witnesses who may have relevant information during the formal investigation process. Witnesses must have observed the acts in question or have information relevant to the incident and cannot be participating solely to speak about an individual's character.

The investigator and Title IX Coordinator have the discretion to consolidate multiple reports against a Respondent or reports where the parties are accusing one another (cross complaints) into one investigation if the evidence related to each incident would be relevant and probative in reaching a determination on the other incident. Multiple reports involving the same Respondent may also be consolidated into a single investigation. The Complainant and Respondent will have reasonable and equal access to any information or evidence obtained by the investigator and that may be used or reviewed by the hearing officer. Should the Complainant or Respondent party want to review any such information or evidence, such request should be made to the Title IX Coordinator, who will make such information or evidence available for review.

A. RIGHT TO AN ADVISOR

Throughout the process, a Complainant and Respondent may have an advisor of their choice present at any meeting related to the investigation or disciplinary proceeding. An advisor of choice may include an attorney retained by a party at their own expense. Any party requesting such advisor may be required to execute an appropriate FERPA waiver.

Any person who serves as an advisor should plan to make themselves available for meetings throughout the process. Advisors may participate in an advisory capacity to the party they are advising, but they may not take part directly in any portion of the proceedings, including the investigation, meeting with the hearing officer, or the appeal (although the advisor may be present with the party they are advising at any time). If a party wishes to speak privately with their advisor during the investigation or meeting with the hearing officer, that party may request a brief

recess from the meeting or proceeding. The advisor may not be a fact witness or otherwise have any conflicting role in the investigation or process, as determined by the Title IX Coordinator. The University may only discuss the report and status of the report with the chosen advisor if consented to by the party selecting the advisor.

IV. DETERMINATION PROCEDURES

Upon its completion of the investigation, the Title IX Coordinator or investigator will provide the investigative report to the hearing officer who is responsible for adjudicating the matter. The Title IX Coordinator will notify the Complainant and Respondent that the investigation has concluded, and the hearing officer will make a determination within 15 University business days (unless there is good cause for limited delay, such as the availability of the Respondent or Complainant). During that time, the parties will be given an opportunity, if they choose, to meet with the hearing officer to separately discuss the investigation, evidence, and/or the underlying facts. The Complainant and Respondent will not be present together during the determination procedure or interviews at any time.

If the hearing officer has questions with answers not contained in the final investigative report, the hearing officer may contact any party or witness, during the determination process and at their discretion to obtain any additional information. During any such communication, the party is entitled to have his or her advisor present.

In lieu of in-person meetings with the hearing officer, the parties may submit a written statements. Any party may also submit written questions they desire the hearing officer to ask the other party. The hearing officer will review the questions prior to asking the other party to ensure that they are appropriate and relevant. At the conclusion of the individual meetings (if any), or upon receipt of additional written comment, the hearing officer will make a determination as to whether, based on the preponderance of the evidence standard, Respondent's conduct violated University policy. The hearing officer will issue their determination in a final determination letter provided to the Complainant and Respondent.

If the hearing officer determines that the Respondent is responsible for one or more forms of prohibited conduct using the preponderance of the evidence standard, the hearing officer will determine the appropriate sanction(s).

V. THE APPEAL PROCESS

Either party may appeal the final determination letter of the hearing officer. All appeals must be made in writing, to the Title IX Coordinator within five (5) University business days following the date of the determination letter. If a request is not received within five (5) University business days, the hearing officer's final determination letter shall be final. Limited extensions to appeal will only be given for extraordinary circumstances and shall be approved by the Title IX Coordinator at their discretion.

If a party appeals, such appeal shall consist of the Respondent party's name, the email address where he or she can be reached, a plain, concise and complete written statement outlining the basis for the appeal (see below) and all relevant information to substantiate the grounds for appeal.

The appeal will be decided by an appeal officer. The appeal officer will be the Vice President for Academic and Student Affairs or designee (as determined by the Title IX Coordinator). The grounds for appeal may only be one or more of the following:

- There was a material deviation from the procedures set forth in this policy that would significantly impact the outcome of the matter or that may reasonably have resulted in a different finding;
 - the sanction is disproportionate to the violation;
 - New or relevant information, not available at the time of the investigation or determination, has arisen that would significantly impact the outcome of the matter;
 - A conflict of interest or bias on the part of the investigator, hearing officer, or Title IX Coordinator improperly influenced the outcome set forth in the final determination letter
- Dissatisfaction with the

outcome of the investigation or the final determination letter, or failure of a party or witness to attend or participate in the investigation or hearing process, are not grounds for appeal.

The other party will have an opportunity to review the appeal and may submit a written response to the appeal to the appeal officer within three (3) University business days following the appeal being sent to that party.

Except in extraordinary circumstances, appeals will be resolved by the appeal officer within seven (7) University business days following receipt of the request for appeal, but only after the other party has had three (3) University business days to respond. All parties will receive written notification following the final determination of any appeal.

The decision of the appeal officer is final and not subject to appeal.

VI. TIMING

Except for good cause, the University will attempt to conclude its investigation, determination process, and appeal process between 60-75 University business days following receipt of a report. Best efforts will be made to complete the process in a timely manner by balancing principles of thoroughness, fairness, and impartiality. The University may extend this timeframe for good cause and will communicate any delay in the process in writing to the parties, including an updated timeframe for completion and the reason(s) for the delay. Good cause may exist for a variety of factors, including but not limited to the complexity of the circumstances of each allegation, the integrity and completeness of the investigation, to comply with a request by external law enforcement, to accommodate the availability of witnesses, to account for university breaks or vacations, and/or to address other legitimate reasons.

HAZING

Hazing is any intentional, knowing, or reckless conduct by one person or acting with others that subjects another person to humiliation, degradation, abuse, intimidation, harassment, or endangerment of mental or physical health or safety as a condition of association with a group, regardless of the person's willingness to participate. Acts of hazing by groups, individuals, or alumni are prohibited. Apathy or acquiescence in the presence of hazing is not a neutral act but a violation of the hazing policy.

Subtle/Intimidation Hazing represent what normally is accepted as harmless or meaningless activities or attitudes that violates acceptable standards of mutual respect. Members on the receiving end of these activities or attitudes could experience harassment and humiliation, deception, demeaning, isolation of members, duties only assigned to new members, and name calling.

Harassment Hazing represents behaviors that cause emotional anguish or physical discomfort in order to feel like part of the group. These behaviors include but not limited to, verbal abuse, threats or implied threats, sleep deprivation, and humiliating acts

Violent Hazing represents behaviors that have the potential to cause physical harm which can include, but not limited to, forced alcohol consumption, forms of beating, and forced ingestion of substances.

REPORTING HAZING

The following information can be helpful in the beginning reporting and for investigation:

- Organization or Organization(s) involved
- Individual(s) involved
- Place of incident(s)
- Date/Time of incidents
- Type of incident(s) including as much detail as possible

- Contact information (when possible)
- Pictures or documentation

The more information that you can provide, the better. It is most important to identify the individuals affected or the organization(s) involved. If the name of the organization or individual is not provided it is difficult to investigate.

SEE SOMETHING, SAY SOMETHING, REPORT HAZING!!

CONSEQUENCES

There are consequences for individuals and organizations involved in hazing activities will vary depending on the behavior. It is important to understand how actions impact the individuals being hazed, those conducting the activities, and the organization they belong to.

FOR THE PERSON BEING HAZED

The media is full of stories reporting one of the worst possible consequences of hazing: death. While death is a horrendous possible outcome, there are examples of less severe but still life-altering outcomes. One study has shown that 71% of those who are hazed suffer from negative outcomes. These outcomes may include:

- Physical, emotional, and/or mental instability
- Sleep deprivation
- Loss of sense of control and empowerment
- Decline in grades and coursework
- Relationships with friends, significant others, and family suffer
- Post-traumatic stress syndrome
- Loss of respect for and interest in being part of the organization
- Erosion of trust within the group members
- Illness or hospitalization with additional effects on family and friends

Those who are leading or participating in the hazing may unintentionally trigger the memory of a traumatic event in the victim's past that could result in devastating consequences.

Someone who has been hazed is more likely to haze others in the future.

FOR THE PERSON DOING THE HAZING

Those who are accused of engaging in the hazing behaviors may face:

- **Legal actions up to and including jail time and fines** – The state of Missouri does have a law against. Those who are accused of engaging in hazing behaviors may face legal actions up to and including jailtime and a monetary fine. In addition, victims of hazing may pursue monetary damage in civil court from individuals and groups involved.
- **University action** – Those who are found responsible for hazing face sanctions which may range from participating in educational programming to separation from the University (suspension or expulsion).
- **Membership and Organizational Sanctions** – National organizations may impose membership sanctions (probation, suspension or expulsion) and those that receive housing, scholarships, or financial assistance through the national organization may lose all those benefits. Student

organizations may suspend or terminate officer duties and/or membership. Teams may suspend student athletes from playing or from the team.

- **Personal impact** – In addition to being accountable to the organization, the University, the state criminal process, and civil litigation, those that haze may experience the following:
 - Decline in grades and coursework
 - Relationships with friends, significant others, and family suffer
 - Loss of connection to alums through the organization
 - Media scrutiny
 - Damage to one's personal reputation
 - Warped sense of leadership
 - Feelings of shame and guilt

FOR THE ORGANIZATION DOING THE HAZING

By participating in hazing, not only are individuals affected, but the organization also suffers. Individuals and their organization are accountable to the national offices as well as institutional and local governing boards. In addition to the organization or team being shut down, the following outcomes may result when members of an organization or team participate in hazing:

- Loss of reputation within the University community and the national community
- Loss of recognition for the organization and/or other privileges revoked
- Suspension of team and/or loss of privileges
- Civil damages may be levied against the organization
- Chapter officers may be held responsible
- A gradual erosion of the true meaning and values of the organization

Individuals and their organization are accountable to the national offices as well as institutional and local governing boards.

HEALTH AND SAFETY REGULATIONS

Lindenwood values the health and safety of all members of its campus community. To help maintain the health and safety of the campus community, students are required to follow all health and safety protocols, requirements, and rules established by the University. Violations of the same may result in disciplinary action., the University reserves the right at its sole discretion to make changes to its health and safety protocols, requirements, and rules.

IMMUNIZATIONS

The immunization requirement (meningococcal and TB) applies to all domestic and international students entering Lindenwood University for the first time and any returning student who was not enrolled for the previous term, unless medical or religious exemptions pertain. You must satisfy the immunization requirement completely prior to registration for your next academic term. Failure to provide the required immunization documents may result in an academic hold being placed on your account. For questions, please contact Student Affairs and Community, Equity, and Inclusion at (636) 949-4560 or studentaffairs@lindenwood.edu.

STUDENT INTELLECTUAL AND PROPERTY AND PATENT OWNERSHIP POLICY

I. STUDENTS

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

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

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

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

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

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

II. DISCLOSURE

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

III. ADDITIONAL PATENT PROVISIONS

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

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

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

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

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

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

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

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

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

STUDENT TECHNOLOGY

INTERNET SERVICES

Lindenwood University provides wireless internet connectivity.

The university provides wireless Internet connectivity in each university-owned housing facility. This Internet connectivity, in addition to other Lindenwood University networks, is subject to the posted Information Technology Acceptable Use Policy. The policy is [available for review](#).

The use of personal wireless access points, wireless routers and or other devices that degrade network connectivity of other users, are strictly prohibited in the dormitories.

Users of Lindenwood University's wired and wireless networks are expected to take precautions to ensure the security of their systems and the network. Users may be held responsible for security breaches on their systems, even if they are not personally involved in the violation.

If any telecommunication jacks are damaged or destroyed, the cost of replacement will be the responsibility of the student. Fees start at \$75.

IDENTIFICATION CARDS

Student identification cards are provided at no charge upon registration, and cards may be obtained at the Help Desk, located in the Library and Academic Resources Center. The identification card is to be carried at all times. Students are required to present their ID cards at the request of all university and residence hall officials. Many student facilities also require a valid ID card. The ID is required to obtain meals at the cafeteria, to use the library, to cash checks at the Business Office, to use the Recreation Center and track, and to attend various social, theatrical/dramatic, and athletic events. A replacement fee of \$15 is charged for lost cards. The ID card is not transferable, and any alteration invalidates the card.

INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY

This policy applies to all computers that connect to the Lindenwood University network, whether they are student, faculty, staff, or University owned. At its discretion, the University reserves the right to restrict or deny the use of its network facilities and capabilities. [The entire policy is available for review.](#)

INTERNET AND ACCEPTABLE USE POLICY

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

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

As a member of the Lindenwood University community, you must adhere to the posted Information Technology Acceptable Use Policy. [The policy is available for review.](#)

OFFICE 365

Office 365 is the Lindenwood email system for all enrolled students. Office 365 can be used for personal or academic related purposes. Lindenwood University faculty and staff will utilize this communication medium to provide important, official university correspondence. It is the students' responsibility to frequently monitor their Office 365 email accounts to ensure they receive updates from various faculty members, staff offices, or university constituents. Failure to do so may result in missing important deadlines, opportunities, or other critical information.

Students may access their Office 365 account [online](#).

A student who does not remember the Office 365 username can have it emailed by following the directions [on this page](#).

Microsoft Outlook is the only supported client to use when accessing your Lindenwood email account. Auto forwarding of all messages of your Lindenwood Email inbox is prohibited.

Quarantined content will be automatically deleted after 30 days.

PUBLIC SAFETY AND SECURITY

Students are encouraged to be active in reporting any usual or suspicious activity. Watch out for other people's safety and welfare as you would like them to watch out for yours. If you see something that looks suspicious or dangerous, REPORT IT!

Report to the Department of Public Safety and Security (DPS) unusual behavior of any individual on campus. Do not violate campus security measures or policies; specifically, abide by all access rules, adhere to the university's outlined visitation policies, and do not open or prop locked doors for others .

The crime log, which is a required record of criminal incidents, and alleged criminal incidents reported to the Department of Public Safety and Security, is available in the Department of Public Safety and Security office, located on the 4th floor of the Spellmann Campus Center building.

Public Safety and Security officers are available to provide walking escort service to and from any location on the Lindenwood University, St. Charles campus. To contact campus Public Safety and Security for an escort please call **(636) 949-4911**. Please be patient and give advance notice to campus security personnel on duty so they can accommodate you.

If you see anything suspicious, witness a crime or fear for your safety or the safety of someone else, call 911 to reach the St. Charles City Police Department. You may also reach the Department of Public Safety at **(636) 949-4911**.

Keep your eyes open and, please, if you see it or hear it, report it immediately! **SEE SOMETHING...SAY SOMETHING**

LOST AND FOUND

All property found on campus should be taken to Public Safety and Security within 48 hours of being found. Security will act as custodian of all found property. Please note the following lost and found guidelines:

- If an individual finds an object in a public area, such as on the sidewalk, it is his/her responsibility to take it to the Office of Public Safety and Security.
- Items left in common areas, such as in the library, will be taken to security by the personnel in these areas.
- All staff workers are directed to take found items to security no later than the end of their shifts.
- Athletic clothing and other athletics-related items found at the Robert F. Hyland Arena will be handled by the Athletics Department at the arena.
- Members of the Lindenwood faculty are asked to use discretion in dealing with lost property. For example, a textbook containing the name and contact information of the owner should, if possible, be given to the student rather than transferred to Security.
- Unclaimed items will be discarded two weeks after the end of each academic year.

DRONES (UNMANNED AERIAL AIRCRAFT)

Due to the potential of injury and privacy of our faculty, students, and staff and the potential of property damage, Lindenwood University prohibits the flying of unmanned aerial aircraft (drones) and model aircraft on Lindenwood-

owned and operated property without the proper authorization from the administration. Violation of this policy could result in university sanctions, which could include referral to federal, state, and local law enforcement agencies.

FIRE AND TORNADO ALARMS

All residents must leave the residence hall immediately when the fire alarm sounds. When the city tornado siren sounds with a steady blast, students must go to the nearest designated campus shelter and remain there until the “all clear” is given by a university official. The City of St. Charles conducts a test of alarms on the first Monday morning of every month when the weather is clear.

PARKING AND DRIVING ON CAMPUS

A valid Lindenwood parking permit is required for all vehicles used by undergraduate and graduate resident and commuter students. In an effort to be responsible and harbor a safe environment in all traffic and parking situations, students are required to park in valid, marked parking spots in designated parking lots, without exception. Frequent violations or the creation of hazardous situations as a result of irresponsible driving or parking will result in booting of the vehicle, possible loss of driving/parking privileges on campus, and towing at the vehicle owner’s expense without warning .

The following regulations are strictly enforced:

- The speed limit on campus is 15 MPH and will be closely monitored by public safety personnel. Multiple violations will result in loss of driving privileges on campus.
- Parking in areas other than those designated parking spots is forbidden and will result in a fine.
- Impeding traffic is hazardous and causes unnecessary delays in the flow of vehicles and traffic. This action will result in a fine and possible immediate towing at the owner’s expense.
- Accessible parking spots require the vehicle to have a valid state-issued hangtag or license plate. All others parking in accessible parking spot are subject to fines.
- Fire lanes are designated by yellow markings on the curb throughout campus. Vehicles are prohibited from parking at these curbs. Violators are subject to towing and additional fines.
- The Memorial Arts Building and Young Hall parking lots are designated for commuter, faculty, and staff parking only. Resident parking is not permitted in these lots. Additionally, some parking spots on campus are reserved specifically for adjunct faculty members and university vehicles. Student parking is not permitted in these spots.

Written appeals of parking tickets can be made to the director of Public Safety and Security within 30 days of the date the ticket was issued. Appeals must include the ticket number, date, and time the ticket was received and an explanation of the reason for the appeal. The director of Public Safety and Security will reply indicating whether (1) the ticket has been dismissed, (2) the fine has been reduced, or (3) the ticket has been sustained and the fine must be paid.

SKATEBOARDS, ROLLER BLADES, MOTOR SCOOTERS, AND HOOVERBOARDS

The use of skateboards, roller blades, hoverboards, and any non-street legal motor scooter is authorized as a mode of transportation only but is not permitted for use within university buildings. Any student found to be damaging university property as a direct result of improper usage of the items listed above is subject to campus disciplinary action. Motor scooters and/or motorcycles must display a valid Lindenwood University parking permit for use on campus, and the operator must have a helmet and insurance to operate the vehicle on public roadways.

STUDENT RIGHT TO KNOW AND CAMPUS SECURITY

Lindenwood University complies with the Crime Awareness and Campus Security Act of 1990 and the Campus Securities Disclosures (Section 458 of the Higher Education Amendments of 1992). The university has developed and implemented policies and educational programs, maintains pertinent institutional statistics, and distributes the particular information to students, employees, and applicants. Policies pertain to (1) timely reporting of criminal actions and other emergencies, along with the university's response processes; (2) access to and the maintenance of facilities for the purpose of security; (3) law enforcement processes, the authority of security personnel, and the working relationship with state and local law enforcement agencies; (4) possession, use, and sale of alcoholic beverages and enforcement of underage drinking laws; and (5) monitoring of any off-campus student groups and facilities. Education programs include those designed to inform the campus about security and general crime prevention.

Statistical records include incidents of criminal offenses (murder, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, and arson) and arrests and referrals for disciplinary action for violations of liquor and drug laws, and weapons possession. Persons wishing to obtain additional information concerning the 1990 act, 1992 amendments, and university policies may refer to the Student Right to Know and Campus Security Annual Security and Fire Safety Report.

CANCELLATION OF CLASSES AND SUSPENDING OPERATIONS DUE TO INCLEMENT WEATHER

Only the president (or in the president's absence, the provost and vice president for academic and student affairs) has the authority to cancel classes in the event of severe weather. The University maintains its teaching, research, and service activities in accordance with established schedules and operational demands. To this end, suspension or cancellation of classes due to inclement weather will be avoided whenever possible.

Because certain essential functions of the university must be provided at all times, campus operations will not be suspended in the event of severe weather even when daytime classes are canceled.

INCLEMENT WEATHER ANNOUNCEMENTS

Should weather create potentially hazardous conditions, Lindenwood will evaluate the situation and take into consideration the safety of the faculty, staff, and students as well as the services that must be provided despite the inclement weather. After this careful evaluation and depending upon the hazardous weather conditions (e. g., tornado, snow/ice, etc.), an alert will be sent to the affected students, faculty, and staff via the Rave system (text message and Office 365) as necessary. This alert will detail the appropriate action required of faculty, staff, and students as well as the essential services that must be provided despite the inclement weather.

In the unlikely event that the university alters the normal work and/or class schedule, an announcement will be posted on the [university's homepage](#).

Separate announcements may be made regarding evening classes; evening classes are those starting at 4 p.m. or later.

EMERGENCY TEXT MESSAGE PROGRAM

The Emergency Text Message Program is designed to disperse important alerts or emergency information, such as class cancellation due to weather conditions or dangerous activities affecting the campus. All students are automatically enrolled in the service with their Office 365 email addresses and mobile phone numbers if the student provided one. Participation in the program is voluntary, and students can opt out, but the university strongly encourages everyone to participate to ensure all are apprised of pertinent information. Visit [RAVE](#) to sign into and make changes to your Rave account; a mobile app, Rave Guardian, is also available for free and provides additional security features for members of the Lindenwood community .

RAVE EMERGENCY TEXT MESSAGE PROGRAM

The emergency text message program is designed to disperse important alerts or emergency information, such as class cancellation due to weather conditions or negative activities affecting the campus. All students are automatically enrolled in the service with their Office 365 email addresses and mobile phone numbers if one is provided. Participation in the program is voluntary, and students can opt out, but the university strongly encourages everyone to participate to ensure all are apprised of pertinent information.

PHOTO USAGE

As a student at Lindenwood University, you may be photographed on campus or at campus events, and those photographs may be used on Lindenwood's website and social media sites and in promotional materials for the university.

CAMPUS RECREATION

The role of Campus Recreation is to deliver quality recreation, fitness, and leisure programs that connect the student body. Campus Recreation offers the Evans Commons Recreation Center that includes three basketball courts, a multi-purpose court, a suspended running track, and a 9,000-square-foot fitness area. Intramural Sports offers multiple leagues and tournaments throughout the year, such as softball, volleyball, flag football, basketball, and many more! All of this is geared toward increasing and developing your physical, mental, and social well-being. Students can sign up for Intramural Sports through the LindenRec app. For more information on what Campus Recreation has to offer, you can stop by the office on the first floor of Evans Commons or visit the [Student Life page](#) of the Lindenwood website. Visit the Campus Recreation Instagram at LindenRec for the most up-to-date information on intramurals, closures, facility updates, and much more!

RESIDENTIAL HOUSING: POLICIES AND PROCEDURES

Lindenwood University views a resident's experience in group living as an opportunity to learn, live, and work with others of varying ages, cultural backgrounds, and interests.

Resident Assistants (RAs) are available throughout each residential location to provide a support system for the students residing there. Each facility is also supervised by a Residential Community Coordinator (RCC) who resides in one of our residence halls or non-traditional houses.

Together with their RCC and RAs, they oversee the general safety and wellbeing of the residents, assist and support students with the daily challenges of university life, and coordinate maintenance and housekeeping activities within the buildings.

The associate director of Residential Life has overall responsibility for student housing. Students are encouraged and expected to take responsibility for themselves in their places of residence and to be responsible to the community in which they live. Active participation in residential activities aids residents in developing a sense of community spirit. Resident students may direct questions, concerns, or ideas about residential living to an RCC or RA, or the Associate Director of Residential Life.

To live in campus housing, students must be enrolled in classes for the up-coming- semester (12 hours for undergraduate students; all students should refer to their program requirements for full-time status). Any student falling below full-time status will be asked to leave Lindenwood housing. Waivers can be requested through the Residential Life office if a student is in their last term for graduation. Failure to register for classes by the last day of the term will result in the loss of a housing assignment.

See Appendix C Residential Housing: Policies and Procedures

MISSING STUDENT POLICY

If a member of the university community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify the Public Safety & Security Office at **(636) 949-4911**. All university officials are required to notify campus security immediately upon being notified about a missing student. Campus security will generate a missing person report and initiate an investigation.

After investigating the missing person report, should campus security determine the student is missing and has been missing for more than 24 hours, campus security will notify the law enforcement agency with jurisdiction in the area where the student went missing and the student's confidential contact designee. Contact will be made no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, the university will notify the student's parent or legal guardian and any other designated contact person within 24 hours after campus security has determined that the student has been missing for more than 24 hours. Even if the student has not registered a contact person, is above the age of 18, or is an emancipated minor, the university will contact the police department with jurisdiction in the area from which the student is missing. Should the investigation determine the student is missing prior to 24 hours, these procedures will be implemented immediately.

In addition to registering an emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by the university in the event the student is determined to be missing more than 24 hours. Students who wish to identify or change a confidential contact can do so at any point throughout the year by contacting Director, Residential Life on Evans Commons third floor, **(636) 949-4980** or reslife@lindenwood.edu, or making the update in their StarRez portal. This information is confidential, accessible by authorized campus officials and law enforcement only, and will not be disclosed outside of a missing person investigation.

DINING ON CAMPUS

DINING HALL HOURS

The location and hours of operation for the dining facilities are [listed online](#).

DINING HALLS

Please note the following guidelines and expectations regarding the dining halls:

- Students must present a valid student ID at each meal. IDs are not transferable. Photos will be checked to verify validity.
- Campus visitors are invited to eat in the dining hall on a cash basis.
- Appropriate dress is required: shirt and shoes.
- Leave tables in clean condition after use.
- Meals for students who are unable to leave their rooms may be requested.
- Only authorized persons will be allowed behind serving counters and in the kitchen.
- Children must be monitored so as not to disturb others in the cafeteria.

DINING SERVICES

MEAL PLANS – RESIDENT SERVICES

- Meal Plans selections are completed in StarRez.
- All resident first-year students will be assigned the Traditional Meal Plan.

- Dining Dollars do expire at the end of the semester for students on the Traditional Meal Plan.
- Dining Dollars will rollover from Fall to Spring for those on the Roar and Roam meal plans.
- All Dining Dollars expire on the last day of the Spring Semester.

MEAL PLANS – COMMUTER STUDENTS

- Meal Plans are available on your student portal.
- Meal Plans must be purchased by credit card.
- Most undergraduate students will receive an automatic \$50 Dining Dollars on their student ID.

DINING DOLLARS

- Students can add dining dollars to their student ID. This service is available on your student portal.
- Dining Dollars do expire at the end of the semester.

LOST ID

- The student ID is needed to charge your meals and spend your Dining Dollars. If you have lost your ID, please contact Public Safety at (636) 949-4911 in case your ID has been found. Lost ID's will need to be replaced at the ID stations located at the LARC. A replacement fee of \$15 is charged for lost cards.

FOOD COMMITTEE

- Do you have ideas for changes to the dining hall services? If so, consider joining the food committee. Meetings are held once a month. For more details, email diningservices@lindenwood.edu

CATERING

- Catering activities and functions can be [ordered online](#).

LION PRIDE MARKET

Lion's Pride Market is located on the second floor of the Spellman Center.

Lion Pride Market is a full convenience store and offer a range of fresh-brewed coffees, smoothies, a full line of beverages, sandwiches, salads, grill items, ice cream novelties, and other snacks. The new Dining Dollars meal plan feature will allow students to make purchases anytime.

For menus and information about dining services, visit the Lindenwood University homepage and click the Student Development link.

BULLETIN BOARD FLIERS, NOTICES, AND OTHER PROMOTIONS

Announcements of events meetings by campus organizations will be approve and posted to designated areas on-campus by the Student Involvement Staff. These postings and announcements will reflect the integrity of the university, meet Brand Guidelines, and represent student meetings and events. Materials will be posted according to the following guidelines:

- Materials for meetings and events must be pre-approved by Student Involvement by submitting the print request form on Involve U and will be posted by their staff on designated bulletin boards. Materials of an academic nature (research participants needed, etc....) must also be approved by the Office of Student Involvement.

- No more than one flier per event will be posted on a bulletin board.
- Posters, fliers, banners, or other notices will only be posted on bulletin boards by Student Involvement Staff. Postings on building walls, beams, glass, trees, hallways, lamp posts, doors of any type, floors, or ceilings or painted on sidewalks is prohibited without approval.
- Chalking on sidewalks must be approved by Student Involvement by submitting the request form on Involve U.
- Window painting in Evans Commons must be approved by Student Involvement by submitting the request form on Involve U.
- Painting of the Pride Rock must be approved by Student Involvement by submitting the request form on Involve U.

Students, campus organizations, or non-campus persons who wish to host a table in a facility on campus must request permission to do so through Student Involvement by submitting the Tabling request form on Involve U. Additional promotional methods are available through the Student Involvement Office.

For more information, visit the Student Involvement Office on the third floor of Evans Commons room 3040.

SOCIAL EVENTS

Events sponsored by recognized student organizations must be approved by the Office of Student Involvement. These events must be submitted through Involve U three weeks from the date of the event. Student Involvement is located in Evans Commons room 3040. For a complete listing of all events, visit Involve U at lindenwood.presence.io/.

SOLICITORS AND SALESPERSONS

Students, campus organizations, or non-campus persons are prohibited from solicitation at any time for non-campus-related activities. Any exceptions to this policy must be requested through the Solicitation Request form on Involve U. Students, campus organizations, or non-campus persons wanting to host a table in a facility on campus must request permission through the Office of Advancement and Communications. Students should be particularly alert to off-campus salespersons who pose a nuisance and security threat. Contact the Student Involvement or Public Safety and Security offices immediately if you see questionable activity.

CAMPUS CULTURE

Lindenwood University believes in the importance of co-curricular involvement in activities as a valuable supplement to classroom learning in the total educational experience. The Office of Student Involvement, located in Evans Commons 3040, serves as a coordination center on campus and works with Lindenwood Student Government, fraternities and sororities, and all other student organizations in facilitating all activities and projects sponsored by their respective organizations.

Student-organized programs and events are scheduled throughout the year. The primary programming body is represented by the student-run Campus Activities Board (CAB). For a complete listing of events, visit Involve U at lindenwood.presence.io/.

STUDENT ORGANIZATIONS

Student organizations are an integral part of university life, providing opportunities for students to design and implement programs, events, and activities that extend and amplify the goals of Lindenwood's mission. Students may complement their academic experiences by becoming involved with some of the 60-plus student clubs and organizations on campus. Lindenwood University is proud to offer a diverse mix of student organizations, including organizations geared toward academic interests, special interest groups, fraternities and sororities, honor societies, religious organizations, and recreational interests.

The student organizations themselves work in conjunction with Student Involvement to schedule meetings, lectures, movies, entertainers, and a wide variety of other events planned to satisfy the diverse needs and interests of the Lindenwood University community. In order to be recognized, student organizations must complete a recognition form in Involve U each academic year and provide the name of a faculty or staff advisor, current constitution, and a current list of officers and members. All student organizations must review and adhere to the policies and procedures that are stated in the Student Organization Guidebook.

For more information on student organizations, including joining or creating an organization, stop by the Student Involvement Office on the third floor of Evans Commons or visit the [Student Life page](#) of the Lindenwood website.

FRATERNITY AND SORORITY LIFE

Social fraternal organizations have been a part of Lindenwood University since 1992. The goal of all fraternities and sororities on campus has long been to help students develop as leaders and empower them by providing opportunities to create campus traditions, initiate community service, and make lifelong friendships. The social fraternal community at Lindenwood consists of three national sororities (Delta Zeta, Phi Sigma Sigma, and Sigma Sigma Sigma) and three fraternities (Delta Tau Delta, Phi Delta Theta, and Phi Lambda Chi). Lindenwood is also home to culturally based fraternal organizations as well. These organizations participate in the same activities as social fraternal organizations but also have a social justice focus.

Currently, Lindenwood has one culturally based organization (Alpha Psi Lambda National, Inc.) and collaborates with several historically African- American fraternities and sororities in the city of St. Louis. The university also has multiple professional and service fraternities. Sororities and fraternities are committed to seeing their members achieve personal excellence; the cornerstone of the fraternity and sorority experience is the development of better women and men. Being a member of the fraternal community helps students transition to college life. Not only does the community provide a home away from home, but it also allows members to showcase and train their many talents and gifts. Lindenwood fraternity and sorority members are known for their community service, tight networking, and support for each other.

To learn more about Fraternity and Sorority Life, stop by the Student Involvement Office on the third floor of Evans Commons or visit the [Student Life page](#) of the Lindenwood website.

LINDENWOOD STUDENT GOVERNMENT

The Lindenwood Student Government is committed to the highest form of ethical student representation at Lindenwood University. Student government seeks out, identifies, and acts upon student concerns in a constructive and effective manner, working in cooperation with the appropriate university offices, programs, and departments. Student government also aids in facilitating the academic, social, spiritual, and physical well-being of the student body, as set forth in the Mission Statement of Lindenwood University. The mission of the Lindenwood Student Government is threefold. It is committed to amplifying the voice of students, upholding the standards set by the administration, and providing campus leaders with the tools needed to build a thriving campus culture.

For more information on Lindenwood Student Government, stop by the Student Involvement Office on the third floor of Evans Commons or visit the [Student Life page](#) of the Lindenwood website.

LEADERSHIP DEVELOPMENT

Student Involvement is proud to facilitate educational and engaging opportunities, which provide students and organizations with the essentials needed to explore, strengthen, and elevate their leadership skills. For students wanting to develop specific leadership skills, Student Involvement offers one-hour workshops through our Leadership Series. These programs feature faculty, staff, and alumni and help students develop skills in communication, conflict management, networking, and more. Students wishing to have a more in-depth leadership development experience can participate in our Elevate Leadership Certification.

Elevate is a self-designed, co-curricular experience that students can structure around their own interests and career goals. This certification is designed to encourage and reward students for their involvement and leadership at Lindenwood and help them connect their out-of-class experiences with their academics.

For more information about leadership programs, you can stop by the Student Involvement Office on the third floor of Evans Commons or visit the [Student Life page](#) of the Lindenwood website.

STUDENT EMPLOYEE PROGRAMS

PROGRAM OVERVIEW

A student employee performs as both student and employee. As a result, such individuals are expected to complete important institutional tasks while maintaining high academic standards. Student employees are expected to recognize their dual status, as well as understand that a student employee position is not just a job but a privilege that comes with outlined responsibilities and expectations. Student employees are required to adhere to the policies and procedures outlined in both the Student Guidebook and the Employment Policies.

STUDENT EMPLOYEE ELIGIBILITY

Lindenwood offers both part-time and full-time positions. Students interested in employment with the university must complete an online application through Workday. All applicants must be enrolled in classes for the current term unless applying or working over the summer. Students working or seeking employment over the summer are not required to be enrolled for the current term but must show enrollment for the upcoming term (QTR or SEM).

In order to maintain employment within the Student Employee Program, students must adhere to all policies as outlined in the Employee Guidebook and the Student Handbook, as well as maintain good standing with the university at all times. Student employees placed on academic probation are not eligible to participate in the program. Additionally, student employees are expected to meet all university-related financial obligations throughout their employment. Should a student be released from academic probation or a business hold, the student will be eligible to reapply to the program. Positions will not be held open for students, and re-hire into the program is not guaranteed. In order to be released to work, all student employees must complete their onboarding and orientation tasks. Human Resources will inform both the student and the supervisor when all tasks are completed, and the student is eligible to start work. Additionally, student employees have 30 days to complete the required compliance training sessions for continued employment.

International students are also required to obtain a Social Security Number prior to working. The International Office will complete a Social Security Number request form based on employment eligibility. The Human Resources Office will confirm the request and the student will apply for a social security card at the Social Security Office. Once the international student obtains the Social Security Number, he/she can begin working pending all other hiring requirements are met.

AUTHORIZED WORK PERIODS

Positions in the student employee program are based on authorized work periods, which dictate when positions start and end. These dates are communicated with student employees through the job posting and the hire letter. Work is not permitted outside these authorized work periods.

Thirty-six-week student employees can begin working on the Monday two weeks prior to the start of the fall term. Forty-week positions can begin working as early as August 1st. Both thirty-six and forty-week positions end with graduation. Only returning student employees working in Residential Life may work up to and including the Sunday after graduation. Student employees in both thirty-six and forty-week positions can begin working prior to the start of the spring semester as long as the supervisor is present, and it is fulfilling a department need.

Fifty-two-week student employees can start working up to four weeks prior to the start of their term if enrolled in classes for the upcoming semester. Fifty-two-week student employees can also work for an additional three weeks

when not enrolled in classes up until graduation. For either situation, the supervisor must contact Human Resources for approval and must be able to demonstrate a need for the deviation from the assigned work period.

POSITION TYPE	AUTHORIZED WORK PERIOD
36 Weeks	Fall Semester: On the Monday two weeks prior to the start of the fall term — Winter Break Spring Semester: January 2 or 3 – Graduation
40 Weeks	Fall Semester: August 1 – Winter Break Spring Semester: January 2 or 3 – May 31 (unless graduating)
52 Weeks	Fall Semester: July 1 – Winter Break Spring Semester: January 2 or 3 – June 30 (unless graduating)

DIRECTORY INFORMATION NOTICE

Pursuant to the Family Education Rights and Privacy Act (FERPA), Lindenwood University may disclose, without consent, “directory” information. You must notify the Office of Academic Services, in writing, to request that certain directory information not be disclosed. Directory information includes name, address, telephone listing, email information, photographs, date and place of birth, enrollment status, class level, major field of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, degrees and awards received, and most recent school attended.

APPLYING FOR GRADUATION

Students are responsible for tracking their own academic progress and eligibility for graduation. Specifically, students must track their own progress through their degree programs by maintaining a checklist of all requirements, including major and minor requirements, general education requirements, free electives, sufficient number of 30000+ level courses, and total number of credit hours completed. The academic advisor will confirm that all degree requirements have been met.

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

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

Deadline to apply for March graduation	January 15 of same year
Deadline to apply for May graduation	February 1 of same year
Deadline to apply for August graduation	June 1 of same year
Deadline to apply for October graduation	September 15 of same year
Deadline to apply for December graduation	September 15 of same year

COUNTY LIBRARY DISTRICT FINES – ST. CHARLES CITY

Lindenwood students can obtain a SCCCLD (St. Charles City County Library District) Library Card with a photo ID and a proof of address. Students are provided access for 6 months but can renew their card as long as they continue to show a proof of address.

APPENDIX A

CAMPUS BUILDINGS

Located on 200 acres at First Capitol Drive and Kingshighway in St. Charles, Mo., Lindenwood University offers a picturesque setting with handsome architectural designs campus-wide and an arboretum of natural beauty, including the linden trees for which the university is named.

BUTLER HALL (1914)

Named in honor of university benefactor Colonel James G. Butler, this historic hall contains the Butler Parlor, Butler Loft, computer lab, and Makerspace.

HARMON HALL (1969, RENOVATED IN 2010)

Located at Watson and Gamble streets and named for the family of the late Chairman of the Board Ray Harmon (2005), Harmon Hall, which houses the entire Robert W. Plaster School of Business & Entrepreneurship faculty and administration completed a large-scale renovation and expansion in 2010.

J. SCHEIDEGGER CENTER FOR THE ARTS (2009)

This facility was built to accommodate the needs of Lindenwood's fine and performing arts students and the surrounding community. It houses the Lindenwood Theater, a 1,200-seat Broadway-style theater; the Emerson Black Box Theater, which seats 150 to 250 individuals for a more private and intimate production setting; and the Boyle Family Gallery, which displays a variety of art exhibitions. The center is also the home of the School Arts, Media, and Communications' higher education cable channel, LUTV.

LIBRARY AND ACADEMIC RESOURCES CENTER (2017)

Opened in the fall of 2017, this state-of-the-art 100,000-square-foot building offers a wealth of amenities and is usually called the LARC. In addition to a variety of academic support services, the space offers students community spaces, a multi-media lab, gaming spaces with access to all gaming platforms, a theater, group study rooms, classroom spaces, a vastly expanded archives, Help Desk staff, a Starbucks coffee shop, quiet study spaces, tutoring, and Wi-Fi throughout.

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

The Lindenwood Library subscribes to more than 100 online databases that are accessible through the library's website. A number of the databases provide full-text access to research materials. In addition to the databases, the library has purchased supplementary electronic tools that easily facilitate navigation of these online resources. A valid student ID is also required to access the library's databases.

Additional services available through the Lindenwood Library are as follows:

- Access to reference librarians in person, via email, by telephone, or by chat;
- Computer lab;
- Laptop checkout for up to 24 hours;
- Hardcopy journal collections;
- An interlibrary loan service for any items not available at the Lindenwood Library or through MOBIUS

For current hours, students may contact the library at library@lindenwood.edu or call (636) 949-4820.

LILLIE P. ROEMER MEMORIAL ARTS BUILDING (1939)

Dedicated and named in memory of President John Roemer's wife, who was also dean of students at Lindenwood, this building is usually called the Memorial Arts Building or MAB. The beautiful Arthur S. Goodall Lounge on the first floor of the MAB is named in honor of the individual who held the longest membership on the university's Board of Trustees. The Latzer Great Hall, located on the second floor, is named in memory of Cora O. Latzer, grandmother of an alumna. The MAB is the home of the Office of Institutional Effectiveness, classrooms, and faculty offices.

LINDENWOOD HOUSE (2010)

The Lindenwood House is the home of the University's president. The home is a private residence for the president's family and is also the site of school-related functions involving students, alumni, and friends of the university.

LINDENWOOD UNIVERSITY CULTURAL CENTER (1996)

Purchased in the spring of 1996, the Cultural Center, also known as the LUCC, is located two blocks north of the main campus at 400 North Kingshighway. The center holds an art gallery. The LUCC houses an auditorium acoustically fit for concerts and houses Lindenwood's Paramedicine program.

MCCLUER HALL (1961)

Named in memory of former Lindenwood President Franc L. McCluer and in honor of his wife, Ida Belle, McCluer Hall houses the School of Humanities, some faculty members from the School of Arts, Media, and Communications, converged media lab, and a lounge.

ROEMER HALL (1921)

Dedicated to honor John L. Roemer, president of Lindenwood from 1914 to 1940, and his wife, Lillie P. Roemer, this building houses the School of Education, faculty offices, and classrooms.

SPELLMANN CAMPUS CENTER (2002)

The Spellman Center is named in honor of Dennis C. Spellman, president of Lindenwood from 1990 until his death in August 2006. This 112,000-square-foot building serves as a multi-purpose student center. The Connection, KCLC 89 .1 "The Wood" radio station, and main computer lab are located on the first floor. The Spellmann Center Dining Hall and Lion Pride convenience store are located on the second floor. Lindenwood Main Street and Lindenwood Station (Academic Services, Financial Aid, Business Office, and Admissions) are located on the third floor along with the Office of International Students and Scholars. Public Safety and Security, ROTC, additional classrooms, and the Anheuser-Busch Leadership Room are located on the fourth floor.

STUMBERG HALL (1933, RENOVATED IN 1989 AND IN 2016)

Named in memory of B. Kurt Stumberg, M. D., and once the site of the university infirmary, Stumberg Hall now is the home to the Office of Human Resources.

WARNER HALL (1941)

Serving for many years as the President's House, located in the center of the Heritage Campus, Warner Hall was dedicated in 2008 to the memory of beloved alumna and board member Dorothy DuQuoin Warner. The building now houses offices for Advancement and Communications.

YOUNG SCIENCE HALL (1965)

Named in memory of Howard I. Young, former chairman of the Board of Trustees, the building houses natural science, social sciences, mathematics, and computer science classrooms and labs, the Monsanto Green House, and Young Auditorium, which is an HD movie theater.

APPENDIX B

ATHLETICS

FIELD HOUSE ATHLETICS CENTER (1901, RENOVATED IN 1989)

The Field House, which is next to the Fitness Center and across from Hunter Stadium, contains offices for the School of Health Sciences, as well as additional offices for the Athletic Training program, locker rooms, and a competition billiards room.

THE FITNESS CENTER (1901, RENOVATED IN 2001)

Adjacent to the Spellmann Center, this athletics facility offers weight training and fitness equipment.

HUNTER STADIUM (1976, RENOVATED IN 2018)

This 7,000-seat stadium is the site of Lindenwood Lions men's and women's soccer, men's and women's lacrosse, football, field hockey, rugby, and other sporting events and activities. Named after longtime Lindenwood friend Harlen C. Hunter, the venue features stadium-style and traditional bleacher seating, concession stands, locker rooms, a two-story press booth, live broadcasting, and VIP seating (450 seats).

LINDENWOOD UNIVERSITY TRACK (2004)

Located behind the Hyland Arena, the Lindenwood University Track is the host site for many local and national track and field competitions. A 400-meter synthetic surface track surrounds a synthetic turf field utilized as a practice field and secondary competition field. Bleacher seating for 1,000, including a press box, was installed in 2015.

LOU BROCK SPORTS COMPLEX (2005)

The complex is named after Hall of Fame St. Louis Cardinal Lou Brock and is home to Lindenwood baseball (seats 670) and softball (seats 200). The fields feature professional dimensions, thick artificial grass, concessions, and live broadcasting facilities.

ROBERT F. HYLAND ARENA (1996)

This 3,000-seat arena houses men's and women's basketball, men's and women's volleyball, cheerleading, dance squads, wrestling, and gymnastics. Named after the late Robert F. Hyland, former chairman of the board at Lindenwood University, the arena is acoustically sound and accommodates concerts and performances as well as athletics events. Amenities include coaches' offices, an athletics training room, staff offices, classrooms, concession stands, an auxiliary gym, the 270-seat Luxury Skybox Pavilion, the Sprecklemeyer meeting room, and the VIP Room.

STUDENT-ATHLETE CENTER (2012)

The Student-Athlete Center debuted in 2012 coinciding with Lindenwood's entry into NCAA Division II. Beginning with Fall 2023, Lindenwood will become the 10th full-time member of the Ohio Valley Conference (OVC). Lindenwood begins its reclassification process to the NCAA Division I level during the 2022-2023 academic year.

The three-story, 43,000-square-foot building is anchored by a 3,500-square-foot Academic Success Center. The building looks down on Hunter Stadium and houses locker rooms for NCAA football, men's and women's lacrosse, field hockey, and men's and women's soccer, as well as coaches' offices, a team film room, equipment rooms, and athletic training facilities.

APPENDIX C

RESIDENTIAL LIFE: POLICY AND PROCEDURES

RESIDENTIAL AUTHORITY AND ROOM PRIVACY

The university will make every reasonable effort to respect the privacy of students and give prior notice when entry into students' rooms is required for the purpose of health and wellness checks, verification of occupancy, or maintenance. The university reserves the right to enter students' rooms without notice as necessary to assure compliance with university policies and to meet emergency needs. Additionally, throughout the year, Residential Community Coordinators will be instructed to conduct unannounced health and wellness checks. If necessary, the right of entry will also apply to student-owned or operated vehicles located on university property. Please contact your Residential Community Coordinator with any questions on this matter.

lindenwood.edu/files/resources/22-23-residential-life-living-guide.pdf

Bedrooms in the basements of the houses in Linden Terrace are not permitted unless designated as bedrooms by the university. Failure to comply with this expectation may result in disciplinary action and a \$250 fine.

CHECKING IN TO RESIDENTIAL HOUSING

All residents are required to complete the check-in procedure at the beginning of each semester. Students must first report to the designated check-in area (see the Lindenwood website or refer to Office 365 student email for the location), complete the process, and obtain student ID cards for their housing assignments. Upon completion of the check-in process, students may proceed to their assigned residence locations to check in with the Residential Community Coordinator, receive a key, and move in. Failure to complete the official check-in process will result in a fine. Assigned rooms are held for the students for 48 hours from the date of the start of classes. Any student who anticipates arriving late to campus must notify in writing the Associate Director of Residential Life of the late arrival. If no arrangement has been made, the student's room may be reassigned.

CHECKING OUT OF RESIDENTIAL HOUSING

All residents are required to check out of their housing assignments at specific times each year (see holiday closings) and will receive reminders of these move-out dates at their residences. At the end of each semester, residents are required to return their keys to the Residential Community Coordinator prior to leaving for the break. Any student found to have duplicated a residential key will be assessed a charge of \$35 for each key that needs to be replaced and assessed a \$100 charge to change the lock. Residents who do not return their keys at a specified check-out time or at the end of the semester will be assessed a \$100 fee to replace the lock and a \$35 fee for each key to the residence.

Prior to a student's departure, the Residential Community Coordinator is required to assess any possible damage that might have occurred to the student's residence. Rooms must be returned to their original state (personal items removed, tape and staples removed from walls, and room left in clean condition with all trash removed and properly thrown away).

In multi-occupancy rooms, the first person to leave is responsible for settling with other roommates any concerns about the physical state of the room, including damaged or missing equipment. Cleaning the room and returning the individual room keys to the Residential Community Coordinator is the responsibility of each individual student. If a room is left unclean, all individuals will be charged. An additional fee of \$100 will be assessed for improper checkout. Appeals of the fee for improper checkout or any other damage charges must be addressed with the Residential Community Coordinator.

GUESTS

Guests must abide to all state, local and University policies.

Residents are responsible for their guest(s) and their behavior. We require that students respect one another's right to sleep, study, and be comfortable in their space. While the residents of each room determine the hours and terms upon which they will entertain guests. Overnight guests may NOT stay for a period longer than THREE CONSECUTIVE DAYS without specific permission from the Director of Residential Life and a MAXIMUM of 10 nights (total) for the semester, with approval from all roommates. Guests under the age of 18 are not permitted within the residence without specific permission from the Director of Residential Life.

Residential Life reserves the right to restrict students' guest privileges at its discretion should individual issues emerge. University housing reserves the right to request overnight guests to be registered with the Office of Residential Life and Public Safety. Residents are responsible for both their non-Lindenwood guest(s) and their commuter guest(s) regardless of the amount of time the guest is visiting. This means that the resident must inform their guest of all Residential Life and Lindenwood University policies and if the guest does not abide by them the resident may be held responsible for the guest's actions. The guest may not be left unaccompanied; the host must be always present. In addition, if a guest violates policy, they may be banned from campus residential spaces and/or Lindenwood University. Commuters found in violation/present during university policies being broken will be referred to the Community Standards and Conflict Resolution.

Violations of these regulations may result in immediate dismissal from the university.

HOLIDAY RESIDENTIAL HOUSING CLOSING

For security reasons, residences are closed and locked at noon on the Saturday following finals week. Residences re-open at noon on the day before classes resume. Lindenwood University encourages students and their families to make travel plans early in accordance with this schedule. All residences are closed for winter break. Dates of vacation breaks are available in the Office of Academic Services and online (see academic calendar in the Course Catalogs and Schedules section of the Lindenwood website).

Failure to leave by the designated time or returning before the halls re-open will result in charges being added to the student's account. Students must address special circumstances in writing to the Office of Residential Life, and the resulting special arrangement must be approved by the Associate Director of Residential Life at least one week prior to the date in question.

As students prepare to leave for holidays or breaks, they should make certain they have disconnected all electrical appliances, locked windows, and doors, and removed all opened food items from the residence. University staff will make health and wellness checks during this time. Additionally, the university does not provide storage of belongings during the summer or other vacation or break periods. Students who are not on the traditional housing schedule may be asked to relocate during the period of time that the residence hall is closed for semester-schedule breaks.

HOLIDAY RESIDENTIAL HOUSING CLOSINGS SCHEDULE

WINTER/SEMESTER BREAK

Check-out occurs by 12 p.m. the Saturday after finals for semester students, and by 12:00 p.m. Sunday for those graduating.

A request for late departure or permission to remain through break must be received in the Office of Residential Life no later than December 1. Requests received after that date must be approved by the associate director of Residential Life.

SPRING BREAK

Residential housing will remain open during Spring Break.

A request to remain on campus must be received in the Office of Residential Life no later than the Monday during the week prior to the start of Spring Break. Requests received after that date must be approved by the Associate Vice President, Student Affairs, Community Equity, and Inclusion .

SPRING SEMESTER MOVE-OUT

Residences will close at noon the Saturday after the last day of finals for semester students.

All students are encouraged to check out on the day of their last exams. A request for late departure must be received in Office of Residential Life no later than May 1. Requests received after that date must be approved by the associate director of Residential Life.

HOUSING ASSIGNMENTS

Assignments are selected by each student requesting housing accommodations on the StarRez portal located on the Residential Life web page. The student's assigned and confirmed room is to be used and occupied as a residence by the student and for no other purpose. The university does not guarantee any student the assignment of a specific room in a specific residential building, nor does it guarantee the assignment of a specific roommate. Housing rosters are maintained as official records of the university. Assigned rooms are held for the students for 48 hours from the start of the first day of classes.

Students must notify the Office of Residential Life in writing of their late arrival. If no arrangement for late arrival has been made, the late student's room may be reassigned.

HOUSING CONTRACT

Each resident student must complete a housing contract on the StarRez portal. Once resident students sign their housing contracts, they will have 15 days in which to cancel their contract without penalty. Residential students wishing to change to commuter status must contact the Residential Life office to complete the process. (Note: The housing contract is a primary component of the university's planning process that the university uses to determine and commit to a certain housing capacity and food cost, regardless of whether the students under contract stay in campus housing every night or eat every meal in the cafeteria.)

MAIL

Mail services are available during the academic year for resident students that request a mailbox number. Resident students will retain the same mailbox number for as long as they are a resident student at the university. New students can request a mailbox number by contacting mail services at mailservices@lindenwood.edu prior to the start of the term. The university is not responsible for lost mail or packages. The student mailroom is located in Evans Common and open Monday-Friday (excluding university holidays) from 10:00 a.m.-3:00 p.m. each semester.

Resident students should use the following address for mail and packages:

Student name
Lindenwood University
Box Number XXXX
209 S. Kingshighway Street
Saint Charles, MO 63301-1695

Mail is delivered to the university and placed in mailboxes Monday – Friday during the semester. Mail or packages that cannot be placed in the student's designated mailbox will be placed in the self-service locker storage system. Students will be notified of items available for pick-up by email (university assigned email address). Items must be

picked up within 48 hours. Upon email notification, the student will be provided an access code to enter into the self-service kiosk to gain access to their package(s). Items not picked up within 48 hours will be removed from the self-service locker storage system and will need to be picked up during mail service hours. Students must present a student id (or other photo id) to retrieve packages in this manner. Unclaimed packages will be returned to sender after seven days. In the event a student cannot pick-up a package within this timeframe, please be sure to contact the mail services team to set up an alternative date/time for pick-up.

Near the end of the spring semester, students who wish to retain their mailboxes for the upcoming year must contact the mailroom to make reservations to do so. All mailboxes are closed for the summer; therefore, all students must empty their mailboxes prior to departing for the summer. Mail left in the mailboxes or packages not picked up prior to the end of the spring semester will be returned to sender.

MAINTENANCE SERVICE

The director of campus facilities will conduct annual inspections of all Lindenwood residences throughout the school year. Although every effort is made to maintain physical facilities in working order, fixtures and furnishings will occasionally need repair. The procedure for requesting repair or replacement is as follows:

- Minor Repairs: Contact your Residential Community Coordinator and they will determine the priority and then input the work order in FAMIS.
- Emergency Repairs: Contact your Residential Community Coordinator who will notify security and they will notify maintenance.

For repairs needed Monday through Friday after 5 p.m. and weekends call your hall/ area's front desk number. This number is staffed 24 hours by Residential Life Staff and Public Safety and Security.

NON-TRADITIONAL HOUSING OPTIONS

Lindenwood University offers non-traditional housing in our Linden Terrace residential area. Utilities, television, and wireless internet service are also provided by the university. Please see the Office of Residential Life for further details.

Students in non-traditional housing, located in the Linden Terrace housing area, are not authorized to utilize the basements for storage of personal belongings. Placing any items in these areas is done at the student's own risk.

PERSONAL PROPERTY

Lindenwood University cannot assume responsibility for the personal property, including automobiles, of students or visitors. The university carries no insurance to cover such property losses, even in the case of fire, theft, or other disasters. Students are urged to consider insuring personal property through a renter's insurance, homeowners, or personal-effects policy (preferably by extending the policy carried by their parents).

Students should clearly mark personal possessions and maintain records of serial numbered items to discourage theft and aid in filing insurance claims.

Loss or damage to personal property should be reported immediately to the director of Public Safety and Security. The university can furnish documentation of the loss for insurance purposes. Within 48 hours following the end of an academic term, all personal property left in a residential facility shall be deemed legally abandoned. Such property shall be bagged and stored on campus up to four weeks. If not claimed within the four weeks, property will be discarded.

Students may claim such property by contacting the university and will be charged \$25/per week as a storage fee. A student residing on campus is not a party to a lease and therefore waives all rights of a tenant. As such, the holding of a student's personal property by the university shall result in no responsibility or liability for damage or loss. Students consent to the disposal of any abandoned property after four weeks.

PETS

No pets, except fish, are permitted on the university campus without supporting medical documentation. Aquarium size is limited to 10 gallons or smaller. In most cases, pets cause clean-up problems, create noise, occasional feeding and food storage problems, odors, aggravation of allergies, and sometimes health and sanitary violations. On occasion, a stray pet will be found roaming the campus. For safety reasons, please do not feed the animal or touch it. Please contact the campus security office regarding any stray animals. Any resident who is found to have an unauthorized pet will receive a \$150 fine.

Only service animals and approved ESA are allowed in all buildings on campus.