

LINDENWOOD

LINDENWOOD UNIVERSITY

ST. CHARLES, MISSOURI

Addendum to the 2013/2014 LCIE Catalog

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Withdrawal & Refund Calculation

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

1. Any student who withdraws from the University prior to the beginning of a term is eligible for a refund of all payments for that term except the initial \$300 housing deposit.
2. Any student who withdraws from all of his or her courses after a term has begun is eligible for a refund of the tuition charges (including course-overload charges) for the courses he or she attended upon the start of the term. Refunds are granted according to the schedule below:

Time of Withdrawal from University	Tuition Refund
Before 1st class meets	100%
Before 2nd class meets	75%
Before 3rd class meets	50%
Before the 4th class meets	25%
After 4th class meets	No refund

3. Any part-time quarter student (enrolled in fewer than 9 credit hours) who withdraws from one or more courses once a term has begun is eligible for a refund of the tuition charges for those courses according to the schedule in the table above.

Any student wishing to withdraw from Lindenwood University should submit a completed withdrawal form (with the signatures of the instructors for each of the courses the student attended and the signature of the student’s advisor) to the Academic Services Office, located in the lower level of Roemer Hall, between the hours of 8 a.m. - 6 p.m. Monday through Thursday, 8 a.m. - 5 p.m. Fridays, or 8 a.m. - 4 p.m. Saturdays.

Notes: (1) Calculations of the return of Title IV aid for withdrawals occurring during the first two weeks of a term will be based on the last date of attendance for the term in which the student withdraws. Students who initiate a withdrawal from the University after the first two weeks of the term will be eligible for a refund of Title IV aid based on the date that the withdrawal form was submitted to Academic Services.

(2) No refund for housing charges will be made for a term after the student signs either a New Student Housing Application or a Returning Student Housing Application. Application, activity, lab, miscellaneous fees, and room

reservation deposits are nonrefundable, except as indicated under the Housing Deposit section of this catalog.

(3) Board charges are pro-rated on a weekly basis from the date of withdrawal.

Combining Terms of Enrollment

In some cases, students can combine enrollments in two or more concurrent terms to attain the minimum enrollment for financial aid eligibility. Terms may be combined as follows:

- Fall Semester and/or Fall Quarter and/or Fall MBA I
- Fall Semester and/or Fall Quarter and/or Fall MBA II
- Spring Semester and/or Winter Quarter and/or Spring MBA I
- Spring Semester and/or Winter Quarter and/or Spring MBA II
- Summer Semester and Summer MBA

Note: Spring Quarter and Summer Quarter may not be combined with any other term.

Catalog of Entry

Students are required to satisfy the degree requirements of the catalog in effect at the time of matriculation. A continuing student who desires to pursue a course of study added to the curriculum in a subsequent catalog year must submit a catalog change request to the office of Academic Services. If the request is granted, the student will be bound by all requirements in the new catalog. Students who discontinue study at Lindenwood University may be required to adopt the requirements of the catalog in effect at the time of readmission depending upon the length of the absence. See the Academic Policies and Procedures section of this catalog for further information.

Expectation of Student Work

Student work is defined as assignments, homework, and other academic activities to be completed outside of instructional time, including reading, studying, writing, research etc. Students should expect to spend a minimum of two hours per week completing this work for each credit hour enrolled (thus 6 hours of work outside of class for a 3-hour course), although the time spent outside of class may increase based on the topic and level of the course.

Transferring Credit after Enrolling at Lindenwood

A student at Lindenwood who wishes to take courses at another college or university while pursuing a degree at Lindenwood must first obtain permission for the transfer of these courses from his or her academic advisor, the dean of academics, and the registrar. A Prior Approval form may be obtained from the Office of Academics. A student may be allowed to take a course from another school during a term in which the requested course is not offered at Lindenwood. Credits accepted in transfer do not affect the student's grade point average at Lindenwood University.

Note: An LCIE student who has satisfied only three semester hours of a cluster with transfer credit must take the cluster. A student who has satisfied six semester hours of a cluster with transfer credit will be permitted to transfer the remaining three semester hours to Lindenwood to complete the cluster.

Three credit hour courses that may be added to the Networking/Operating Systems Emphasis requirements include **IIT 34400, IIT 44020, IIT 49200-49600.**

The three credit hour courses that may be added to the Programming/ Database Emphasis requirements include **IIT 34010, IIT 34030, IIT 34050, IIT 34400, IIT 44020, IIT 49200-49600.**

The three credit hour courses that will satisfy part of the Multimedia Emphasis requirements include **COM 30500, COM 33400, COM 33600, COM42400, COM 44300, IIT 49200-49600.**

IIT 55300 Extract, Transform and Load (ETL) (3) The basic theme of this course will be how to set up **Extract/Transform/Load (ETL)** processes to fill a data warehouse from a variety of different existing sources. The student will learn that the ETL process is typically the most time-consuming and misunderstood task in data warehousing and other data integrations. Microsoft SQL Server Integration Service will be used as the ETL tool for workshops and homework assignments. Offered at St. Charles location intermittently. Lab fee required.