



LINDENWOOD UNIVERSITY

*Spring 2018
Semester Schedule*

LINDENWOOD
LIKE NO OTHER

Lindenwood University

Phone Directory

Main Campus (636) 949-2000

Office	Extension
Academic Services/Registrar	(636) 949-4954
Admissions/Undergraduate	(636) 949-4949
Admissions/Evening & Graduate	(636) 949-4933
Barnes and Noble Bookstore.	(636) 949-4743
Business Office (last names A-G, undergraduate students)	(636) 949-4967
Business Office (last names H-O, undergraduate students)	(636) 949-4969
Business Office (last names P-Z, undergraduate students)	(636) 949-4968
Business Office (last names A-L, graduate students)	(636) 949-4314
Business Office (last names M-Z, graduate students)	(636) 949-4976
Financial Aid.	(636) 949-4923
Help Desk- Information Technology	(636) 255-5100
Hope Scholarship/Lifetime Learning Info	(636) 949-4142
International Admissions	(636) 949-4982
Library and Academic Resources Center	(636) 949-4820
Pedestal Foods	(636) 949-4644
Provost	(636) 949-4909
Public Relations	(636) 949-4964
Security	(636) 949-4911
Student and Academic Accessibility Coordinator	(636) 949-4510
Student and Academic Support Services.	(636) 627-2543
Student Development	(636) 949-4475
Veterans Affairs	(636) 627-2920

Regional Centers

Belleville, Ill.	(618) 239-6000
North County	(636) 627-6640
South County	(636) 627-6610
St. Louis City - Old Post Office	(636) 627-6650
Wentzville	(636) 627-6623
Westport Center	(636) 627-6630

2018 Academic Calendar Spring 2018

New international student orientation and check-in	January 3
Freshman and transfer student check-in	January 5
Spring residential student check-in	January 6 – 7
Last day for in-season athletes to add/drop via student portal	January 7
Classes begin	January 8
Last day to register for or add classes or choose audit	January 12
Martin Luther King Jr. Day—no classes held	January 15
Registration to “Keep Same Room” for fall via student portal	February 1 –28
4-week grades due, noon	February 5
Late start classes begin	February 19
Last day to register for late start classes	Before 3rd class
Last day to register for online late start classes	Seven days after class
Midterm grades due, noon	February 27
Deadline to apply for August graduation	February 28
Spring Break	March 12 – 16
Fall semester registration for active honors and online students	March 23
Last day to withdraw with “W”	March 23
Fall registration and housing sign-up for seniors	March 26
Midterm grades due for late start classes that began Feb. 19, 5 p.m.	March 26
Fall registration and housing sign-up for juniors	March 27
Deadline to apply for September graduation	March 29
Fall registration and housing sign-up for sophomores	March 29
Good Friday—no classes held	March 30
Fall registration and housing sign-up for freshmen	April 2
Deadline to apply for summer 2018 residential program	April 18
Honors Convocation, 2 p.m.	April 22
Last day of classes	April 27
Final exams	April 30- May 4
Deadline for making up Incomplete grades from fall 2017	May 4
Graduate student commencement, 7 p.m.	May 4
Undergraduate commencement, 10 a.m. for School of: Arts, Media, and Communications; Education; Health Sciences; Humanities; Sciences	May 5
Undergraduate commencement, 3 p.m. for School of: Accelerated Degree Programs; Plaster School of Business and Entrepreneurship	
Lindenwood residential housing closes, noon	May 5
Final grades due, 5 p.m.	May 8
Deadline to apply for October/December graduation	May 30

The following is a partial list of procedures for quick reference. For specific procedures and greater detail, consult the undergraduate or graduate catalogs.

Registration

The Academic Services, Financial Aid and Business Offices are open from 8 a.m. to 6 p.m. Monday through Thursday and 8 a.m. to 5 p.m. Friday. The Admissions Office is open 8 a.m. to 7 p.m. Monday through Thursday and from 8 a.m. to 5 p.m. Friday and Saturday.

Admission Procedures

Any new student who wishes to register for courses to be credited toward a degree should follow the steps outlined under “Degree Candidates” below. If he/she does not wish to accumulate credit toward a degree, he/she may register through the admissions office as a “Special Student.”

Degree Candidates

1. Request an application form. If further information is needed before applying, call the Office of Admissions at (636) 949-4949.
2. Complete and sign the admission application. Attach a check or money order for \$30 and mail or bring to Office of Admissions, Lindenwood University, 209 S. Kingshighway, St. Charles, MO 63301-1695.
3. Request official transcripts from the high school and each college attended. (High school transcripts are not required for transfer students who have successfully completed a two-year program that is acceptable for full credit toward a bachelor’s degree or for students applying for graduate programs.) Transcript request forms for this purpose may be obtained from the Admissions Office.
4. Submit a copy of ACT/SAT scores if it has been fewer than five years since graduation from high school or if there are fewer than 24 hours of transfer credit.

These documents will be reviewed for the admission decision. Students will be notified in writing at the completion of the admission process.

Tuition and Fees

(For more detailed information, contact the Business Office at 949-4967 or go to www.lindenwood.edu.)

Tuition

Full-Time Undergraduate	\$8,150/semester (12 through 18 credit hours)
Part-Time Undergraduate	\$.460/credit hour Overload Fee \$460/credit hour
Full-Time Graduate (resident)	\$8,150/semester (9 through 15 credit hours)
Full-Time Graduate (non-resident)	\$.460/credit hour Part- Time Graduate \$460/credit hour Overload Fee \$460/credit hour Educational Specialist \$525/cr hr Doctor of Education \$750/cr hr Other Fees
Housing & Meals	\$4,250/semester
Room Deposit	\$200
Health and Activity Fee	\$180/term

Full-Time Grad Student Health/Activity Fee	\$360/year
Technology Fee	Full-time, \$150 Part-time, \$75 Graduate, \$75
Communications Fee	\$150/term
Lab Fees (in specified courses) see course listing	
Studio Fees	\$30-\$75/course
Applied Music Fees (private lessons)	\$.200/cr hour
Student Teaching Fee	\$250
Promissory Note Origination Fee	\$25
Culminating Project Ext Fee	\$50
Late Payment Fee	\$50 (per month)
Graduation/diploma fee	
Undergraduate	\$100
Graduate	\$125
Ed .D.	\$200
Ed .S. Project Fee	\$.500/term
Ed .D. Capstone Extension EDA 780	\$.500/term
Dissertation Publication	\$.500/term
Ed .S. EDA 680 Specialist Extension Fee	\$.500/term

Payment Options

All tuition and fees are payable prior to the term beginning. Student account representatives in the Business Office should be contacted regarding due dates or other payments arrangements. Payment options include each of the following:

Corporate Promissory Note — The Corporate Promissory Note is available to students who work for companies that have tuition reimbursement plans. Proof of employment and a copy of the company’s reimbursement policy must be on file in the Business Office. The amount of the promissory note cannot exceed the amount the employer pays for tuition for each term. The due date for all promissory notes is 30 days following the conclusion of the term for which the note applies. A monthly late charge will be assessed after this date. By signing a promissory note, Lindenwood University has been given permission to contact the employer if the note is not paid by the date due.

Direct Debit Payment Note (DDP) — Lindenwood University is pleased to offer Direct Debit Payments for the convenience of students on their payment plans. Payments can be made directly (electronically) from a checking account. There is no set-up fee or interest charged for this method of payment. Any payment or financial aid received prior to the promissory note due date will be applied to the balance appearing on the student’s account.

Older Student & Institutional Grants — Lindenwood offers a 50 percent scholarship to all persons age 60 and over. The university also offers partial institutional grants for employees of selected companies, municipalities, and school systems. These grants apply to the tuition-for-credit classes. Any other funding may first replace the Lindenwood University grant.

Housing Deposit and Enrollment Deposit

Resident students are expected to pay a \$200 nonrefundable fee to reserve their rooms. After the

charges for the year have been paid, this fee becomes a refundable room damage deposit .

An additional charge will be added for all single rooms in the dormitories and/or apartment/house living quarters (on a space-availability basis) .

When students have been accepted for admission, students, parents and/or guardians accept all conditions of payment as well as all regulations of the university . In making the payment of \$200, the student and his or her parent or guardian acknowledge these terms and signify acceptance of these obligations . No promise or contract that differs from these terms shall bind the University unless it has been signed by the chief operating officer of Lindenwood University . The University reserves the right to increase or reduce fees each year according to changes in fiscal conditions .

Withdrawal and Refund

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, and 8 a.m. - 5 p.m. Fridays .

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 . A student who remains enrolled beyond the 60% point of the term will not be entitled to a return of Title IV aid.

(2) Any student who earns the grade of AF in all coursework within a term will be considered unofficially withdrawn for that and will be subject to a Title IV refund calculation . Based on this calculation a portion of Title IV aid may be unearned and required to be returned to the appropriate agency.

(3) No refund for residential charges will be made for a term after the student signs either a New Student Housing Application or a Returning Student Housing Application and the term has started . Application, activity, lab, miscellaneous fees, and room reservation deposits are nonrefundable, except as indicated under the Housing Deposit section of this catalog .

All students are subject to the Lindenwood University refund calculation as described below . If any student withdraws prior to the beginning of a term, all payments for that term, except the initial \$300 non-refundable room reservation deposit, will be refunded.

The refund policy for tuition, including overload charges for semester and trimester schedules, is as follows:

Withdrawal during 1st two weeks 75%
Withdrawal during 3rd week of term 50%
Withdrawal during 4th week of term 25%
Withdrawal after 4th week of term No Refund
The Quarter tuition refund schedule is as follows:
Withdrawal before 1st class meets 100%
Withdrawal before 2nd class meets 75%
Withdrawal before 3rd class meets 50%
Withdrawal before 4th class meets 25%
After 4th class meets No Refund

No refund for room 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 and miscellaneous fees and room reservation deposits are non-refundable, except as indicated under "Enrollment Deposit" and above .

Withdrawing from Courses

Students may withdraw from a class within the first week of class of each term without having to obtain the signature of the faculty member, and the class will be dropped as a "never attend ." A student wishing to withdraw from all of his/her classes needs to obtain the signature of each instructor to indicate the last date of attendance in each class .

To withdraw from a course with a "W," a student must complete and sign a withdrawal form before the last day to withdraw with a "W," secure the signature of his/her academic advisor, and, if he/she has attended the course at least once, the signature of the instructor of the course .

Late withdrawals will be approved only under extreme circumstances . Only extraordinary, documented reasons for withdrawing after the stated deadline will be honored . A low grade in the class, lack of interest in the subject matter, a different learning style from that of the classroom professor, or a change of major/requirements will not be honored as reasons for late withdrawal .

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

- 1 . Write a letter fully specifying the reasons for the withdrawal .
2. Gather supporting documentation (physical report, court documents, hospital documents, etc .).
3. Meet with the academic advisor for a signature on a policy exemption form .
4. Meet with the dean of the school for a signature on the exemption form .
5. Submit the signed form to the Vice President for Academic Affairs.

Graduation Applications

Official dates of graduation are March 30, June 30, August 30, September 30, October 30, December 30, and the designated commencement day in May . If a student expects to complete degree requirements by the end of this term, he/she must complete an application for graduation by the designated date listed in the schedule and/or catalog . Applications are available in the Office of Academic Services. Applications received after the stated deadline may be held until the following graduation date.

Transcripts

Transcripts may be ordered in the following ways:

1. **Online** at the National Student Clearinghouse using a credit card. The base cost is \$5 per transcript . Online delivery options range from “send immediately” to “hold for final grades” and/or “degree conferral .”
2. **In person** at the Business Office. Requests submitted in person are processed for pick-up immediately . You must submit a completed transcript request form and submit payment of \$5 by cash, check, or money order . Transcripts requested in person are only available for pick-up . Requests to have transcripts mailed are only available through the online service.

No transcript will be issued for any student who has an unsatisfied financial obligation to the university.

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

In accordance with federal law (The Family Educational Rights and Privacy Act), student transcripts are issued only at the written request of a student . A transcript will not be released without the student’s signature appearing on the request . Transcript requests are not accepted by telephone . A transcript is a picture of the student’s complete record at Lindenwood University . Partial transcripts are not issued . Transcripts of work completed at other colleges must be obtained directly from those institutions .

Student Resources

Library and Academic Resources Center

This new state-of-the-art, 100,000-square-foot building offers a wealth of amenities. In addition to a variety of academic support services, the new space offers students community spaces, a 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 location, quiet study spaces, and tutoring, all supported by Wi-Fi throughout.

In addition to the services mentioned above over 23 million book titles are available through the library in conjunction with its membership in Missouri’s statewide academic library consortium, MOBIUS. MOBIUS gives enrolled students physical and electronic access to public and academic library collections in Missouri, as well as access to the collections of the Colorado Alliance of Research Libraries (CARL).

In order to take advantage of these resources, students must obtain a valid Lindenwood student ID.

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

Additional services available through the Library and Academic Resources Center include

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

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

The Writing Center

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

Tutoring Services

Peer tutoring from many academic areas is available to help students who need help understanding course material. Peer tutors are student workers available in SASS within the Library and Academic Resources Center. Tutoring for course topics requiring special equipment or models will take place in the appropriate academic buildings outside of SASS. An available tutor list identified by topic and location can be found on PC Common, an internal drive accessible to all Lindenwood students and faculty, in the Tutor Lists folder. Students may also contact SASS at sass@lindenwood.edu or call (636) 627-2543 with additional tutoring services questions. Students are also encouraged to ask their classroom professors about possible tutoring assistance.

Lindenwood also offers online tutoring from Smarthinking, which is available to any Lindenwood student. Online tutors are available to work with students 24 hours a day, depending upon the subject area.

Tutors are available in many subjects including writing, math, accounting, statistics, finance, economics, biology, anatomy and physiology, physics, chemistry, and Spanish. Completed drafts of writing assignments may also be submitted to Smarthinking's Essay Center for detailed, personalized feedback, typically within 24 hours. Students may access online tutoring through Canvas and the student portal.

Student and Academic Support Services (SASS) and Student Ombudsman

Students who experience problems of any type are encouraged to visit the Office of Student and Academic Support Services (SASS). SASS assists students in the resolution of obstacles that impede academic progress. SASS staff can assist with inter-office facilitation, institutional guidance, academic mentoring, and dispute resolution. The associate vice president for student and academic support services also works as a liaison between students and other university offices and serves as the official university-student ombudsman. SASS is located in the Library and Academic Resources Center and can be contacted at sass@lindenwood.edu or at (636) 627-2543.

Wellness Center

The Wellness Center offers students a number of useful services free of charge. Medical conditions, from flu-like symptoms and minor injuries to physical examinations and immunizations, can be treated by the on-site SSM nurse practitioners on duty. The Wellness Center also offers confidential individual and group counseling, along with some career counseling services and limited attention deficit evaluation services. Counseling is provided by Jessica Morris, staff therapist, and by full- and part-time graduate-level counseling interns, supervised by Dr. Joseph Cusumano, a licensed professional counselor, who also provides limited counseling services. Walk-ins are welcome for the purpose of making appointments. Appointments may also be made by calling 636-949-4525 or 636-949-4522. Counseling offices are located in The Wellness Center, on the third floor of Evans Commons.

Campus Accessibility for Students with Disabilities

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

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

Office 365

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

On-Campus Printing

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

Class Schedule Notes

The following class schedules list courses by department, course number, section, course title, credit hours, days, time, room, instructors and lab fees, plus prerequisites, lab days and times. "R" denotes a Thursday class and "U" denotes a Sunday class.

Classroom Designations

ARRANGED - Arranged course
BOONE - Historic Daniel Boone Home & Heritage Center
FIT-C - Fitness Center
FLD-H - Fieldhouse
FRANC - Travel Experience-France
GERMN - Travel Experience-Germany
HARMN - Harmon Hall
HYLND - Robert F . Hyland Arena
INTSH - Internship
ISTDY - Independent Study
JSCHE - J . Scheidegger Center for the Arts
LARC - Library and Academic Resources Center
LUCC - Lindenwood University Cultural Center
MAB - Memorial Arts Building
NORCO - North County
ONLINE - Course offered online
PRACT - Practicum
ROEMR - Roemer Hall
SPAIN - Travel Experience-Spain
SPLMN - Spellmann Campus Center
SOCO - South County
SEAST - Studio East
SWEST - Studio West TBA - to be announced
TUTRL - Tutorial
UPLTS - Upper Limits Gym-West County
YOUNG - Young Hall
YSJ - York St. John University

All statements in this publication concerning policies and fees are subject to change without notice .

Lindenwood University Honors Course Schedule
For questions about honors courses please contact Dr. Michael Whaley

02/02/2018

MWhaley@Lindenwood.edu or 636-949-4561

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Dept	Crs ID	Type	Section	Course Name	Credits	LabFee	PreRequisite/CoRequisite
ENGL	17000	HON	H1	Honors Research and Argumentation (GE-Eng)	3.00		Honors eligible. ENGL 15000 or EPP 15000 with a C or better. In order to advance out of ENGL 17000, students must earn a C or above.
	McCoy, Lauren Elizabeth		ROEMR-306	MWF	10:00AM	10:50AM	01/08/2018 05/04/2018
INTL	38000	HON	H1	Honors Global Business and Society	3.00		A grade of C or better in ENGL 17000.
	Daly, Shelly A		HARMN-145	TR	11:00AM	12:15PM	01/08/2018 05/04/2018
MGMT	26032	HON	H1	Honors Principles of Management	3.00		C or better in ENGL 17000
	Coker, Stan		HARMN-243	MW	2:00PM	3:15PM	01/08/2018 05/04/2018
MRKT	35010	HON	H1	Honors Principles of Marketing	3.00		
	Cesaretti, George		HARMN-233	MWF	9:00AM	9:50AM	01/08/2018 05/04/2018
PSY	30300	HON	H1	Honors Abnormal Psychology	3.00		Honors eligible. PSY 10000.
	Scribner, Christopher		YOUNG-305	W	1:00PM	3:30PM	01/08/2018 05/04/2018

Courses in Report: **5**

Lindenwood Mission Statement

Lindenwood University offers values-centered programs leading to the development of the whole person – an educated, responsible citizen of a global community .

Lindenwood is committed to

- providing an integrative liberal arts curriculum,
- offering professional and pre-professional degree programs,
- focusing on the talents, interests, and future of the student,
- supporting academic freedom and the unrestricted search for truth,
- affording cultural enrichment to the surrounding community,
- promoting ethical lifestyles,
- developing adaptive thinking and problem-solving skills,
- furthering lifelong learning.

Lindenwood is an independent, public-serving liberal arts university that has a historical relationship with the Presbyterian Church and is firmly rooted in Judeo-Christian values . These values include belief in an ordered, purposeful universe, the dignity of work, the worth and integrity of the individual, the obligations and privileges of citizenship, and the primacy of the truth .

Office of Undergraduate Admissions
(636) 949-4949

Office of Evening and Graduate Admissions
(636) 949-4933

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209 S. Kingshighway
St. Charles, MO 63301-1695
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