

UNDERGRADUATE CATALOG

2024–2025



LINDENWOOD
UNIVERSITY
GLOBAL

Lindenwood University Global College

Undergraduate Academic Calendar

All statements in this publication concerning title and dates are subject to change without notice.		
	TERMS AND IMPORTANT DATES	Date
FEBRUARY TERM 2024 DATES		
	ACADEMIC YEAR BEGINS	
	Start Date	2/5/2024
	Last Day to Register/Unregister with 100% Refund	2/9/2024
	Status Change Period Begins Registration Period Begins for Upcoming Term	3/22/2024
	End Date	4/7/2024
	Term Grades Available	4/12/2024
	Last Day to Withdraw Credit Completion Period Closes	5/5/2024
APRIL TERM 2024 DATES		
	Start Date	4/8/2024
	Last Day to Register/Unregister with 100% Refund	4/12/2024
	Status Change Period Begins Registration Period Begins for Upcoming Term	5/24/2024
	End Date	6/9/2024
	Term Grades Available	6/14/2024
	Last Day to Withdraw Credit Completion Period Closes	7/7/24
JUNE TERM 2024 DATES		
	Start Date	6/10/2024
	Last Day to Register/Unregister with 100% Refund	6/14/2024
	Status Change Period Begins Registration Period Begins for Upcoming Term	7/26/2024
	End Date	8/11/2024
	Term Grades Available	8/16/2024
	Last Day to Withdraw Credit Completion Period Closes	9/8/2024
AUGUST TERM 2024 DATES		
	Start Date	8/12/2024
	Last Day to Register/Unregister with 100% Refund	8/16/2024
	Status Change Period Begins Registration Period Begins for Upcoming Term	9/27/2024
	End Date	10/13/2024
	Term Grades Available	10/18/2024

	Last Day to Withdraw Credit Completion Period Closes ACADEMIC YEAR ENDS	11/10/2024
OCTOBER TERM 2024 DATES		
	ACADEMIC YEAR BEGINS	
	Start Date	10/14/2024
	Last Day to Register/Unregister with 100% Refund	10/18/2024
	Status Change Period Begins Registration Period Begins for Upcoming Term	11/29/2024
	End Date	12/15/2024
	Term Grades Available	12/20/2024
	Last Day to Withdraw Credit Completion Period Closes	1/12/2025
DECEMBER TERM 2024 DATES		
	Start Date	12/16/2024
	Winter Break: Dec 23-25, 2024; Dec 31-Jan1, 2025	
	Last Day to Register/Unregister with 100% Refund	12/20/2024
	Status Change Period Begins Registration Period Begins for Upcoming Term	1/31/2025
	End Date	2/16/2025
	Term Grades Available	2/21/2025
	Last Day to Withdraw Credit Completion Period Closes	3/16/2025
FEBRUARY TERM 2025 DATES		
	Start Date	2/17/2025
	Last Day to Register/Unregister with 100% Refund	2/21/2025
	Status Change Period Begins Registration Period Begins for Upcoming Term	4/4/2025
	End Date	4/20/2025
	Term Grades Available	4/25/2025
	Last Day to Withdraw Credit Completion Period Closes	5/18/2025
APRIL TERM 2025 DATES		
	Start Date	4/21/2025
	Last Day to Register/Unregister with 100% Refund	4/25/2025
	Status Change Period Begins Registration Period Begins for Upcoming Term	6/6/2025
	End Date	6/22/2025
	Term Grades Available	6/27/2025
	Last Day to Withdraw Credit Completion Period Closes ACADEMIC YEAR ENDS	7/20/2025

JUNE TERM 2025 DATES		
	ACADEMIC YEAR BEGINS	
	Start Date	6/23/2025
	Last Day to Register/Unregister with 100% Refund	6/27/2025
	Status Change Period Begins Registration Period Begins for Upcoming Term	8/8/2025
	End Date	8/24/2025
	Term Grades Available	8/29/2025
	Last Day to Withdraw Credit Completion Period Closes	9/21/2025
AUGUST TERM 2025 DATES		
	Start Date	8/25/2025
	Last Day to Register/Unregister with 100% Refund	8/29/2025
	Status Change Period Begins Registration Period Begins for Upcoming Term	10/10/2025
	End Date	10/26/2025
	Term Grades Available	10/31/2025
	Last Day to Withdraw Credit Completion Period Closes	11/23/2025
OCTOBER TERM 2025 DATES		
	Start Date	10/27/2025
	Last Day to Register/Unregister with 100% Refund	10/31/2025
	Status Change Period Begins Registration Period Begins for Upcoming Term	12/12/2025
	End Date	12/28/2025
	Term Grades Available	1/2/2026
	Last Day to Withdraw Credit Completion Period Closes	1/25/2026
DECEMBER TERM 2025 DATES		
	Start Date	12/29/2025
	Winter Break: Dec 23-25, 2025; Dec 31-Jan1, 2026	
	Last Day to Register/Unregister with 100% Refund	1/2/2026
	Status Change Period Begins Registration Period Begins for Upcoming Term	2/13/2026
	End Date	3/1/2026
	Term Grades Available	3/6/2026
	Last Day to Withdraw Credit Completion Period Closes ACADEMIC YEAR ENDS	3/29/2026
MARCH TERM 2026 DATES		
	ACADEMIC YEAR BEGINS	
	Start Date	3/2/2026
	Last Day to Register/Unregister with 100% Refund	3/6/2026

	Status Change Period Begins Registration Period Begins for Upcoming Term	4/17/2026
	End Date	5/3/2026
	Term Grades Available	5/8/2026
	Last Day to Withdraw Credit Completion Period Closes	5/31/2026
MAY TERM 2026 DATES		
	Start Date	5/4/2026
	Last Day to Register/Unregister with 100% Refund	5/8/2026
	Status Change Period Begins Registration Period Begins for Upcoming Term	6/19/2026
	End Date	7/10/2026
	Term Grades Available	7/5/2026
	Last Day to Withdraw Credit Completion Period Closes	8/2/2026
JULY TERM 2026 DATES		
	Start Date	7/6/2026
	Last Day to Register/Unregister with 100% Refund	7/10/2026
	Status Change Period Begins Registration Period Begins for Upcoming Term	8/21/2026
	End Date	9/6/2026
	Term Grades Available	9/11/2026
	Last Day to Withdraw Credit Completion Period Closes	10/4/2026
SEPTEMBER TERM 2026 DATES		
	Start Date	9/7/2026
	Last Day to Register/Unregister with 100% Refund	9/11/2026
	Status Change Period Begins Registration Period Begins for Upcoming Term	10/23/2026
	End Date	11/8/2026
	Term Grades Available	11/13/2026
	Last Day to Withdraw Credit Completion Period Closes ACADEMIC YEAR ENDS	12/6/2026

Lindenwood University Global College

Welcome to Lindenwood University Global College (LUGC). Recognizing the shifting priorities of the New Majority, LUGC has been designed to captivate and uplift the adult student population. While LUGC provides an educational journey for a diverse range of undergraduate students, emphasis is placed upon meeting the needs of adult learners.

Within this catalog, you'll find details about the myriad of programs housed under the Lindenwood University Global College (LUGC), a prominent member of the five esteemed colleges of Lindenwood University. While the information presented aims to be accurate and up to date, it remains subject to modifications without prior announcement. Though insightful, the content herein should be understood as informational and not construed as forming a binding agreement between any student and the institution.

The university maintains the prerogative to institute alterations as necessary, and as such, the electronic iteration of this catalog may undergo updates without explicit notice. The prevailing reference at any moment is the most recent online version of this catalog, with all relevant policies and particulars contained therein.

Program Formats

LUGC provides undergraduate academic programs exclusively online, structured around a 9-week timeframe, following a subscription-driven academic calendar. LUGC offers undergraduate academic programs leading to a Bachelor of Arts (BA) and Bachelor of Science (BS).

History

Lindenwood University was founded in 1832 by pioneering educators Mary Easton Sibley and George Sibley. The Sibleys sought to establish an institution that educated students across disciplinary fields, provided a solid core curriculum, and promoted the desire to serve the community. The Sibleys envisioned a college that would educate the "whole person" by encouraging students to pursue liberal arts as well as focused studies. Their vision survives to this day.

Mission Statement

Mission

Real Experience. Real Success.

Enhancing lives through quality education and professional preparatory experiences.

Vision

The next great learner-centric university

Lindenwood University, a nationally recognized institution of higher learning, delivers comprehensive student-centric learning and community engagement through innovative, relevant, and forward-thinking academic and experiential programs.

Values

- *We put our students first.* We have an unwavering commitment to providing the highest quality education, service, and experience by connecting with our students at every interaction in their educational journey and beyond.
- *We thrive together.* As team members, we foster a community founded on collaboration, authenticity, support, and understanding.
- *We do what is right.* We work hard and hold ourselves accountable for our decisions, actions, and words.
- *We have grit.* We relentlessly pursue innovation, adaptability, and continuous learning, even in the presence of challenges.

Institutional Learning Outcomes

Lindenwood University is committed to preparing its graduates for a world of increasing complexity, innovation, and change. Institutional Learning Outcomes articulate the learning priorities for Lindenwood students, and as such they help to shape the curriculum and co-curricular experiences.

Lindenwood University uses a set of seven Lindenwood Graduate Attributes as its institutional level outcomes for student learning. More information about Lindenwood Graduate Attributes can be found at: <https://www.lindenwood.edu/about/graduate-attributes>.

Accreditation

Lindenwood University is a member of and/or accredited by the following organizations:

The Higher Learning Commission
230 South LaSalle St., Suite 7-500
Chicago, IL 60604-1411
phone: (800) 621-7440/(312) 263-0456
fax: (312) 263-7462
info@hlcommission.org

The Accreditation Council for Business Schools and Programs
11520 West 119th St.
Overland Park, KS 66213
phone: (913) 339-9356

fax: (913) 339-6226
www.acbsp.org

American Chemical Society
1155 Sixteenth Street, N.W.
Washington, D.C. 20036
phone: (202) 872-4589
www.acs.org/cpt

The Council on Social Work Education
1701 Duke St., Suite 200
Alexandria, VA 22314-3457
phone: (703) 683-8080
fax: (703) 683-8099
info@cswe.org

The Commission on Accreditation of Athletic Training Education
2001 K. St. NW, 3rd Floor North
Washington, DC 20006
phone: (512) 733-9700
www.caate.net

Council for the Accreditation of Educator Preparation 1
140 19th St. NW, Suite 400
Washington, DC 20036
(202) 223-0077
<http://caepnet.org>

The Council for Higher Education Accreditation
One Dupont Circle NW, Suite 510
Washington, DC 20036
phone: (202)-955-6126
fax: (202)-955-6129
chea@chea.org

The Missouri Department of Elementary and Secondary Education
PO Box 480
Jefferson City, MO 65102 phone: (573) 751-4212
fax: (573) 751-8613

<http://dese.mo.gov>

Lindenwood is fully endorsed by the following organization:

The Society for Human Resource Management

1800 Duke St.

Alexandria, VA 22314

phone: (800) 283-7476

www.shrm.org

Out of State Licensure and Certification – Student Right to Know

<https://www.lindenwood.edu/about/consumer-information/state-authorization-for-distance-learning/>

Proficient Graduates

Success

Lindenwood University has an excellent placement rate for its graduates because it educates the whole person. A degree from Lindenwood means that its holder is adept at reading, writing, speaking, and problem-solving – all the traits by which society judges a person's education level and general competence.

Liberal Arts Education

The university's General Education (GE) program assures that every Lindenwood graduate has been exposed to the essential knowledge amassed by humankind across the ages and has acquired the basic thinking and communication skills needed for both adapting to and shaping the world. Lindenwood's broad-based curriculum in the arts and sciences produces free men and women – enlightened, self-determining, productive citizens of a democracy.

Commitments

Assessment

The faculty, administration, and staff of Lindenwood University are dedicated to sustaining excellent educational programs and learning environments.

Therefore, we are also committed to mission-based, comprehensive, and data-driven assessment for the purpose of continuous institutional improvement and effectiveness.

Given the above commitment, the Culture of Continuous Improvement statement below serves as a compass in guiding our assessment and continuous improvement efforts.

The statement describes the type of institutional culture that is needed to live out that commitment.

A Culture of Continuous Improvement: Defining Characteristics

1. The institution publicly affirms its commitment to effectiveness and continuous improvement and, in so doing, recognizes the need for accountability to its stakeholders.
2. The institution values effectiveness and continuous improvement in all facets and levels of its operations (e.g., individual professional development, classroom teaching and learning, program review, measurement of graduate success, student and employee satisfaction, governance).
3. Comprehensive and integrative assessment is conducted for the purpose of continuous improvement.
4. The leadership of the institution understands, values, and provides strong support for efforts related to assessment and continuous improvement.
5. Assessment for learning and of learning are valued, supported, and recognized.
6. Efforts to improve teaching are valued, supported, and recognized.
7. All aspects of the assessment process are conducted with a spirit of collaboration among colleagues within all programs and departments. There is collective investment in the commitment to effective teaching and learning and to overall institutional effectiveness.
8. Both faculty and staff value inquiry and the important role of evidence in the decision-making processes associated with continuous improvement. Multiple forms of direct and indirect evidence are used to make decisions annually.
9. Assessment processes and results are integrated within the institution's planning and budgeting processes – the institution commits the necessary resources to support its assessment program, and assessment results inform both planning and budgeting.
10. The institution understands the critical importance of sustainable and transparent assessment practices, including documenting and sharing intended outcomes and objectives, appropriate methods of assessment, the results of assessment, and initiatives to “close the loop” wherein the results are used for continuous improvement

Notice of Non-discrimination

Lindenwood University does not discriminate on the basis of race, color, national origin, age, sex, sexual orientation, gender identity, gender expression, pregnancy, religion, disability, veteran status, genetic information or other status protected under applicable law. This policy extends to its admissions, employment, activities, treatment, educational programs, and services. Lindenwood University is committed to a policy of non-discrimination. Any kind of discrimination, harassment, intimidation, or retaliation based upon a person's protected status is unacceptable. For the purpose of this policy, discrimination, harassment, intimidation, or retaliation may be defined as any attempt on the part of individuals, groups, or recognized campus organizations to deny an individual

or group those rights, freedoms, or opportunities available to all members of the Lindenwood University community.

The following persons have been designated to handle inquiries regarding Lindenwood University's non-discrimination policies:

Heather Black, EdD
Assistant Vice President of Student Affairs
hblack@lindenwood.edu
209 S. Kingshighway
Evans Commons 3040 St. Charles, MO 63301

Dr. Deb Ayres
Senior Vice President, Human Resources dayres@lindenwood.edu
(636) 949-4405
209 S. Kingshighway
Stumberg Hall 9
St. Charles, MO 63301

The following people have been designated to handle inquiries regarding Lindenwood University's disability services.

Mrs. Janet Owens
Manager, Student Support and Accessibility Program
jowens1@lindenwood.edu
(636) 949-4768
209 S. Kingshighway
Library and Academic Resources Center 355 St. Charles, MO 63301

Any person may also direct inquiries to the U.S. Department of Education's Office for Civil Rights. Lindenwood University is an equal opportunity employer.

Lindenwood University complies with the Civil Rights Act of 1964, as amended; the Equal Pay Act of 1963; the Age Discrimination in Employment Act of 1967; the Americans with Disabilities Act of 1990; Drug Free Schools and Communities Act of 1989 (Public Law 101-226) as amended; the Drug-Free Workplace Act of 1988 (Public Law 101-690); the Student Right-to-Know and Campus Security Acts of 1990 (final regulations published 1995, as revised 1999); and the Campus Securities Disclosures Section 485 of the Higher Education Amendments of 1992 (final regulations published 1994, with technical corrections published 1995, as revised 1999); the Equity in Athletics Disclosure Act (the Higher Education Amendments of 1992, as revised in the Amendments of 1998); and the Family Educational Rights and Privacy Act of 1974 (the

Buckley Amendment), as amended, including Section 507 of the Patriot Act of 2001 and seeks to provide a healthy, safe, and secure environment for students and employees.

Diversity, Equity, and Inclusion

Lindenwood University is proud of its diverse population of faculty, staff, and students from all corners of the world. We intentionally design our policies in such a manner that all stakeholders (whether students, employees, or visitors) will be treated respectfully, fairly, equitably, and with dignity and inclusiveness in the pursuit and achievement of the objectives of their relationship with the university.

Additionally, we strive to ensure the opportunities afforded by the University for learning, personal advancement, and employment are offered to all without discrimination, and that we always provide a safe, supportive, and welcoming environment for all students, employees, and visitors. Upholding a culture of diversity, equity, and inclusion means that people of different cultures, races, colors, genders, ages, religions, orientations, affiliations, sexual orientations, socio-economic backgrounds, disabilities, or countries of origin shall not be mistreated or discriminated against on the basis of their differences. Therefore, all Lindenwood policies, facilities, resources, activities, and privileges, irrespective of individual differences, are made available and accessible to everyone in our campus community.

At Lindenwood University, we will strive to:

- Offer collaborative and integrated academic, co-curricular and sporting programs that provide mutually beneficial experiences to our diverse body of students.
- Pursue and promote mutual understanding, respect, and cooperation among our students, teaching and non-teaching staff, contractors, suppliers, and visitors to our community who represent the aforementioned differences.
- Encourage and promote the empowerment and advancement of minority groups within our community through academic and social activities, offering activities of special interest to them, and affording them equal-opportunity integration within our community.
- Respect the knowledge, skills, and experiences that every person in our community brings to the University.
- Design and operate flexible and easily accessible services, facilities, and activities whose procedures appropriately recognize the needs of everyone in our community.
- Make every effort to ensure that our current and future contractual agreements and obligations fully reflect and embrace our commitment to the philosophy and culture of diversity, equity, and inclusion as delineated in this statement.
- Encourage all faculty and staff members to promote diversity, equity, and inclusion throughout our community.

- Protect every member of our community against all forms of discrimination.

Lindenwood University System

Lindenwood University

Lindenwood's St. Charles, Missouri, campus, located at 209 S. Kingshighway in the heart of St. Charles, is the original campus founded by George and Mary Sibley in 1832. Historic buildings grace the tree-lined walks and house classrooms, administrative offices, and student residences.

University Policies

Abuse of Student Portals

Any student, who gains unauthorized entrance to another student's portal, makes changes to another student's schedule via the student portal, or otherwise tampers with or compromises private or privileged communications will be expelled from Lindenwood University. Additionally, such actions will be brought to the attention of law enforcement officials and may be prosecuted through the legal system.

Cancellations Due to Inclement Weather

While on-ground class operations may be impacted by adverse weather conditions, online course activities at LUGC remain unaffected. LUGC students are anticipated to continue and complete their coursework, irrespective of weather challenges experienced at the main campus. Announcements related to inclement weather pertain primarily to main campus procedures; LUGC's online course undertakings remain consistent despite such announcements.

Filing a Grievance

The university has specific grievance procedures related to grade appeals, financial aid and other academic or financial policies specifically outlined in this academic catalog. If a student has a grievance that falls outside of the established policies, students may submit a formal complaint to the student Ombudsperson at complaints@lindenwood.edu.

More information about the current complaint procedures can be found at: www.lindenwood.edu/about/consumer-information/student-right-to-know/student-complaint-procedure/.

Lindenwood University shares information from students' formal written complaints with the Higher Learning Commission as part of its normal accrediting process. This information is shared in such a manner as to shield the individual identities of all

complainants. No letters or documents revealing the identities of individual complaints will be shared without the express written permission of the complainants.

Recording and Electronic Devices

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 who is 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.

Admission, Application, and Fees and Financial Assistance

Undergraduate Admissions

Admission Standards

Lindenwood University places significant emphasis on ensuring that incoming students possess a robust academic foundation suitable for higher education. Every applicant's academic trajectory is meticulously assessed to gauge their potential for success at Lindenwood.

The institution actively pursues a rich tapestry of student diversity, embracing candidates from various socioeconomic, religious, and ethnic origins. Moreover, in its commitment to fostering global perspectives, Lindenwood warmly extends its welcome to students from international terrains.

Selection Criteria

Candidates applying to Lindenwood University Global College are evaluated by the Office of University Admissions. Applicants who are admitted to Lindenwood University are admitted with the provision that all high school graduation requirements will be completed prior to attending the University. A final high school transcript must be submitted to the Lindenwood Office of University Admissions after the applicant's high school graduation and must include the applicant's date of graduation.

Transfer students also must submit all official transcripts as a provision of acceptance.

Application Guidelines

For U.S. Citizens and Permanent Residents

For an individual's application to Lindenwood University to be duly considered, the following documents must be included in the applicant's file:

- A completed online application form.
- Official records showcasing graduation from the most recent high school or a home school curriculum. In the absence of a high school transcript, a GED certificate can be tendered. Those without a conventional high school diploma, but meeting the criteria established by the U.S. Department of Education, may opt to provide a passing grade from the Ability to Benefit (COMPASS) examination. Prospective candidates keen on this route should engage in a discussion with an enrollment advisor.
- Formal academic records from all previously attended colleges or universities.

Lindenwood University operates on a test-optional basis. At the juncture of application, students are given the discretion to decide if they would like their test scores (ACT or SAT) factored into their admissions consideration. For those opting to incorporate their test scores, LUGC acknowledges self-declared scores. First-year applicants may include their test scores within the Common Application, satisfying the admission criteria. However, these candidates must ensure the provision of formal test scores before their initial academic term commences.

The codes for submitting test scores to Lindenwood are 2324 for the ACT and 6367 for the SAT. Those who have surpassed a five-year gap since high school graduation, individuals with a minimum of 24 transferable college credits, or candidates who receive the nod from the director of admission might not need to submit standardized test scores—though it remains advisable. It is imperative to note that students aiming for majors in education are mandated to produce satisfactory standardized test results.

Transfer applicants targeting undergraduate programs, and possessing fewer than 24 transferable college credits, must also adhere to the primary admission standards, necessitating the submission of their high school transcripts.

Following the submission of the application, a designated admissions representative will reach out to the applicant to address queries and facilitate the admissions journey. Materials related to the application can either be dispatched to:

Lindenwood University, The Office of University Admissions, 209 S. Kingshighway, Saint Charles, MO 63301, or electronically forwarded to admissions@lindenwood.edu.

Moreover, candidates have the option to directly upload requisite documents through

their Application Status Page. For inquiries pertaining to the admissions process, applicants are encouraged to contact (636) 949-4949. Upon comprehensive evaluation of a finalized admissions portfolio, Lindenwood University undertakes the task of assessing each applicant for potential acceptance. It is noteworthy that supplementary documentation might be solicited contingent upon the specifics of the application and its preliminary assessment.

Transfer Student Application: U.S. Citizens and Permanent Residents

Applicants seeking to transfer university credits awarded at another institution must submit all official transcripts from the college or university previously attended directly to the Lindenwood Office of University Admissions.

Note that while there is no limit on the number of credit hours that may be transferred to Lindenwood, not all credits may transfer, and some credits may transfer only as electives. Please note the following additional terms, conditions, and requirements regarding the transfer of credit to Lindenwood University:

- All credit hours accepted in transfer must be from regionally accredited colleges and universities, or as approved upon further review on a case-by-case basis.
- In order to count toward graduation, all transferred credits must be earned at the 10000-level or above. Preparatory courses will not be accepted for transfer by the university.
- Courses taken between the 10000- and 40000-level for which a passing grade has been earned and that contain content and credit similar to that of a Lindenwood course will be transferred onto the student's transcript as equivalents of Lindenwood courses and credits. (Only credit hours will be transferred; grades earned at other colleges will be made available on the student's transcript for advising purposes but not computed into the Lindenwood University GPA.)
- LUGC, in coordination with the academic departments, will determine the equivalency of each transferred course relative to the department's respective degree requirements. If the content of a transferred course is unlike any course offered at Lindenwood but within the university's programmatic range of studies, elective course credit may be granted.
- If the transfer credit is unrelated to any Lindenwood program, a maximum of 12 hours of technical credit may be granted. The appropriate department will determine whether and how the evaluated transfer credit may be used to meet major and minor requirements.
- Credits accepted from another institution that correspond to 30000-level Lindenwood courses or higher will be recognized as fulfilling the university requirement that students complete 42-credit hours at or above the 30000-level. Such courses will also count toward the 120 credit hours required for graduation.

- Lindenwood will accept grades of D or better in transfer except for courses equivalent to ENGL 15000, EPP 15000, and ENGL 17000, which must be transferred with a grade of a C or better. However, a transferred grade of D in those classes will be counted for credit toward other general education and elective requirements.
- A student transferring to LUGC with a D in a major course or a major course prerequisite may be required to retake the course, as dictated by the policies of the department in which the student is completing a major. Decisions concerning requirements to retake courses will be left up to the department chair (or college dean if the department chair is unavailable) who has authority over the major. If a transferred course in which a D is earned is retaken, the transferred course credit will be removed from the transcript.
- Grades of P (pass) and other equivalent non-qualitative grades will be accepted in transfer and may count for either general education or elective credit.
- Due to the impact of the COVID-19 Pandemic, Grades of P (pass) and other equivalent non-qualitative grades earned in Spring or Summer 2020 terms will be accepted in the transfer process to satisfy the prerequisite where a minimum grade of C or better is required.
- Due to the impact of the COVID-19 Pandemic, grades of P (pass) and other equivalent non-qualitative grades earned in Spring or Summer 2020 terms will be accepted in the transfer process to satisfy a major or minor course requirement.
- Notes: (1) Appeals of transfer credit evaluations should be submitted in writing to the registrar. (2) For information about transferring credit for experiential learning or proficiency exam credit, please see Earning Credits by Examination, or Earning Credits through Experiential Learning or Professional Experience.

In addition to the terms outlined above, the following criteria must be met in order for students to qualify for graduation:

- A transfer student must successfully complete a total of 30 credit hours in residence at Lindenwood University, with the successful completion of the last 24 credits leading to a degree being taken within the Lindenwood University system.
- A transfer student must complete the greater of 18 credit hours or 40 percent of the courses required for major, minor, concentration, emphasis, or track at Lindenwood University, but a department or college may require a higher minimum number of hours to be taken at Lindenwood University in the major, minor, concentration, emphasis, track area to earn a degree.
- **Special Provisions for Military Students:** Undergraduate military students with a specified volume of transferred credit hours might be eligible for supplementary course exemptions.

Credit Transfer Guidelines for Lindenwood University

While Enrolled at Lindenwood:

If a currently enrolled Lindenwood student intends to undertake courses from another institution during their ongoing degree at Lindenwood, they need to:

- Seek prior approval from their assigned success coach/program mentor, the respective college dean, and the registrar.
- Complete the 'Prior Approval' form available in the Student Portal located under External Links, Forms and Handbooks, then Academic Services.
- Note that transferred credits won't influence the student's GPA at Lindenwood.

From U.S. Educational Institutions:

Prospective students aiming to transfer credits from a recognized U.S. university should:

- Forward official transcripts from every previously attended institution to the Office of University Admissions.
- Be aware that the evaluation of these credits is undertaken by Academic Services.
- Ensure that for accurate credit assessment, official transcripts are dispatched directly from the originating U.S. institution to Lindenwood University.

Guidelines for Transferring Credits from International Institutions to Lindenwood University

Submission of Transcripts:

- Students wishing to transfer credits should direct their official transcripts from the respective international university to the Office of Admissions and Services for International Students (OASIS).
- These transcripts must be presented in their native language and be paired with a student-provided certified English translation.

Transcript Evaluation:

- For the process of transcript evaluation, students are advised to reach out to ECE via www.ece.org or WES through <http://www.wes.org>.
- When initiating the evaluation, it's crucial for students to designate Lindenwood University as the receiving entity of this assessment.
- Upon completion, WES and/or ECE will furnish the applicant with an evaluation copy which should be retained for records.

Important Notices:

- It's essential to be cognizant that Lindenwood University exclusively acknowledges transcript evaluations and translations procured from WES and/or ECE. Evaluations sourced from other entities will not be entertained.
- Once submitted, translation documents and transcripts will be integrated into the student's official dossier at Lindenwood University and will not be returned.
- Costs associated with transcript evaluations for credits transferred into undergraduate programs will be the responsibility of the applicant.

Further Inquiries:

- For a more comprehensive understanding of international credit transfer, individuals are encouraged to contact the Office of Admissions and Services for International Students (OASIS) at international@lindenwood.edu.
- Additional insights concerning credit transfers can be accessed under the 'Admission, Application, and Fees and Financial Assistance' section.

Academic Renewal

Academic Renewal allows returning students to remove previous course work from calculation of their GPA after an extended absence. A returning student seeking to resume a program of study or begin a new program of study after a prolonged absence is eligible for Academic Renewal under the following conditions:

- The student must have been absent from the Lindenwood University system for at least three consecutive terms.
- The student must not have obtained a degree at Lindenwood or any other institution of higher education in the years between taking leave from Lindenwood and applying for academic renewal.
- The student must declare a major or program of study.
- The student must be enrolled in and complete at least one term at full-time or part-time status, earning a minimum undergraduate GPA of 2.5 or graduate GPA of 3.5 before applying for Academic Renewal.

In addition to the conditions outlined above regarding student eligibility, Academic Renewal is subject to the following conditions:

- Academic Renewal can only be applied once.
- Academic Renewal can only be applied to terms completed prior to the student's leave of absence.
- Academic Renewal can only be applied to courses taken at Lindenwood University.
- For undergraduate students, up to three terms can be selected for Academic Renewal; for graduate students, up to two terms can be selected.

- Once implemented, the Academic Renewal cannot be removed.
- Students approved for Academic Renewal are subject to the degree requirements listed in the catalog that is active at the time they are reinstated.
- No course from a term selected to be removed from GPA calculation can be used to satisfy an academic requirement (e.g., toward graduation, prerequisites, or certifications).
- All courses from terms will be removed from calculation of the student's GPA regardless of the grades earned. However, these courses will not be entirely erased. All courses taken by the student will still appear on their transcript. A note will appear on the student's transcript for each redacted term.
- A student may not apply for Academic Renewal in their final term.

Students considering applying for Academic Renewal must inform a success coach/program mentor of their intent to do so. The success coach/program mentor will consult with the student regarding which term(s) to remove from calculation of the student's GPA. The student should submit a petition for Academic Renewal to the Office of Academic Services signed by the student's success coach/program mentor and college dean. The student will be notified of a decision within 30 days (about 4 and a half weeks) of submission of the petition.

Notes: (1) Applying for Academic Renewal can affect a student's eligibility for financial aid. Students are encouraged to contact the Office of Student Financial Services SFS@lindenwood.edu before applying for Academic Renewal.

(2) Students on the GI Bill® should contact the VA certifying official before applying for Academic Renewal.

Financial Assistance

Financial aid is available to all qualified students. Financial needs may be met through a combination of state, federal, and institutional aid. Federal grants are outlined elsewhere in this catalog. Institutional awards and grants are offered in the areas of academics, leadership, athletics, and the fine arts.

The financial aid program assists students with financial need who would otherwise be unable to receive an education. The primary responsibility for paying the student's education expenses rests with the student and the student's family, and the university expects both the student and parent(s) to make a realistic contribution to meet these costs; financial aid is a supplement for those students and families who cannot afford the entire cost of a university education.

Financial aid is provided in the form of an award, grant, or loan and/or work funds that will help meet this need. What the student is expected to pay is determined by a standard analysis of the financial statement the student and family must file.

Lindenwood University uses the Free Application for Federal Student Aid (FAFSA) to determine eligibility for all Title IV and institutional assistance. Upon completion of all documentation necessary to establish eligibility, financial assistance will be posted to student's accounts at least once each term.

To be considered for financial assistance, a student applying for need-based aid must complete a FAFSA (Free Application for Federal Student Aid) online at: <https://studentaid.gov/h/apply-for-aid/fafsa>. The Lindenwood University school code is 002480. Lindenwood does not require students to fill out supplementary fee-based forms to determine eligibility for institutional financial aid.

All students wishing to receive Title IV aid must submit a FAFSA and must complete any required verification.

Institutional Aid

The mission of the Lindenwood University Grant System is to make it possible for the student to earn a college degree when that aspiration would otherwise be financially prohibitive for the student. In short, the Lindenwood University Grant System (institutional merit- and need- based gift aid) is intended to fill a funding gap and enable a student with need to pursue a college education. The "gap" is the difference between the total cost of tuition, room, board, and fees, and the sum of all personal and outside funding available to the student. The intent is for Lindenwood and the student to share equitably in covering the cost of the student's college education.

A variety of scholarships and grants may be awarded to students who have excelled in fields of study, community activities, the arts, or athletic competitions. Lindenwood University's admissions and student financial services staff can advise prospective students of the full program of grant and scholarship availability. Although Lindenwood University grants and scholarships are credited in total at the beginning of each term, they are actually earned as charges are incurred.

Lindenwood University encourages students to apply for any outside scholarships for which they may be eligible. Scholarships or tuition benefits from outside private and nonprofit institutions or organizations are another way to help finance undergraduate education. Students must report all anticipated outside resources, including scholarships, grants, fellowships, tuition benefits, veteran benefits, or any other type of financial resources to the Office of University Admissions. Lindenwood admissions/student financial services counselors can advise prospective students and families of the policies and procedures regarding grants and scholarships.

In certain cases, outside awards may reduce eligibility for other financial aid or loans. In no case may the total award exceed the cost of attendance (room, board, tuition, books,

and fees). When a student becomes eligible for additional outside support above the cost of attendance, that revenue reduces institutional merit- or need-based grants.

Scholarship checks received by the Office of University Admissions will be distributed to the current term of enrollment, unless otherwise indicated in writing by the donating organization.

Taxability of Scholarships and Grants Disclosure

Lindenwood University currently applies institution-granted scholarships/grants to student accounts in the following order: 1) tuition, 2) fees, 3) books, 4) room, and 5) board. If a student receives scholarships during the calendar year that exceed the cost of tuition, fees, books, supplies, and equipment, the amount that exceeds those costs should be reported by the student as taxable income. The university is required to send information to students and the Internal Revenue Service (IRS) about the student's payments toward tuition charges, grants, and scholarships on Form 1098T. Students are responsible for using this information, as well as their own records, to complete their tax returns.

Non-U.S. citizens and non-permanent resident aliens may be subject to U.S. taxation. The university uses Sprintax to gather required information about international students in order to facilitate the tax-withholding determination. Any portion of institution granted scholarships/grants that exceed the cost of tuition, fees, books, supplies, and equipment may be subject to a taxation rate of up to 14% for students who have an F, M, J, or Q visa, while all other visa types may be subject to a taxation rate of up to 30%. Non-U.S. citizens and non-permanent resident aliens may contact the non-resident employee compliance specialist at (636) 219-1273 to discuss questions about Sprintax or taxation.

Federal Financial Aid

Federal Pell Grant Program

Eligibility is determined by the Pell Grant processor and is based on a student's Estimated Family Contribution (EFC). The student must submit the Free Application for Federal Student Aid (FAFSA) and request that pertinent financial data be sent to the Pell Grant processing agency for determination of eligibility. Pell Grant eligibility is limited to six full-time years.

Federal Supplemental Equal Opportunity Grant (FSEOG)

Eligibility for this grant depends on the extent of a family's inability to pay the educational costs, which is determined by an analysis of the family's financial situation, as reflected in the FAFSA.

Federal Loan Programs/Direct Subsidized Federal Stafford Loan

The federal government guarantees loans from \$3,500 to \$5,500 for eligible undergraduates. These loans are made by the Department of Education and interest is subsidized. Interest rates for federally guaranteed student loans are set annually. Please consult the Department of Education website for the current interest rate: <https://studentaid.ed.gov/types/loans/interest-rates>.

Students must file the FAFSA to determine eligibility for a Stafford Loan. Subsidized loan eligibility is limited for first-time borrowers to 150% of the length of the borrower's educational program.

Unsubsidized Federal Stafford Loan

Students who meet the eligibility requirements under section 484 of the Higher Education Amendments and who do not qualify for interest subsidies under the Stafford Loan program may borrow under the Unsubsidized Stafford Loan program. Like the Federal Subsidized Stafford Loan program, the Unsubsidized Stafford Loan is available to all eligible students, and students must complete a valid need analysis.

Unsubsidized Stafford Loans are not need-based; interest accruing on the loan is not subsidized (or paid) by the federal government while the student is in school. Students must therefore make interest payments while in school or allow the interest to capitalize. Interest rates for federally guaranteed student loans are set annually. Please consult the Department of Education website for the current interest rate: <https://studentaid.ed.gov/types/loans/interest-rates>.

Parent Loans for Undergraduate Students (PLUS)

Parents may borrow for dependent undergraduate or dependent graduate and professional students. The maximum amount a parent may borrow on behalf of each eligible student is limited to the cost of education, less financial aid. These loan limits do not include amounts borrowed by a student under the FSL programs. FPLUS loans do not qualify for interest subsidy. Interest rates for federally guaranteed student loans are set annually. Please consult the Department of Education website for the current interest rate: <https://studentaid.ed.gov/types/loans/interest-rates>.

Loan Repayment

Student loans are funds borrowed by students to pay educational expenses. Student loans must be repaid, as outlined in university literature. A sample loan repayment schedule may be obtained by contacting the Financial Aid Office.

Student loan entrance and exit interviews are required for the Federal Stafford Loan Program (required by 34 CFR 685.304). The terms and conditions under which borrowers under the Direct Loan Program may defer payments of their loan principal and interest are reviewed during the exit interview. Additional information regarding

deferment of loan repayment may be obtained by contacting the student loan guarantor or the Office of Student Financial Services.

Veterans' Benefits

Veterans and service members who believe they may be eligible for benefits can receive information and applications through the Veterans Affairs Center.

Educational assistance may be provided to widows or children of veterans who have fallen in service or who are disabled because of service-related injuries. Spouses and children of disabled veterans may also be eligible for assistance as determined by the United States Department of Veterans Affairs.

It is the responsibility of the students to notify the VA certifying official of any changes in their class schedules, degree, or major. The VA school certifying official must promptly report changes to the Department of Veterans Affairs when notified that a veteran is making unsatisfactory progress or has withdrawn from a class or from studies.

The Department of Veterans Affairs requires that institutions report specific information, and as a condition of being certified to receive benefits from the VA, the student receiving such benefits acknowledges the following policies, which may differ from those required of other students at Lindenwood:

- The university will notify the VA of all terminations, interruptions, or changes in semester-hour load within 30 days of occurrence. This may change the benefits available to the student.
- The student accepts the responsibility of notifying the registrar, the VA certifying official at the university, and the student's advisor immediately in case of withdrawal from any course.
- The student accepts the responsibility of notifying instructors of any expected absence from class. A student may be withdrawn by the University for excessive absence.
- The school certifying officials shall inform the Department of Veterans Affairs that progress is no longer satisfactory with the accumulation of 12 or more hours of F grades.
- Students receiving benefits through the Department of Veterans Affairs must comply with the university's general policies regarding withdrawal, attendance, and satisfactory progress.

This institution abides by Section 103 of the Veterans Benefits and Transition Act of 2018. This policy ensures that we will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or the requirement that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover

the individual's inability to meet financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veterans Affairs.

If you have any questions regarding veteran's education benefits including federal and state tuition assistance for the reserves and National Guard components, please call the Lindenwood Veterans Affairs Center at the St. Charles campus at (636) 627-2922.

Fees and Payments

When students have accepted an offer of admission to LUGC by students and their parents and/or guardians likewise accept all conditions of payment, as well as all terms and regulations of the University. The University reserves the right to increase or reduce fees each year according to changes in fiscal conditions.

Subscription-Based Tuition and Fees

LUGC students pay a flat fee per term based on a designated enrollment status:

- **Full-Time Enrollment Status:**
 - A minimum of twelve (12) credits or the number of credits associated with enrollment in four (4) individual courses
 - \$350 per credit (minimum of 12 credits/term) = \$4,200
- **Part-Time Enrollment Status:**
 - A minimum of six (6) credits or the number of credits associated with enrollment in two (2) individual courses
 - \$375 per credit (minimum of 6 credits/term) = \$2,250

Notes: Students are expected to pay charges prior to the beginning of each term. Students may use financial aid (grants and loans) as payment. Student Aid Reports and loan applications should be submitted to the Office of Student Financial Services prior to the beginning of each term.

Payment Options

Subscription-Based Programs: A Modern Approach to Tuition for Adult Learners

In contrast to traditional payment models, where students pay per course or credit hour, Lindenwood University's subscription-based programs offer a flexible approach to tuition. Under this model, students pay a flat fee for each term, enabling you to access courses during that timeframe. This paradigm shift not only offers predictability in expenses but also empowers adult learners with flexibility. Recognizing the diverse commitments and responsibilities that adult students juggle – from professional obligations to family duties – this model facilitates personalized learning and pacing, allowing students to engage with coursework as their schedules permit within a flexible timeframe.

Subscription Pricing: Part-time vs. Full-time

Lindenwood University offers two distinct subscription pricing models: part-time and full-time. As per the Federal Student Aid (FSA) guidelines:

- **Full-time enrollment:** A minimum of twelve (12) credits or the number of credits associated with enrollment in four (4) individual courses
- **Part-time enrollment:** A minimum of six (6) credits or the number of credits associated with enrollment in two (2) individual courses

For the initial two subscription periods (terms), all new students will adhere to a part-time course load. This structure ensures a smoother transition and better acclimatization to the university's academic rigors.

However, as students approach their third term, those who meet the minimal requirements can reevaluate their status and elect to remain part-time or progress to full-time. For example, a new student will attend part-time for the first two terms and may elect to change or maintain their current enrollment status once per academic year (once every 36-weeks or 4 terms):

- Subscription period 1 (term 1): All new students are part-time
- Subscription period 2 (term 2): All new students are part-time
- Status Change Date: New students may elect to change or maintain current status
- Subscription period 3 (term 3): Students progress in their current or new status
- Continuing students who elect to maintain status may elect to change current status (students are only permitted to change status once per academic year)
- Subscription period 4 (term 4): Students progress in their current or new status

After further successful progression, students are able to continue with their status or change enrollment status (part-time to full-time; full-time to part-time) once per academic year, depending on their academic and personal commitments. Refer to the academic calendar in this catalog for status change dates.

Irrespective of the chosen enrollment status, the tuition for each term, or subscription period, remains consistent. Both part-time and full-time models come with a predetermined flat fee, ensuring clarity and predictability in financial planning for the students.

The subscription fee is due prior to the beginning of the subscription period. Students should consult their Student Financial Services Counselor regarding due dates or make other payment arrangements prior to the beginning of the subscription period. Alternatively, students may also use their student portals to remit payment. Payment options include the following items:

- Direct Corporate Invoicing is available for students who work for companies that require an invoice from Lindenwood University in order to process tuition assistance. It is the student's responsibility to ensure that the employer's tuition voucher is submitted to the Bursar's Office before the payment deadline of each subscription period. Failure to submit the necessary paperwork to the Bursar's Office by the published payment deadline may result in late fees.
- Lindenwood offers monthly payment plans. The Tuition Payment Plan is an alternative to paying each term's tuition and fees in full by the due date. Students can enroll in a payment plan online in their student portal.
 - Per 9-week Transaction Fee: \$20
 - Credit/Debit Card Fee: 2.75% Domestic
 - Credit/Debit Card Fee: 4.25% Foreign
 - ACH Payment Fee (Online Check): No additional Fee

Delinquent Accounts

Students must meet all financial obligations to the university in order to qualify for continued enrollment or graduation. Each term students must pay the fee due to the University. A student with a delinquent account can expect the following consequences:

- Enrollment for the subsequent term will not be allowed.
- Final grades for the current term will be withheld.
- Unless otherwise prohibited by law, transcripts will not be issued for students who have unsatisfied financial obligations with the University.
- A diploma will not be issued.

The university reserves the right to withdraw from any student who fails to meet financial obligations to the university. Students who are withdrawn for nonpayment are liable for all charges on their student accounts at the time of withdrawal.

Withdrawal and Refund Calculation

Determining Withdrawal Dates

Withdrawal dates are determined in two ways, either through official withdrawal or through administrative withdrawal. Official withdrawal is a student's voluntary withdrawal due to inability to continue their studies at LUGC regardless of the cause of such inability. Administrative withdrawal is the involuntary dismissal from LUGC due to failure to meet academic or other requirements.

- **Official withdrawal:** The withdrawal date is the date a student notifies the university of their final decision for withdrawal.
- **Administrative withdrawal:** The withdrawal date is the last date of the student's academic activity within an enrolled term.

Within the two weeks of a term, or the subscription pay period, students may drop classes via the student portal. No grade of W will appear on the student's transcript because of dropping classes during this week, and the classes will be dropped as "never attended."

In the event 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 charges.

- Any student who withdraws from the university prior to Friday of the second week of a term is eligible for a refund of charges for that term.
- Any student who withdraws from all courses after the start of the second week of the term is not eligible for a refund of the tuition charges.

Tuition Refund Periods

- Week 1 of term (By Friday 4:00 p.m. CST, Week 1): 100%
- After Week 1 of term: 0%

Any student wishing to completely withdraw from Lindenwood University after week one of the term should submit a completed withdrawal form, signed by the student's success coach/program mentor.

Appeals of Refund Calculation

Appeals of withdrawal and refund calculations or other institutional charges from students and parents who feel that individual circumstances warrant exceptions from published policy should email BusinessOfficeAppeals@lindenwood.edu. In order to appeal a decision, the student must submit a written request including any evidence that would substantiate the appeal.

Refund Distribution of Financial Aid

After the amount of the refund has been calculated, the Student Financial Services Office will determine the Title IV refund amounts according to the calculation schedule approved by the U.S. Department of Education. Refunds to specific Title IV programs will be made to the following programs in the order outlined:

1. Unsubsidized Stafford, Subsidized Stafford, PLUS
2. Federal Pell Grant awards
3. Federal SEOG awards
4. No Title IV program may receive a portion of the federal refund amount if that program was not part of the student's original package.

Maintaining Financial Aid Eligibility

Satisfactory Academic Progress (SAP) for Financial Aid: Students wishing to apply for and receive Title IV assistance must meet specific academic progress requirements in order to maintain Title IV financial aid eligibility. Satisfactory academic progress requires a student to accumulate a minimum number of credit hours over a maximum timeframe and a minimum cumulative grade point average for each period of attendance.

Satisfactory Academic Progress is determined by qualitative measurements (GPA), including

- Student must maintain a minimum cumulative grade point average of 2.0
- Grades of “W” does not affect the GPA
- Grades of “I” if not resolved within the designated timeframe will affect GPA
- An “F” grade is considered in GPA
- Once a student completes coursework for an “I” grade, or a grade is changed, academic progress will be reviewed again by the Office of Student Financial Services.

Maximum Time Frame

Degree requirements must be completed within a maximum time frame. Federal law requires a maximum time frame of no more than 150% of the published length of the undergraduate program. Hours earned at Lindenwood University and accepted transfer hours are included in this time frame. For an undergraduate program that requires 120 credit hours for completion, the maximum attempted hours would be 180 ($120 \times 150\% = 180$).

SAP Monitoring

SAP is evaluated for all periods of attendance regardless of whether the student received financial aid. This evaluation will include a measurement of student’s progress set forth in the qualitative standards (GPA).

SAP Warning: SAP Warning students are still eligible for Federal Financial Aid funding. If a student does not return to good academic standing at the end of their warning period, they move to suspension. At this point, that student will have two options.

1. Attend LUGC using the student's own financial or institutional resources and without federal financial aid, until the minimum requirements of the Institute's Federal Satisfactory Academic Progress policy have been met.
2. Submit an appeal stating the reason(s) why he or she has not met the minimum standards along with any supporting documentation that verifies the circumstances that affected his or her ability to meet the minimum standards. Additional information on the appeal process is provided below.

Financial Aid Warning

If a student fails to meet the minimum requirements, the student will be placed on financial aid warning and will be eligible for financial aid during the warning period. Withdrawal from the University has no effect on the student's satisfactory progress upon re-entering.

Appeals of Financial Aid Suspension

A student has the right to appeal if the student feels in compliance with the requirements of the satisfactory academic progress policy or believes that there are extenuating circumstances that occurred. Examples of extenuating circumstance are the death of a relative, an injury or illness to an immediate family member or student, or similar special circumstances that could affect the academic performance. To appeal a financial aid suspension, the student must submit an appeal letter with supporting documentation to the Student Financial Services. Submission of an appeal is not an automatic approval. Student appeals submitted to Academic Services for academic suspension are not sent to Student Financial Services. Please be sure to submit a separate appeal letter to the Director of Student Financial Services, for review of the financial aid suspension.

If the appeal is denied, the student will be ineligible to receive Title IV aid until the academic requirements are met.

Probationary Periods

If the student's appeal is granted, the student will be placed on Financial Aid Probation and will have the next succeeding term of enrollment to meet the minimum requirements as stated above. To verify if a student qualifies for further federal financial aid funding, the Office of Student Financial Services re-evaluates if the student now meets SAP standards. If the student is not making SAP standards again at that time, the student will be placed on financial aid suspension again and be required to submit a new appeal, including an academic plan.

Re-establishing Financial Aid Eligibility without Appeal

If the student is allowed to attend Lindenwood University academically, they may continue at their own expense to attempt to improve completion rates and/or GPA issues. Once a student returns to SAP compliance, they may contact the Office of Student Financial Services for review of reinstatement of their financial aid.

State Financial Aid

Several grants are available to Missouri residents who attend eligible institutions in the state of Missouri. Lindenwood University is an eligible institution.

Access Missouri Financial Assistance Program

The Access Missouri Financial Assistance program is a need-based grant available to eligible full-time Missouri resident undergraduate students. Please visit the Missouri Department of Education website at: <https://dhe.mo.gov/ppc/grants/accessmo.php> for a list of eligibility criteria.

Missouri Higher Education Academic Scholarship Program

The Missouri Higher Education Academic Scholarship program is available to Missouri residents who have a composite score on either the ACT or SAT tests that places them in the top three percent of all Missouri students taking those tests. The scholarship is renewable for up to four years for Missouri residents who enroll as full-time undergraduate students and maintain a 2.5 cumulative GPA at an approved institution for the period of the scholarship. Lindenwood University is an approved eligible institution. Students will be notified by the Missouri Department of Higher Education as to their eligibility.

Vocational Rehabilitation

Vocational rehabilitation assistance may be available for students with disabilities. Students should contact their regional office of vocational rehabilitation concerning benefits.

Montgomery GI Bill®, MOGUARD, and ROTC Lindenwood assist qualified students in obtaining financial assistance for their education through the various military funding sources. Missouri National Guard, Reservists, and Reserve Officer Training Corps members may be eligible for special financial incentives and entitlements such as Lindenwood ROTC GRANT, ARNG Federal Tuition Assistance, MOARNG State Tuition, Monthly Drill Pay, ROTC Stipend, Montgomery GI Bill®, and Kicker. Information is available from the VA school certifying official.

Student Support Services and Resources

In addition to ongoing support in these areas, your success coach/program mentor will connect you with various resources as needed to keep you on track with your academic and professional goals. Support can include the following:

- Library and Academic Resources Center
- Writing Center
- Math Success Center
- Tutoring Services
- Career Services
- Technical Support
- Disability and Accessibility Services

- Wellness and Counseling
- Student Online Academic Resources (SOAR)
- Library and Academic Resources Center

The Lindenwood University Library provides a variety of online services to all students. 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 via email, by telephone, or chat. For more details, students may contact the library at library@lindenwood.edu, by visiting www.lindenwood.edu/library, or calling (636) 949-4820.

Writing Center

The Writing Center offers in-person and virtual services! Students can schedule an online or live conference to talk with a consultant; conferencing options include phone, video, email, or chat. Students may make appointments with us via WOnline. Students may access additional writing resources available 24/7.

Math Success Center

The Math Success Center is a haven for students seeking to conquer their mathematical challenges. Whether unraveling complex equations or mastering fundamental concepts, our skilled Math Tutors are dedicated to aiding students on their mathematical journey.

Tutoring

Students can access online tutoring 24x7 from www.Tutor.com. Online tutors are available in a variety of subjects to work with students. Students may submit completed drafts of writing assignments to Tutor.com for detailed, personalized feedback. Students may access online tutoring through Canvas. Students are also encouraged to contact their teachers for guidance and support as well.

Career Services

The Center for Engaged Learning will continue to support students and alumni through both in-office and virtual formats. Please reach out directly to your Career Strategist by email or

careerservices@lindenwood.edu for further assistance.

Technical Support

The Help Desk serves as the single point of contact for all information technology services, including computer, applications, network, audio-visual, email, and telephone services.

The IT HELP DESK is available 24x7 to all students.

Ticket Requests can be submitted 24/7 via e-mail: helpdesk@lindenwood.edu

Disability and Accessibility Services

The guiding philosophy of Lindenwood University is to make programs and resources as accessible as possible to all students. The manager for student support and accessibility acts to ensure the accessibility of programs and assists and supports students who may need support. Students who need assistance with accessibility or accommodation for certified disabilities should contact the student support and accessibility manager at (636) 949- 4768.

Students are encouraged to serve as their own advocates and to be responsible for obtaining special services offered by the university. If the manager is unable to satisfy a reasonable request, that request may then be directed to the office of the director of academic support services.

Wellness and Counseling

The Student Counseling and Resource Center (SCRC) is open 8:00 a.m. – 5:00 p.m. Monday – Friday and available over the phone and online. Some restrictions apply to students residing outside of the state of Missouri. Please contact the SCRC at (636) 949-4541 for more information.

Student Online Academic Resources (SOAR)

The Student Online Academic Resources (SOAR) team is available for all online students for support and guidance during their academic journey. The SOAR team provides academic mentoring, dispute resolution, and assists students with achieving their learning goals and objectives.

Student Ombudsperson

Students who experience problems of any type are encouraged to contact the University Ombudsperson, who works as a liaison between students and other university offices and serves as the official university-student ombudsperson. Contact complaints@Lindenwood.edu

Academic Policies and Procedures/Academic Services

Academic Policies

Academic Load and Enrollment Requirements

- **Academic Load and Enrollment Status:** Full-time and part-time enrollment status is determined by the number of credit hours in which a student is enrolled during any given term. This intent is recorded in a student's degree plan and is updated periodically throughout their duration at LUGC. The expected academic load for a term is as follows:
 - **Full-time:** Twelve (12) credits or the number of credits associated with enrollment in four individual courses
 - **Part-time:** Six (6) credits or the number of credits associated with enrollment in two individual courses
 - Students must maintain either part-time or full-time credit hours in alignment with the program's unique requirements.

Classification of Students: Academic progress is calculated in credit hours.

- To be classified as a sophomore, a student must have successfully completed at least 24 credit hours.
- To be classified as a junior, a student must have successfully completed at least 54 credit hours.
- To be classified as a senior, the student must have successfully completed at least 84 credit hours.

The classification of a student is changed only at the end of a term. A minimum of 120 credit hours (not including courses completed at the preparatory or pre-college level, numbered 01000-09999) is necessary to complete a bachelor's degree.

Credit Completion Period

The Credit Completion Period is a timeframe designed to offer students both structure and flexibility in their academic journey. Courses are structured to be completed within a nine-week term. However, students may choose to take advantage of the additional time provided within the credit completion period to complete their registered credits.

On the event a student experiences unforeseen circumstances, such as bereavement or emergency, and needs additional time beyond the credit completion period, they may request an incomplete at the discretion of their instructor. Importantly, students are not permitted to enroll in more credits than associated with their intended enrollment status—be it part-time or full-time—during a single term. This policy harmonizes academic rigor with individualized support, thereby aligning with the institution's commitment to student success.

Academic Progress

Lindenwood takes an active interest in students' progress through their academic programs and requires students to make measurable advancement toward completion of their degree program each term.

- **On-Time Progress (OTP):** Students completing all registered credits within the Credit Completion Period for a given term are considered to be making on-time progress toward graduation.
- **Lack of Progress:** A demonstrates a lack of progress when they are:
 - unable to complete registered credits within the credit completion period
 - are inactive in courses for more than 25-days
 - or choose to avoid communication with their success coach/program mentor and/or instructor for 25-days.
 - Lindenwood will administratively withdraw a student from the university who demonstrates a lack progress for 90-days.
 - Lindenwood does not include terms during which a student is not actively enrolled in a course(s) in its calculation of consecutive terms.
- **Planned Start and End Dates:** To help students plan their progress through the term and to set a study schedule and calendar, students and their success coach/program mentors will plan start and end dates for each course. Within these dates, students can plan how to accelerate or where to spend more time in getting ready to demonstrate competency in an assessment area.

Academic Load and Credit Hours:

- Academic credit is articulated in credit hours.
- Student enrollment status, whether full-time or part-time, is contingent upon the number of designated credit hours per term.
 - **Full-time enrollment:** A minimum of twelve (12) credits or the number of credits associated with enrollment in four (4) individual courses
 - **Part-time enrollment:** A minimum of six (6) credits or the number of credits associated with enrollment in two (2) individual courses
- Students must maintain either part-time or full-time credit hours in alignment with the program's unique requirements.

Academic Planning

An academic plan will be completed between the student and success coach/program mentor. The plan must include the student's intent of maintaining full-time or part-time per term as defined in this catalog, benchmarks that students will meet to ensure they are making progress to degree and will render the student eligible for aid again under SAP rules (Qualitative Measures).

Degree Plan

The degree plan serves as a student's blueprint of program requirements (often called the standard path) and associated learning resources. The degree plan outlines a

student's course and non-course requirements in their program and allows students and success coaches/program mentors to work together in planning the path to graduation. The degree plan displays the course details (including course name, course code, complete or not yet complete status, number of credits, and the assessment type) and start and end dates for registered courses.

The student degree plan lists the courses of study required to complete an academic program. The standard path through a student's degree plan may be adjusted by the student and success coach/program mentor to meet the student's individual needs during term enrollment.

Some programs allow substantial reordering of the standard path, but others do not allow any modification. LUGC starts a new term every nine weeks. Each term is nine calendar weeks in duration. Students may not be enrolled in multiple terms simultaneously.

By registering for a course, the student agrees to work on and complete the course within the Credit Completion Period.

- Term enrollment should take place within the first five days of the start of a new term. Students must be enrolled at least part-time (a minimum of 6 credits for an undergraduate student).
- Students who do not complete registration and enrollment for the new term by the 25th of the first month of the next term are administratively withdrawn from LUGC.

Academic Standing

Academic standing is assessed at the end of each credit completion period.

For maintaining good academic standing, students are required to meet the following criteria:

- A cumulative GPA of 2.00 or higher.
- Completion of the required 12 credit hours for two consecutive terms and completion periods.

Students not fulfilling these criteria will not be considered in good academic standing, affecting their eligibility for maintaining full-time status.

Academic Warning

- Students whose cumulative GPA falls below 2.0 will be placed on warning.

- Students whose cumulative GPA remains below 2.0 after the subsequent completion period will be permitted to continue warning if the term GPA is 2.0 or higher. See financial aid SAP for information on how this will affect a student's financial aid.
- Students are removed from warning when the cumulative GPA reaches 2.0. A student on warning who earns a GPA below 2.0 will be placed on probation.

Academic Probation

Academic probation indicates that a student is not in good academic standing and is subject to suspension if the student's work does not reach a satisfactory level. Students remain on academic probation until the cumulative GPA reaches the minimum level of 2.0, as long as each period GPA is 2.0 or higher.

Academic Suspension

Academic suspension indicates that a student is not in good academic standing and has been dismissed because the student's work has not reached a satisfactory level. Academic suspension must be appealed in writing before a student may continue in a subsequent credit completion period.

Enrollment Status Change

To qualify for a change in enrollment status (e.g. a student wishing to transition from part-time to full-time), students are required to meet the following criteria:

- Maintain good academic standing.
- Completion of the required 12 credit hours for two consecutive terms.
- Absence of any pending disciplinary sanctions.
- Absence of any financial and academic holds.

Not fulfilling these criteria will affect a student's eligibility for maintaining full-time status.

- Conditionally or provisionally admitted students are not permitted to alter their enrollment status until they secure full admission to the university.
- Full-time students unable to meet activity and attendance prerequisites will experience a status shift to part-time enrollment, until the requirements to change status to full-time status are met.
- Students have the option to petition for a status change once per academic year, guided by the stipulations in the academic calendar within this catalog.

Resources and Support:

For inquiries or further clarification, students may consult their assigned success coach/program mentor. By adhering to these guidelines, the university aims to cultivate an environment that is conducive to academic excellence while accommodating diverse learner needs. It is not merely about accumulating credits; it is about fostering a holistic educational experience that enables students to be successful and meet their professional and academic goals.

Attendance and Critical Term Actions

Students are expected to complete at least one critical term action each week for the duration of a course unless all course requirements are successfully complete.

Critical Term Actions

- Discussion of course content with an instructor
- Activating a course
- Completing assessments
- Submitting a task for evaluation
- Attending a faculty-led live event, such as a webinar
- Use of course learning resources
- Viewing recorded faculty-led live events
- Viewing a course-related academic video

Interaction that is wholly optional, initiated primarily by the student, or occurring only upon the request of the student is not sufficient. Students are expected to demonstrate consistent engagement with their studies throughout each academic term.

Students who are not academically engaged for a period of fourteen (14) days may be required to meet with their success coach/program mentor to develop a plan for the immediate resumption of their studies, to include reengagement with course learning resources and/or meeting with an instructor. Students who demonstrate twenty-five (25) days of inactivity after initial engagement in week one, will be subject to administrative withdrawal. An academically inactive student will be notified prior to withdrawal.

Excused Absence Policy for Students Engaged in Military Duties

Lindenwood University allows students participating in required military duties to be excused from course activity. Military duties covered under this policy include but are not limited to military deployment, required annual military training, ROTC activities and civilian deployments in support of federal operations. For service members holding Reserve and National Guard status, weekend duty (drill) requirements should not interfere with normal school schedules. However, if a situation arises that requires absence from a course due to duty/drill requirements, this absence can also be excused

if the required absence is verified by the commanding officer or other affiliated Guard leader.

Students should notify instructors and their student success coach of all absences for military duty prior to the absence. A student success coach may request documentation and verification of the military duty and require that the absence be verified by the Office of Veteran Affairs. If an exigent circumstance arises, where notification is not possible prior to the absence, the student should contact their student success coach as soon as possible to present documentation of the reason for the inactivity as well as the reason for late notification. No adverse or prejudicial effects shall result to any student with excused absences for official university activities or military duties.

Change in Degree Program

Students wishing to pursue a degree or program other than the one they originally sought should consult with their success coach/program mentor to determine whether additional application materials must be submitted for admission to the new program. Students should also review their financial aid eligibility with a financial aid counselor to ensure the desired change does not negatively impact eligibility.

Pursuing a Second Bachelor's Degree

A student who has previously earned a baccalaureate degree from Lindenwood University may return to earn a second bachelor's degree if the student is seeking a major leading to a degree type not previously earned at Lindenwood University. The student must complete the core requirements of the major. Students will be required to take only those specific general education classes that are degree requirements for their major. Upon completion of all requirements, the second degree and major will be added to the student's transcript. The student will receive a new diploma listing the degree and major earned.

Students seeking an undergraduate degree who have previously earned a bachelor's degree from another accredited university based in the United States may be able to waive the Lindenwood University general education requirements. If approved, students will be required to take only those specific general education classes that are degree requirements for their major.

Students seeking an undergraduate degree who have previously earned a bachelor's degree from an international institution must submit an official transcript to World Evaluation Services (WES) for an evaluation. The WES and/or ECE evaluation will be reviewed to determine the university general education requirements that the student must complete, and the requirements that the student can petition to be waived.

Posthumous Degree

In the event of a student's untimely death, the University may grant a posthumous degree if the following criteria are met.

Undergraduate students Eligibility:

- The student had reached senior status (bachelor's degree) status and had completed at least 50% of the degree requirements.
- The student was in good standing with a cumulative GPA of 2.00 or higher.
- The student had no pending disciplinary sanctions.
- The academic college in which the student was enrolled recommends the awarding of a posthumous degree.

Procedure:

- Anyone can request a deceased student be considered for a posthumous degree. It is recommended that this request be made within two years of the student's passing.
- Once a request has been made, the student's academic college dean and department faculty will review the student's eligibility. If the college representatives determine that the student is eligible for a posthumous degree, the recommendation will be forwarded to the Provost.
- If approved, the Provost will direct the Registrar to award the degree and request a diploma to be sent to the next of kin.
- The statement "Awarded Posthumously" will be printed on both the student's transcript and the diploma.

Earned Credit Time Limits

Credits earned at Lindenwood University will be accepted toward a degree no matter when they were earned, except for requirements in the student's major. Credits earned in the student's major will be reviewed for approval by the college dean. If any course must be repeated within a major and the course is not being offered in the normal sequence of course offerings, it may be offered as a special topics class with credit counting toward graduation. Such a course will be calculated as a part of the student's GPA.

Extra Credit

At the instructor's discretion, extra credit opportunities may be offered in undergraduate courses. Such opportunities must be equally accessible to all students enrolled in the course.

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 or who wishes to fulfill degree requirements that have changed since the student's matriculation must submit a catalog change request to the Office of Academic Services. If the request is granted, the student will be bound by all policies and 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/Academic Renewal section of this catalog for further information regarding catalog requirements after a leave of absence from the university.

Note: The university reserves the right to modify its policies (other than degree requirements) at any time. Students must adhere to all university policies that are in effect during each term of enrollment.

Non-Degree Seeking Students

A student who is not seeking certification or any degree with LUGC may be accepted as a non-degree, "Special Status" student. Students accepted under this status must meet university admissions standards and may not take more than 12 credit hours of regular, undergraduate credit without being fully admitted. Students accepted with special status are not eligible for financial aid or student loans as they are not fully admitted to the university. Payment arrangements must be made with the Bursar's Office prior to attending class.

Academic Standards

In addition to making satisfactory academic progress to maintain financial aid eligibility, students must also meet an additional set of academic expectations in order to remain in good academic standing with the university. Failure to meet these standards will result in academic probation, academic suspension, or dismissal from the university.

Maintaining Good Academic Standing

Academic standing is assessed at the end of each credit completion period, which is the duration of the term plus 4-weeks. Students whose cumulative GPA falls below 2.0 will be placed on warning. Students whose cumulative GPA remains below 2.0 after the subsequent completion period will be permitted to continue warning if the term GPA is 2.0 or higher. See financial aid SAP for information on how this will affect a student's financial aid. Students are removed from warning when the cumulative GPA reaches 2.0. A student on warning who earns a GPA below 2.0 will be placed on probation.

Academic Probation

Academic probation indicates that a student is not in good academic standing and is subject to suspension if the student's work does not reach a satisfactory level. Students

remain on academic probation until the cumulative GPA reaches the minimum level of 2.0, as long as each period GPA is 2.0 or higher.

Academic Suspension

Academic suspension indicates that a student is not in good academic standing and has been dismissed because the student's work has not reached a satisfactory level.

Academic suspension must be appealed in writing before a student may continue in a subsequent credit completion period.

Appealing Academic Suspension

Upon academic suspension, a student who wishes to resume studies must first appeal the suspension in writing. The appeal must be received and reviewed prior to the beginning of the term following the student's suspension. The LUGC appeals committee will review the student's letter of appeal, along with the student's academic history and overall academic performance.

- Continuously enrolled students whose appeals of academic suspension are granted will resume their studies on probation.
- Any student who discontinued studies for one term or more and who departed the University under academic suspension must appeal the suspension before being readmitted.
- Upon readmission, students who have discontinued enrollment for less than one year will be subject to the requirements in the catalog in effect at the time they were first admitted to the University.
- Students who discontinued studies for more than one year will be subject to the requirements in the catalog in effect at the time of their return.

Note: Students will be notified of their academic suspension by email and will be provided a link with guidelines for submitting the appeal online, including a specific date by which the appeal must be received. If a student's appeal is not received by the date specified, the student will be dropped from all classes.

Academic Integrity

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.

- 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.
- 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.
- 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.
- 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.
- 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, a failing grade for the course, or any other appropriate penalty.

Upon a first report of academic 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 ledger account. For undergraduates, a second offense will result in a failing grade for the course, and a third offense will lead to expulsion from the University. Graduate students will be expelled after a second offense is reported.

The Provost Office maintains confidential records of academic dishonesty reports. These reports are accessible only to limited personnel in the Provost Office and are not linked to students' academic or financial records at the university. However, students remain accountable for any acts of dishonesty as long as they pursue studies at Lindenwood, regardless of progression from undergraduate to graduate programs. Any

question regarding the academic honesty policy should be directed to the Associate Provost for Academic Operations and Student Success.

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:

(1) The student is unable to meet academic standards for the university or specific academic program. (2) The student's continuance at the university is considered a danger to the student's own health or well-being or the health or well-being of others. (3) 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. Violations include but are not limited to:

- Harassment
- Bullying
- Bias incidents
- Sexual misconduct
- The use of improper language
- Failure to respect campus authority
- Aggressive or inappropriate actions directed toward University employees, external partners of the University or other students
- Disruptive behavior within the campus or classroom setting
- Failure to adhere to any other relevant student conduct policy as outlined in the Lindenwood Student Guidebook.

Students dismissed from the University in the middle of a subscription period 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 (I) grade in previous terms.

If expelled or dismissed from the University, a student is still responsible for all tuition, room, board, and other charges incurred for that term, subject to the withdrawal and refund policies set forth in the University Academic Catalog.

Academic Honors

Dean's List

Following the end of the academic year the provost announces the names of undergraduate students who were enrolled full-time and achieved a grade-point average of 3.5 or above.

General Honors

The Lindenwood faculty awards general honors to those undergraduate students who have completed all degree requirements with academic distinction. In order to be eligible for general honors, a student must have completed a minimum of 50 credit hours in residence at Lindenwood University. (Transferred credits and experiential learning credits do not count toward in-residence credit hours.) Students whose Lindenwood cumulative grade point averages fall within certain ranges are eligible for honors as follows:

- The student who achieves a cumulative grade point average between 3.70 and 3.85 receives the degree cum laude.
- The student who achieves a cumulative grade point average between 3.86 and 3.93 receives the degree magna cum laude.
- The student who achieves a cumulative grade point average of 3.94 or above receives the degree summa cum laude.

The Family Educational Rights and Privacy Act

In conformance with the Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment), Lindenwood University has established a system to ensure that students have complete access to their educational records and the right to challenge information they believe to be inaccurate or misleading. Information about these procedures can be obtained from the Office of the Registrar. Unless specifically prohibited by the student, Lindenwood University may release “directory information” at its discretion for government-mandated reporting, news releases, and other purposes that it believes serve the student’s interest. This includes

- Full name
- Local and home addresses
- Local and home telephone numbers
- Email address
- Date and place of birth
- Most recent educational institution attended
- Enrollment status
- Class level
- Dates of attendance
- Degrees, awards, and honors received
- Participation in officially recognized activities and sports
- Weight and height of athletic team members
- Photographs

Students may withhold information from some of these disclosure requests by notifying the Office of Academic Services in writing the first week of each term. All written requests for non-disclosure will be honored by the university for only one term;

therefore, authorization to withhold student information must be filed during each term of attendance. Students have a right to voice any concerns to the U.S. Department of Education.

FERPA permits the disclosure of Personally Identifiable Information (PII) from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student

To other school officials, including teachers, within Lindenwood University system whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§99.31(a)(1))

To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

To authorized representatives of the U.S. comptroller general, the U.S. attorney general, the U.S. secretary of education, or state and local educational authorities, such as a state post-secondary authority that is responsible for supervising the university's state-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of federal- or state-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§99.31(a)(3) and §99.35)

In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))

To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))

To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))

To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))

If it is information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))

To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against the student. (§99.31(a)(14))

To parents of a student regarding the student's violation of any federal, state, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

Definitions:

A "school official" is not defined in the statute or regulations, Lindenwood University interprets the term to include parties such as: professors; instructors; administrators; health staff; counselors; attorneys; clerical staff; board members; members of committees and disciplinary boards; and a contractor, volunteer or other party to whom the school has outsourced institutional services or functions.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill a professional responsibility.

Academic Procedures

Grading System

Lindenwood University operates under the 4.0 grading system. The grade point average is computed by dividing the total number of quality points earned by the total number of semester hours attempted. An A carries four quality points; thus, a course worth three

semester hours in which a student earned an A would merit a total of 12 quality points. A grade of B carries three quality points; a grade of C carries two quality points; and a grade of D carries one quality point. A grade of F or AF (attendance failure) carries no quality points and no credit. Only grades earned at Lindenwood are used in computing the GPA.

A grade of A represents work of outstanding quality; it indicates that the student has shown initiative, skill, and thoroughness and has displayed originality in thinking. A grade of B is awarded for work of high quality, well above average. The grade of C indicates average work and satisfactory completion of course requirements. The grade of D indicates minimally satisfactory completion of course requirements. A grade of F or AF indicates unsatisfactory coursework, and no credit is given.

Note: Honors courses will indicate in the course title that the student completed the course for honors credit and/or the student will receive an AH which equals a grade of A with Honors.

Attendance Failure (AF)

A student is given this grade if they stop attending a particular class prior to the published deadline to receive a grade of W but does not withdraw from the course. The grade of AF is treated as a grade of F in the calculation of the student's grade point average. See financial policy on this this affects your financial aid.

Audit (AU)

A student may enroll in any LUGC course as an auditor. Students are not permitted to audit courses within other academic colleges. Auditors will be expected to complete all weekly course activities. No credit may be earned or later claimed by a student who audits a course. A student has one week into a 9-week course to make a change in registration to audit a class or to take it for credit. The audit fee is 50% of the posted tuition for a course.

Incomplete (I)

A grade of I (incomplete) is given at the end of a credit completion period only for incomplete coursework due to exceptional circumstances beyond the student's control, such as an extended illness, hospitalization, or death of a close relative requiring absence from class for a significant period. When assigning an incomplete grade, the professor should consider whether the student is capable of successfully completing the course. Incompletes should be offered only toward the end of the term for students who were progressing satisfactorily in the class before the exceptional circumstances arose.

A grade of I (incomplete) must be resolved within four weeks of the final day of the credit completion period; otherwise, the incomplete will be converted to an F. Any

request to extend the time needed to resolve the grade of incomplete must be submitted to the Office of Academic Services no later than one week before the date the grade is due. Requests will then be sent to the LUGC dean to be considered for approval.

No Grade (N)

An administrative grade of N is assigned by the registrar when final course grades have not been submitted prior to making grades accessible to students. Under normal circumstances, the N grade will be cleared within one week after the end of the course. Faculty members are not authorized to submit a grade of N.

Pass/Fail (P/F)

Some academic activities such as practica, internships, residencies and thesis projects are graded on the basis of pass/fail. In these cases, a grade of P denotes successful completion of the assigned requirements for the academic activity courses.

Satisfactory/Unsatisfactory (S/U)

A grade of S indicates that a student completed satisfactory work in an academic activity. This grade does not have points associated with the course and will not be included in computation of the grade point average. A grade of U indicates that a student completed unsatisfactory work in an academic activity. This grade does not have points associated with the course and will not be included in computation of the grade point average.

Withdrawal (W)

A grade of W indicates that the student withdrew from a class with no effect on the student's GPA. To withdraw from a course with a grade of W, students must complete, sign, and submit a withdrawal form before the last day to withdraw with a W, with the signature of the student's success coach/program mentor. The deadline to withdraw is set at the end of the credit completion period for each term.

Note: A student who is a first responder may elect to withdraw from a course with a grade of W at any time during the term if documentation is provided verifying that the student's first responder duties were the cause of absences exceeding the number of allowable excused absences. This policy applies to academic withdrawal only.

Registering, Unregistering, and Withdrawing from Courses

Registering for Courses

Within the first two weeks of a course, a student may register or unregister from classes via the student portal. Students may not register for a course via the student portal after 4:00 p.m. on Friday of the second week of the course.

Unregistering from Courses during Week One

Within the second week of a term, a student may unregister from classes via the student portal. No grade of W will appear on the student's transcript because of dropping classes during this week, and the classes will be unregistered as a "never attended".

Withdrawing with a Grade of W

To withdraw from a course with a grade of W, students must complete, sign, and submit a withdrawal form before the last day to withdraw with a W.

Repeating a Course

An undergraduate student may repeat any course in which they earn a grade of C or lower. Only the highest grade earned will be used in the calculation of the grade point average. Repeating a course does not remove the previous grade from the transcript. Additional credit hours are not earned when a student repeats a course. A student's eligibility for federal financial aid may be affected if they choose to repeat a course. The university is under no obligation to offer a course aside from its usual schedule to accommodate a student repeating the course.

Appealing Grades

Students who wish to appeal a final grade must first contact the course instructor. If the matter cannot be resolved through the instructor, the student may appeal in writing to the LUGC Dean. If a resolution is not reached at that time, the student may appeal in writing to the provost. An Academic Grievance Committee may be convened to review a grade appeal before a recommendation is made to the provost for review.

Information concerning these procedures is available through the Provost's Office. Notice of intent to file a grade appeal must be made in writing to the LUGC dean within six weeks of receipt of the grade. Changes under this procedure will be made only during the term immediately following the pay period in which the disputed grade was given.

Lindenwood University shares information from students' formal written complaints with the Higher Learning Commission as part of its normal accrediting process. This information is shared in such a manner as to shield all individual identities of complainants. No letters or documents revealing the identities of individual complainants will be shared without the express written permission of the complainants.

Leave of Absence

Lindenwood University allows students with extenuating circumstances to apply for an Academic Leave of Absence (LOA) for no more than 180 days. However, students may be susceptible to ineligibility for Title IV funding after 60 days. Students are encouraged

to speak with their financial aid counselor to discuss Title IV implications as a result of an LOA.

The Leave of Absence involves an approval process that requires submission of the Leave of Absence form to the SASS office along with attached supporting documentation from qualified/appropriate sources.

Individuals in a Leave of Absence status does not intend to make academic progress toward the completion of their degree. Students must be enrolled at least half-time for one term (6 credit hours for undergraduate and 3 credit hours for graduate) and complete at least one term successfully prior to applying for a Leave of Absence. Students must be in good academic standing and make satisfactory academic progress within the parameters set in the university catalog. Taking a leave of absence means you agree not to take classes at any other higher education institution during your leave. Reasons for a leave of absence include (but are not limited to):

- Medical issues (physical or mental)
- Family circumstances such as death, pregnancy, or parental leave
- Circumstances regarding someone you aren't related to but are close to
- Military service

When returning from an approved Leave of Absence, students can begin the reentry process with their advisor. Students returning without an approved Leave of Absence who wish to resume coursework must be readmitted to the university by submitting a new application to the Office of University Admissions. Upon review of the new application, the admissions office will update the students' profile in preparation for their return to Lindenwood.

Students not enrolled for one year and eligible to return to Lindenwood will do so under the current catalog of re-entry and will be directed to contact their advisors to enroll once the readmit process has been approved.

Advanced Placement (AP Credit)

Lindenwood University accepts Advanced Placement (AP) credit earned in most areas of study. Students who take AP exams should request scores to be sent to the Office of Academic Services for an evaluation of credit. Credit will be awarded based on the score received (3-5) and approval of the academic college affected.

Earning Credits for Prior Learning and Experience

Earning Credit by Examination

Internal Examination

In addition to the standardized CLEP/DANTES exams described below, students may seek credit for (or waiver of) university coursework by means of taking and passing internally administered proficiency exams. Students should approach their respective departments to learn more about the proficiency exams that have been created for this purpose within their college. A student who passes an internally administered proficiency exam may (1) request to have the course waived, in which case no credit will be granted or (2) request credit for the exam and have the appropriate credit posted to the transcript for a fee of \$100 per credit hour. In this case, the student's cumulative grade point average is not affected because only credit (no grade) is recorded for a course completed in this manner.

External Examination (CLEP or DANTES) Lindenwood University accepts College Level Examination Program (CLEP) and Defense Activity for Non-Traditional Education Support (DANTES) credit earned in several areas of study. Lindenwood students who take CLEP or DANTES exams should request official score reports be sent to the Office of Academic Services for an evaluation of credit. Credit will be awarded based on the current minimum score matrix available on the university's Academic Services webpage and approval of the academic college affected.

Effective July 1, 2023, students no longer pay a per credit hour posting fee to receive credit for CLEP or DANTES exams completed on or after July 1, 2023.

Notes: (1) Students may not use CLEP and/or DANTES credit in the place of the following requirements or courses: student teaching, internships, studio courses, laboratory courses, or private music lessons.

(2) Students may not receive credit for courses they have previously audited or attended unofficially.

(3) CLEP and/or DANTES credit will not be awarded to non-native English-speaking students who complete a CLEP exam in their native language.

(4) Lindenwood University does not currently administer College Board Examinations; the student must arrange to have test results sent directly to Lindenwood for evaluation.

(5) Students may only earn up to 27 credit hours of experiential learning from all sources. Credit earned from CLEP and/or DANTES examinations is included in the 30-credit hour experiential learning credit limit.

Experiential Learning

For some students, professional experience or life experience may be accepted as university credit and be recorded as such onto the student's Lindenwood transcript. Credit earned in this fashion is referred to as credit for experiential learning.

The following skills or experiences may be considered equivalent to university credit for purposes of receiving experiential learning credit:

- Professional skills acquired on the job.
- Participation in business seminars.
- Experience in community affairs.
- Professional training in particular fields.
- Non-credit-bearing coursework that contains academic content.

Notes: (1) Credit is awarded only for university-level knowledge and the learning gained from the experience. Experiential learning credit is not granted for non-university level learning, having completed routine professional tasks, having acquired outdated or forgotten knowledge, or for private experiences.

(2) Limits for experiential credits earned may be imposed on the acquisition of such credit for certain technical skills and specialties.

(3) Credit is not given for learning that duplicates a university course the student has already taken.

Students may request to receive up to 27 hours of credit for experiential learning, depending on the requirements of their degree programs. The total number of credit hours awarded for experiential learning may vary according to the time spent on particular activities and the nature of the learning experience.

Students may satisfy some of the requirements for their majors through experiential learning credit; however, a student must complete the greater of 18 credit hours or 40% of all coursework toward the major must be taken at Lindenwood University.

Note: Lindenwood cannot guarantee how any other university might interpret transfer credit earned from the Experiential Learning Credit program.

Experiential Learning Not Requiring a Portfolio

Students having the experience or credentials below may apply for experiential learning credit without submitting an additional portfolio of supporting documentation. (Any documentation that is required for the final approval of credit is listed along with each item below.) The application for university credit for the following credentials will be evaluated upon presentation of proof of the required certification or transcripts.

- The American Council on Education (ACE): Lindenwood University accepts the recommendations for credit as set by (ACE). To earn experiential learning credit, the student must provide the ACE transcript or certificate verifying that the experience or training is or has been recognized by ACE.
- Certified legal assistant: Up to 24 hours of credit may be awarded. Copy of certificate required.

- Certified professional secretary in selected business and economic areas: Up to 14 hours of credit may be awarded. Copy of completion certificate required.
- Emergency Medical Technician (EMT-B): Up to nine credit hours may be awarded for the completion of training and certification for EMT. Students must present their official current license.
- Information Technology Certifications: Up to 27 credit hours may be awarded for current certifications from ITIL, Cisco, Microsoft, CompTIA, EC Council, copy of certification or official transcript required.
- Life insurance license (completion or training) and certification for life insurance licensure: Up to three hours of credit may be awarded. Students may be eligible for an additional three credit hours in an area of specialization. Copy of license required.
- Medical Laboratory Technician (MLT) or Radiologic Technician: Official transcript from accredited school of MLT or school of radiology and completion of an accredited course of medical laboratory science required.
- Paramedicine: Forty-five (45) credits will be granted to students entering the paramedicine degree (experienced track) based on the candidate's professional experience as a licensed paramedic. Proof of current national registry or state paramedic license is required for admission to this track, and prior to awarding credits. A \$500 administrative fee is charge in lieu of a per credit charge for experiential credit. All students in this track will be charged the fee regardless of how previous paramedic education credit was obtained.
- Real estate broker's license: Up to three hours of credit may be awarded. Copy of license required.
- Real estate sales license: Up to three hours of credit may be awarded. Copy of license required.
- Respiratory Therapist (RT): Up to 12 hours of credit may be awarded for the completion of training and certification in respiratory therapy. Official transcript from accredited school of RT required.

Up to 27 Lindenwood experiential credit hours may be awarded to undergraduate students who have completed a certified police officer training academy. After submitting police academy training certificates along with transcripts verifying contact hours, students will be awarded Lindenwood credit hours as follows:

- 200 - 499 Academy contact hours = 12 Lindenwood credit hours awarded
- 500 - 799 Academy contact hours = 15 Lindenwood credit hours awarded
- 800 - 899 Academy contact hours = 21 Lindenwood credit hours awarded
- 900 and above Academy contact hours = 27 Lindenwood credit hours awarded

Hours for In-Service training are not accepted, and experiential learning credit will only be applied as free electives and not toward any requirements for the Criminology and

Criminal Justice (CCJ) program of study unless a given student has declared CCJ as the minor. For students who have graduated from an academy with 900 or more contact hours, a total of 15 credit hours may be applied toward the police academy emphasis area of the CCJ degree. The remaining credits will apply toward experiential learning free electives. Additionally, credits will not be applied retroactively, meaning students who complete a police academy training program, while enrolled, as a student at Lindenwood University, will not satisfy the experiential learning credit requirements.

Experiential learning is reserved for those who have completed services and gained experience in the appropriate area. However, students may enroll in the St. Louis County and Municipal Police Academy partnership course and earn 15 credit hours of the police academy emphasis area of the CCJ degree, even if the student chooses to attend a separate accredited police academy, as described above for the emphasis area.

- Stockbroker's license completion of training and certification for a stockbroker's license (series 6 or 7): Up to six hours of credit may be awarded. Copy of completion certificate required.
- YMCA leadership development courses: Up to five credit hours may be awarded. Submission of YMCA transcript required.

Training courses offered by specific companies or corporations may also be awarded credit for experiential learning. For a list of these companies and eligible courses, check with the registrar or the experiential learning coordinator.

Students who wish to have experiential learning credit posted to their Lindenwood transcript must pay a fee of

\$100 per credit hour. Credit will not be applied to the transcript until the fees are paid.

Military Service: Students seeking an experiential learning award for military experience, formal courses taken in the military, or for proficiency in a military occupational specialty (MOS) must provide official military records. Military credits are posted to a student's transcript at no charge, based on the recommendations of the American Council of Education. For credit derived from military experience or from formal courses taken through the military, veterans should submit a DD Form 95, DD Form 214, Joint Services Transcripts, depending on the branch of the military, or a transcript of in-service training.

Experiential Learning Requiring a Portfolio

If the student does not have one of the professional credentials listed on these pages or does not have credit from a course that is specifically listed as being accepted for experiential learning credit, that student may be required to create a portfolio in order to

earn University credit for the experience before that credit is posted to the student's Lindenwood transcript.

The portfolio must validate the student's experience by providing proof (by certificate, diploma, syllabi, letters of testimony, and/or samples of work accomplished) that such experience led to university-level knowledge. An essay describing the knowledge gained in the learning experience must accompany all other documentation provided.

The experiential learning coordinator will help the student develop a portfolio. The coordinator will identify potential experiences that may be posted to the student's transcript as university credit and discuss the organization of the portfolio with the student.

Students wishing to receive experiential learning credit in their majors must apply for this credit before taking courses in their majors. Once the portfolio has been approved, the student will be charged a portfolio fee of

\$310, plus \$100 per credit hour. Credit will not be applied to the transcript until payment is received. Financial aid may be applied to experiential learning, but the student must be enrolled in classes at the time the request for funding is made.

Preparing for Graduation

Students are responsible for tracking their own academic progress and eligibility for graduation. Specifically, in order to track the progress through a degree, each student must maintain a checklist of all requirements, including major and minor requirements, general education requirements, free electives, number of courses completed at or above the 30000-level, and total number of credit hours completed. The success coach/program mentor will confirm that all degree requirements have been met; however, ultimate responsibility for tracking the student's progress through a program and assuring that all degree requirements for graduation are met lies with the student. Only the provost and the registrar have the authority to certify that all requirements for graduation have been fulfilled and post a notification of degree completion on a student's transcript.

In addition to tracking their own progress through academic programs, students must submit an Application for Degree. This form is available in the student portal to submit online to the success coach. The application must be signed by the student and the student's success coach and be submitted to the Office of Academic Services at academicservices@lindenwood.edu. Failure to submit an application by the appropriate deadline may postpone the posting of the student's degree.

The recommended application deadlines are as follows:

Conferral Application Date – Deadline

March 30 – January 15 of same year

May 3 – February 1 of same year

August 15 – June 1 of same year

October 30 – September 15 of same year

December 30– September 15 of same year

Academic Services

Requesting Transcripts

Transcripts may be ordered in the following ways:

1. Online Requests - may be submitted via the online service provider with options of transcripts being sent electronically or US Postal Service at \$9.50 per copy.
2. In Person Requests - may be requested at the Main Street counter in Spellmann. Requests submitted in person are processed for pickup immediately. Students must submit a completed Transcript Request Form and payment by cash, check or money order for \$9.50.

Transcripts requested in person are only available for pick-up. Requests to have transcripts mailed are only available through the online service.

Unless otherwise prohibited by law, transcripts will not be issued for students who have unsatisfied financial obligations with the university. Students will be given 30 days after a transcript request has been made to clear any outstanding balance with the Bursar's Office. After 30 days, it will be the student's responsibility to submit a new request for transcript.

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 or email.

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.

Note: All information in each student's university record is considered confidential and is issued only to authorized individuals.

Requesting Grade Reports

Grade reports are available through the student portal, as are unofficial transcripts, class schedules, and information regarding ledger statements and financial aid. Because grade reports are available online to all students, Lindenwood University no longer mails grade reports to students.

Students who need a copy of their grades for employer reimbursement may print a copy from the student portal. If a student's workplace will not accept the printed copy, the student should submit a written request to Academic Services (academicservices@lindenwood.edu) and a copy will be sent to the employer. The request must include the mailing address to which the report should be sent, student ID, term for which grades are requested, the signature of the student making the request, and a contact telephone number.

If students have any questions about their email accounts or their student portals, they can contact Helpdesk@lindenwood.edu.

Academic Requirements

Specific degree requirements are listed in the sections of the catalog that describe each degree program. In addition to standard degrees, contract degrees (interdisciplinary majors created by the student in conjunction with an advisor and the relevant college or departments) may be approved.

Areas of Study

Lindenwood University's definition of areas of study is below.

- **Major:** A major represents the primary field of specialization selected by a degree-seeking undergraduate student. A major requires a minimum of 30 credit hours in a subject area for completion. Majors include introductory coursework that may be part of the General Education program, as well as upper-level coursework. All undergraduate students must complete a major in order to obtain a bachelor's degree from Lindenwood University.
- **Minor:** A minor represents a subset of a major. A minor requires a minimum of 15 credit hours in a subject area for completion. Minors include introductory coursework that may be part of the General Education program, as well as upper-level coursework. Coursework for a minor may also include coursework for a major in another field. Undergraduate students are not required to complete a minor in order to obtain a bachelor's degree from Lindenwood University.
- **Certificate:** A certificate represents a structured set of courses designed to provide students with specific skills suited to different potential careers. A certificate requires a minimum of 12 credit hours for completion and may include

labs, internships, and/or clinicals. Only degree-seeking Lindenwood undergraduate students are eligible to earn an undergraduate certificate.

- Track: A track is a predetermined course of study as outlined by a student's program major or minor.
- Emphasis: An emphasis is an additional set of courses or a course of study that is focused on one area of a major or minor.

Bachelor's Degree Requirements

The requirements for a bachelor's degree are as follows:

- Successful completion of a minimum of 120 credit hours (not including preparatory coursework, numbered 01000-09999), at least 42 of which must be earned in courses numbered 30000-level or higher.
- Successful completion of the requirements for one of the undergraduate majors offered by the university. The greater of 18 credit hours or 40% of the courses required for the major, and at least 40% of the courses required for a minor, certificate, emphasis, or track must be taken in residence at Lindenwood University.
- A minimum cumulative grade point average of 2.0 for all courses taken within the Lindenwood University system, as well as a minimum cumulative grade-point average of 2.0 for all courses satisfying the student's major, minor, emphasis, track, or certificate, with at least the greater of 18 credit hours or 40% of the credits earned for the major, minor, emphasis, or track being earned within the Lindenwood University system. Overall cumulative GPA is a continuous representation of grades received for all courses taken within the Lindenwood University system.
- Successful completion of a total of 30 credit hours in residence at Lindenwood University, with the successful completion of the last 24 credits leading to a degree being taken within the Lindenwood University system.
- Successful completion of all general education (GE) course requirements for a bachelor's degree, including grades of C or higher in ENGL 15000/EPP 15000 and ENGL 17000 (whether taken at Lindenwood or accepted in transfer).

Contract Degree Requirements

The contract degree program is designed to serve students whose educational or personal objectives cannot be met through one of the standard Lindenwood programs but for which the university can provide faculty and other resources. The basic requirements for all bachelor's degrees shall be maintained, including the required 120 credit hours necessary for graduation and all applicable general education requirements. In addition, the student for whom a contract degree is created shall have completed at least 30 semester hours of credit at Lindenwood and be in good academic

standing. Successful completion of the requirements for one of the undergraduate majors offered by the university. The greater of 18 credit hours or 40 percent of the courses required for the major, and at least 40 percent of the courses required for a minor, certificate, emphasis, or track must be taken in residence at Lindenwood University. Standard grading practices shall be maintained for the contracted degree student.

- Procedures for creating a contract degree are outlined below.
- The student works with an advisor to develop a degree plan; both the student and the advisor will sign the proposed plan.
- The student submits the completed, signed plan to the college dean(s) for critique.
- Once the proposed contract degree has been approved by the advisor and college dean, the student submits the proposed plan to the registrar.
- The registrar submits the proposed contract degree to the Academic Processes Committee for review by the APC and the provost.
- The approved contract degree proposal is recorded and reported to the student and an advisor by the registrar within 30 days of the submission of the contract to the APC committee.
- Any changes of degree requirements by the student and/or advisor after initial approval nullify the contract.
- The up-to-date contract degree program is included in the student's file in the Office of Academic Services.

General Education (GE) Program

The purpose of the General Education Program is to initiate, develop, demonstrate, and integrate Lindenwood's Graduate Attributes within various areas of knowledge and study. The General Education Program prepares all graduates for personal success in a world of increasing complexity, innovation, and change.

GE Course Requirements

The table below summarizes the general education course and credit hour requirements for bachelor's degrees completed at Lindenwood. The requirements have been approved by the university. However, students should compare the requirements listed below against the particular GE requirements of their respective majors.

Some programs require a particular course for the completion of the general education requirements, and other colleges or departments have narrowed the list of courses required for GE credit within specific majors. Before selecting courses, students should consult with their advisor and the catalog for major-specific direction regarding general education requirements.

Students transferring into Lindenwood after completing the CORE 42 core curriculum at a Missouri institution will not be required to take further general education courses at Lindenwood, unless a general education course is also required for completion of a degree requirement. If a transfer student has taken some CORE 42 courses but has not completed CORE 42, individual courses that comprise the CORE 42 are guaranteed to transfer one-to-one, according to the MOTR (Missouri Transfer) Codes maintained by the Core Curriculum Advisory Committee of the Missouri Department of Higher Education and Workforce Development. However, transfer students who have not completed at least six credit hours of Human Diversity (HD) coursework must do so within major or elective coursework before graduation.

Students must complete at least three credit hours in each of the 14 areas below, for a total of at least 42 credit hours of general education coursework.

GE Core Requirements

Courses Designated	
Core	
Composition I	GE-Communication ENGL 15000 or EPP 15000
Composition II	GE-Communication ENGL 17000
Math	GE-Math
U.S. Government or History	GE-Human Culture: U.S. History/Government
Natural & Social Science/Math	
Social Science	GE-Social Science
Natural Science with Lab	GE-Natural Science with Lab
Social or Natural Science Elective	GE-Social Science or GE-Natural Science, GE-Natural Science with Lab
Social Science, Natural Science, or Math Elective	GE-Math, GE-Social Science, GE-Natural Science or GE-Natural Science with Lab
Human Culture	
Arts	GE-Human Culture: Arts
Literature	GE-Human Culture: Literature
Human Culture Elective I (non-literature, non-arts)	GE-Human Culture: U.S. History/Government, World History, Foreign Language, Foreign Culture, Religion, Philosophy
Human Culture Elective II	GE-Human Culture (any)
Electives	
GE Elective I	GE (any)
GE Elective II	GE (any)

Human Diversity Note: *Students may fulfill their GE-Human Diversity requirement with any course that meets a GE-Human Diversity requirement, including those that simultaneously fulfill another GE requirement.*

Human Diversity I	GE-Human Diversity
Human Diversity II	GE-Human Diversity

Courses and Programs

Course Numbering

Courses at Lindenwood are numbered sequentially.

- 01000-09999: Preparatory coursework, with credit hours not counting toward the cumulative total number of credit hours required to earn a bachelor's degree
- 10000-19999: Introductory courses open to all students, normally not having prerequisites
- 20000-29999: Specialized courses open to all students, which may or may not have prerequisites
- 30000-39999: Advanced courses which may or may not have prerequisites
- 40000-49999: Senior level courses normally having prerequisites
- 50000-79999: Master's, Thesis, EdS, EdD, and graduate workshops
- 80000-99999: Doctoral level courses and graduate workshops

Course Offering Frequency

The schedule of course offerings is dependent on student enrollment and availability of qualified instructors. The university reserves the right to cancel any course when enrollment is below minimum requirements, or a qualified instructor is not available. It is up to the discretion of the individual college of the timeline of when/how a course is to be offered. Students should contact their advisor if they have questions about when a specific course will be offered.

The enrollment limit and prerequisite(s) of a course may be overridden by a dean (or others who are designated signatories) of the college the course is within. The student will need to complete a paper enrollment form including the authorized signature of the dean allowing the override and the student's advisor. The form can be emailed to astuhlsatz@lindenwood.edu for processing.

Course Instructional Method

Asynchronous Learning

An instructional approach that refers to learning that occurs when the instructor and the students all engage with the course content at different times (and from different locations). Asynchronous online learning is commonly facilitated by media such as e-mail and discussion boards and is facilitated in a way that ensures regular and

substantive interactions between learners and instructors, even when participants are not online at the same time.

Online Course

A type of 'distance delivered course' in which 100 percent of the instruction and interaction for a particular course occurs via electronic communication, correspondence or equivalent mechanisms, where there is regular and substantive interaction between the students and instructor, and where the faculty and students are physically separated from each other. In an online course, there are no required face-to-face sessions and no requirements for on-campus activity.

Note: For VA, when a course is taken solely online, the course must be certified to VA as distance training.

Independent Study

An independent study is an innovative, nonstandard class involving independent research/study on the part of the student under the guidance of an instructor. The contact time requirement for an independent study is one documented contact hour every two weeks. It is strongly recommended that undergraduate students who are granted independent studies have at least a 2.5 cumulative GPA. Graduate students should have at least a 3.0 cumulative GPA to qualify for an independent study course. Independent study courses cannot be used to meet an undergraduate general education requirement.

To enroll in an independent study course, the Independent Study Proposal form must be completed, signed, and returned to the Office of the Registrar no later than the third week of the term in which the work is to be done. An Add/Drop/Enrollment form and a one- to two- page course outline prepared by the student after consultation with the instructor must be attached.

Internships

Internships are available in many areas of study and provide the opportunity for students to obtain academic credit through out-of-classroom work experience. Academic colleges' standards vary by program. Students interested in applying for internships should contact their advisor for additional information. Internships are billed at the current tuition rate per credit hour. Internships may earn between zero and 12 credit hours depending on the program. Credit hours for internships are listed in course descriptions. Some degree programs may necessitate additional fieldwork and written documentation. Students, however, must meet the minimum standards set forth in this policy to be awarded credit for the internship.

Special Topics Course

Special topics courses, listed alphabetically according to department prefix (indicated here by “XXX”), are followed by a course number, as follows: XXX 09000-09999, XXX 19000-19999, XXX 29000-29999, XXX 39000-39999, XXX 49000-49999, XXX 59000-59999, XXX 69000-69999, XXX 79000-79999. These courses are offered to cover special topics within a college or department. Special topics courses may be worth one to six credit hours and may be repeated, in some cases. Departments may designate specific course numbers for special topics courses if the courses meet general education or major requirements. Lab fees may be required.

Tutorial

A tutorial is a class listed in the catalog taught to a student on an individual basis. The content of the course is the same as the material taught in the regularly scheduled class. The contact time requirement for a tutorial is one documented contact hour per week during which the subject matter will be discussed and student progress evaluated. Only instructors who have previously taught the class in the regular session will be approved to teach a tutorial unless permission is granted by the dean. Only students with a true need will be considered for a tutorial, and it is up to the academic college and the instructor whether to grant a tutorial. It is strongly recommended that undergraduate students who are granted tutorials have at least a 2.5 cumulative GPA. Graduate students should have at least a 3.0 cumulative GPA to qualify for a tutorial course.

To enroll in a tutorial course, the tutorial proposal form must be completed, signed, and returned to the Office of Academic Services no later than the third week of the term in which the work is to be done. An add/drop/enrollment form and a syllabus must be attached.

Student Skills and Technical Requirements for LUGC Courses

Students must have the following skills:

- Ability to use email to correspond with faculty, staff, and students
- Ability to access, create, and save documents in Microsoft Office formats; at a minimum, you must be familiar with Microsoft Word
- Ability to browse the web, including downloading and installing common plug-ins (listed below) and configuring common browser options
- Ability to configure and run applications, including an antivirus application, to ensure that your system is secure and transmitted files are virus free
- Ability to record, upload, and submit self-recorded video and voice recordings.

To be successful in online classes, students must have access to a computer and meet the hardware and software requirements. Some of the requirements listed are applicable only to specific courses and are indicated accordingly.

- Students must be able to run, install, and configure programs and be able to store and retrieve documents and files on their computer. Supported file types for assignments include: .pdf, .txt, .doc, .docx, .ppt, .pptx, .xls, and .xlsx.
- Students should understand how to operate the built-in features and/or external equipment prior to using them in the classroom environment.

Hardware and Software Requirements for All LUGC Students

- CPU processor to support the Operating System (OS) and applications
- 8 GB of random-access memory (RAM)
- 120 GB of free hard-drive space (additional space may be needed for course-related files)
- Internal or external webcam with integrated microphone
- Audio output device to play sound
- Headset or earbuds with microphone (recommended)

Because online learning tools at LUGC are mobile responsive, students may use mobile devices such as tablets (e.g., iPad), mobile phones, and notebook computers (e.g., Chromebooks) to perform some academic activities and thereby supplement the use of a desktop computer or laptop. However, a desktop computer or laptop must remain the primary device for studies at LUGC.

Please note that to install and use mobile apps for studies at LUGC, the mobile device must meet the apps' hardware, storage, and data requirements. Data rates may apply; check with the mobile service provider.

Internet Access

- High-speed internet access is a necessity due to the use of multimedia technologies in our courses. We recommend a download speed of 25 Mbps and an upload speed of 4 Mbps. Speeds slower than this may impact a student's experience.

Software Requirements for All Students

Please see the below software requirements for online classes:

- Desktop Support
- Operating System
 - Microsoft: Windows 10 (Version 21H2); Windows 8.1
 - Apple: macOS 11 (Big Sur); macOS 10.14 (Mojave)
 - *Microsoft discontinued extended support of Windows 8.1 on January 10, 2023.
 - Release candidate versions are not supported. Local administrative privileges to the operating system may be required.

- Browser
 - Google Chrome (latest version)
 - Mozilla Firefox (Latest version)
 - Apple Safari (Latest version; minimum version 13)
 - Microsoft Edge (Latest version; minimum version 85 August 2020 release)
 - Microsoft 10 and the Edge Browser: The Microsoft Edge browser IS NOT currently supported for Canvas or our Student Portal. Many features work well; however, users may experience issues with classroom discussions and popup blockers. We recommend students use Internet Explorer, Chrome, or Firefox.
- Tablet and Mobile Support
 - Android
 - Operating System: Android 8.1+
 - Browser: Chrome
 - Supported Browser Version(s): Latest
 - Apple
 - Operating System: (OS) iOS® Version 12.5.4
 - Browser: Chrome
 - Supported Browser Version(s): The latest minor or point release of the most recent two major versions of iOS. Examples: iOS 10.3.2 is supported but not 10.2.1. iOS 9.3.5 is also supported but not 9.0.2.
- Windows
 - Operating System: Windows 10
 - Browser: Chrome; Firefox
 - Supported Browser Version(s): Latest of all browsers, except for Microsoft Internet Explorer (not supported) and Firefox ESR
- Productivity Software
 - All students are provided with Microsoft Office 365, which is available as a free, renewable subscription to active, enrolled students at LUGC.
 - A current list of the following software
 - Microsoft Office 365 (2019)
 - Adobe Acrobat Reader Free Download
 - Oracle Java Free Download
 - Google Documents Free Download
 - iWork – mac Pages, Numbers, Keynote (for MAC users)

Student Authentication Policy

UNDERGRADUATE PROGRAMS

Bachelor of Arts Programs

Art History and Visual Culture, BA

Degree Requirements:

36 credit hours in major

Major Core Requirements:

Studio Foundation (3 hours)

- AAD 10600 – Design I (3)

Art History Foundation (9 hours)

- ARTH 22200 – History of Western Art to 1300 (3)
- ARTH 22400 – History of Western Art from 1300 (3)
- ARTH 22600 – History of Non-Western Art (3)

Pre-1800 Art History Coursework (6 hours)

- ARTH 35800 – Medieval Art (3)
- ARTH 38400 – Classical Myth (3)

Post-1800 Art History Coursework (6 hours)

- ARTH 36300 – Early Modern Gender Studies (3)
- ARTH 37000 – History of Games and Critical Theory (3)

Electives (9 hours)

- CINE 34000 – History of World Cinema (3)
- NPA 20001 – Introduction to Nonprofit Organizations and Community Service (3)
- NPA 30000 – Fundraising (3)
- NPA 37100 – Grantwriting (3)

Capstone (3 hours)

- ARTH 41000 – Research Methods of Art History (3)

Additional Requirements

- A 3-credit hour DAN, MUS, or TA course to satisfy the GE Human Culture: Arts requirement
- Passing scores on periodic assessments of program-level student learning outcomes

Study abroad courses may satisfy degree requirements with permission of the dean. Students should consult their advisor.

Interdisciplinary Studies, BA

A degree in Interdisciplinary Studies prepares you for multiple career opportunities. As a student in this program, you will expand your knowledge of human cultures as well as the physical and natural world, enhance your ability to communicate effectively in written, spoken, and digital forms, and develop essential habits of mind for solving problems strategically and collaboratively by crossing disciplinary boundaries. All this involves skills in teamwork, project management, computer and multimedia competency, and effective time management. Many government, business, and non-profit organizations, as well as other employers, are looking for graduates with these cross-disciplinary skills. A Bachelor of Arts in Interdisciplinary Studies may be earned traditionally or online.

Concentration I, II, and III

27 credit hours in major from Concentration I, II, and III

Each concentration requires nine credit hours from any subject prefix (same course prefix); concentrations cannot be duplicated; at least one course must be 30000-40000 level; courses may not be used to satisfy GE requirements.

Art History Concentration:

- ARTH 36300 – Early Modern Gender Studies (3)
- ARTH 37000 – History of Games and Critical Theory (3)
- ARTH 38400 – Classical Myth (3)
- ARTH 35800 – Medieval Art (3)

ICS Concentration:

- ICS 21300 – Foundations of Information Technology (3)
- ICS 21400 – Foundations of Networking (3)
- ICS 32700 – Network and Cloud Security (3)
- ICS 32800 – Digital Forensics and Cyber Investigation (3)
- ICS 41100 – Microsoft Windows Server Install. & Config (3)
- ICS 41200 – Linux Server Installation & Configuration (3)

Management Concentration:

- MGMT 26032 – Principles of Management (3)
- MGMT 36042 – Principles of Supply Chain Management (3)
- MGMT 46040 – Project Management (3)
- MGMT 46082 – Management Policy (3)

Human Resource Management Concentration:

- HRM 36510 – Human Resource Management (3)
- HRM 36530 – Employee Training and Development (3)

- HRM 36540 – Employment Law (3)
- HRM 36545 – Employee Selection (3)
- HRM 36550 – Compensation and Benefits (3)

Business Administration, BA

75-77 credit hours in major

Students may obtain a Bachelor of Arts in business administration, and, if desired, they may customize their business administration degree by adding an emphasis in a particular area of study.

A Bachelor of Arts in business administration online degree may be earned by completing general education requirements, all core business courses, and elective courses from among the online offered business elective courses at or above the 30000-level, including no more than one special topics course.

Requirements for the Bachelor of Arts in Business Administration

- GE business courses (15-17 credit hours, required for all majors).
- Core business courses (36 credit hours, required for all majors).
- Required major courses (credit hours vary by major).
- Elective major courses (credit hours vary by major; courses are selected from among a list of courses available in the major*).
- Elective courses at or above the 30000-level may require prerequisites.

Requirement	Course	Prerequisites
GE – Social Science	Economics 23020 – Principles of Microeconomics Economics 23030 – Principles of Macroeconomics	MTH 14100, MTH 15100, MTH 15200, MTH 17500, MTH 24100, MTH 27100 or MTH 27200 with a C or better.
GE – Communications	COM 10200, COM 10500, COM 11000, ENGL 23000, or SW 20000	
GE – Math	MTH 14100 or MTH 24100	MTH 141000, Prerequisite: MTH 05100 or MTH 11000 with a C or better; or passing the placement test. MTH 24100: Prerequisite: MTH 151000 with a C or better; or passing the placement test.

	MTH 15100	MTH 15100: Prerequisite: MTH 11000 with a C or better; or passing the placement test.
	MTH 15200, MTH 17300 (4), MTH 17500 (4), MTH 27100 (5)	MTH 15200, MTH 17300: Prerequisite: MTH 15100 with a C or better; or passing the placement test. MTH 17500: Prerequisite: MTH 15100 with a C or better; or passing the placement test. MTH 27100: Prerequisite: MTH 15200 with a C or better; or passing the placement test.
	MTH 27200	MTH 27200: Prerequisite: MTH 27100 with a C or better.
<i>Note: Refer to the general education requirements section of this catalog for more information.</i>		

Business Administration Core Coursework (39 Credits)

- ACCT 21010 – Principles of Financial Accounting (3)
- ACCT 21011 – Principles of Managerial Accounting (3)
- FIN 32000 – Principles of Finance (3)
- MGMT 16025 – Introduction to Business and Free Enterprise (3)
- MGMT 24000 – Introduction to Information Systems (3)
- MGMT 26032 – Principles of Management (3)
- MGMT 26061 – Business Law I (3)
- MGMT 36000 – Principles of International Business (3)
- MGMT 36033 – Business Analytics I (3)
- MGMT 36043 – Principles of Operations Management (3)
- MGMT 46082 – Management Policy (3)
- MRKT 35010 – Principles of Marketing (3)
- MGMT 36050 – Organizational Behavior (3)

Business Administration Elective Coursework (21 Credits)

- ENTR 37510 – Small Business and Entrepreneurship (3)

- FIN 32030 – Personal Finance (3)
- MGMT 36042 – Supply Chain Management (3)
- MGMT 36081 – Career Development (3)
- MGMT 46040 – Project Management (3)
- MRKT 35045 – Digital Marketing (3)
- MRKT 35050 – Selling (3)

Business Administration with an Emphasis

Students pursuing a BA in business administration earn an emphasis in human resource management by completing 12 of their 21-24 credit hours of elective coursework in human resource management.

Human Resource Management Emphasis Requirements

Emphasis Coursework

6 credit hours of coursework:

- HRM 36510 – Human Resource Management (3)
- HRM 36540 – Employment Law (3)

Elective Coursework

6 credit hours of coursework:

- HRM 36550 – Compensation and Benefits (3)
- HRM 36530 – Employee Training Development (3)
- HRM 36545 – Employee Selection (3)

Human Resource Management, BA

78-80 credit hours in major

A Bachelor of Arts in human resources management online degree may be earned by completing general education requirements, all core business courses, and elective courses from among the online offered business elective courses at or above the 30000-level, including no more than one special topics course.

Requirements for the Bachelor of Arts in Human Resources

- GE business courses (15-17 credit hours, required for all majors).
- Core major courses (36 credit hours, required for all majors).
- Required major courses (credit hours vary by major).

- Elective major courses (credit hours vary by major; courses are selected from among a list of courses available in the major*).
- Elective courses at or above the 30000-level may require prerequisites.

Business Administration Core Coursework (39 Credits)

- ACCT 21010 – Principles of Financial Accounting (3)
- ACCT 21011 – Principles of Managerial Accounting (3)
- FIN 32000 – Principles of Finance (3)
- MGMT 16025 – Introduction to Business and Free Enterprise (3)
- MGMT 24000 – Introduction to Information Systems (3)
- MGMT 26032 – Principles of Management (3)
- MGMT 26061 – Business Law I (3)
- MGMT 36000 – Principles of International Business (3)
- MGMT 36033 – Business Analytics I (3)
- MGMT 36043 – Principles of Operations Management (3)
- MGMT 46082 – Management Policy (3)
- MRKT 35010 – Principles of Marketing (3)
- MGMT 36050 – Organizational Behavior

Major Coursework (18 credits)

18 credit hours of coursework:

- HRM 36510 – Human Resource Management (3)
- HRM 36530 – Employee Training and Development (3)
- HRM 36540 – Employment Law (3)
- HRM 36545 – Employee Selection (3)
- HRM 36550 – Compensation and Benefits (3)
- HRM 46599 – Human Resource Management Capstone (3)

Elective Coursework (6 credits)

Choose 6 credits from the following:

- MGMT 36081 – Career Development (3)
- MGMT 46040 – Project Management (3)

Bachelor of Science Programs

Cybersecurity, BS

60 credit hours in major

Major Core Requirements

- ICS 21300 – Foundations of Information Technology (3)
- ICS 21400 – Foundations of Networking (3)
- ICS 31000 – Foundations of Cybersecurity (3)
- IIT 21500 – Programming Logic & Design (3)
- IIT 22000 – Hardware and Operating Systems (3)
- IIT 35100 – Database Analysis and Design Concepts (3)
- IIT 33500 – Blockchain Technology for Business (3)
- IIT 48100 – Project Management in Information Technology (3)

Emphasis Coursework:

- ICS 32700 – Network and Cloud Security (3)
- ICS 32800 – Digital Forensics and Cyber Investigation (3)
- ICS 41100 – Microsoft Windows Server Installation & Configuration (3)
- ICS 41200 – Linux Server Installation & Configuration (3)
- ICS 41400 – Microsoft Server Identity Administration (3)
- ICS 42100 – Ethical Hacking (3)
- ICS 42300 – Advanced Penetration Testing (3)
- ICS 42400 – Cybersecurity Analysis (3)
- ICS 43200 – Secure Software Development (3)
- ICS 43300 – Web Based Application Security (3)
- ICS 48900 – Cybersecurity Capstone (3)
- IIT 33400 – Ethical Issues in Cybersecurity (3)

Undergraduate Course Descriptions

AAD - Art and Design

AAD 10600 - Design I (3)

This course teaches the formal elements and principles of design, color theory, perception and problem solving as applied to a two-dimensional surface.

ACCT- Accounting:

ACCT 21010 - Principles of Financial Accounting (3)

This course introduces students to the accounting information framework used by organizations to collect, maintain, and report financial information. Special emphasis will be given to transaction analysis and the resulting effect on the financial statements. Lab fee may be required.

Prerequisite: MTH 14100, MTH 14200, MTH 15100, MTH 15200, MTH 17500, MTH 24100, MTH 27100 or MTH 27200 with a C or better.

ACCT 21011 - Principles of Managerial Accounting (3)

This course focuses on the development, analysis, interpretation, and communication of financial information designed to assist managers in achieving the goals of an organization. Students are introduced to spreadsheets and data visualization tools. Topics include discussions about different cost accumulation systems, cost management systems, activity-based costing and management, and planning and control. Lab fee may be required.

Prerequisite: ACCT 21010 with a C or better.

ARTH- Art History

ARTH 10100 - Art History Practicum (0)

All art history majors are required to enroll in Art History Practicum every fall and spring semester throughout their program of study. Students will actively participate in departmental activities through various assignments and meetings. May be repeated. This course is Pass/Fail. This class may require the use of a virtual reality headset identified by the instructor.

ARTH 22200 - History of Western Art to 1300 (3)

GE-Human Culture: Arts/Human Diversity- This course is a historical survey of Western art and architecture from Prehistoric times to the end of the Middle Ages in 1300 with an emphasis on the relationship between art, society, culture, religion, and politics. Major works of art and architecture will be discussed from the Ancient Near East, Egypt, Greece-Rome, and finally the Middle Ages. This course is open to all students and required for all majors within the department of Art and Design. This class may require the use of a virtual reality headset identified by the instructor.

ARTH 22400 - History of Western Art from 1300 (3)

GE-Human Culture: Arts/Human Diversity -This course is a historical survey of Western art and architecture from the Renaissance to the present with an emphasis on the relationship between art, society, culture, religion, and politics. Major works of art and architecture will be discussed as a survey of major artistic movements from the fourteenth to the late twentieth century across Europe and America. This course is open to all students and is required for all majors within the department of Art and Design.

This class may require the use of a virtual reality headset identified by the instructor.

ARTH 22600 - History of Non-Western Art (3)

GE-Human Culture: Arts/Human Diversity- This course examines the art and architecture of Asia, Oceania, Africa, the Middle East, and Native North and South America. This course offers an introductory survey of major non- Eurocentric cultures and movements and invites students to understand and interpret these in historical and visual contexts. Focusing on the issues of patronage, function and socio-political and religious significance of these non- Western works, an in-depth understanding of their place in the historical continuum shall be brought to bear. This class may require the use of a virtual reality headset identified by the instructor.

ARTH 35800 - Medieval Art (3)

GE-Human Culture: Foreign Culture/Human Diversity- This course is a study of European art from the fall of the Roman Empire in the fifth century through the end of the Middle Ages in 1400. Beginning with Early Christian and Byzantine art, the major periods, works and monuments shall be discussed including those in the Early Medieval era-Hiberno-Saxon, Carolingian and Ottonian-as well as the later Middle Ages and Romanesque and Gothic art, focusing on the relationship between art, society, culture, religion and politics. This class may require the use of a virtual reality headset identified by the instructor.

Prerequisite: ARTH 22200; ARTH 22400.

ARTH 36300 - Early Modern Gender Studies (3)

GE-Human Culture: Foreign Culture/Human Diversity- This course is a study of the issues relating to gender in the Renaissance and Baroque eras, including social constructions of gender roles both masculinities and femininities. This class may require the use of a virtual reality headset identified by the instructor.

Prerequisite: ARTH 22200; ARTH 22400.

ARTH 37000 - History of Games and Critical Theory (3)

This course will explore the history of video games from their influences and precursors to contemporary gaming on various platforms. Major game genres and technological developments shall be discussed within their appropriate socio-historical contexts, as well as the application of critical theory to the discipline. This class may require the use of a virtual reality headset identified by the instructor.

Prerequisite: ARTH 22200; ARTH 22400.

ARTH 38400 - Classical Myth (3)

GE-Human Culture: Foreign Culture/Human Diversity- This course will investigate the Classical myths of ancient Greece and Rome in their cultural context. An overview of the principal myths shall be treated in order to discuss the relationship between myth and literature, and then the rather different relationship between myth and art, so as to

understand better the nature of the sources for the myths and their use in Greco-Roman religion and epistemology. This class may require the use of a virtual reality headset identified by the instructor.

Prerequisite: ENGL 17000.

ARTH 41000 - Research Methods of Art History (3)

This capstone course seeks to introduce art history students to the methods of research and criticism applied to typical art-historical problems through familiarizing the student with bibliography, research tools and the approaches of different methodologies. Students will demonstrate proficiency in the canon of art via written examination, produce a methodological research paper and present their original research in an oral presentation. This course is required for all Art History majors. This class may require the use of a virtual reality headset identified by the instructor.

CINE- Cinema Arts:

CINE 34000 - History of World Cinema (3)

GE-Human Culture: Foreign Culture/Human Diversity This course is a study of the historical perspective of film from the efforts of early American and European filmmakers through the works of contemporary artists around the world. Emphasis will be placed on the ART of film making, and its reflection of culture. Films would include works from Griffith, Eisenstein, Truffaut, Bergman, Kurosawa, and others.

Prerequisite: ENGL 17000.

ECON- Economics:

ECON 23020 - Principles of Microeconomics (3)

GE-Social Science- This course introduces students to economic concepts, relationships, and institutions related to individual and firm decision-making. Supply, demand, and opportunity cost are used to analyze the actions of individuals and firms in a market framework. Topics covered include marginal analysis, production possibilities, elasticity, household and consumer choice, firm production and costs, profit maximization, input markets, and market structures. This course must be taken by all business majors to fulfill one GE Social Science requirement (ECON 23010 may not be substituted), and a grade of C or better must be earned; any student majoring in a business discipline who does not earn a grade of C or better will be required to repeat the course and earn a minimum grade of C in order to continue in the business degree program.

Prerequisite: MTH 14100, MTH 14200, MTH 15100, MTH 15200, MTH 17500, MTH 24100, MTH 27100, or MTH 27200 with a C or better.

ECON 23030 - Principles of Macroeconomics (3)

GE-Social Science- This course introduces students to economic concepts, relationships, and institutions related to the aggregate economy. Keynesian and classical analysis is used to analyze the effect of fiscal and monetary policy actions on employment, output, and prices. Topics covered include business cycles, economic growth, unemployment, inflation, aggregate demand/supply, fiscal policy, monetary policy, and international trade. This course must be taken by all business majors as a part of the business core requirement (ECON 23010 may not be substituted.) Although not required, it is recommended that students complete ECON 23020 prior to taking ECON 23030.

Prerequisite: MTH 14100, MTH 14200, MTH 15100, MTH 15200, MTH 17500, MTH 24100, MTH 27100, or MTH 27200 with a C or better.

ENGL- English:

ENGL 15000 - Composition I (3)

GE-Communication- Students will learn to write in a variety of modes such as description, analysis, exemplification, comparison, and reflection. Students will navigate various rhetorical situations in order to gain extensive practice in the writing process. Students must earn a C or better in ENGL 15000 or EPP 15000 to advance to ENGL 17000.

Prerequisite: ENGL 11000/EPP 11000 with a C or better, other equivalencies, or recommended placement into ENGL 15000.

ENGL 17000 - Composition II (3)

GE-Communication- Students will learn to conduct, track, and cite research; analyze persuasive writing; and compose research-based, academic arguments. The course prepares students for the rigors of academic writing in various disciplines. Students must earn a C or better in ENGL 17000 to graduate.

Prerequisite: ENGL 15000 or EPP 15000 with a C or better.

ENGL 20101 - Modern World Literature (3)

GE-Human Culture: Literature/Human Diversity- What is modernity? What distinguishes it from the centuries upon centuries of premodernity that preceded it? And how do we remain sensitive to distinctions of national and cultural identity in the modern world's global civilization? We will seek answers to these questions through our reading of some of the most influential stories produced in cultures from around the globe since the beginnings of modernity in roughly 1600 CE down to the present day. As we read each text, we will consider how it sheds light on the character and thought of the particular culture that produced it, as well as on the transcultural themes that link together our shared humanity.

Prerequisite: ENGL 15000 or EPP 15000 with a C or better.

ENGL 23000 - Business Communications (3)

GE-Communication This course introduces concepts of workplace communication pertinent to the twenty-first-century global professional environment. Practice is provided in researching, designing, and composing common workplace documents and correspondence, in creating communications with a team, and in presenting communications orally and with the use of technology.

Prerequisite: ENGL 15000 or EPP 15000 with a C or better.

ENTR- Entrepreneurship

ENTR 37510 - Small Business and Entrepreneurship (3)

This course is designed for students who are interested in owning and running a small business. Topics to be covered include planning, controlling, financing, and managing operations. Students will learn how to explore opportunities and develop venture ideas; set objectives, choose resources, and evaluate market research; and investigate financing resources and approaches. Teaching approaches will include outside speakers, outside readings, class discussions, and research papers.

Prerequisite: ENGL 17000.

ESC- Earth Science:

ESC 13200 - Introductory Astronomy with Lab (4)

GE-Natural Science with Lab- This is a survey course that addresses the historical background of astronomy; measuring methods for celestial objects; the electromagnetic spectrum and spectroscopy of celestial objects; telescopes; formation and scale of the solar system; characteristics of planets, moons, and space debris; birth and death of stars; galaxies, dark matter, and dark energy; and the formation of the universe. Weekly laboratory activities reinforce classroom concepts. Lab fee required.

FIN- Finance:

FIN 32000 - Principles of Finance (3)

This course introduces the student to the fundamental concepts of financial management including basic financial analysis, working capital management, planning and forecasting, security valuation, capital budgeting, cost of capital, leverage and capital structure, and international financial management.

Prerequisite: ACCT 21010 with a C or better.

FIN 32030 - Personal Finance (3)

This course surveys the economic factors and personal decisions that affect financial well-being: budgeting, savings, credit management, taxes, major expenditures, insurance, investments, and retirement and estate planning. Emphasis is on practical knowledge for personal financial management.

Prerequisite: ENGL 17000 with a C or better.

HIST- History:

HIST 11600 - US History: America through the History of Race (3)

GE-Human Culture: US History/Government/Human Diversity Why does race still matter in America? What is the legacy of slavery? Why did policies toward Native peoples lead to reservations? Was America ever a melting pot? You will explore how race, ethnicity, and migration shaped the past and continue to shape our present.

Prerequisite: ENGL 15000 or placement in ENGL 15000 or EPP 15000 or placement in EPP 15000.

HRM- Human Resource Management:

HRM 36510 - Human Resource Management (3)

This course examines human resource functions related to business organizations, including job descriptions, recruiting and selecting, training and development, performance management, compensation, labor management relations, and strategic planning.

Prerequisite: ENGL 17000 and MGMT 26032 with a C or better; MGMT 26032 may be taken concurrently with HRM 36510.

HRM 36530 - Employee Training and Development (3)

This course is a specialized study of training in organizations, including needs analysis, learning theory, management development, and development of training objectives and programs. Methods of field-based research techniques and evaluation of training programs are included. Projects and exercises supplement readings.

Prerequisite: ENGL 17000 and HRM 36510 with a C or better; HRM 36510 may be taken concurrently with HRM 36530.

HRM 36540 - Employment Law (3)

This course examines basic law as it applies to personnel situations. Students study equal employment, affirmative action, employment-at-will, constructive and unlawful discharge, wage and hours issues, mandatory benefits, workers compensation, protected classes, disability issues, workplace accommodation, and record-keeping requirements.

Prerequisite: ENGL 17000 and MGMT 26032 with a C or better; MGMT 26032 may be taken concurrently with HRM 36540. Offered: Fall/Spring.

HRM 36545 - Employee Selection (3)

This course covers employee hiring and selection, talent valuation, needs analysis, acquisition, selection, on-boarding, coaching, skill development, training, succession planning, performance management, talent tracking, and leadership development, along with the mechanics of training plans, program design, training methods, and evaluation.

Prerequisite: ENGL 17000 and HRM 36510 with a C or better. HRM 36510 may be taken concurrently with HRM 36545.

HRM 36550 - Compensation and Benefits (3)

This course is an examination of pay structures, pay systems, parity, comparable worth, the relationship between pay and performance, internal and external equity, executive pay, benefits, and legal issues.

Prerequisite: ENGL 17000 and MGMT 26032 with a C or better.

HRM 46559 – Human Resource Management Capstone (3)

This is the capstone class for student completing a major in human resource management. The course includes a comprehensive review of HR topics, paired with application and analysis of such topics, including talent management and workforce planning, strategy, training and development, total rewards, employment law, and employee and labor relations. Lab fee may be required.

Prerequisite: HRM 36510 and senior standing.

ICS- Cybersecurity

ICS 21300 - Foundations of Information Technology (3)

This course will give students foundational knowledge in the Principles of Information Systems topics that will provide insights into the challenging and changing role of the IS professional and will provide a set of core IS principles and concepts that prepare students to function more efficiently and effectively as leaders in the Information Technology industry. Therefore, developing a solid foundation for further study in more advanced IS courses such as programming, systems analysis and design, project management, database management, information system security, big data and analytics.

ICS 21400 - Foundations of Networking (3)

This course will give students foundational knowledge in cybersecurity. Topics covered will include the topics tested in the CompTIA Network+ certification. Extra study and

experience may be required outside of the course work to prepare the student to pass the certification examination.

Taking this course does not guarantee the student will pass the certification examination. Lab fee may be required.

Corequisite: ICS 21300.

ICS 31000 - Foundations of Cybersecurity (3)

This course will give students foundational knowledge in cybersecurity. Topics covered will include the topics tested in the CompTIA Security+ certification. Extra study and experience may be required outside of the course work to prepare the student to pass the certification examination.

Taking this course does not guarantee the student will pass the certification examination.

Prerequisite: ICS 21300; ICS 21400.

ICS 32700 - Network and Cloud Security (3)

This course provides students with insights into securing enterprise networks including the cloud. Basic techniques and tools for securing a network and the cloud will be explored. Physical security, data security, and specific network and cloud security concerns and vulnerabilities, as well as security best practices, will be explored.

Prerequisite: ICS 21400; ICS 31000; IIT 22000; MTH 14100.

ICS 32800 - Digital Forensics and Cyber Investigation (3)

This course focuses on the use of the most popular forensics tools and provides specific guidance on dealing with civil and criminal matters relating to the law and technology. The course will include discussions on how to manage a digital forensics operation in today's business environment. Some topics covered includes, Data Acquisition, Live Acquisitions, E-Mails and Social Media Investigations.

Prerequisite: ICS 32700.

ICS 41100 - Microsoft Windows Server Installation & Configuration (3)

This course will give students intermediate knowledge related to installation and configuration of Microsoft Windows Server. Topics covered will include the topics tested in the Microsoft 70- 740 certification. This course prepares the student to be a practitioner in the network field of Information Technology. Extra study and experience may be required outside of the course work to prepare the student to pass the certification examination. Taking this course does not guarantee the student will pass the certification examination.

Prerequisite: ICS 21300; MTH 14100; and one of CSC 35500 or IIT 22000.

ICS 41200 - Linux Server Installation & Configuration (3)

This course will give students intermediate knowledge related to installation and configuration of Linux Server. Topics covered will include the topics tested in the CompTIA Linux+ certification. This course prepares the student to be a practitioner in the network field of Information Technology. Extra study and experience may be required outside of the course work to prepare the student to pass the certification examination. Taking this course does not guarantee the student will pass the certification examination.

Prerequisite: ICS 21300; MTH 14100; and one of CSC 35500 or IIT 22000.

ICS 41400 - Microsoft Server Identity Administration (3)

This course will give students intermediate knowledge related to server identity administration. Topics covered will include the topics tested in the Microsoft 70-742 certification. This course prepares the student to be a practitioner in the network field of Information Technology. Extra study and experience may be required outside of the course work to prepare the student to pass the certification examination. Taking this course does not guarantee the student will pass the certification examination.

Prerequisite: ICS 41100.

ICS 42100 - Ethical Hacking (3)

This course will introduce students to computer incident response and computer forensics. Topics covered will include the topics tested in the EC Council Certified Ethical hacker certification. This course prepares the student to be a practitioner in the network field of Information Technology. Extra study and experience may be required outside of the course work to prepare the student to pass the certification examination. Taking this course alone does not guarantee the student will pass the certification examination.

Prerequisite: CSC 45500 or ICS 32700.

ICS 42300 - Advanced Penetration Testing (3)

This course educates students in the specific security discipline of computer forensics from a vendor-neutral perspective. Topics covered will include the topics tested in the EC Council Certified Ethical Hacker certification. This course prepares the student to be a practitioner in the network field of Information Technology. Extra study and experience may be required outside of the course work to prepare the student to pass the certification examination. Taking this course alone does not guarantee the student will pass the certification examination.

Prerequisite: ICS 42100.

ICS 42400 - Cybersecurity Analysis (3)

This course will give students intermediate knowledge related to the skills necessary to successfully perform the duties of a security analyst. Topics covered will include the topics tested in the EC Council Certified Security Analyst certification. Extra study and experience may be required outside of the course work to prepare the student to pass the certification examination. Taking this course does not guarantee the student will pass the certification examination.

Prerequisite: ICS 42100.

ICS 43200 - Secure Software Development (3)

This course exposes students to the concept of secure software development by teaching them the methods, techniques, and tools within software development relating to cybersecurity and how they are used to develop software securely. Specific application security configuration techniques and security concepts applicable to each phase of the Software Development Life Cycle (SDLC) will be explored. Security testing and the role of project management in ensuring secure software development will be studied.

Prerequisite: ICS 31000; MTH 14100; and one of CSC 10011, CSC 24400, IIT 21500.

ICS 43300 - Web Based Application Security (3)

This course covers the techniques and tools for developing, implementing, managing, and/or protecting web applications. Students will study web safety and browser vulnerabilities, privacy concerns, and other web related security issues and concerns. Students will explore how to avoid vulnerabilities in web applications and the tools used to program web application servers. Finally, students will be introduced to the Open Web Application Security Project (OWASP) and its top 10 vulnerabilities.

Prerequisite: ICS 32700; one of CSC 10011 or IIT 21500.

ICS 48900 - Cybersecurity Capstone (3)

This course will be a culminating project course for the student's degree program. The instructor will act as a mentor to guide students through the completion of a portfolio, or other project documents, or an internship that will demonstrate their successful completion of the goals of the degree.

Prerequisite: Must be taken upon completion of all cybersecurity coursework or concurrent with last course.

IIT- Information Technology:

IIT 21500 - Programming Logic and Design (3)

This course will introduce students to computer programming concepts and approaches to computer logic. A popular programming language will be used to demonstrate these concepts.

Prerequisite: ICS 21300; MTH 11000 or passing the math placement test

IIT 22000 - Hardware and Operating Systems (3)

This course introduces students to computer operating systems and hardware and the interactions between these two critical components of the functioning and architecture of computers. Common operating systems and hardware issues that could affect the function of computers and how to address them will be analyzed. Additionally, students will learn about different operating systems and how to install and configure them with special attention to security issues, embedded tools and features to ensure security of hardware and operating systems.

Prerequisite: ICS 21300.

IIT 33400 - Ethical Issues in Cybersecurity (3)

This course will discuss information technology law and ethics. Students will investigate real-world cases through a law and ethics filter. Students will develop a personal code of ethics for use as information technology professionals.

Prerequisite: ICS 31000.

IIT 33500 - Blockchain Technology for Business (3)

This course discusses the invention of Bitcoin and blockchain technology. Blockchain is now entering the business world to enhance transparency, traceability, and efficiency in many areas. The uses for blockchain are just now being discovered and this course will explore the areas in which blockchain will enable businesses to compete in the global economy in the future.

Prerequisite: CSC 10011 or IIT 21500.

IIT 35100 - Database Analysis and Design Concepts (3)

This course explains the components of a database system. It stresses data modeling, data normalization, and database design.

Prerequisite: CSC 10011 or IIT 21500.

IIT 48100 - Project Management in Information Technology (3)

A course in the theory of project management involving planning, organizing, staffing, tracking, measurement, and evaluation. Topics include defining projects, developing

networks, managing risk, scheduling resources; inter- organizational relations, Agile methods and international projects.

Prerequisite: ICS 21300.

MGMT- Management:

MGMT 16025 - Introduction to Business and Free Enterprise (3)

Introduction to Business and Free Enterprise is an introductory course designed to prepare students to deal effectively with the challenges of contemporary life, including business activities such as management, marketing, teamwork, leadership, globalization, economic implications, as well as future expectations. This course intends to assist students in developing the skills needed to understand the principles and processes of everyday business life; and to introduce students to the academic opportunities and activities offered by the Plaster College of Business and Entrepreneurship and the Lindenwood University community. In addition, the seminar will provide information, instruction, exercises, techniques, group interaction, and guidance in the areas of personal growth.

Prerequisite: ENGL 11000 or EPP 11000 or higher with a C or better; or placement into ENGL 15000 or EPP 15000.

MGMT 24000 - Introduction to Information Systems (3)

This course covers essential components of information systems and the impact of information technology on business organizations. Topics discussed include communications and networking, e-commerce, web technologies, database management, and systems development methodologies. Issues of cybercrime and computer ethics will be discussed. Use of spreadsheet software for decision support is emphasized.

MGMT 26032 - Principles of Management (3)

This survey course explores the development of the understanding of organizations and of the decision making skills required in management positions. The purpose of this course is to examine how management concepts have developed and continue to change. A detailed examination will be conducted of the four basic functions of management: planning, organizing, motivating, and controlling. Particular emphasis will be given to goal planning, managing change, career progression, and the managerial value system. By the end of this course, students will appreciate the changing environment of management.

Prerequisite: ENGL 15000 with a C or better.

MGMT 26061 - Business Law I (3)

Business law is an introductory course designed to familiarize the student with the subject matter of the legal environment of business. Particular emphasis will be given to the sources of law; the role of society; the judicial function; and selected areas such as governmental regulation and agencies, crimes and torts, contracts, business organizations, agency, and employment law. Various approaches to understanding legal issues will be used, including case law analysis and the examination of current legal issues affecting business.

Prerequisite: ENGL 15000 with a C or better.

MGMT 36000 - Principles of International Business (3)

This course provides students with an overview of global business and trade within the framework of today's dynamic business environment. The course also looks at how historical perspectives influence and shape current events. Topics to be covered include globalization, trade theories, governmental influence on trade, cross national trade agreements, and an introduction to capital markets and foreign exchange. The course also examines how businesses interact with the cultural, political, ethical, legal, and economic environments of multiple nations. An overview of international business strategies is also provided. This course uses library research, case studies, and current business events to understand the methods and practices that international managers use to address these issues.

Prerequisite: ENGL 17000 with a C or better.

MGMT 36033 - Business Analytics I (3)

This course provides an introduction to business analytics, which involves the use of statistical, predictive and optimization models to transform data into insight for making better decisions. An important goal is to encourage a more disciplined thinking process in the way a manager approaches management decision situations and to apply mathematical modeling with spreadsheets to decision making. Topics covered will include data visualization, forecasting, linear optimization, transportation and transshipment problems and simulation modeling. Hands- on projects and cases will relate to problems arising in a variety of functional areas of business, including finance, accounting, economics, marketing, sport management and supply chain management.

Prerequisite: MGMT 24000 with a C or better; MTH 14100 or MTH 24100 with a C or better; MTH 14200, MTH 15100, MTH 15200, MTH 17300, MTH 17500, MTH 27100, or MTH 27200 with a C or better.

MGMT 36042 – Principles of Supply Chain Management (3)

This course is designed for students who are interested in understanding the fundamental aspects of Supply Chain Management (SCM). It is designed to familiarize the student with the subject matter of procurement, forecasting, inventory management,

enterprise resource planning, quality management, location selection, supply chain integration and performance measurement.

Prerequisite: MGMT 36043 with a C or better.

MGMT 36043 - Principles of Operations Management (3)

This course introduces the student to the management of operations, in both the manufacturing and service sectors. This course is designed to help the student to understand the nature of how products or services are transformed for use by the end customer, in the field known as Operations Management. Topics include operations strategy, planning, quality, production systems, inventory management, and project management. Current production initiatives will also be explored including Six Sigma/Lean, Theory of Constraints, and material requirements planning. Lab fee may be required.

Prerequisite: MGMT 26032 with a C or better; MTH 14100 with a C or better.

MGMT 36050 - Organizational Behavior (3)

This course explores the behavior of individuals, teams, groups, and organizations, in the workplace. Topics include business trends, globalization, ethics, corporate social responsibility, leadership, team dynamics, change management, performance, morale, power, personalities, desirable competencies, and communication. Lab fee may be required.

Prerequisite: ENGL 17000 with a C or better.

MGMT 36081 - Career Development (3)

This course is designed to help students to understand the academic and business career exploration and planning processes. The goal of this course is to provide the student with the strategies and skills necessary for a lifetime of career-related decision making. Students will engage in a variety of self-discovery initiatives through an exploration of personal interests, values, and abilities. With this information, students will utilize various techniques to define and clarify educational and career plans. In addition, several methods of researching academic and career opportunities both at Lindenwood University and in the community will be explored.

MGMT 46040 - Project Management (3)

This course develops a foundation of concepts and solutions that support the planning, scheduling, controlling, resource allocation, and performance measurement activities required for successful completion of a project. This course examines project management roles and environments, the project life cycle, and various techniques of work planning, and control and evaluation to achieve project objectives. The tools

currently available to project managers are illustrated in this course through the use of Microsoft(r) Project software.

Prerequisite: MGMT 26032 with a C or better.

MGMT 46082 - Management Policy (3)

Management Policy is an advanced course designed to apply the theoretical principles of management to the processes of setting, implementing, and evaluating business strategy. This is the capstone course for all business majors, drawing on the information and skills developed over the course of the business program. The course will serve to reinforce the integration of the concepts presented in core business courses with the student's business degree. Various approaches to understanding these management issues will be used, including examinations and case study analyses. Final semester of senior year.

Prerequisite: ENGL 17000 with a C or better

MRKT- Marketing:

MRKT 35010 - Principles of Marketing (3)

This course is an in-depth introduction to the functional business area of marketing. It examines how goods and services are presented to target customers through the use of the marketing-mix variables: product, price, place, and promotion. Emphasis in this course is on the student developing a working knowledge of the vocabulary, principles, concepts, and theories of contemporary marketing as used in various organizational settings.

Prerequisite: ENGL 17000 with a C or better.

MRKT 35045 – Digital Marketing (3)

This course will cover the major topics within digital marketing with a focus on analytics, but also including advertising, SEO/SEM, elements of html and landing page optimization, e-mail marketing and current best industry practices.

Prerequisite: ENGL 17000; MRKT 35010 with a C or better.

MRKT 35050 - Selling (3)

This course examines the concepts of personal selling. The goal of this course is to provide a detailed analysis of the innovative selling strategies and concepts necessary to negotiate mutually beneficial agreements. Particular emphasis will be given to professional presentation and image management of the salesperson, building long-term relationships with customers, sales theory concepts involved in personal sales, and business-to-business sales.

Prerequisite: ENGL 17000; MRKT 35010 with a C or better.

MTH- Mathematics:

MTH 14100 - Basic Statistics (3)

GE-Math- This course is an introduction to the theory and applications of statistics, including probability, descriptive statistics, random variables, expected values, distribution functions, and hypothesis testing.

Prerequisite: MTH 05100, MTH 11000, MTH 15100, MTH 15200, MTH 27100, or MTH 27200 with a C or better; or passing the placement test.

MTH 15100 - College Algebra (3)

GE-Math Topics covered: functions and graphs, polynomial and rational functions, exponentials and logarithms, systems of equations and inequalities, sequences and the binomial theorem. The course is designed primarily for science and related majors and students seeking middle school mathematics certification.

Prerequisite: MTH 11000 with a C or better; or passing the placement test.

NPA- Nonprofit Administration:

NPA 20001 - Introduction to Nonprofit Organizations and Community Service (3)

This course will examine and discuss the role of nonprofit organizations in society. The focus will be on the political, social, cultural, and economic impacts including advocacy roles involving scientific, environmental, human services, and human rights issues and will include a volunteer component.

NPA 30000 - Fundraising (3)

This course examines the differences between for profit and nonprofit organizations and includes examination of philanthropy and techniques of fundraising, relationships with umbrella funding organizations, government funding, and budgeting.

NPA 37100 - Grantwriting (3)

This course examines philanthropic grant writing and techniques of fund development. The focus is on relationship building in resource development; writing grants, understanding relationships with umbrella funding organizations, government funding, grantsmanship, and budgeting.

Prerequisite: ENGL 17000 with a C or better.

PHRL- Philosophy & Religion

PHRL 21200 - Ethics & Human Action (3)

GE-Human Culture: Philosophy Questions like "what is good?" and "what should I do?" have always confronted us. We will cover the development and status of ethics as a theoretical discipline addressing those questions in the western philosophical tradition and the relation of ethics to social and political philosophy.

PHRL 21201 - Ethics, Media, & Technology (3)

GE-Human Culture: Philosophy We will explore contemporary moral theories focusing on their historical sources and modern applications. In particular, you will learn about theories that focus on the consequences of actions (utilitarianism), the motivation for actions (deontology), and the character being developed by actions (virtue ethics), in addition to criticisms of these theories.

PS- Political Science:

PS 15500 - American Government: The Nation (3)

GE-Human Culture: US History/Government- This course focuses on introducing students to the skills involved in political analysis. Attention is focused on examining key terms such as "democracy" and "politics" as well as providing students with an overview of American national government.

PSY- Psychology:

PSY 10000 - Principles of Psychology (3)

GE-Social Science- This course is an exploration of basic psychological concepts, methods, and findings contributing to an understanding of human behavior.

SOC- Sociology:

SOC 10200 - Basic Concepts of Sociology (3)

GE-Social Science/Human Diversity- Students are introduced to the basic concepts and theories of sociology as the scientific study of human society. The course includes such topics as collective behavior, socialization, culture, stratification, social institutions, social control, globalization, and social change.

TA- Theater

TA 11700 - Introduction to the Theatrical Arts (3)

GE-Human Culture: Arts- This course is an examination of the origins, forms, and styles of drama, dance, and musical theatre and their esthetic values. Students examine the relationships of the collaborative artists in their contributions to these arts in theatrical performance. Laboratory work will include attending actual performances of the various forms.



Lindenwood
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