

GRADUATE CATALOG

2024–2025



LINDENWOOD
UNIVERSITY
GLOBAL

2024-2025 ACADEMIC CALENDAR

All statements in this publication are subject to change without notice.			
Pay Period	Type	Title	Date
Fall-A	Graduate	Fall-A Financial Aid deadline	Jun 21
Fall-A	Graduate	Last day to register for Fall-A classes	Jun 28
Fall-A	Graduate	Fall-A begins	Jul 1
Fall-A	Graduate	Last day to unregister for classes with full refund	Jul 8
Fall-A	Graduate	Last day to withdraw with a "W"	Aug 5
Winter 2023 registration open			Aug 1
Fall-A	Graduate	Fall-A Capstone/Finals week	Aug 12
Fall-C	Graduate	Fall C Financial Aid deadline	Aug 23
Fall-A	Graduate	Fall-A ends	Aug 25
Fall-A	Graduate	Fall-A final grades available at 11:59 p.m.	Aug 28
Fall-A	Graduate	Evaluation of Satisfactory Student Performance (SAP)	Aug 30
Fall-C	Graduate	Last day to register for Fall-C classes	Aug 30
Fall-C	Graduate	Fall-C begins	Sept 2
Fall-C	Graduate	Last day to unregister for Fall-C classes with full refund	Sept 9
	Graduate	Spring 2024 registration open	Oct 1
Fall-C	Graduate	Last day to withdraw with a "W"	Oct 7
Fall-C	Graduate	Fall-C Capstone/Finals week	Oct 14
Winter-A	Graduate	Winter-A Financial Aid deadline	Oct 25
Fall-C	Graduate	Fall-C ends	Oct 27
Fall-C	Graduate	Final grades available at 11:59 p.m.	Oct 30
Fall-C	Graduate	Evaluation of Satisfactory Student Performance (SAP)	Nov 1
Winter-A	Graduate	Last day to register for Winter-A classes	Nov 1
Winter-A	Graduate	Winter-A begins	Nov 4
Winter-A	Graduate	Last day to unregister for Winter-A classes with full refund	Nov 11
Winter-A	Graduate	Last day to withdraw with a "W"	Dec 9
Winter-A	Graduate	Winter-A Capstone/Finals week	Dec 16
Winter Break			Dec 25-31
Winter-C	Graduate	Winter-C Financial Aid deadline	Jan 3
Winter-C	Graduate	Last day to register for Winter-C classes	Jan 10
Winter-A	Graduate	Winter-A ends	Jan 5
Winter-C	Graduate	Winter-C begins	Jan 13
Winter-A	Graduate	Winter-A final grades available at 11:59 p.m.	Jan 8
Winter-A	Graduate	Evaluation of Satisfactory Student Performance (SAP)	Jan 10
			Jan 15

Application due for March 30 conferral date			
Winter-C	Graduate	Last day to unregister for Winter-C classes with full refund	Jan 20
Winter-C	Graduate	Last day to withdraw with a "W"	Feb 17
Winter-C	Graduate	Winter-C Capstone/Finals week	Feb 24
Spring-A	Graduate	Spring-A Financial Aid deadline	Feb 28
Application due for May 30 conferral date			Mar 15
Spring-A	Graduate	Last day to register for Spring-A classes	Mar 7
Winter-C	Graduate	Winter-C ends	Mar 9
Spring-A	Graduate	Spring-A begins	Mar 10
Winter-C	Graduate	Winter-C final grades available at 11:59 p.m.	Mar 12
Winter-C	Graduate	Evaluation of Satisfactory Student Performance (SAP)	Mar
Spring-A	Graduate	Last day to unregister for Spring-A classes with full refund	Mar 17
Spring-A	Graduate	Last day to withdraw with a "W"	Apr 14
Spring-A	Graduate	Spring-A Capstone/Finals week	Apr 21
Spring-C	Graduate	Spring-C Financial Aid deadline	Apr 25
Spring-A	Graduate	Spring-A ends	May 4
Spring-A	Graduate	Spring-A final grades available at 11:59 p.m.	May 7
Spring-A	Graduate	Evaluation of Satisfactory Student Performance (SAP)	May 9
Spring-C	Graduate	Last day to register for Spring-C classes	May 2
Spring-C	Graduate	Spring-C begins	May 5
Spring-C	Graduate	Last day to unregister for Spring-C classes with full refund	May 12
May Conferral of degrees; Commencement Ceremony (TBD)			May
Application due for August 15 conferral date			Jun 1
Spring-C	Graduate	Last day to withdraw with a "W"	Jun 9
Spring-C	Graduate	Spring-C Capstone/Finals week	Jun 16
Spring-C	Graduate	Spring-C ends	Jun 29
Spring-C	Graduate	Spring-C final grades available at 11:59 p.m.	Jul 2
Spring-C	Graduate	Evaluation of Satisfactory Student Performance (SAP)	Jul 4

Introduction

**At this time, the University Curriculum Committee has approved the decision to suspend the programs in the non-standard format. The current students will continue in either a teachout format or move to an equivalent program within the standard term.*

This catalog contains a description of the programs offered at Lindenwood University Global College (LUGC), one of the five colleges of Lindenwood University. All statements in this publication concerning policies, program requirements, fees, and other matters are subject to change without notice. The statements in this catalog are for informational purposes only and should not be viewed as the basis of a contract between a student and the university.

LUGC reserves the right to make changes at any time without prior notice. Therefore, the electronic version of the catalog may change from time to time without notice. The governing document at any given time is the then-current version of the catalog, as published online, and then-currently applicable policies and information are those contained in that catalog.

LUGC strives to make higher education accessible to students and serves both full- and part-time students.

Program Formats

LUGC offers coursework leading to Master of Arts (MA) and Master of Science (MS). The degree programs that are currently offered are:

- Master of Art in History & Visual Culture
- Master of Art in Leadership
- Master of Science in Criminal Justice Administration
- Master of Science in Cybersecurity Management
- Master of Science in Information Technology Management
- Master of Science in Instructional Design

Descriptions of degree programs are listed in the Academic Programs section of this catalog.

**These programs are suspended. We are no longer admitting new students to these programs.*

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 of Lindenwood University

Real Experience. Real Success.

Enhancing lives through quality education and professional preparatory experiences.

Values of Lindenwood University

- **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.

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
<http://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. Street NW, 3rd Floor North
Washington, DC 20006
phone: (512) 733-9700
www.caate.net

Council for the Accreditation of Educator Preparation
1140 19th St NW, Suite 400
Washington, DC 20036
phone: (202) 223-0077
<http://caepnet.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>

The Society for Human Resource Management
1800 Duke St.
Alexandria, VA 22314
phone: (800) 283-7476
www.shrm.org

National Council for State Authorization Reciprocity Agreements
3005 Center Green Drive, Suite 130
Boulder, Colorado 80301
(303) 541-0275
nc-sara.org/

Commitments

Assessment

The faculty, administration, and staff 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 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's non-discrimination policies:

Ms. Heather Black
Assistant Vice President
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 persons 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 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 the Lindenwood University community through academic and social activities, offering activities of special interest, and affording equal-opportunity integration within the Lindenwood University 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 Graduate Attributes

We are committed to preparing our graduates for a world of increasing complexity, innovation, and change. Institutional Learning Outcomes articulate the learning priorities for our 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 our institutional level outcomes for student learning. These attributes are incorporated across the curriculum as opportunity to develop and demonstrate skills that align with the needs of today's workforce and society.

Admissions and Financial Services

**These programs within LUGC are suspended. We are no longer admitting new students to LUGC.*

Graduate Admission

Admission Standards

Lindenwood University consciously seeks a diverse student body and welcomes applicants from all socioeconomic, religious, and ethnic backgrounds. The university also values geographical diversity and welcomes international students. Admission to graduate programs is granted to students who demonstrate academic preparedness and the potential for academic excellence.

Applications for admission to LUGC graduate programs will be reviewed by the Admissions Department at Lindenwood University

Note: Any application materials submitted that are found to be misleading or false will result in denial of admission to the graduate program.

Requirements for Graduate Admission

Graduate

- Official college transcript showing completion of a baccalaureate degree from an accredited college or university
- Minimum GPA of 3.00
- Required documents:
 - Official college transcript showing completion of a baccalaureate degree from an accredited college or university
 - Professional résumé

Certificate (Graduate Level)

- Official college transcript showing completion of a baccalaureate degree from an accredited college or university
- Minimum accumulative GPA of 2.00
- Required documents:
 - Official college transcript showing completion of a baccalaureate degree from an accredited college or university
 - Professional résumé

Types of Admission

Regular Admission

Regular Admission to a graduate degree is open to an applicant whose grade point average (GPA) meets or exceeds general minimum 3.00 GPA requirements and whose academic background meets the requirements of the admitting academic unit if applicable. A graduate degree, or at least 9 credits of graduate coursework taken post-baccalaureate, while in graduate status, will supersede the undergraduate record in evaluating credentials for general admission.

Provisional Admission

Provisional Admission to a graduate degree is open to an applicant whose incoming GPA is below the 3.00 required but generally not lower than 2.75, who has other experience or qualifications that demonstrate potential to undertake graduate study. Provisionally admitted students are regular degree-seeking students with the condition that they must earn at least a 3.00 cumulative GPA for the first 9 graduate credits they attempt. If a 3.00 cumulative GPA is not earned in the first 9 credit hours attempted, the Lindenwood Global College will consult with the academic unit to determine whether the student should be allowed to continue for one additional semester on probationary status (see Academic Progress, Probation).

Provisionally admitted students must either have satisfied the requirements for conversion to a regularly admitted status or be dismissed from the graduate program to which they were provisionally admitted.

Conditional Admission

An applicant whose academic background is deficient in some aspect, but who otherwise meets the minimum qualifications for admission (Regular or Provisional) may be granted “conditional” admission until the applicant has satisfied entry requirements.

Application Procedures

U.S. Citizen and Permanent Resident Application

Step 1: Complete the Application

Online Application Form: <https://apply.lindenwood.edu/>

Master's Program Requirements

To be considered, you must submit the following:

- Undergraduate transcripts from an accredited institution, with a cumulative GPA of a 3.0 on a 4.0 scale.
- Current Resume/CV

Step 2: Submit Transcripts

Request Official Transcripts

Request a copy of your official, signed transcript to be sent directly from your school(s) to the Lindenwood University Office of Admissions. If you attended more than one institution, only those transcripts with the final degree posted should be submitted.

Transcripts should be sent electronically to admissions@lindenwood.edu.

OR mailed to:

Office of Admissions
Lindenwood University
209 S Kingshighway
Saint Charles, MO 63301 USA

Step 3: Explore Financial Aid

If you're applying for need-based financial aid, obtain the [Free Application for Federal Student Aid](https://studentaid.gov/h/apply-for-aid/fafsa) after October 1 at <https://studentaid.gov/h/apply-for-aid/fafsa>. Be sure to note Lindenwood University's U.S. Department of Education Institutional Code: 002480.

International Student Admission

To be considered for admission to the university, all international students are required to complete the following steps.

Step 1: Complete the Application

Online Application Form: <https://apply.lindenwood.edu/>

Step 2: Submit Transcripts

Request Official Transcripts

Request a copy of your official, signed transcript to be sent directly from your school(s) to the Lindenwood University Office of Admissions. Transcripts must be in their original language and accompanied by a certified English translation. These documents will not be returned to the student. They will become part of the student's official file at Lindenwood University. The cost for the evaluation of the transcript will be incurred by the applicant.

Transcripts should be sent electronically to: admissions@lindenwood.edu.

OR mailed to:

Office of Admissions
Lindenwood University
209 S Kingshighway St
Saint Charles, MO 63301 USA

Step 3: Submit English Language Proficiency Scores

- Official TOEFL, IELTS, or Duolingo score. For score reporting, the Lindenwood University code is 6367.
- Required minimum TOEFL score: 81 (Internet-based)
- Required minimum IELTS score: 6.5
- Required minimum Duolingo score: 105

Notes: (1) Students who studied and completed at least four years of rigorous academic study in any of the following countries, may be eligible for an International Test Score waiver and should submit the waiver form: Anguilla, Antigua, Barbuda, Australia, Bahamas, Barbados, Bermuda, British Virgin Islands, Canada (with the exception of Quebec), Cayman Islands, Dominica, England, Grenada, Guyana, Ireland, Jamaica, New Zealand, Northern Ireland, Scotland, Seychelles, Shetland Islands, St. Kitts-Nevis, St. Lucia, St. Vincent and the Grenadines, Trinidad and Tobago, Turks and Caicos Islands, United States (with the exception of Puerto Rico), US Virgin Islands, and Wales.

Students who have completed their studies in an American or British School abroad may also be eligible for a waiver if at least three years of rigorous academic study has been completed AND if their scores meet or are above the required standard.

1. Passport (clear, readable copy of the identification page).
2. Affidavit of support verifying the amount of personal or family funds (in U.S. dollars) available for tuition, personal costs, and educational expenses (books, insurance). The affidavit should provide an official document or statement from the applicant's bank. Documents must be in English. To submit an affidavit of support, fill out the form available on the international admissions webpage.
3. Current résumé. Provide a recent copy of your current résumé with all of your academic and work experience.

4. Personal statement indicating your education plans, your long-term goals you possess and how this degree will assist you with your goals. The statement needs to be in formal essay format and at least two pages in length.

Notes: (1) The minimum TOEFL, IELTS, and Duolingo scores listed above are requirements for admission to the university. Upon arrival, students will also undergo on-site English language testing to determine English language proficiency. The results of the test will determine a student's course placement.

Once all application materials have been received, a member of the Office of Admissions & Services for International Students (OASIS) will contact the applicant. For questions regarding the application, the applicant should contact the Office of Admissions & Services for International Students (OASIS) at internationaladmissions@lindenwood.edu.

The Student Application or Common Application should be completed online, and all required application materials should be scanned in PDF format and emailed to internationaladmissions@lindenwood.edu. Hard copies of required admission documents can be mailed to: Lindenwood University, Office of Admissions and Services for International Students (OASIS), 209 S. Kingshighway, Saint Charles, MO 63301 USA. Preferred format is scanned in PDF and emailed.

Application for the Transfer of International Credit

If transfer credit is requested from an international institution, students should submit, along with all documentation required for admission, a certified translation of course descriptions of foreign credits earned from their previous institution. Lindenwood University currently accepts evaluations from ECE and WES.

Notes: Students must request a course-by-course evaluation (not a document-by-document evaluation) in order to transfer credit to Lindenwood for particular coursework.

Transfer Student Application (International Students)

In addition to submitting the materials required for admission, international students wishing to transfer to Lindenwood from a SEVIS-sponsored school should also submit the following documents: Any and all transcripts must be submitted to Lindenwood University regardless of the credit(s) being transferable or not.

- ECE (Educational Credential Evaluators) Official transcripts from college or university, if the degree was received from an international institution the transcripts and proof of the undergraduate diploma or degree confirmation must be submitted in the student's native language along with an unofficial English translation. For more information about transcript evaluation, contact ECE at www.ece.org.
- WES (World Education Services) Official transcripts from college or university, if the degree was received from an international institution the transcripts and proof of the undergraduate diploma or degree confirmation must be submitted in the student's native language along with certified English translation. For more information about transcript evaluation, contact WES at www.wes.org.

- If the degree was from an American institution, request the transcripts to be sent directly to Lindenwood University. If graduate level credits have been received from an American institution, have the transcripts sent directly to Lindenwood University

Notes: (1) Students must request a course-by-course evaluation (not a document-by-document evaluation) in order to transfer credit to Lindenwood for particular coursework. (2) The cost for the evaluation of international transcripts will be incurred by the applicant.

- The SEVIS transfer eligibility form (found on the Lindenwood University website on the transfer international graduate students homepage) along with the letter of acceptance from Lindenwood University should be sent to the appropriate official at the school the student previously attended, where it will be processed and returned to the Lindenwood University Office of Admissions & Services for International Students (OASIS).
- The student's transfer will not be considered complete until Lindenwood University receives the completed transfer paperwork. Once the transfer application has been processed, Lindenwood will issue the student a Lindenwood I-20, permitting the student to legally reside in the U.S. as a full-time international student.

The SEVIS transfer eligibility form should be sent to the Office of Admissions & Services for International Students (OASIS) direct email account, internationaladmissions@lindenwood.edu.

Financial Services

Financial Aid

LUGC prioritizes providing affordable tuition to all students. In addition to providing scholarship opportunities when funding is available, and participating in approved employer reimbursement programs, LUGC offers Federal financial aid for the undergraduate level that comes in the form of grants, subsidized loans, unsubsidized loans, PLUS loans, and military benefits. Students may contact the Office of Global Student Financial Services for information related to undergraduate education funding options.

Eligibility for Federal Financial Aid Assistance

- Demonstrate financial need by submitting a Free Application for Federal Student Aid (FAFSA).
- Students must be a U.S. Citizen, permanent resident, or other eligible non-citizen.
- Students must have a high school diploma or General Education Development (GED), or by completing a high school education in a homeschool setting approved under state law.
- Students must be enrolled or accepted for enrollment as a regular student in an eligible degree or certificate program to qualify for federal loans. Undergraduate students must be enrolled at a minimum of 6 credits and graduate students must be enrolled at a minimum of 3 credits in courses of their program of study.
- Student must have a valid Social Security number.
- Student must not owe a refund from any federal grant program or loan or be in default on any federal loan.
- Student must make satisfactory academic progress towards degree completion.

How to Apply for Federal Financial Aid

- Step 1: Once students have confirmed their enrollment, the Office of Global Student Financial Services will present funding options.
- Step 2: Students who intend to use federal financial aid must complete a Free Application for Student Aid (FAFSA) online at <https://studentaid.gov/h/apply-for-aid/fafsa> (LU School Code: 002480).
- Step 3: The Office of Global Student Financial Services will set up a financial aid counseling appointment to review options.
- Step 4: Students will receive an award offer letter, credit balance delivery option form, and an informational packet regarding undergraduate financial aid.
- Step 5: All borrowers must complete a Master Promissory Note (MPN) and entrance counseling at www.studentloans.gov. (LU School Code: 002480).

Types of Aid

Scholarships

Lindenwood University may have scholarship opportunities available to assist students in pursuit of their bachelor's degrees. Students who wish to apply for a scholarship should consult with Enrollment Services before their pay period starts. Scholarships are not guaranteed and are contingent on the availability of funding. Students who receive a scholarship must maintain Satisfactory Academic Progress (SAP). Students who withdraw from classes or the program, earn less than a passing grade in any class, or who fail to maintain good academic standing are subject to loss of their scholarship.

Federal Pell Grant

Pell Grants are only awarded to undergraduate students working on their undergraduate degrees. The Pell Grant, unlike a loan, does not need to be repaid and it is eligibility based on need. To be considered for the Pell Grant a student must complete a Free Application for Federal Student Aid (FAFSA) at <https://studentaid.gov/h/apply-for-aid/fafsa> annually. The Federal Pell Grant amount is determined by the Expected Family Contribution (EFC) listed on the Student Aid Report and the student's enrollment status each pay period. Students who attend full-time (at least 12 credits per pay period) would receive their full annual Pell Grant in four pay periods at Lindenwood University. Pell Grants are re-evaluated each federal award year that runs July 1 through June 30.

Federal Stafford Loans

Lindenwood University participates in several loan programs designed to offer low-interest funding to students who need to borrow money to cover the costs of education. This consists of the Federal Stafford loan program, which requires undergraduate students to be enrolled at least half-time (at least 6 credits) and graduate students to be enrolled at least part-time (at least 3 credits) in order to qualify.

Subsidized and Unsubsidized Stafford Loans

- A subsidized loan is awarded on the basis of financial need. The federal government pays the interest while a student is in school and during grace and deferment periods
- An unsubsidized loan is not awarded on the basis of need. Students will be charged interest from the time the loan is disbursed until it is paid in full. If students allow the interest to accrue while in school or during other periods of nonpayment, it will be capitalized—that is, the

interest will be added to the principal amount of the loan, and additional interest will be based on that higher amount. LU has not partnered with any lending institutions and does not offer private student loans. Students may seek additional funding through various private loans sources on their own and are subject to the terms and conditions set forth by their lender.

Direct PLUS and Graduate Plus Loans

- A Plus loan is available for parent(s) to take out on behalf of the undergraduate student but not to exceed the cost of attendance. This loan is credit based.
- A Graduate Plus is available to graduate/professional students enrolled in an eligible program and enrolled at least half-time. Borrowers must not have an adverse credit history.

Private/Alternative Loans

There are private lenders that offer credit-based loans for students. These private loans may require payments while enrolled in school. For more information on private lending, please review. Private lending information <https://choice.fastproducts.org/FastChoice/home/248000>

Academic Pay Periods

LUGC offers graduate programs year-round with frequent start dates and eight-week courses within a non-term framework. Courses are typically three semester-based credits, requiring weekly participation. For financial aid purposes, LUGC follows a borrower-based academic year (BBAY). This definition applies to all LUGC programs and is greater than the minimum requirement set forth by Federal Student Aid (FSA). Payment periods are determined by the date the student enrolls.

Fees and Payments

Upon acceptance of admission to the university, students are also accepting all conditions of payment as well as all terms and regulations of the university. No promise or contract that differs from these terms shall bind the university unless it has been signed by the chief operating officer of Lindenwood University. The university reserves the right to increase or reduce fees each year according to changes in fiscal conditions.

Tuition and Fees

Graduate Tuition

- College of Arts and Humanities: \$551/credit hour
- Plaster College of Business and Entrepreneurship: \$597/credit hour
- College of Science, Technology, and Health: \$551/credit hour
- College of Education and Human Services: \$551/credit hour
- Lindenwood University Global College: \$551/credit hour

Fees

- Academic Integrity Tutorial penalty: \$25
- Conferral processing/diploma fee master's: \$150
- Culminating Project Extension charge: \$155
- Experiential Learning Credit: \$100/credit hour

- Experiential Learning Portfolio Review Charge: \$310
- Late Payment penalty (per month): \$55
- Textbooks and digital materials: As required by individual courses

Payment Options

All tuition charges and fees are due prior to the beginning of the pay period. Students should consult their Student Financial Services Counselor regarding due dates or to make other payment arrangements prior to the beginning of the pay period. Alternatively, students may also use their student portals to remit payment. Payment options include the following items:

- Direct Corporate Invoicing is available if students work for companies that require an invoice 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 pay period. Failure to submit the necessary paperwork to the Bursar's Office by the published payment deadline may result in late fees.
- The Corporate Promissory Note is available to students who work for companies that have tuition reimbursement plans. Proof of employment and a copy of the company's reimbursement policy must be on file in the Bursar's Office. The amount of the promissory note cannot exceed the amount the employer pays for tuition for each pay period. The due date for all promissory notes is 30 days (about 4 and a half weeks) following the conclusion of the pay period for which the note applies. A monthly late charge will be assessed after this date. Also, the student will forfeit the privilege of executing a promissory note in any future pay period if payment is not received in full by the due date. By signing a promissory note, students give Lindenwood University permission to contact their employers if the note is not paid by the date due. Any payment or financial aid received prior to the promissory note due date will be applied to the balance appearing on the student's account. In addition, all transcripts and documents must be submitted to the Office of University Admissions to ensure that federal and state aid programs can be administered.
- Lindenwood offers monthly payment plans. The Tuition Payment Plan is an alternative to paying each pay period's tuition and fees (including on-campus housing expenses) in full by the due date. Students are able to enroll in a payment plan online in their student portal.
 - 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 to qualify for continued enrollment or graduation. Each pay period, students must pay all money due to the university, including tuition, fees, parking fines, library fines, and any other financial obligation. A student with a delinquent account can expect the following consequences:

- Enrollment for the subsequent pay period will not be allowed.
- Final grades for the current pay period 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

Within the first week of a course, a student may unregister for classes via the student portal. No grade of W will appear on the student's transcript as a result of unregistering for classes during this week, and the classes will be unregistered as a "never attended."

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

Any student who withdraws from the university on or before Monday of the second week of classes (day 8 of the course) is eligible for a refund of charges for that pay period except the initial enrollment and housing deposits, book vouchers, books, and other course materials.

Any student who withdraws from one or all courses after the Monday of the second week (day 8 of the course) is no longer eligible for a refund of the tuition charges (including course-overload charges). Refunds are granted according to the schedule in the tables below.

Refunds for 8 Week Courses

- 100% of tuition is refunded if you unregister from a course by Day 8 of the course (2nd Monday of course 11:50 p.m. CST, Week 2)
- No refund is issued if you unregister on or after Day 9 of the course (2nd Tuesday of course 11:50 p.m. CST, Week 2)

Students wishing to withdraw from one or more courses should submit a completed withdrawal form to the LUGC Enrollment Services Office.

Notes: (1) Calculations of the return of Title IV aid for withdrawals occurring during the first week of a course will be based on the last date of attendance for the pay period in which the student withdraws. Students who initiate a withdrawal from LUGC within the withdrawal period will be eligible for a refund of Title IV aid based on the date that the withdrawal form was submitted to LUGC Enrollment Services (2) A student who earns the grade of AF in all coursework within a pay period will be considered unofficially withdrawn for that pay period and will be subject to a Title IV refund calculation. Based on this calculation, a portion of Title IV aid may be unearned and required to be returned to the appropriate agency.

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 be emailed to 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:

- Outstanding balances on Direct Loan Programs (Unsubsidized Stafford, Subsidized Stafford)
- PLUS/Graduate PLUS
- Federal SEOG awards
- Other Title IV student assistance
- Other federal, state, private, or institutional aid
- The student

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.

Cash Disbursements

When a student officially or unofficially withdraws from school and has received a cash disbursement for educational expenses that exceeds non-institutional costs of education up to that time, the student owes the excess amount to the Title IV program(s) that helped meet the student's educational costs. Lindenwood University will follow the same procedures used in the refund policy to determine which Title IV program(s) will receive the student-owed repayment. The university will notify, bill, and collect the amount owed the Title IV program(s) from the student.

Institutional Scholarships and Grants

Lindenwood University offers a 50% scholarship to all persons 60 years of age and over. The university also offers partial institutional grants for employees of selected companies, municipalities, and school systems. These grants may only be applied toward courses taken for credit and do not apply to courses that are audited. Classes taken at the doctoral level are only eligible to receive the educator grant. Any other funding may first replace the Lindenwood University funding. It is the responsibility of the student to inform the admissions counselor of any scholarship opportunities for which the student may be eligible.

The purpose of the Lindenwood University grant program is to make it possible for the student to earn a degree when it would otherwise be financially prohibitive to do so. In short, a Lindenwood grant (institutional partnership, merit- and need-based gift aid) is intended to fill a funding gap and enable a student to pursue further education. The gap is the difference between the total cost of tuition and the sum of all personal and outside funding available to the student. The Lindenwood grant is based on an academic partnership memorandum and merit- and need-based financial aid, after all personal and outside underwriting sources are accessed. When the student becomes eligible for additional outside support, that revenue reduces the student's "funding gap," and the Lindenwood grant is reduced by the amount of the additional funds, per the policy above. The intent is for Lindenwood and the student to share equitably in covering the cost of the student's education.

Taxability of Scholarships and Grants Disclosure

Lindenwood University currently applies to institutional granted scholarships/grants to student accounts in the following order: tuition, fees, books, room, and 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 the GLACIER Online Nonresident Alien Tax Compliance System 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 GLACIER or taxation.

Federal Financial Aid

Unsubsidized Federal Stafford Loan

This loan provides for a maximum \$20,500 per year and\$138,500 aggregate for graduate students. Unsubsidized Stafford Loans are not need-based and interest accruing on the loan is not subsidized (or paid) by the federal government while the student is in school. Students must therefore pay the 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.gov//>

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 Office of Global Financial Aid.

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.

Vocational Rehabilitation

Assistance may be available for students with disabilities. Students should contact their regional office of vocational rehabilitation in regard to benefits.

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.

Lindenwood University 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 students 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.

Maintaining Financial Aid Eligibility

Satisfactory Academic Progress (SAP) for Financial Aid

Graduate Students

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 time frame and a minimum cumulative grade point average for each period of attendance.

Satisfactory Academic Progress is determined by the following criteria:

- Quantitative Measurement
 - Pace of Progression (Credit Hours)
- Qualitative Measurement (GPA)
 - Maintain a minimum cumulative grade point average.

Students must complete attempted hours according to the following (Quantitative Measurement):

- Completion of 67 percent of cumulative hours attempted (see table). *i.e., 12 hours attempted, 8 hours must be completed ($8/12 = 67$ percent).
- Grades of "I," "W," or "F" are considered attempted hours.
- Transfer credit hours accepted by Lindenwood University will count as both attempted and completed hours.
- Once a student completes coursework for an "I" grade, or a grade is changed, academic progress will be reviewed again.

Students must maintain a minimum cumulative grade point average of 2.5 (Qualitative Measurement).

Minimum Cumulative Grade Point Average (CGPA)

- 0-13.9 Credits Attempted /2.5 Minimum CGPA
- 14-27.9 Credits Attempted /2.6 Minimum CGPA
- 28-36.9 Credits Attempted /2.7 Minimum CGPA
- 37-44.9 Credits Attempted /2.9 Minimum CGPA
- 45+ Credits Attempted /3.0 Minimum CGPA

Completion Rate

- 0-40 Credits Attempted /66.67% Completion Rate
- 40.1+ Credits Attempted /66.67% Completion Rate

Maximum Time Frame Allowance

Degree requirements must be completed within a maximum time frame. Federal law requires a maximum time frame of no more than 150 percent of the published length of the graduate program. Hours earned at Lindenwood University and accepted transfer hours are included in this time frame.

SAP Monitoring

A student's SAP will be evaluated at the end of each course and at the end of each pay period. All periods of attendance will be included in this evaluation 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) and quantitative standards (credits).

Academic Warning

SAP Warning is the first academic hold. Students are given a payment period to return to good academic standing. In SAP Warning students are still eligible for Federal Financial aid/title IV funding. If a student does not return to good academic standing at the end of their warning period, they move into probation.

Academic Probation

SAP Probation is the second academic hold. Students have to appeal to continue to take courses. Students are no longer eligible for Financial aid during the SAP Probation hold. However, in the case a student had a documented extenuating circumstance that occurred during their SAP Warning period they can appeal their Financial aid eligibility (It's important for students to plan for alternative financing during this time). If approved to continue to take courses in SAP Probation students are given a payment period to return to good academic standing. If a student does not return to good academic standing at the end of their probation period they move into suspension.

Academic Suspension

SAP Suspension is the third and final academic hold. When a student moves into SAP Suspension they are required to take a break for a payment period. Students can then submit an appeal request to continue to take courses. In this academic hold students are not eligible for Federal Financial aid (It's important for students to plan for alternative financing during this time). If approved to continue to take courses students are given a payment period to return to good academic standing. This academic hold is the last opportunity in which a student has to return to good academic standing.

Financial Aid Suspension Reinstatement

If a student fails to meet the minimum requirements as stated in the qualitative and quantitative section, and do not return to good academic standing within a payment period, the student will be placed on financial aid suspension and will not be eligible for financial aid reinstatement until the minimum cumulative requirements of the policy are attained. A student can appeal the financial aid suspension.

- Students placed on financial aid suspension will have their Lindenwood University Institutional Aid reevaluated.
- Withdrawal from the university has no effect on the student's satisfactory progress upon re-entering.

Academic Plan

An academic plan will be completed between the student and academic advisor. The plan must include benchmarks that students will meet to ensure they are making progress to their degree and will render the student eligible for aid again under SAP rules (Qualitative and Quantitative measures).

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 is back into compliance with SAP, they may contact the Office of Global Student Financial Services for review of reinstatement of their financial aid.

Student Support Services and Resources

In addition to ongoing support in these areas, your Student Success Coach 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
- Tutoring Services
- Career Services
- Technical Support
- Disability and Accessibility Services
- Wellness and Counseling
- Student Online Academic Resources
- Student Advising and Support Services (SASS) and Student Ombudsman

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 [WCOOnline](#). Students may access additional [writing resources](#) available 24/7.

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

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 and Academic Support Services (SASS) and Student Ombudsman

Students who experience problems of any type are encouraged to contact the Office of Student and Academic Support Services (SASS). SASS assists students in the resolution of obstacles that impede academic progress. SASS staff can assist with inter-office facilitation, institutional guidance, academic mentoring, and dispute resolution. The Associate Vice President for Advising and Retention Experience also works as a liaison between students and other university offices and serves as the official university-student ombudsman. Contact SASS at sass@lindenwood.edu or (636) 949-4699.

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.

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 catalog. If a student has a grievance that falls outside of the established policies, a student may submit a formal complaint to the student ombudsman at complaints@lindenwood.edu. More information about the current complaint procedures can be found at <https://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 accreditation 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 expressed written permission of the complainants.

Academic Policies and Procedures/Academic Services

Academic Policies

Academic Load and Enrollment Designations

All academic credit is given in semester credit hours. Full- and half-time student status is determined by the number of credit hours in which a student is enrolled during a given pay period (e.g., Fall, Winter, Spring). The recommended load for students enrolled in 8-week courses is nine credit hours or less. Permission of the dean of LUGC is required to enroll in more than nine credit hours per each 8-week course offering. In credit hours, the academic load designations for graduate students are as follows:

Full-time Enrollment

- Graduate students - six or more credit hours per pay period (e.g. Fall, Winter, Spring)
- Certificate seeking students - six or more credit hours per pay period (e.g. Fall, Winter, Spring)

Half-time Enrollment

- Specialist students - three to five credit hours per pay period (e.g. Fall, Winter, Spring)
- Graduate students - three to five credit hours per pay period (e.g. Fall, Winter, Spring)

- Certificate seeking students - three to five credit hours per pay period (e.g. Fall, Winter, Spring)

Less than Half-time Enrollment

- Specialist students - two or fewer credit hours per pay period (e.g. Fall, Winter, Spring)
- Graduate students - two or fewer credit hours per pay period (e.g. Fall, Winter, Spring)
- Certificate seeking students - two or fewer credit hours per pay period (e.g. Fall, Winter, Spring)

Notes: (1) In order to remain in compliance with U.S. visa regulations, students on an F1 visa must maintain full-time enrollment status by enrolling in a minimum of six credit hours per pay period. (2) Course extensions (including culminating project extensions, capstone extensions, and thesis extensions) are not counted among a student's hours enrolled. For this reason, students who are only enrolled in the completion of a thesis or capstone experience are considered less than half-time students.

Change in Degree Program

Students wishing to pursue a degree or program other than the one they originally sought should consult with a student success coach in the new program to determine whether additional application materials must be submitted for admission to the new program.

Additional Graduate Degrees/Majors

Second Master's Degree

A student who has previously earned a master's degree or a graduate-level credit bearing certificate from Lindenwood and desires another master's degree type may transfer a maximum of nine hours of credit from the first degree into the second degree if the credit is applicable. All other requirements for the second degree, including the thesis, must be completed. If the student is seeking a major leading to a degree type not previously earned at Lindenwood University, the major will be added to the student's transcript and a new diploma will be received listing the degree and major earned.

Second Master's Major

If the student previously earned a degree at Lindenwood University and is seeking a major leading to the same degree type, the second major will be added to the student's transcript with the notation "Second Master's Major" but no new diploma will be issued as no new degree type has been earned.

Additional Master's Degrees

A student who has earned a master's degree from Lindenwood and desires another master's degree type may transfer a maximum of nine hours of credit from the first degree into the second degree if the credit is applicable. All other requirements for the second degree, including the thesis, must be completed. A student who would like to pursue any additional master's degree type beyond completing a second master's degree will have to complete all degree requirements including the total earned hours for the degree program.

Posthumous Degree – Graduate Students

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

Eligibility

- The student had successfully completed at least 70% of their degree requirements.
- For graduate certificates, the student must have successfully completed at least 75% of the coursework required.
- The student was in good standing with a cumulative GPA of 3.00 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 to 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.

Degree Time Limit

A graduate student is expected to complete a graduate program within five years of the date of entry.

Attendance

LUGC courses offer multiple ways of engaging with the course material, the faculty, and classmates. To succeed in any course, students should expect to be actively engaged by completing assignments on time and participating in any discussion boards, seminars, and other features designed to enrich your learning. The expectation is that students will be active in online course(s) each week.

Weekly activity includes, but is not limited to, submitting coursework, an assignment, a discussion board post, a quiz, or other graded activity in Canvas - Learning Management System (LMS).

If students travel to or relocate outside of the U.S. to countries or regions subject to economic and/or trade sanctions by the [Office of Foreign Assets Control \(OFAC\)](#) or other authorities, students may be unable to access services and courses.

Note: Persons receiving benefits from the Veterans Administration are governed by special regulations concerning class attendance See Veterans' Benefits, appearing earlier in this catalog.

Excused Absence Policy for Students Engaged in Military Duties

Lindenwood University allows students participating in required military duties to be excused from class. 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 class 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 of all absences for military duty prior to the absence. Instructors may request documentation/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 the instructor and/or university as soon as possible to present documentation of the reason for the absence as well as the reason for late notification. When make-up work is pertinent, students who have provided their professors with notice should be afforded the opportunity to complete assigned work. Alternatively, students can be assigned an educationally equivalent substitutable activity at a time and place mutually agreed upon by the student and the instructor.

No adverse or prejudicial effects shall result to any student with excused absences for official university activities or military duties.

Note: Students enrolled in classes with extremely compressed meeting schedules will not be excused from class attendance if participation in the activity would cause the student to miss a significant portion of the course. Students who enroll in such a class and find that they must be absent will be advised to withdraw from the class.

Expectation of Student Work and Time on Task

Instruction is provided differently in online courses than in classroom-based courses. Time on task is the total learning time spent in a college course, including instructional time as well as time spent studying and completing course assignments (e.g., reading, research, writing, individual and group projects). All LUGC students are expected to engage in course activities each week.

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 pay period of enrollment.

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, artificial or machine assistance, 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 members of this academic community, students are expected to familiarize themselves with the university's policies 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, the Writing Center, or the Academic Success Center for assistance in upholding the university honesty policy.

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 for 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 the following behaviors

- 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

(4) 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 pay 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 pay period, subject to the withdrawal and refund policies set forth in the University Academic Catalog.

Academic Procedures

Transferring Credit

A student wishing to transfer graduate credit to Lindenwood from an accredited college or university should visit <https://www.lindenwood.edu/admissions/transfer-admissions/admissions-requirements/> for more information.

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 academic years.
- 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 academic pay period at full-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 academic 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 pay period 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 pay period.

A student may not apply for Academic Renewal in their final pay period.

Students considering applying for Academic Renewal must inform an academic advisor of their intent to do so. The advisor will consult with the student regarding which academic terms 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 academic advisor and college dean. The student will be notified of a decision within 30 days 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 financialaid@lindenwood.edu before applying for Academic Renewal. (2) Students on the GI Bill® should contact the VA certifying official before applying for Academic Renewal.

Grading System

Lindenwood University and LUGC operate under the 4.0 grading system. An A carries four quality points; a B carries three quality points; and a C carries two quality points. A grade of F carries zero quality points and no credit. Thus, a course worth three credit hours in which a student earned an A would merit 12 quality points. The grade point average is computed by dividing the total number of quality points earned by the total number of semester hours attempted. Only grades earned at Lindenwood are used in computing the GPA unless the student is seeking teacher certification.

Graduate students may receive grades of A, B, C, F, W, AF, N, I, and Audit (AU) (see appropriate definitions.) A grade of A represents work outstanding in 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 below average work but completion of course requirements. An F grade indicates coursework so unsatisfactory that no credit is given. No grade of D is awarded at the graduate level.

Attendance Failure (AF)

A student is given a grade of AF 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.

Audit (AU)

A student may register to audit lecture courses, not to include studio or laboratory courses. Auditors are expected to engage in all weekly course activities. No credit may be earned or later claimed by a student who audits a course. A student has two class meetings in an 8-week pay period or session to make a change in registration to either audit a class or 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 pay 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 pay period for students who were progressing satisfactorily in the class before the exceptional circumstances arose.

A grade of I Incomplete must be resolved within 3 weeks of the end of the course; 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 two weeks before the date the grade is due. Requests will then be sent to the LUGC dean and the assistant provost 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 two weeks after the end of the pay period. Faculty members are not authorized to submit a grade of N.

Pass/Fail (P/F)

Some academic activities such as practicum placements, internships, residencies, and thesis projects are graded on the basis of pass/fail. In these cases, the grade of P denotes successful completion of the assigned requirements for the aforementioned 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 the 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 the 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 LUGC registrar and the instructor. Students wishing to withdraw from the university altogether must obtain the signatures of the LUGC

registrar and instructors for each course from which they wish to withdraw. The deadline to withdraw is set at the two-thirds mark of the pay period.

The only circumstance in which the student will not be charged for a course is if the student never attends a class session. If the student attends one class session or more, the student will be charged a determined percentage of the course's tuition cost. The percentage applied to the student's account depends on how many classes the student attends and the withdrawal date. For further information, please contact the Student Financial Services Office.

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 pay period 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.

Administrative Withdrawal

When it is in the best interest of a student or of LUGC for a student to withdraw, a student may be given a W and put on administrative hold. This action of administrative withdrawal results in removal of all credits associated with the affected classes and places the student on administrative suspension. Before re-enrolling at the university, the student on administrative suspension must write a letter of appeal to the Dean of Students Office at deanofstudents@lindenwood.edu. An administrative withdrawal does not affect the student's grade point average.

Registering, Unregistering, and Withdrawing from Courses

Registering for Courses

Within the first week 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 5 p.m. on Monday of the second week of the course.

Unregistering from Courses during Week One

Within the first week of a pay period, a student may unregister from classes via the student portal. No grade of W will appear on the student's transcript as a result 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, with the signature of a student success coach, and, if the student has attended the course at least once, the signature of the instructor of the course. Students wishing to withdraw from the university altogether must obtain the signatures of the instructors for each course they wish to drop. The deadline to withdraw is set at the two-thirds mark of the pay period.

Late Withdrawals without Academic Penalty

Late withdrawals will be approved only under extreme, documented circumstances. A late withdrawal request must be submitted on or before the first day of week 6 of a course to avoid academic penalty.

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

- Complete the Withdrawal Form.
- Submit form to the LUGC registrar and student success coach.

If approved for a late withdrawal, the student will receive a W.

Notes: (1) Students are not permitted to withdraw from a course to attend another course if the second course has been in session for more than 8 days. A student who is a first responder may elect to withdraw from a course with a grade of W at any time during the semester 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.

Calculation of the return of Title IV aid will be based on the last date of attendance for the pay period. This may result in a balance due to the university for which the student will be responsible.

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 or assistant provost within six weeks of receipt of the grade. Changes under this procedure will be made only during the pay period 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.

Repeating a Course

A 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.

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. The student success coach 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 student success coach. The application must be signed by the student and the student's student success coach and be submitted to the Office of Academic Services at academicervices@lindenwood.edu. Failure to submit an application by the recommended deadline may postpone the posting of the student's degree.

The recommended application deadlines are as follows:

Conferral/Application Deadline

- March 30/January 15 of same year
- May 30/March 1 of same year
- August 15/June 1 of same year
- October 30/September 15 of same year
- December 30/November 15 of same year

Leave of Absence

Lindenwood University allows students with extenuating circumstances to apply for a Leave of Absence for no more than 180 days. The Leave of Absence involves an approval process that requires submission of the Leave of Absence form along with attached supporting documentation. Individuals in a Leave of Absence status do not intend to make academic progress toward the completion of their degree. Students must be enrolled at least half-time for one pay period (6SH for undergraduate and 3SH for graduate) and complete at least one pay period successfully prior to applying for a Leave of Absence. Students must be in good academic standing and making 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
- Financial concerns
- 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 student's 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.

Academic Services

Requesting Transcripts

Transcripts may be ordered in the following ways:

1. The cost for a transcript can be found at <https://www.lindenwood.edu/academics/support-resources/transcript-request/>
2. All transcript requests must be placed online via the university's online service provider. When placing the request, a student can select to have the document mailed, emailed, or picked up in person. If a student selects to receive their transcript in person, Academic Services will notify the requestor via email once the transcript is available for pick-up. Transcripts will be available for pick-up during Academic Services business hours after the Parchment order has been completed.
3. Requesters can select when they would like for the transcripts to be sent – "now," "hold for degree," or "hold for grades."

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 (academicervices@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, pay period 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.

The Family Educational Rights and Privacy Act (FERPA)

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 the following information:

- 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 pay period. All written requests for non-disclosure will be honored by the university for only one pay period; therefore, authorization to withhold student information must be filed during each pay period 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 proceedings 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 pay period 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.

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 AcademicServices@lindenwood.edu for processing.

Course Instructional Method

Attendance

Attendance in an online course is based on submission of one or more academic activities, such as discussion board participation, quiz, exam, paper, or other graded assignment. Logging into a course or submitting an introductory video does not constitute academic attendance.

Student Authentication and Video Content

Compliance with student authentication requirements is a condition of enrollment in all online courses. As per the Higher Education Opportunity Act (Public Law 110–315), student authentication is defined as “processes to establish that the student who registers for a distance education course or program is the same student who participates in and completes the program and receives the academic credit.”

Institutional authentication requirements include an ethics agreement, introductory video, end-of-course survey, and course specific methods, including but not limited to live or video proctoring, authentication technology, video assignments, videoconferences, and/or extensive writing assignments. The methods of student authentication incorporated into a particular course can be found in its syllabus.

To facilitate authentication measures, students must have ready access to a webcam or camera on a mobile device. Students who enroll in online courses must also have a current photo, confirmed by a valid form of identification, within Lindenwood's student information system.

Students who fail to comply with authentication requirements may be withdrawn from the course at the discretion of the LUGC dean. Students withdrawn from a course are subject to university withdrawal policies and other consequences if the change moves them from full-time to part-time status.

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 LUGC Registrar no later than the third week of the pay period 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.

Students interested in applying for internships should contact their student success coach 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.

Curriculum Practical Training (CPT)

CPT is a special work authorization for international students. It allows them to participate in internships or work off campus as long as they are enrolled in an internship course for that pay period.

- CPT is pay period based, meaning that it is only authorized for the pay period that the student is taking the internship course.
- Students must have CPT added to their I-20 if they are receiving compensation or participating in a paid

- internship opportunity. If they are non-paid / volunteer internships, then CPT does not need to be authorized on their I-20.
- CPT will only be authorized for part-time while the pay period is in session.

Undergraduate/Graduate students:

- During the fall and spring semesters students can only work part-time.
- Semester students can work full-time during the summer session.
- See co-curricular Employment for International Students for more information.

Online Course

An Online Course is a type of 'distance delivered course' in which 100% 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 students, when a course is taken solely online, the course must be certified to VA as distance training.

There is no limit on the number of online courses a semester undergraduate student can take per semester, except students with F-1 visas. For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credit hours per pay period, may be counted toward the full course of study requirement if the class is taken online or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An online or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, satellite, audio conferencing, or computer conferencing.

Technology Requirements

As part of the admission process to LUGC, you are required to attest to certain competencies in the use of technology.

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 enroll in classes online, you 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

To enroll and participate in classes online, students must use a desktop computer or laptop (PC or Mac) with at least the following items

- 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)

Program Types

Online Program

An Online Course is a type of 'distance-delivered program' in which 100% of the instruction and interaction for a particular program occurs via electronic communication, correspondence or equivalent

mechanisms, where there is regular and substantive interaction between the students and the instructor, and where the faculty and students are physically separated from each other. There are no required face-to-face sessions within the courses and no requirements for on-campus activity.

Student Modality

Modality refers to the way that students receive instruction. Students are admitted to LUGC as online students and are expected to complete all of their coursework online. If an undergraduate or graduate student, an on-ground student is considering shifting their mode of study from on-ground, classroom instruction to online learning with LUGC (or from online to on-ground), they should be aware of a few potential ramifications.

- Students who transition from on-ground to online with LUGC will lose eligibility for certain Lindenwood University grants and scholarships.
- Student athletes are unable to change from on-ground to online with LUGC.
- Veterans who are interested in changing to online education should contact the university's Veteran Affairs office.

For international students, switching to all online classes could jeopardize their visa status; international students should contact the Office of Admissions and Services for International Students with any concerns about taking online classes.

Once a student has conferred with the necessary offices, they can download and complete the Petition for Change of Modality form with their advisor and email it to AcademicServices@lindenwood.edu.

Lindenwood University Global College Graduate Programs

Master of Art Programs

Art History and Visual Culture, MA

**This program is suspended. We are no longer admitting new students to this program.*

The Master of Arts in art history and visual culture provides students with a broad foundation and exploration of the visual arts and culture in various eras. Students develop a greater knowledge of the salient works of art through the exploration of diverse approaches and the examination of varied materials. Traditional and contemporary approaches to the discipline are introduced with a firm grounding in research and methods. The program seeks to reveal the structures within which works of art were produced, how they were utilized, and the manners in which visual culture communicates meaning.

Degree Requirements

30 credit hours

Required Courses:

- CAH 50000 Research Methods (3cr.)
- CAH 51000 Research and Scholastic Writing (3cr.)

- CAH 55000 Graduate Seminar (3cr.)
- ARTH 55400 Nineteenth-Century Art (3cr.)
- ARTH 55700 Ancient Art (3cr.)
- ARTH 58300 Renaissance Art (3cr.)
- ARTH 56100 Twentieth-Century Art/Modern (3cr.)
- ARTH 6200 Twentieth-Century Art/Contemporary (3cr.)

Capstone Requirements:

- CAH 60000 Thesis/Directed Project I (3cr.)
- CAH 61000 Thesis/Directed Project II (3cr.)

Leadership, MA

**This program is suspended. We are no longer admitting new students to this program.*

The Master of Arts (MA) in leadership degree program is specifically designed for people like you who already have an undergraduate degree and would like to enter a graduate program that will allow them to take a leadership role in a company, organization or in the U.S. armed forces.

When you earn a leadership degree from Lindenwood University Global College, you will be well-positioned for leadership roles. If you plan to lead a large or small organization as a part of your career goals, a leadership master's degree would help you develop your career and leverage better placement as a member of management or executive management.

The leadership MA program will teach you essential skills including organizational communications, financial policy, personnel law, business operations and organizational change and development courses. If you believe that you would like to lead through organizational changes that occur during the natural course of business, a leadership degree will position you for success.

Degree Requirements

33-39 Credits

Foundation Courses:

- EPB 50102 Academic Writing II (waived if completed ENGL 17000 with B or Better) or Proficiency Test (3cr.)

Required Courses:

- FIN 52005 Fundamentals of Financial Management (3cr.)
- HRM 56510 Strategic Human Resource Management (3cr.)
- HRM 56530 Workforce Talent Development (3cr.)
- HRM 56545 Employment and Labor Law (3cr.)
- MGMT 56035 Organizational Behavior (3 cr.)
- MGMT 56037 Organizational Change and Development (3cr.)
- MGMT 56030 Management Practices (3cr.)
- MGMT 56056 Leadership Theory (3cr.)

- MGMT 56056 Leadership Strategies (3cr.)

Capstone Requirements:

- MGMT 56058 Contemporary Issues in Leadership

Master of Science Programs

Instructional Design, MS

**This program is suspended. We are no longer admitting new students to this program.*

The Master of Science (MS) in Instructional Design degree will prepare students to oversee the design of instruction at any level. Working through a curriculum balanced between theoretical and hands-on instruction, students will learn the tools, models, and theory associated with instructional design and gain experience in all aspects of the instructional design process. The degree will prepare students to serve as instructional designers in academic and non-academic environments.

30 Credits

Degree Requirements

Required Courses:

- IDE 50010 Principles of Instructional Design (3cr.)
- IDE 50020 Learning Theories and Instructional Design Methods (3cr.)
- IDE 50030 Accessibility and Inclusive Design (3cr.)
- IDE 50040 Assessment and Evaluation (3cr.)
- IDE 50050 Research and Analysis in Instructional Design (3cr.)
- IDE 50060 Technologies in Instructional Design (3cr.)
- IDE 50065 Design Ethics (3cr.)
- MGMT Leadership Theory (3cr.)
- MGMT 56065 Project Management (3cr.)

Capstone Requirements:

- IDE 50070 Capstone in Instructional Design (3cr.)

Criminal Justice in Criminal Justice Administration, MS

**This program is suspended. We are no longer admitting new students to this program.*

The Master of Science (MS) in Criminal Justice Administration enhances the knowledge of practicing professionals who want to expand their skills in criminal justice administration. This degree is also perfect for scholar- practitioners in any field with a desire to combine existing knowledge and experience from other disciplines with criminal justice to pursue one of many careers in the criminal justice system. The accelerated curriculum integrates criminal law and theory, leadership development, global awareness, and organizational change. These foundational concepts prepare graduates for leadership roles in organizations related to the criminal justice profession and beyond.

Degree Requirements

33-36 Credits

Required Courses:

- CCJ 51600 Foundations of Criminal Justice (3cr.) (waived if prior criminal justice experience or degree)
- CCJ 50300 Ethics in Criminal Justice Administration (3cr.)
- CCJ 50310 Labor Management Relations in Criminal Justice Organization (3cr.)
- CCJ 50320 Criminal Justice Leadership: Strategies and Practice (3cr.)
- CCJ 50330 Criminal Justice leadership Theory (3cr.)
- CCJ 50400 Public Policy and Criminal Justice (3cr.)
- CCJ 50500 Criminal Justice Research Methods (3cr.)
- CCJ 51500 Constitutional Law (3cr.)
- CCJ 51700 Crisis Management (3cr.)
- CCJ 51800 Corrections Administration (3cr.)
- CCJ 51900 Police Administration (3cr.)

Capstone Requirements:

- CCJ 60100 Capstone I (3cr.)

Cybersecurity Management, MS

**This program is suspended. We are no longer admitting new students to this program.*

The Cybersecurity Management program at Lindenwood University guides students along the path to advancing their careers in the cybersecurity management field with a Master of Science degree. Students will study relevant, industry-driven coursework that blends business and technology skills.

This program accepts students who have already earned an undergraduate degree in cybersecurity, information technology, computer science, computer information systems, management information systems, or a post-bachelor's certificate in information technology. If the student does not have one of these degrees, the program will also accept a bachelor's degree in any field and equivalent work experience or particular certifications that are in accordance with Lindenwood University's admissions.

Degree Requirements

36 Credits

Required Courses:

- IIT 53800 Business Communications for IT Professionals (3cr.)
- IIT 53500 Management & Administration Theory for IT Professionals (3cr.)
- IIT 52900 IT Compliance, Governance, and Ethics (3cr.)
- IIT 53300 Systems Approach to IT Projects (3cr.)
- IIT 52500 Network and Data Center Security (3cr.)

- IIT 56500 Business Approach to Cybersecurity (3cr.)
- IIT 56501 Cybersecurity Systems and Architectures (3cr.)
- IIT 56504 Current Issues in Cybersecurity (3cr.)
- IIT 52505 Secure Application Development (3cr.)
- IIT 56503 Ethical hacking and Countermeasures (3cr.)
- IIT 52200 Data Forensics and Evidence Collection (3cr.)

Capstone Requirements:

- IIT 60303 Cybersecurity Management Capstone (3cr.)

Information Technology Management, MS

**This program is suspended. We are no longer admitting new students to this program.*

Lindenwood University's Master of Science in Information Technology Management program teaches students how to meet the technological and business needs of an organization. This highly industry-driven program provides the knowledge needed to manage, evaluate, and structure IT processes. Students will be prepared to work in a corporate, government, entrepreneurial, or non-profit setting.

This program accepts students who have already earned an undergraduate degree in cybersecurity, information technology, computer science, computer information systems, management information systems, or a post-bachelor's certificate in information technology. If the student does not have one of these degrees, the program will also accept a bachelor's degree in any field and equivalent work experience or particular certifications that are in accordance with Lindenwood University's admissions standards.

Degree Requirements

36 Credits

Required Courses:

- IIT 53800 Business Communications for IT Professionals (3cr.)
- IIT 53500 Management and Administration Theory for IT Professionals (3cr.)
- IIT 52900 IT Compliance, Governance, and Ethics (3cr.)
- IIT 53300 Systems Approach to Information Technology Projects (3cr.)
- IIT 52500 Network and Data Center Security (3cr.)
- IIT 54100 Database Integration and Management (3cr.)
- IIT 55800 Virtualization and Cloud Computing (3cr.)
- IIT 54400 Enterprise Resource Planning (3cr.)
- IIT 56506 Big Data Analytics (3cr.)
- IIT 56507 Deploying Business Blockchain Technology (3cr.)
- IIT 54200 New Technology Integration (3cr.)

Capstone Requirements:

- IIT 60302 IT Management Capstone (3cr.)

Graduate Course Descriptions

ARTH - Art History

ARTH 55400 - Nineteenth-Century Art (3)

This course is a study of art in Europe from the later eighteenth century to the early twentieth, focusing on the major works and movements, such as Neoclassicism, Romanticism, Realism, Impressionism, and Post-Impressionism. The crosscurrents of major stylistic trends and how they relate to other movements in the sciences, literature and music will be explored in specific case studies. Students will analyze the relationship between art, politics, religion, and culture in order to examine, in depth, the emergence of modernism. This class may require the use of a virtual reality headset recommended by the instructor.

ARTH 55700 - Ancient Art (3)

This course is a study of the developments in art and architecture from the dawn of civilization to Late Antiquity. Major monuments and works shall be covered from cultures in the Ancient Near East, Egypt, Aegean, Greece, and Rome. Students will analyze how influential these cultures in the Middle East and North Africa were for the development of Western civilization with Greece and Rome. This class may require the use of a virtual reality headset recommended by the instructor.

ARTH 56100 - Twentieth-Century Art/Modern (3)

This course is a study of the developments in Europe and America from the late nineteenth century through the Second World War. The art of this period is characterized by extraordinary experimentation and innovation in styles, materials, techniques, and modes of dissemination. In addition to painting and sculpture, the 20th century witnessed the rise in popularity of photography, collage, montage, installations, earth art, performance, and conceptual art. Students will investigate the cultural and intellectual factors that both reflect and helped shape it with styles such as Fauvism, Cubism, Expressionism,

Futurism, and Surrealism. This class may require the use of a virtual reality headset recommended by the instructor.

ARTH 56200 - Twentieth-Century Art/Contemporary (3)

This course is a study of the developments in Europe and America from the Second World War to the Post-modern era and examines the social and historical contexts of art produced, their theoretical justifications and critical receptions, and their varied functions. Beginning with Abstract Expressionism following the War, artists reacted to the political environment and the new emigres from Europe and dematerialized art, looking to engage with new audiences with new media and messages. This class may require the use of a virtual reality headset recommended by the instructor.

ARTH 58300 - Renaissance Art (3)

This course is a study of painting, sculpture, and architecture of the Renaissance in Italy from 1300 to 1600. Students will review case studies and analyze the cultural products that began with the late

Middle Ages and investigate how new formats and techniques of painting was brought from the east and led to a revolution in art first in Italy, then spreading to Northern Europe.

Furthermore, students will analyze how art was used as a vehicle for ideological and/or political supremacy by a range of rulers and organizations. This class may require the use of a virtual reality headset recommended by the instructor.

CAH 50000 - Research Methods (3)

This course is an introduction to research methods, historiography, and critical theory. The course introduces the language of research and shifts in practice over time through an examination of both modern and postmodern theories. Participants will use these theoretical underpinnings to begin to critically review literature relevant to their field or interests and determine how research findings are useful in forming their understanding of their own work.

CAH 51000 - Research and Scholastic Writing (3)

This course explores the tools and methods used to write graduate-level research papers. Students will be introduced to advanced research techniques, thesis development and refinement, differentiation of primary and secondary sources, and effective writing for their own discipline.

Through the process, students will recognize and address the strengths and weaknesses in their critical thinking and writing skills and produce successful research projects that demonstrate knowledge of topics and proficiency in writing skills in their own field.

CAH 55000 - Graduate Seminar (3)

Students are encouraged to begin exploration into advanced issues, methods, and critical theory in order to identify the topic for their final thesis and begin gathering research toward that goal. This course is repeatable for a maximum of six credit hours. Lab fee required.

CAH 60000 - Thesis/Directed Project I (3)

The directed thesis project consists of a project in the student's field completed during the course of graduate studies and/or a supporting written thesis depending upon the program. The thesis project and topic must be approved by a committee of three faculty members, two of which must be from the student's own program. After students finalize their topic with their committee chair, research into and execution of the project begins. This course is repeatable for a maximum of six credit hours. Lab fee required.

CAH 61000 - Thesis/Directed Project II (3)

The directed thesis project consists of a project in the student's field completed during the course of graduate studies and/or a supporting written thesis depending upon the program. The approval of the thesis project topic, and demonstrable progress of initial research/execution must be completed in CAH 60000. Final production of the thesis project and/or written thesis will be completed under faculty direction and evaluated by the student's committee. This course is repeatable for a maximum of six credit hours. Lab fee required.

CCJ - Criminology and Criminal Justice

CCJ 50300 - Ethics in Criminal Justice Administration (3)

This course emphasizes concepts, principles, and theories of ethical practice for criminal justice administrators.

Students use course concepts to examine ethical issues, demonstrating critical thinking and reasoning skills. The course provides sound coverage of theory and emphasizes the contribution of the ethics field to understanding and addressing moral issues that arise in criminal justice and criminal justice related organizations.

CCJ 50310 - Labor Management Relations in Criminal Justice Organizations (3)

This course examines issues related to the labor- management relationship in collective bargaining environments and non-collective bargaining contexts for criminal justice employees. Grievance processing, negotiations, unionization, and meet and confer agreements are addressed during the course. A mock bargaining session is the culminating project for the course.

CCJ 50320 - Criminal Justice Leadership: Strategies and Practice (3)

This course prepares criminal justice administrators to cultivate strategies and identify best practices for confronting challenging workplace issues, managing crises, and supervising diverse populations. Students will have the opportunity to formulate solutions to problems that leaders, managers, and administrators face in criminal justice organizations in the United States and globally.

CCJ 50330 - Criminal Justice Leadership Theory (3)

This course examines leadership and management theories applicable to effective administrative oversight of criminal justice organizations. The course will establish a theoretical foundation to enhance criminal justice administrators' ability to use critical thinking skills effectively when creating organizational systems, processes, and change. Students will also gain comprehensive knowledge and significance of various leadership styles.

CCJ 50400 - Public Policy and Criminal Justice (3)

This course examines the public policy process, factors influencing policy development within the criminal justice system, and the nexus between law and public policy. A review of historic, critical issues shaping the criminal justice system provides the insight needed to better understand current criminal justice policy.

Students learn to conduct a policy analysis and to research the literature to identify support for the proposal of new policy and to compare and contrast criminal justice policies globally.

CCJ 50500 - Criminal Justice Research Methods (3)

In preparation for and in conjunction with the graduate capstone course, students will learn about qualitative, quantitative, and mixed method approaches to research.

This course explores various ways of acquiring knowledge and research philosophies. Students will learn to identify current problems or issues in the field of criminal justice and related gaps in the literature, formulate research questions, gather and analyze the data relevant to the research questions in preparation for graduate capstone course in which they will present findings, and make recommendations for future research. Ethical, political, and practical issues related to research are also examined.

CCJ 51500 - Constitutional Law (3)

This course focuses on the influence of constitutional law on police, corrections, and court practices, policies, and procedures. Students will learn about foundational cases, landmark cases, examine current constitutional law questions about police, corrections, and evidentiary issues, and discuss the application of constitutional law to the development of new policies and the influence on administrator decision-making in all phases of the criminal justice system.

CCJ 51600 - Foundations of Criminal Justice (3)

This course is designed for students seeking a Master of Science in Criminal Justice Administration who do not possess a bachelor's degree in criminal justice, sociology, or psychology, or lack experience working in criminal justice or a criminal justice related field. The course provides students the foundation needed to understand the criminal justice system and to critically analyze criminal justice issues within a theoretical and pragmatic framework.

CCJ 51700 - Crisis Management (3)

This course addresses various types of internal and external crises faced by criminal justice administrators, from a micro level to a macro level. Students will learn to analyze issues and formulate solutions to crises ranging from those faced by the individuals to crisis and disaster management. Students will also learn the significance of preparation and planning for crises.

CCJ 51800 - Corrections Administration (3)

This course teaches students effective leadership, management, and administration in the field of corrections, including people, services, and programs in jails, prisons, and community corrections. Students gain insight regarding issues involving the management of corrections staff and the environment. Students will integrate knowledge of the history of corrections.

CCJ 51900 - Police Administration (3)

This course focuses on the analyses of several issues confronting law enforcement, including the development and function of modern policing systems, recruitment and training processes, and legal issues confronted by police administrators. Theories, techniques, and programs related to the image and public response to law enforcement today are among the topics addressed.

CCJ 60100 - Capstone I (3)

This course is the culminating project of the Master of Science in Criminal Justice Administration. Students will use the knowledge gained in the CCJ 50500 Criminal Justice Research Methods course to prepare a graduate-level written report, a scholarly project demonstrating the ability to conduct and present research and methodology orally and in writing. Students will demonstrate the ability to

synthesize and analyze literature, discuss the implications of research in the field of criminal justice, and recommend future research.

EPB -

EPB 50102 - Academic & Professional Writing for Business Students II (3)

This course is designed to introduce graduate business students to the conventions and expectations of academic and professional writing and to develop their abilities to follow those conventions. Particular emphasis will be given to research writing, style, and organization.

Additional topics will include best practices for creating clear, concise, and effective professional writing.

FIN - Finance

FIN 52005 - Fundamentals of Financial Management (3)

Leaders and managers must be able to understand and use financial statements and reports to evaluate and communicate performance. Leaders must be able to apply financial information for making decisions. This course will focus upon basic financial information used by non-financial managers. This course introduces the student to both Financial and Managerial Accounting Principles.

Topics covered are Basic Financial and Accounting Principles, Balance Sheets, Income Statements, Cash Flow Statements, Key Ratio Analytics, Performance Factors, Interest and the Cost of Money, Debt vs. Equity, Time Value of Money, and Capital Budgeting. (Note: FIN 52010 may be substituted for FIN 52005 in the MA in Leadership Program; however, FIN 52005 cannot be substituted for FIN 52010 in the Master of Accountancy, MBA, or MS programs). Lab fee may be required.

HRM - Human Resource Management

HRM 56510 - Strategic Human Resource Management (3)

This course is an overview of human resource management and will include exploration of such topics as staffing, training and development, performance management, compensation, labor relations, and employment law, with a primary focus on strategic execution, which integrates HR programs and policies within the framework of an organization's strategic direction. Lab fee may be required.

HRM 56530 – Workforce Talent Development (3)

This course introduces students to methods of employee training and to the role that employee training plays in organizational planning. Particular emphasis will be given to needs analysis, program design and delivery, training methods, learning theory, learning styles, and evaluation and testing. Lab fee may be required.

HRM 56545 - Employment and Labor Law (3)

This course examines basic law as applied to employment issues. Topics include equal employment, affirmative action, employment-at-will, constructive and unlawful discharge, wage and hours issues,

mandatory benefits, safety and workers compensation, protected classes, disability issues, workplace accommodation, labor relations, and record keeping requirements. Lab fee may be required.

IDE - Instructional Design

IDE 50010 - Principles of Instructional Design (3)

This course is designed to introduce the fundamentals of instructional design, including basic characteristics of learning theories that influence modern practice and profession. Students will examine the importance of using a creative and systematic approach to ensure the quality of instructional design. Students will explore a variety of instructional design models and instructional strategies to support and improve learning in their organizations.

IDE 50020 - Learning Theories and Instructional Design Models (3)

This course will discuss the major theories of learning and instructional design models aimed at instructional efficiency and learner experience. Students will explore how major theories of learning coupled with instructional design models support relationships among context, diverse learner characteristics and instructional strategies. Students will examine major theories of learning and instructional design models from a practical perspective.

IDE 50030 - Accessibility and Inclusive Design (3)

This course examines fundamental principles of accessibility and inclusive design. Students will explore the broad scope of accessibility and how people use different assistive technologies and adaptive strategies. Students will analyze ethical and legal requirements related to accessibility. They will also apply the major principles that guide universal design and accessible content creation to create high-quality, inclusive learning experiences.

IDE 50040 - Assessment and Evaluation (3)

This course explores principles and various techniques of assessment used to assess learning as well as program evaluation. Students will examine several aspects of assessment including: planning and design, developing appropriate instruments, using various methods to collect information, analyzing results, and making recommendations for continuous improvement. Students will also analyze and implement various methods for evaluating course quality and apply rubrics to course design.

IDE 50055 – Research and Analysis in Instructional Design (3)

This course explores the role of research and analysis within instructional design. Students will engage with strategies of research and analysis in all phases of the design and development process. Quantitative and qualitative analysis models will be used to conduct needs assessment, learner analysis, job-task assessment, and instructional context analysis. Students will also use post-development research and analysis strategies as a component of the iterative design process.

IDE 50060 - Technologies in Instructional Design (3)

This course will introduce learners to software tools and media strategies that instructional designers use to create effective and efficient learning environments and instructional interventions. Upon

completion of the course, students will be able to make, and justify, decisions about the selection of design tools and demonstrate content authoring skills.

IDE 50065 – Design Ethics (3)

Design Ethics focuses on exploring how a variety of ethical considerations impact design decisions. The course will equip students with a critical lens for evaluating and creating instructional materials that align with professional standards and ethical principles.

Throughout the course, students will explore topics such as data privacy, copyright law, and cultural diversity, and develop strategies for incorporating these considerations into instructional design.

By the end of the course, students will have developed a deep understanding of ethical considerations in instructional design and will be able to create instructional materials that prioritize equity, social justice, and privacy, while adhering to professional standards and guidelines.

IDE 50070 - Capstone in Instructional Design (3)

In this culminating course of the Instructional Design program, students will propose and complete a design project for an identified event of instruction. They will identify a client and engage with subject matter experts to create an instructional module, deliver the instruction, and complete the evaluation cycle to propose necessary revisions.

IIT - Information Technology Management

IIT 52200 - Data Forensics and Evidence Collection (3)

The rules of digital evidence, as statutory and constitutional law prescribes them, are examined in this course. The long – standing history of proper evidentiary procedure is explored in depth and is made relevant through examination of related Supreme Court cases.

Prerequisite: IIT56503

IIT 52500 - Network and Data Center Security (3)

This class will focus on the overarching responsibility of securing a network. It will include both physical security, data security, and a detailed evaluation of managing security in a corporate environment.

IIT 52900 - IT Compliance, Governance, and Ethics (3)

This course reviews industry accepted standards and the frameworks that provide the cornerstones of IT compliance and management in organizations, which serve as the foundation for the development of IT policies to manage IT resources and the relationship between IT and other organizational entities. Several standards and frameworks will be examined, such as COBIT, ITIL, Zachman, PCI DSS, ISO 2700 series, NIST 800 series, and others, focusing on how they are used to develop IT policies and procedures to manage and protect organizational IT resources and the relation between IT and other business entities in an ethical fashion.

IIT 53300 - Systems Approach to Information Technology Projects (3)

Commented [ME1]: The prerequisite of IIT 56503 should be listed for IIT 52200.

In this course, students will analyze frameworks and best practices for managing IT projects, including agile and waterfall, to achieve organizational goals and objectives. Topics to be covered include definition of project scope, time and cost, trade-off analysis, cost estimation techniques, and learning curves. Students will define the requirements for a software development or network security deployment project, including the technical requirements; business user requirements; reporting and data requirements; security, access control, and compliance requirements; and/or service level requirements, as applicable for the type of project. Students will also create a project plan for their software development or network security deployment project as their major assignment in the course.

IIT 53500 - Management and Administrative Theory for IT Professionals (3)

This course integrates theory, research, and applications that provide the cornerstones for the study of managing within organizations. The functions of management, human behavioral studies, and leadership styles are examined. In addition, IT and its relationship to other departments is considered.

IIT 53800 - Business Communications for IT Professionals (3)

This course is designed to introduce students to the convention and expectations of graduate coursework and to the business and technological communication of IT professionals. Topics will include academic integrity, academic formatting, paraphrasing, citation, and referencing; thesis writing; presentation, support, and development of ideas; coherence, language formality, language accuracy, and voice; and types of academic, business, and IT writing. The goal of this course is to develop students' abilities to communicate accurately and effectively in their academic and professional careers.

IIT 54100 - Database Integration and Management (3)

This course will explore the management of database integration in the business environment. Database integration is an iterative and ongoing process. An emphasis will be placed on the following areas: treatment of existing data and the standards used with this data, exploration of data standards that are consistent with wider national and international standards, and the role that web access has with integrating and managing database access.

IIT 54200 - New Technology Integration (3)

This course will introduce procedures for integrating new technologies into existing organizational systems. It will focus on the benefits as well as the downfalls of incorporating these technologies in the corporate environment.

IIT 54400 - Enterprise Resource Planning (3)

This course will discuss the concepts and practices used to integrate all departments and functions across an organization onto a single computer system that can serve all departments of the organization effectively. ERP combines multiple software systems used throughout the organization into a single, integrated software system running off a single database, allowing various departments to more readily share information and communicate.

IIT 55800 - Virtualization and Cloud Computing (3)

This course covers virtualization and cloud technologies. Students will learn about different technologies and concepts of cloud and virtualization and their impact on the design and deployment of information

technology in organizations. Different models of cloud services and their pros and cons from the viewpoint of the consumer will be examined. Topics discussed include vendor selection and the development process for cloud computing initiatives, highlighting major design considerations such as security, data storage, monitoring, APIs, and more.

IIT 56500 - Business Approach to Cybersecurity (3)

In this course, students will use four of the eight domains of (ISC)² CISSP's Common Body of Knowledge (CBK) in information security as a framework to conduct critical analysis and evaluation of the relationship between cybersecurity and business systems. Students will perform a detailed analysis of managing cybersecurity in a corporate environment and how that impacts corporate strategic decision-making and business performance.

Commented [ME2]: The 2 should be a superscript (it should indicate "squared")

IIT 56501 - Cybersecurity Systems and Architectures (3)

In this course, students will use the remaining four of the eight domains of the (ISC)² CISSP's Common Body of Knowledge (CBK) in information security as a framework to further analyze and evaluate the relationship between cybersecurity and business systems and focus on the overarching responsibility of securing organizational information assets.

Commented [ME3]: The 2 should be a superscript (it should indicate "squared")

Prerequisite: IIT 56500.

IIT 56503 - Ethical Hacking and Countermeasures (3)

In this course, students will build on their experience and knowledge from IIT 56501 and dig further into perimeter defense; application vulnerabilities; threat agents and vectors; the relationship between risk, threat, and vulnerability; and penetration testing concepts. Various means through which systems are hacked or compromised, countermeasures, and areas such as business continuity and forensics evaluation best practices will also be explored.

Prerequisite: IIT 56501.

IIT 56504 - Current Issues in Cybersecurity (3)

In this course, the student will research current topics surrounding security by consulting relevant trade journals and the World Wide Web. Developing an awareness of and the ability to effectively communicate a solution to senior management regarding current security risks will be a key component of this class. Some current risks include phishing, identity theft, user awareness, man in the middle attacks, and distributed denial of service attacks.

Commented [ME4]: IIT 56504 should have a prerequisite of IIT 56501 listed.

Prerequisite: IIT 56501.

IIT 56505 - Secure Application Development (3)

Most, if not all, contemporary cybersecurity issues begin with underlying software problems. Consequently, secure development of software has become more critical than ever to the fight against cybercrimes and other cybersecurity issues. This course exposes students to secure development of applications by exploring implementation of security controls in developing underlying software for applications such as web, mobile, and transactional applications.

Commented [ME5]: IIT 56505 should have a prerequisite of IIT 56501 listed.

Prerequisite: IIT 56501.

IIT 56506 - Big Data Analytics (3)

This course will address Big Data, its origins, sources, and data types by category. Tools and methodologies for storage, extraction, transformation and visualization will be identified. Big Data analysis including data mining, machine learning and artificial intelligence applications will be discussed. It will also identify real-world business and social problems that may be solved through Big Data solutions.

IIT 56507 - Deploying Business Blockchain Technology (3)

This course discusses the theory and application of Blockchain technology. Blockchain is an emerging technology that is the foundation of the cryptocurrency marketplace. It is now a driver of technology innovation for business in diverse fields such as supply chain, IoT, smart contracts and more. This course is designed to give the student valuable insights into how Blockchain technology can be used and the considerations for deploying business Blockchain projects.

IIT 60302 - IT Management Capstone (3)

This course will tie together components of managing information technology. Students will use the experiences and reflections from previous classes to prepare a paper and a presentation to demonstrate how they will implement the IT policy to ensure efficient usage and protection of corporate IT resources. The paper and the presentation will cover how students will create awareness among employees to facilitate implementation and ensure smooth enterprise-wide adoption of the policy. Finally, the presentation and the paper will demonstrate students' ability to identify organizational technology needs and how to successfully acquire and deploy the identified technology using the policy. Must be taken upon completion of all coursework or concurrent with last course.

IIT 60303 - Cybersecurity Management Capstone (3)

This course will tie together components of managing cybersecurity. Students will prepare a paper and a presentation to demonstrate how they will implement the policy document they developed in cybersecurity class. The paper and presentation will show how students can identify organizational cybersecurity technology needs and successfully acquire and deploy that technology using the policy. Finally, the paper and presentation will show how students will create awareness among employees to facilitate implementation and ensure smooth enterprise-wide adoption of the policy. Must be taken upon completion of all coursework or concurrent with last course.

MGMT - Management

MGMT 56030 - Management Practices (3)

In this course, students will study classical and modern management theories of organization; the functions of management; external and/or environmental aspects bearing on managerial responsibility; development of practical management policy as guides to managerial decision-making; and human aspects of management including motivation, workplace equity and demographic diversity. This course includes the use of case studies to apply theory through practice. Lab fee may be required.

MGMT 56035 - Organizational Behavior (3)

This course is an analysis of primary factors affecting individual and group behavior in organizations and examines the structure and behavior within organizations that impact performance, morale, and profitability. Lab fee may be required.

MGMT 56037 - Organizational Change and Development (3)

Organization development (OD) is the process of planning and implementing interventions to create interpersonal, group, intergroup, or organization-wide change. This course presents the theoretical foundations of organization development as an applied behavioral science. Students will also be introduced to many types of interpersonal, intra-group, intergroup, and organizational interventions that are used to effect comprehensive and lasting changes. Lab fee may be required.

MGMT 56056 - Leadership Theory (3)

This course is designed to develop an understanding of the function and context of the leadership role in formal organizations through the examination of leadership research and theories of leadership effectiveness. The basis for exercising influence and the situational factors affecting leadership are examined. Emphasis will be on understanding the leadership function as well as developing thinking and action capabilities for improving individual leadership effectiveness. The culminating project will require students to document their own leadership style. Lab fee may be required.

MGMT 56057 - Leadership Strategies (3)

This course focuses on the development of strategic thinking and the ability to develop and implement strategies that enable an organization to create and maintain a sustainable competitive advantage. Current strategic theories are integrated with strategic practice. Additionally, readings in corporate responsibility focus on how the organization should be managed in the best interests of all stakeholders. Lab fee may be required.

MGMT 56058 - Contemporary Issues in Leadership (3)

This is a culminating experience-based course which emphasizes the student's ability to utilize learned material in real-life application. The student will be required to implement knowledge gained throughout the program to an organization. This application will potentially enhance the student's leadership by providing specific feedback and opportunities for thoughtful reflection. Lab fee may be required.

MGMT 56065 - Project Management (3)

This MBA elective course develops a foundation of concepts and solutions that supports the planning, scheduling, controlling, resource allocation, and performance measurement activities required for successful completion of a complex project. It examines project management roles and environments, the project life-cycle, and various techniques of work planning, control, and evaluation to achieve project objectives. The tools currently available to project managers are illustrated in this course through the use of Microsoft® Project software. Moreover, the Project Management Body of Knowledge PMBOK® will be used as a basis for content. Lab fee may be required.

MGMT 56070 - Statistics and Quantitative Analysis (3)

This course consists of an examination of the application of statistical analysis in business and the use of quantitative techniques in managerial decision making. Topics include measures of central tendency, probability and distribution, sampling and statistical inference, techniques of statistical analysis, and modeling techniques. Lab fee may be required.

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209 S KINGSHIGHWAY ST | SAINT CHARLES, MO 63301

636.949.4949 / onlineadmissions@lindenwood.edu