

LINDENWOOD  
UNIVERSITY



# STUDENT HANDBOOK

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# WELCOME TO LINDENWOOD

## A PROUD PAST AND A PROMISING FUTURE

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

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

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

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

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

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

## AN UNDERSTANDING OF COMMITMENT

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

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

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

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

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

## UNIVERSITY MISSION AND COMMITMENTS

### REAL EXPERIENCE. REAL SUCCESS.

Enhancing lives through quality education and professional preparatory experiences.

### VALUES

- **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.

# ACADEMIC INTEGRITY AT LINDENWOOD UNIVERSITY

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

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

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

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

## CONSEQUENCES OF ACADEMIC DISHONESTY

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

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

## ACADEMIC CLASSROOM CONDUCT

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

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



# ACADEMIC SUPPORT AND POLICIES

## ACADEMIC FREEDOM

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

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

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

Academic freedom also includes the right to freedom in research and publication. Faculty members are free to select topics, obtain data, and report findings in a manner that is scientifically and academically sound in one's field without censorship.

## CLASSROOM CELL PHONE USE

The use or permitted presence of cellphones in the classroom is left to the discretion of the professor. Unauthorized or disrespectful use of cell phones hinders learning outcomes, and continued cell phone use may result in disciplinary action at the discretion of the professor or as stated in the course syllabus.

## CLASSROOM RECORDING DEVICES USE

Students should be aware of the full Lecture Capture/Classroom Capture Policy in the University Policy Library which states, in part, the following:

To meet educational goals, faculty can choose from an array of instructional tools and technology to assist with delivering content to or facilitating learning with students. From this menu of available resources, Lecture Capture and Classroom Capture can be appropriate options.

To meet the needs of a student with disabilities who have a signed accommodation letter from the Accessibility Officer, faculty can provide the lecture / classroom capture, or they may permit the student to record the lecture/class meeting.

When utilizing classroom capture faculty, staff, students, and guest speakers must comply with FERPA and the University's privacy policies. All participants should be made aware that the session is being recorded. Any lecture capture or classroom capture recordings made by faculty, staff, or students may not be disseminated to anyone not enrolled in the course without the express written permission of all the participants who are recognizable in the recording.

Anyone recording, using, or accessing lecture / classroom capture content must comply with all applicable copyright laws and the University's Copyright policy and the University's Information Technology Acceptable Use policy found in the University Policy Library.

## ACADEMIC ADVISING

Students are assigned a faculty advisor and can find their advisor's name in the student portal. Academic Services, located in the Welcome Center, processes transcript requests, enrollment and degree verifications, transfer evaluations, graduation applications, and academic appeals. The Professional Advising Center provides professional advisors to all traditional students, and the Office of Online and Post Traditional Affairs provides online student advisor for all online students.

## STUDENT ACADEMIC SUPPORT SERVICES AND STUDENT OMBUDSMAN

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

## TUTORING SERVICES

Students may access online tutoring from Tutor.com using any Internet connection. Online tutors are available to work with students 24 hours a day in a wide range of subjects, including writing, math, accounting, statistics, finance, economics, biology, anatomy and physiology, physics, chemistry, and Spanish.

Completed drafts of writing may also be submitted to Tutor .com for detailed and personalized feedback, typically within 24 hours. Students may access online tutoring through Canvas and the student portal.

Chemistry tutors are available in Young 403A from 9-5 Monday -Thursday and 9-3 Friday. No appointment needed! For further questions please contact Dr. Jennifer Firestine at [jfirestine@lindenwood.edu](mailto:jfirestine@lindenwood.edu).

## MATH SUCCESS CENTER

The Math Success Center, located in LARC 121, is a haven for students seeking to conquer their mathematical challenges. Whether unraveling complex equations or mastering fundamental concepts, our skilled Math Tutors are dedicated to aiding students on their mathematical journey. We invite all students to take advantage of this invaluable resource. By working alongside our Math Tutors, you can develop a deeper understanding of mathematics and refine your problem-solving skills. Embrace the opportunity to visit the Math Success Center and elevate your mathematical prowess today. No appointments necessary—just bring your questions and a willingness to learn!

## FOREIGN LANGUAGE LAB

The Foreign Languages Lab is located in LARC 11A and offers tutoring services for students of Mandarin Chinese, German, Spanish, and English as a Second Language. The Lab is open Monday through Friday from 8am to 4pm and welcomes all students enrolled in EPP and foreign language classes who would like help with their second language or just want additional assistance with vocabulary, verb conjugation, or composition drafting and revising. During one-on-one conversation sessions, students are able to practice their speaking skills in a relaxed and low-stakes environment. Appointments can be scheduled online using the WOnline software system. You can also find the FL lab, the lab assistants, and tutors in Microsoft Teams!

## WRITING CENTER

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

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

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

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

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

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

## CAMPUS ACCESSIBILITY

It is the guiding philosophy of Lindenwood University to make facilities, programs, and classes accessible to individuals with disabilities as practical. In instances where a room or building is not easily accessible, it may be necessary to change location of the room. It is the responsibility of the student to advise the student support and accessibility program manager when special arrangements are needed. Students in need of accommodations may contact the Student Support and Accessibility Program Manager by phone at (636) 949-4768 or in person in the Library and Academic Resources Center, Room 353.

## HEALTH AND SAFETY REGULATIONS

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

## IMMUNIZATIONS

The immunization requirement (meningococcal and TB) applies to all domestic and international students entering Lindenwood University for the first time and any returning student who was not enrolled for the previous term, unless medical or religious exemptions pertain. You must satisfy the immunization requirement completely prior to registration for your next academic term. Failure to provide the required immunization documents may result in an academic hold being placed on your account. For questions, please contact Residential Life at 636-949-4848 or [reslife@lindenwood.edu](mailto:reslife@lindenwood.edu).

## STUDENT HEALTH INSURANCE PROGRAM

Lindenwood University mandates all undergraduate students, including international student and graduate student-athletes, maintain health insurance that complies with the Affordable Care Act. Both student-athletes and international students must engage in a waiver process facilitated by our student health insurance plan each year. Students should visit the [Student Health Insurance Plan website](#) to learn more about the annual process and expectations.

## ALCOHOL AND CONTROLLED SUBSTANCES

Present state laws make liable to arrest and prosecution any person under 21 years of age who consumes and/or possesses alcoholic beverages or supplies such beverages to persons under the age of 21. University trustees and administrators have further instructed that alcohol be prohibited on campus and during the engagement of any official business, activity, or function, unless registered and approved to participate in the Alcohol Program or during an official sanctioned university event (ex. Tailgating). On the campus, university officials will not seek out abuses of this policy by indiscriminate entry into student rooms. However, any problems brought to the attention of university authorities will result in disciplinary action.

### POSSESSION, USE, AND SALE OF ALCOHOLIC BEVERAGES

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

### POSSESSION, USE, AND SALE OF ILLEGAL DRUGS

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

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

## MARIJUANA

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

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

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

## PARENTAL NOTIFICATION

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

# STUDENT CONDUCT AND DISCIPLINE POLICY

## I. OVERVIEW AND PURPOSE

Lindenwood University is committed to fostering and providing an environment that promotes educational and personal growth rooted in our [Mission, Vision, and Core Values](#). All Lindenwood students are expected to conduct themselves in a manner that demonstrates civility and respect for others. While no policy can anticipate every conceivable scenario, this policy attempts to provide guidelines of expected standards and a framework to address allegations that a student (including student organizations, athletic teams, or affiliated groups) failed to uphold the expectations of Lindenwood University.

Students at Lindenwood are expected to exercise responsible decision-making and sound judgment. Students, student organizations, and teams are expected to abide by all University policies, rules, and regulations. Students are responsible for familiarizing themselves with the Code of Conduct and University Policies. Failure to do so or misunderstanding a policy will not excuse compliance and may subject a student to disciplinary action, up to and including expulsion.

## II. SCOPE AND JURISDICTION

This policy applies to Lindenwood University students from the moment they accept admission through enrollment until the moment they graduate or officially withdraw from the University. A student who chooses to withdraw rather than participate in the Conduct process can still be held accountable for Prohibited Conduct. The University may continue the Conduct process and assign sanctions, including placing a hold on the student's account. This policy also applies to student organizations, athletic teams, and any student group affiliated with the University. Students who invite non-Lindenwood guests on campus to their room, house, and/or University events, are responsible for informing their guest(s) of applicable policies, rules and regulations. As a result, a student may be held responsible for any alleged violation(s) committed by their guests and guests may be referred to law enforcement for any violations of local, state, and/or federal laws.

Lindenwood University has jurisdiction over Prohibited Conduct that occurs on campus, during an official Lindenwood program (regardless of location), and in an online or virtual space controlled/operated by Lindenwood University. The Code of Conduct applies regardless of whether the University is in session. The University reserves the right to take action through the Code of Conduct that may also be addressed in the civil or criminal legal systems. Proceedings under the Code of Conduct can happen before, during, or after a civil or criminal proceeding. The University can also refer items to the civil or criminal legal system.

To protect the health, welfare, and safety of the University community, Lindenwood University reserves the right to take disciplinary action against a student whose off-campus conduct violates this policy/code. The following measures will be used when determining whether to proceed with an alleged off-campus conduct violation: 1) threatens the health, welfare, safety, or educational environment of the University community or any individual member thereof, or otherwise disrupts the neighboring environments; and/or 2) is considered by the University to be a serious offense that would negatively reflect upon the Student's character and fitness as a member of the Student body; and/or 3) is an incident occurring within Lindenwood University owned and/or controlled property.

### III. STUDENT RIGHTS AND RESPONSIBILITIES

#### A. Student Rights

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

#### B. Student Responsibilities

As a Lindenwood student, you are expected to:

1. Respect the dignity, rights, and perspectives of faculty, staff, peers, and campus visitors.
2. Communicate with others in a courteous and respectful manner, using appropriate language free from harassing and/or discriminatory language.
3. Follow the dress code of your program, department, or instructor, as applicable (e.g., Remove hats if requested in classroom).
4. Maintain good grooming and personal hygiene.



5. Positively and professionally represent Lindenwood University.
6. Contribute to the beauty and cleanliness of the campus by disposing of trash properly and keeping the entrances and common areas of the building tidy and welcoming.
7. Adhere to all local, state, and federal laws on and off campus. Failure to do so may result in dismissal from Lindenwood University. The Director of Community Standards and Conflict Resolution and/or the Assistant Vice President of Student Affairs may impose interim measures for the duration of the criminal investigative process when a student is arrested on or off campus during a sanctioned or unsanctioned Lindenwood University activity.

## IV. RELATED DEFINITIONS

The following are definitions related to the Student Code of Conduct:

1. *Acts of Bias* – an intolerable action taken against people or property that does not appear to constitute a crime or actionable discrimination but which may intimidate, mock, degrade, or threaten a member or group. Hateful and offensive speech or symbols, although repugnant, are not necessarily violations of civil rights law or crimes. Violations of the Code of Conduct are investigated and determined by Office of Community Standards and Conflict Resolution.
2. *Appellate Officer* - impartial person designated by Student Affairs personnel to consider appeals.
3. *Campus and University Premises* - are synonymous and include all land, buildings, facilities, and other property owned or controlled by the University.
4. *Complainant* – a person who has reported an allegation that is a violation of the Student Code of Conduct.
5. *Conduct Officer* - any person authorized by the Assistant Vice President of Student Affairs to implement the Code's provisions and assist anyone involved in its operation.
6. *Business Day* - any day of the year that the University is open, even when classes are not in session.
7. *Decision-Maker* – an impartial person or persons designated by the University to administer the resolution process of an alleged violation(s) based on a preponderance of the evidence standard and/or impose an action plan.
8. *Outcome* – the finding of responsible or not responsible for each alleged violation(s) as well as any sanction imposed.
9. *Paraphernalia* - refers to any item that either contains the residue of (a) alcohol, (b) an illegal drug, or (c) any item used in the consumption or distribution of an illegal drug. Examples of (a) include, but are not limited to, beer bong and empty alcohol containers. Examples of (b) include, but are not limited to, marijuana pipes, bong, or blow tubes. An example of (c) is a scale, grinder, or similar device used to measure quantities of an illegal drug.
10. *Preponderance of Evidence* – The standard of proof used to determine responsibility in a conduct case. Determinations are based on the totality of evidence and reasonable inferences to determine whether it is more likely than not that the student committed the Prohibited Conduct charged. Put another way, the preponderance of the evidence means such evidence that, when weighed against that opposed to it, has the more convincing force and the greater probability of truth.
11. *Respondent* – a student or recognized Student Organization or team allegedly violating the Student Code of Conduct.

12. *Sanction* – a consequence imposed on a student or student group found responsible for misconduct after the conduct process.
13. *Student Organization* – any registered or affiliated student organization as defined by University Policy.
14. *Support Person* – A person identified by the Respondent or Complainant who joins meetings for support of the student. This person cannot speak for the student but may offer emotional support and assist them with understanding. The University does not assign a support person.
15. *University Employee* – a person who has been assigned University responsibility (e.g., instructor, adjunct, staff member, faculty, public safety, Resident Life Staff, etc.) authorized to act on behalf of the University, including student employees within the scope of their positions such as a Resident Assistant.
16. *University Premises*- includes all land, buildings, or ground owned, leased or rented, operated, controlled, or supervised by the University and adjacent to sidewalks and streets.
17. *University Sponsored Activity* – any activity, including all classes, programs, and events directly initiated or supervised by the University, on or off University Premises or property.
18. *Written Notice*: An email to your Lindenwood email address. Students are responsible for setting up and checking their Lindenwood email regularly. The University will notify any former students by sending notice to the email provided in the student information system or send a letter to the most recent address if no email is available.

## V. DISCIPLINE PROCESS

The Community Standards and Conflict Resolution Office is responsible for addressing reports of Prohibited Conduct. Generally, the following process will be followed upon receipt of a report. The University may also take other steps if warranted based on the individual circumstances of a situation.

1. The Community Standards and Conflict Resolution Office will receive and evaluate reports of alleged student misconduct and determine whether the information provided—if proven—would be considered Prohibited Conduct by the University. If additional information is needed to make this determination, the Community Standards and Conflict Resolution office member or designee will work to obtain it.
2. The Community Standards and Conflict Resolution office member or designee will also review the report and determine the appropriate resolution procedures which will include determining whether mediation through the conflict resolution process (see Section VI. Conflict Resolution) can be used to resolve the situation or to refer to another relevant office (Title IX, Academic Services, etc.).
3. The student(s) who is identified as the alleged Respondent will be informed of the report and alleged misconduct along with Student Rights and Responsibilities.
4. The Complainant (if applicable) and Respondent shall have the right to meet with the Community Standards and Conflict Resolution office member or designee to be heard and to present any information they would like the University to consider when concluding whether a University violation occurred. The Complainant (if applicable) and Respondent have the right to include a support person of their choice in the meeting.
  - a. The Respondent will be notified if the University is pursuing an investigation as part of the conduct process. The notification will include an overview of the complaint and/or alleged Prohibited Conduct, along with the date and time of their appointment. Any requests to reschedule the conduct meeting must be communicated to the assigned Community Standards and Conflict Resolution office member or designee.



- b. Failure to respond or attend the meeting may result in an outcome decision and sanctions assigned. The outcome will be sent to the Respondent's Lindenwood email.
5. After obtaining information through an investigation, which includes notice and an opportunity to be heard, the Community Standards and Conflict Resolution designee shall serve as the Decision-Maker and determine whether the investigation supports a finding that a violation of University policy occurred using the preponderance of evidence standard.
6. Depending on the severity of the allegation(s) and potential threat to the campus community, interim measures may be implemented while the conduct process investigation is ongoing. All interim measures will be applied after consultation with the Assistant Vice President for Student Affairs or Dean of Students.
7. The Community Standards and Conflict Resolution office designee will issue an outcome letter to the parties' University-issued email address informing the Respondent of the investigation's outcome, corresponding sanctions (if applicable), and appeal rights (if applicable). Complainants and support people are not notified of the outcome of the investigation.

## VI. CONFLICT RESOLUTION

Conflict resolution for students involves addressing alleged conduct violations, disputes, or disagreements within the university environment, aiming to find constructive solutions that maintain a positive campus atmosphere. Conflicts can range from interpersonal disputes between students to larger issues involving student groups. The conflict resolution process is entirely voluntary, allowing participants to engage in dialogue to seek a mutual understanding. At any point throughout the process if a participant chooses to withdraw their consent to participate in this process, the facilitator will revert to the formal conduct process, where the issue will be addressed according to the institution's policies and procedures (if applicable).

### Conflict Resolution Process:

1. **Recognize the Conflict:** Students must acknowledge the conflict that exists and identify the issues.
2. **Understand Perspectives:** The Respondent and Complainant, and any other involved party(ies) are expected to participate in an active conversation, be civil, and be respectful of each other.
3. **Encourage Open Dialogue:** The Community Standards and Conflict Resolution (CSRC) staff creates a safe environment for open communication, allowing everyone to express their concerns and feelings.
4. **Explore Solutions Collaboratively:** The CSRC staff member, Respondent, Complainant, and any other involved party(ies) will collaborate to brainstorm and evaluate potential solutions, ensuring all voices are heard.
5. **Negotiate and Compromise:** The Respondent and Complainant, and any other involved party(ies), will work with the CSRC staff member to seek a solution through discussion balancing the interests of all parties, which may involve compromises from all parties.
6. **Reach an Agreement:** Once a resolution is determined, the agreement is formalized in writing with clear terms and responsibilities for both the Respondent and Complainant. This agreement will be signed by all parties and kept consistent with record keeping policies within the Community Standards and Conflict Resolution (CSRC) Office.

## VII. REPORTS

Reports of alleged Prohibited Conduct should be promptly submitted to the Office of Community Standards and Conflict Resolution.

Reports of conduct prohibited by the University's Title IX policy or the Student Nondiscrimination, Non-harassment, and Nonretaliation policy should be made as soon as possible to the Title IX Coordinator.

Reports of alleged violation of the Academic Integrity policy should be made as soon as possible to the Associate Provost for Academic Operation and Student Success.

Reports made anonymously will be investigated to the best of the ability by the Office of Community Standards and Conflict Resolution, but anonymous reports often lack the detail needed to proceed with a case.

## VIII. INTERIM MEASURES: EMERGENCY REMOVAL

Lindenwood University recognizes its obligation to provide a safe environment for the Lindenwood Community and take appropriate action when safety is jeopardized. Emergency removal will occur only when there is reason to believe a student will disrupt normal University operations or pose a threat to themselves, others, or University property. To determine whether such a risk exists, Leo Cares, a representative committee of the University responsible for assessing student and safety risks, will perform an individualized safety assessment utilizing the NABITA Rubric.

The University will try to meet with the student before imposing emergency removal or other restrictions, ensuring that the student is informed of the alleged violation(s) and the reasons for the proposed actions. During this meeting, the student will be given the opportunity to provide a verbal or written response to the alleged violation(s) or potential restriction. If the student fails to attend the meeting and/or provide a statement, the University will proceed with its individualized safety assessment and/or determination regarding restriction(s).

Once the University determines that an emergency removal is appropriate, the student will receive written notice of the emergency removal or restriction(s) via University email or another suitable means. This serves as a temporary resolution until the Conduct process is complete.

A student may submit an appeal to the University emergency removal or restriction determination to the Assistant Vice President for Student Affairs. The appeal must be submitted within three (3) business days of the date of the notice. Failure to submit an appeal within three (3) business days will waive the right to appeal.

## IX. PROHIBITED CONDUCT

The following list of Prohibited Conduct is not all-inclusive, but is illustrative of conduct that may breach the expectations of Lindenwood University students, student organizations, or athletic teams.

The list includes, but is not limited to the following:

- a. Integrity Violations:** Actions that compromise an individual's or organization's honesty and ethical standards, including but not limited to providing false information, violating University rules, engaging in academic dishonesty, or aiding in breaches of policy.
  - 1. *Falsifying, Lying, or Misrepresenting Information* - Falsification, forgery, unauthorized alteration, or misuse of University documents, records, keys, locking mechanisms, security measures, or student identification. This also includes lying, providing false information, withholding information, or misrepresenting information to any University office, faculty, staff, or administrator, whether communicated orally, in writing, or electronically.
  - 2. *Violation of University Policy or Rule* - Failure to comply with any published or announced University policy, rule, or regulation, including but not limited to Residential Life policies and contracts, Information Technology policies, Parking regulations, Academic policies, Dining Service regulations, Recreation Center guidelines, and others. This also includes violations of any applicable local, state, or federal laws.
  - 3. *Academic Integrity* - Prohibited behaviors include, but are not limited to, cheating, plagiarism, and lying or deception. As members of this educational institution, students are expected to familiarize

themselves with the University's academic standards as outlined in the academic catalog and to always adhere to these policies. Students are encouraged to utilize campus resources, such as the University library, the Writing Center, and the Academic Success Center, for assistance in complying with academic standards. Reports of academic integrity violations will be forwarded to the Provost's Office for review and adjudication under the Academic Integrity Policy.

4. *Assisting in the Violation of Policy* - Helping someone else violate a policy or being present during a violation demonstrates poor decision-making. A student who assists another person or is complicit in violating University policy will be held accountable as a responsible participant.

**b. Behavioral Misconduct:** Conduct that disrupts the peace, safety, or order of a community, including but not limited to classroom disturbances (virtual or in-person), reckless driving, violating safety protocols, non-compliance with authorities, or evasion of responsibilities.

1. *Disruptive Behavior in the Classroom* - Disruption, obstruction, or material interference with the process of instruction, research, administration, or any other service or activity provided or sponsored by the University. Faculty members have the right to control the classroom environment and may permit or deny electronic video or audio recording at their discretion.
2. *Disruptive Behavior* - Disruptive behavior, including disorderliness resulting from intoxication or being impaired by drugs, unreasonable noise, or conduct that causes material inconvenience, annoyance, or alarm. Any behavior that serves no legitimate purpose beyond creating an unreasonable situation, leading to the disruption or obstruction of normal University events or functions. Additionally, any conduct that does not align with the mission, goals, or vision of Lindenwood University.
3. *Reckless Driving* - Driving in a manner that recklessly endangers the health and/or safety of oneself or others.
4. *Breaching Fire Safety or Security Policies or Procedures* - Misuse or tampering with fire safety equipment or engaging in behavior that constitutes a fire safety hazard. This includes but is not limited to covering or placing items inside smoke detectors, removing or tampering with fire safety equipment, and failing to exit or prematurely re-enter a building during an emergency without authorization from a University Official or Fire Professional.
5. *Failure to Respond, Comply, or Identify* - Failure to comply with University Officials performing their duties, or failure to identify oneself when requested by these officials, including Public Safety and Residential Life staff (graduate, undergraduate, and professional).
- 6.
7. *Evading* - Intentionally fleeing from a University Official when the individual knows or reasonably should know that the official is attempting to speak to, confront, address, or detain them.

**c. Substance-Related Violations:** The use, possession, or distribution of substances regulated or prohibited by law or policy, including tobacco, controlled substances, marijuana, and alcohol-related items. In some case, where applicable, the Lindenwood University Amnesty/Good Samaritan Policy could be used to address the violation.

1. *Tobacco* - The use of tobacco or nicotine products and/or paraphernalia, including but not limited to cigars, cigarettes, JUULs, vapes, pipes, water pipes (hookah), and smokeless tobacco, is prohibited on all University premises (including property owned or contracted by the University).
  - a. Tobacco use is prohibited in all University vehicles, including maintenance vehicles and automobiles owned and leased by the University.
  - b. Tobacco use is prohibited in all University housing units and parking areas.
2. *Controlled Substance* - The possession, use, distribution, manufacturing, dispensing, or selling of drugs, or being under the influence of drugs, is prohibited by University regulations and federal,

state, or local law. This includes the use of cannabidiol (CBD), cannabinol (CBN), drug paraphernalia, or prescription drugs. Being present in an area where illegal drugs or controlled substances are being consumed or used is also prohibited. Additionally, using or possessing a prescription drug without a valid prescription, or distributing or selling a prescription drug to someone for whom it was not prescribed, is forbidden.

3. *Marijuana* - The use, possession, distribution, dispensing, and/or manufacturing of marijuana is prohibited on all University-owned, controlled, or leased facilities and property. While Missouri law may permit certain marijuana-related activities, the possession and use of marijuana remain prohibited under federal law; therefore, it is prohibited by Lindenwood University and the Student Code of Conduct. Further information about the University alcohol and drug policies can be found in the [Drug-Free Schools and Campus Regulations](#).

4. *Alcohol and Alcohol Paraphernalia* - Alcohol and alcohol paraphernalia are prohibited on campus and at any athletic event, whether on or off campus, unless participation is authorized under the University's Alcohol Program in Residential Life or during approved University activities (e.g., tailgates). Any person under the age of 21 who consumes or possesses alcoholic beverages, or supplies alcohol to someone under 21, is subject to arrest under federal, state, or local law. For more information about the Alcohol Program, please contact Residential Life at [reslife@lindenwood.edu](mailto:reslife@lindenwood.edu).

**d. Safety and Harm Violations:** Behaviors that pose a threat to the physical or emotional well-being of individuals or property, including violence, vandalism, possession of dangerous items, or non-compliance with health and safety guidelines.

1. *Infliction of Bodily or Emotional Harm* - Knowingly, recklessly, or intentionally inflicting physical, emotional, or verbal abuse; making threats; intimidation; harassment; or other conduct that threatens or endangers any person or causes reasonable apprehension of such harm. This includes, but is not limited to, the use of email, social media, artificial intelligence tools, or other technological means for bullying, cyberbullying, fighting, and/or intentional use of objects to inflict personal harm. It also includes harmful or biased conduct that does not meet the criteria for the [Student Nondiscrimination, Non-Harassment, and Non-retaliation Policy](#).
2. *Destruction of Property* - Actual or threatened damage to or destruction of others' property, whether intentional, reckless, or otherwise. This includes the misuse of University property or property belonging to University members or guests. Unauthorized entry, use, or abuse of University-owned or controlled property, facilities, equipment, or resources (e.g., telephone equipment, computer access lines, mail services, telecommunication resources) is prohibited. Students must not purposely, knowingly, recklessly, or negligently harm, vandalize, damage, destroy, or negatively impact the property of other students, faculty, employees, or visitors.
3. *Firearms, Explosive Materials, Weapons, and Hazardous Chemicals* - Illegal or unauthorized possession, use, or threatened use of fireworks, firearms, archery equipment, knives, arrows, axes, ammunition, explosives, or any objects that might be considered a weapon (including but not limited to snowballs, water balloons, paint pellet guns, toy or replica guns, soft pellet pistols, dangerous chemicals, or flammable materials) on University property or at University-sponsored activities, including virtual events/classes (see: [Firearms Policy](#)), is prohibited.
4. *Health and Safety Regulations* - Failure to comply with published University policies or procedures, or applicable local, state, or federal laws related to health and safety. This includes, but is not limited to, mask-wearing or inappropriate mask placement, guest policies, physical distancing, room capacity limits, quarantine or isolation violations, or any actions that may put individuals or the community at risk.

**e. Personal Rights Violations:** Infringements upon the personal freedoms and rights of individuals, including sexual misconduct, harassment, bullying, stalking, theft, hazing, retaliation, and discrimination based on bias.

1. *Violation of Sexual Misconduct* - Sexual misconduct includes, but is not limited to, sexual assault, relationship violence, sexual harassment, and stalking/cyberstalking. All alleged Sexual Misconduct violations will be referred to Title IX for review under the Title IX Sexual Harassment Policy. Please see the [Title IX website](#) for more information.
2. *Lewd, Indecent, or Obscene Conduct* - Engaging in lewd, indecent, or obscene conduct, including but not limited to public exposure of one's genital area, public urination, and public sexual acts.
3. *Harassment* - Severe, persistent, or pervasive conduct, whether physical, cyber/electronic, or verbal, that inflicts fear, intimidates, incites violence, forces someone to act against their will, or substantially interferes with an individual's ability to participate in University activities. This includes placing a person in fear of physical harm, causing substantial harm to their physical or mental health, or creating an intimidating, hostile, or offensive environment that interferes with their work or academic pursuits.
4. *Bullying and Cyberbullying* - A form of harassment involving intentional acts of intimidation designed to insult, threaten (verbally, physically, or otherwise), humiliate, or defame another student. This includes the use of force or coercion, especially when patterned and involving an imbalance of power (real or perceived).
5. *Stalking, Including Cyberstalking* - Repeated harassing or threatening behavior by an individual using various forms of contact to pursue, harass, or make unwelcome contact with another person. This includes any unwanted contact that communicates a threat or places the recipient or a third party (e.g., a roommate or friend) in fear. Behavior includes, but is not limited to, unwanted communication such as phone calls, emails, written letters, gifts, social media interactions, pursuing, following, observing, or surveillance.
6. *Theft and Possession of Stolen Property* - The possession of stolen property (from another student, the University, or the general public) or related suspicious behavior (e.g., uninvited entry, deception, false statements) is unacceptable. Violators are subject to campus disciplinary actions and possible referral to local, state, or federal law enforcement agencies.
7. *Hazing* - Committing any intentional, knowing, or reckless act directed against a student that endangers their mental or physical health or safety for the purpose of initiation, affiliation, or membership in any organization or athletic team. This includes encouraging, permitting, or failing to report hazing. Consent is not a defense against hazing. Hazing is considered a class A misdemeanor unless it creates a substantial risk to life, in which case it is a class D felony. Participants may face criminal prosecution and civil liability for damages or injuries resulting from hazing (see the [Hazing Policy](#)).
5. *Retaliation* - Any adverse action or threats, including harassment, intimidation, or coercion, that would discourage a reasonable person from reporting sexual harassment, discrimination, conduct violations, and/or participating in the processes outlined in Lindenwood's Code of Conduct or other policies for reporting harm. Retaliation also includes any acts or threats seeking retribution against complainants, respondents, or individuals involved in the investigation or determination of responsibility for discrimination, harassment, or retaliation under the policy.
6. *Acts of Bias Discrimination* - Conduct or harassment targeting an individual or group based on actual or perceived status related to characteristics such as age, ancestry, color, disability or handicap, neurodivergence, genetic information, national origin, political belief, race, religious creed, sex, sexual orientation, gender identity, or veteran status (See the Student Non-Discrimination, Non-Harassment, and Non-Retaliation Policy.)



- f. Property and Security Violations:** Unauthorized actions involving property or that compromise security, such as the use of drones, gambling, keeping pets in restricted areas, or proselytizing on campus.
1. *Drones* – Flying unmanned aerial vehicles (drones) and model aircraft on University-owned or operated property is prohibited without proper authorization from the administration.
  2. *Gambling* - Internet gambling and other forms of gambling are prohibited on any University-owned or operated property.
  3. *Pets* - Pets, except fish, are not permitted on campus without supporting medical documentation. Aquariums are limited to 10 gallons or smaller. Pets can create clean-up problems, noise, food storage issues, odors, allergies, and health or sanitary concerns. Stray animals occasionally appear on campus; do not feed or touch them. Contact Public Safety if you encounter a stray animal. Unauthorized pets will result in a \$150.00 fine. *Only service animals are allowed in all campus buildings, and approved emotional support animals are allowed in residence halls.*
  4. *Proselytizing* - Students, campus organizations, and non-campus individuals are prohibited from approaching, disturbing, or interfering with others while they study, eat, lounge, or go about their business through door-to-door visits, proselytizing, witnessing, or other acts of influence or persuasion. Students and campus organizations wishing to host a table in campus facilities must obtain permission from the Office of Student Involvement. Be particularly cautious of off-campus religious groups that may pose a nuisance or security threat.
- g. Administrative Violations:** Failure to comply with the terms of any agreement, interim restriction (such as interim suspension), disciplinary sanctions imposed in accordance with the Code of Community Standards, or conditions set for re-enrollment.

## **X. SANCTIONS**

In determining a sanction(s), an administrative hearing officer will consider the relevant factors, including the nature of the misconduct, the severity of any resulting damage, injury, or harm, the student's demeanor, and any past disciplinary record. Sanctions and other requirements are intended to promote student learning and development within the campus community.

Sanctions must be completed according to the guidelines and within the mandated timeframe to avoid additional disciplinary consequences. The following sanctions, among others, may be imposed for violating the Student Code of Conduct. These actions serve as guidelines and may be applied in various combinations:

1. **Warning** - A written notice to the student that their behavior violates the Student Code of Conduct and that further misconduct may lead to more severe disciplinary action.
2. **Social Probation** – A period during which any additional violations of University policy may result in more severe sanctions, including suspension or expulsion.
3. **Assessment of Fines** – Charges imposed for violating policies, with fines assigned as appropriate.
4. **Restitution** – Reimbursement for damage or loss caused by violating University Community Standards through repairs or monetary compensation.
5. **Educational Sanctions** – May include attending workshops or panel discussions, writing letters of apology, behavioral contracts, bulletin board displays, reading assignments with reflective questions, online student conduct programs, reflective essays, and community service. Community service may be performed on or off campus. Violations involving drug use may also require drug screening at the student's expense.

6. **Administrative Withdrawal from a Course** – Removal from a course, which may result in a "W" grade on the student's transcript.
7. **Interim Measures** - Temporary actions during an investigation based on the severity of the allegations, such as adjustments to housing assignments or limitations on access to University buildings or resources.
8. **No Contact Order** – Prohibits contact between students or campus community members when there is a reasonable concern about potential physical or psychological harm.
9. **Banning** – Prohibits an individual or group from accessing University buildings, grounds, or activities for a specified period. Students suspended or dismissed from the University are banned from campus during their sanction period.
10. **Expulsion from Residential Housing** – Temporary or permanent suspension from the residence halls. Students are typically given 48 hours to vacate their housing, though emergency removals may occur sooner. Housing fees are non-refundable, and students may be financially responsible for the full cost of their housing for the remainder of the contract period.
11. **Disciplinary Probation:** A specified period during which the student is removed from good disciplinary standing. Additional violations during this period may result in more severe consequences, up to and including expulsion. Students may lose the privilege of living in residence halls for the following academic year.
12. **Denial of Access to Certain University Facilities** – Exclusion from University-owned or leased facilities, including housing, academic buildings, athletic fields, and grounds, for a specified period or indefinitely.
13. **Suspension** – Involuntary separation from the University with a specified time limit and conditions for potential reinstatement. Students returning from suspension may be placed on disciplinary probation and may be required to live in residence halls for up to one academic year.
14. **Deferred Disciplinary Suspension** – Used for serious offenses where the suspension is deferred, allowing the student to continue attending classes while demonstrating the ability to meet behavior expectations. Violations during this period may lead to more severe consequences, including enforced suspension. Restrictions may include denial of participation in campus organizations or activities.
15. **Expulsion** - Permanent separation from the University, prohibiting entry to University property and participation in University activities or programs. Expulsions result in a permanent entry on the academic record and transcript, which cannot be removed.

The University reserves the right, consistent with the Family Educational Rights and Privacy Act (FERPA), to contact parents or guardians when students under the age of 21 have violated University policies regarding alcohol or drugs or where there is an immediate health or safety emergency (regardless of age). In serious situations where student safety is at risk, a parent or legal guardian may be notified.

Students found responsible under the Code of Conduct who are student-athletes or student-employees may be subject to athletic and/or employment policies. The Athletics Department and the Office of Community Standards and Conflict Resolution will work together to ensure that sanctions are fair and do not unreasonably penalize the student, while supporting their health, safety, and positive return to play.

Student-employee supervisors and the Office of Human Resources will be informed when a student is placed on social probation, deferred suspension, or dismissed. The supervisor, in consultation with HR, will determine the impact on the student's employment status, balancing the student's health and safety with the needs of the office and position requirements.

## XI. DISMISSAL

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

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

Dismissal may occur for violations of University policies, rules, regulations, or procedures. Students may also be dismissed for failing to meet the academic standards of the or a specific program. Dismissed students may be removed from the University and their courses either temporarily or permanently. Students dismissed in the middle of a term will be withdrawn from their classes and will not be allowed to complete classes in which they received an Incomplete grade from previous terms.

To seek readmission after dismissal, a student must submit a letter of appeal to the Assistant Vice President for Student Affairs. This letter should demonstrate: (1) an understanding of why the dismissal was necessary, (2) the student's reasons for wishing to return, and (3) the steps the student will take to address past issues and contribute to a more positive campus life.

## XII. APPEALS

The student has the right to appeal the sanction(s) in writing to the appellate officer within 5 (five) University business days from the date of the outcome notification (sent to their student email). The appeal must be based on either:

1. New or relevant information that was not available at the time of the investigation and/or hearing;
2. The sanction imposed by the Director, Community Standards and Conflict Resolution (or designee) was excessive and not in keeping with the gravity of the misconduct; or
3. Procedural irregularity that affected the outcome of the matter.

The appellate officer will resolve the appeal within five (5) University business days of receiving it and may take any necessary actions to ensure a fair and just decision. The appellate officer's decision is final. The appellate officer will email a statement detailing the resolution of the appeal, including any changes made to the previous written determination. Dissatisfaction or disagreement with the finding of the investigation and/or the sanction alone are not grounds for appeal.

## XIII. LINDENWOOD UNIVERSITY AMNESTY/GOOD SAMARITAN POLICY

**Preamble:** At Lindenwood University, the safety and well-being of our students are paramount. Recognizing that concerns about formal conduct sanctions may discourage students from seeking necessary medical attention in alcohol and drug-related emergencies, we have established the Amnesty/Good Samaritan Policy. This policy aims to alleviate such concerns and promote a culture of care and support among our student body.

### **Definitions:**

- **Endangered Student:** A student whose physical or mental well-being is compromised, requiring emergency medical evaluation and potentially treatment or other professional aid. Impairment



sources include, but are not limited to, excessive alcohol consumption, alcohol poisoning, drug use, or overdose.

- **Assisting Student:** A student who takes the initiative to aid an Endangered Student by seeking medical or professional assistance.

**Policy Statement:** Lindenwood University students who seek immediate medical help for themselves or others during alcohol or drug-related emergencies may receive amnesty from formal University conduct proceedings for violations of alcohol and/or drug policies outlined in the Student Code of Conduct. This amnesty is contingent upon the absence of any health or safety threats to others resulting from the violations. When amnesty is granted, formal conduct charges will be suspended and dismissed following the successful completion of an alcohol and/or drug education or intervention program. Failure to complete the program will result in the reactivation of the policy violation charges.

In cases where Assisting Students intervene on behalf of Endangered Students, the University will consider the positive impact of the Assisting Student's actions in any related disciplinary decisions. The University will assess these actions in the context of the emergency and the decisions leading up to it. Responsible behavior by an Assisting Student will be viewed favorably in determining the need for conduct actions. The conduct officer may extend amnesty to Assisting Students or witnesses involved in investigations related to potential conduct infractions or grievances, under the same terms requiring the completion of an approved educational program. Additionally, an educational conversation with the conduct officer will be required following the incident. This policy aims to ensure safety and foster a conducive learning environment.

This Amnesty/Good Samaritan Policy does not absolve individuals who blatantly or habitually breach University policies. In cases involving recurrent or particularly severe infractions, Lindenwood University reserves the right to initiate formal conduct proceedings on a case-by-case basis, regardless of the reporting method. Students who receive medical amnesty may still face accountability for other infractions of the Student Code of Conduct connected to the incident, such as endangering others' well-being, fire safety breaches, vandalism, non-compliance, and so forth.

This policy provides amnesty solely from violations of Lindenwood University's Student Code of Conduct. It does not confer immunity from legal repercussions for violations of federal, state, or local laws.

## UNIVERSITY POLICY LIBRARY

The University maintains a Policy Library on the website. Students are responsible for consulting the Policy Library or the University Catalog with any questions about expectations, requirements, or procedures. Failure to review a policy is not an excuse for violating expectations. The most frequented student policies have been included within the handbook.

## HAZING

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

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

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

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

## **REPORTING HAZING**

### **SEE SOMETHING, SAY SOMETHING, REPORT HAZING!!**

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

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

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

## **CONSEQUENCES**

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

### **FOR THE PERSON BEING HAZED**

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

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

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

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

## FOR THE PERSON DOING THE HAZING

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

- **Legal actions up to and including jail time and fines** – The state of Missouri does have a law against. Those who are accused of engaging in hazing behaviors may face legal actions up to and including jailtime and a monetary fine. In addition, victims of hazing may pursue monetary damage in civil court from individuals and groups involved.
- **University action** – Those who are found responsible for hazing face sanctions which may range from participating in educational programming to separation from the University (suspension or expulsion).
- **Membership and Organizational Sanctions** – National organizations may impose membership sanctions (probation, suspension or expulsion) and those that receive housing, scholarships, or financial assistance through the national organization may lose all those benefits. Student organizations may suspend or terminate officer duties and/or membership. Teams may suspend student athletes from playing or from the team.
- **Personal impact** – In addition to being accountable to the organization, the University, the state criminal process, and civil litigation, those that haze may experience the following:
  - Decline in grades and coursework
  - Relationships with friends, significant others, and family suffer
  - Loss of connection to alums through the organization
  - Media scrutiny
  - Damage to one's personal reputation
  - Warped sense of leadership
  - Feelings of shame and guilt

## FOR THE ORGANIZATION DOING THE HAZING

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

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

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

## PHOTO USAGE

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

## LINDENWOOD UNIVERSITY DIGITAL CITIZENSHIP STATEMENT

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

### DIGITAL IDENTITY

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

### CYBERSECURITY

It is the responsibility of every member to safeguard their identity, privacy, and information during electronic and/ or virtual interactions and transactions. Members should educate themselves on datamining, data gleaned via interactions online and on social media platforms, as well as data analytics. All LU community members should be capable of identifying potential cybersecurity threats and have a responsibility to notify IT when they encounter suspicious activity in LU digital environments.

### DIGITAL INTENT AND BEHAVIOR: DIGITAL ETIQUETTE

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

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

### INTELLECTUAL PROPERTY

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

### INFORMATION LITERACY

Digital technologies have greatly expanded the amount and diversity of information available, but they have also made it more difficult to discern the accuracy and reliability of that information. Therefore, all members of LU's campus community are expected to comply with LU information literacy policies and demonstrate

good judgment and critical thinking when interacting with, reproducing, and sharing information in digital environments.

## **STUDENT INTELLECTUAL AND PROPERTY AND PATENT OWNERSHIP POLICY**

### **I. STUDENTS**

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

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

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

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

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

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

### **II. DISCLOSURE**

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

## II. ADDITIONAL PATENT PROVISIONS

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

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

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

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

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

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

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

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

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



# STUDENT NON-DISCRIMINATION, NON-HARASSMENT, AND NON-RETALIATION POLICY

Reports of Sexual Harassment, Sex Discrimination, and other prohibited discrimination, harassment, and retaliation that falls outside of the University's Title IX Sexual Harassment Policy shall be reported to the Title IX Coordinator and will follow the procedures set forth in the [Student Non-Discrimination, Non-Harassment, and Non-Retaliation Policy](#).

## STUDENT TECHNOLOGY

### INTERNET SERVICES

Lindenwood University provides wireless internet connectivity.

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

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

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

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

### IDENTIFICATION CARDS

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

### INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY

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

### INTERNET AND ACCEPTABLE USE POLICY

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

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

- Avoid seeking to use sites that have been blocked from access.

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

## OFFICE 365

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

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

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

Quarantined content will be automatically deleted after 30 days.

## PUBLIC SAFETY AND SECURITY

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

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

The crime log, which is a required record of criminal incidents, and alleged criminal incidents reported to the Department of Public Safety and Security, is available in the Department of Public Safety and Security office, located at 1905 Frist Capitol, Suite A.

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

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

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

## LOST AND FOUND

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

- If an individual finds an object in a public area, such as on the sidewalk, it is his/her responsibility to take it to the Office of Public Safety and Security.



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

## **DRONES (UNMANNED AERIAL AIRCRAFT)**

Due to the potential of injury and privacy of our faculty, students, and staff and the potential of property damage, Lindenwood University prohibits the flying of unmanned aerial aircraft (drones) and model aircraft on Lindenwood- owned and operated property without the proper authorization from the administration. Violation of this policy could result in university sanctions, which could include referral to federal, state, and local law enforcement agencies.

## **FIRE AND TORNADO ALARMS**

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

## **PARKING AND DRIVING ON CAMPUS**

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

The following regulations are strictly enforced:

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

campus are reserved specifically for adjunct faculty members and university vehicles. Student parking is not permitted in these spots.

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

## **SKATEBOARDS, ROLLER BLADES, MOTOR SCOOTERS, AND HOOVERBOARDS**

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

## **STUDENT RIGHT TO KNOW AND CAMPUS SECURITY**

Lindenwood University complies with the Crime Awareness and Campus Security Act of 1990 and the Campus Securities Disclosures (Section 458 of the Higher Education Amendments of 1992). The university has developed and implemented policies and educational programs, maintains pertinent institutional statistics, and distributes the particular information to students, employees, and applicants. Policies pertain to (1) timely reporting of criminal actions and other emergencies, along with the university's response processes; (2) access to and the maintenance of facilities for the purpose of security; (3) law enforcement processes, the authority of security personnel, and

the working relationship with state and local law enforcement agencies; (4) possession, use, and sale of alcoholic beverages and enforcement of underage drinking laws; and (5) monitoring of any off-campus student groups and facilities. Education programs include those designed to inform the campus about security and general crime prevention.

Statistical records include incidents of criminal offenses (murder, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, and arson) and arrests and referrals for disciplinary action for violations of liquor and

drug laws, and weapons possession. Persons wishing to obtain additional information concerning the 1990 act, 1992 amendments, and university policies may refer to the Student Right to Know and Campus Security Annual Security and Fire Safety Report.

## **CANCELLATION OF CLASSES AND SUSPENDING OPERATIONS DUE TO INCLEMENT WEATHER**

Only the president or president-selected member of the Cabinet has the authority to cancel classes or modify learning activities in the event of severe weather. The University maintains its teaching, research, and service activities in accordance with established schedules and operational demands. To this end, suspension or cancellation of classes due to inclement weather will be avoided whenever possible.

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

## INCLEMENT WEATHER ANNOUNCEMENTS

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

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

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

## EMERGENCY TEXT MESSAGE PROGRAM

The Emergency Text Message Program is designed to disperse important alerts or emergency information, such as class cancellation due to weather conditions or dangerous activities affecting the campus. All students are automatically enrolled in the service with their Office 365 email addresses and mobile phone numbers if the

student provided one. Visit RAVE to sign into and make changes to your [Rave account](#); a mobile app, Rave Guardian, is also available for free and provides additional security features for members of the Lindenwood community.

## RESIDENTIAL HOUSING: POLICIES AND PROCEDURES

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

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

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

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

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

See Appendix C Residential Housing: Policies and Procedures

## MISSING STUDENT POLICY

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

After investigating the missing person report, should campus security determine the student is missing and has been missing for more than 24 hours, campus security will notify the law enforcement agency with jurisdiction in the area where the student went missing and the student's confidential contact designee. Contact will be made no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18

and is not an emancipated individual, the university will notify the student's parent or legal guardian and any other designated contact person within 24 hours after campus security has determined that the student has been missing for more than 24 hours. Even if the student has not registered a contact person, is above the age of 18, or is an emancipated minor, the university will contact the police department with jurisdiction in the area from which the student is missing. Should the investigation determine the student is missing prior to 24 hours, these procedures will be implemented immediately.

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

## DINING ON CAMPUS

Lions Dining Service provides a variety of choices for your campus dining through our partner, Sodexo. There are nine food locations on campus. Location hours of operations can be found on the [Lion Dining website](#). Location Hours of Operation are subject to change with notification being posted in the dining location and social media blasts.

**Meal plan** selections are completed in StarRez. All first-year students will be assigned the Lion's Pride Meal plan, offering nineteen meals per week and one hundred dining dollars. All other students can choose from the Lion's Pride, Lion's Roar and Lions Roam meal plan offerings.

Upper classmen (Junior or Senior designation) may also choose the Lion's Dine plan, offering an all-dining dollar plan. A listing of meal plans is [available online](#). Any questions about the selection process can be directed to [reslife@lindenwood.edu](mailto:reslife@lindenwood.edu).

### Lion's Pride Market

Stop by our Amazon Walk Out store located in Spellmann Campus Center. Students will use the Grubhub App or Amazon App to enter the store. A minimum entry balance of fifteen dining dollars and credit card backup will be needed. Users unable to provide a backup credit card in the GH app will not be able to enter the store. These instructions are especially important. Please note that if a person enters the store during someone else's shop without permission, they may be found in violation of the school's Student Code of Conduct. To ensure you are being charged correctly, be sure the doors are completely closed in front of you and that the scanner shows "Success!" before you enter the store. \*\* If you see another person trying to enter the store on your shop, politely ask them to step back and wait for the door to close and the scanner to read "success!"

## Culinary Council

Do you have ideas for changes to the dining hall services? If so, consider joining the food committee. Meetings are held once a month. For more information, email [diningservices@lindenwood.edu](mailto:diningservices@lindenwood.edu).

## Commuter Students

All main campus, undergraduate Commuter Students will be charged a \$50 commuter dining plan fee and receive \$50 in dining dollars. The dining dollars will be added to your student ID and can be used for in person or mobile ordering. Additional dining dollars and commuter meal plans can be purchased at [Lion Dining website shop](#), dining plans.

## Mobile Ordering

Lions Dining has teamed up with Grubhub for mobile ordering. Mobile ordering is available at all retail dining locations in Spellmann, Starbucks, and late night at Evans Lion's Pride Market Express. The Grubhub App will also be used to enter the Lion's Pride Market Express. A QR code will be available before meal plans begin.

## Lost ID

A student ID is needed to charge your meals and spend your dining dollars. If you have lost your ID, please contact Public Safety at (636)949-4911 in case your ID has been found.

# BULLETIN BOARD FLIERS, NOTICES, AND OTHER PROMOTIONS

Registered Student Organizations may submit event announcements for approval by the Student Involvement Staff. Approved materials will be posted in designated on-campus areas. These postings should align with university integrity, adhere to Brand Guidelines, and represent student meetings and events. Here are the guidelines for posting materials:

- Materials related to meetings and events must be pre-approved by Student Involvement. To request approval, submit the print request form on Involve U.
- Only one flyer per event is allowed on bulletin boards.
- Posters, flyers, banners, and other notices can only be posted by Student Involvement Staff on bulletin boards. Unauthorized postings on walls, glass, trees, hallways, and other surfaces are prohibited.
- Registered Student Organizations can request the following types of marketing:
  - Flyers – Posted on designated bulletin boards across campus.
  - Digital Monitor Promotion – Images posted on the TV screens around campus.
  - Tabling – Set up a table in Spellmann, Evans Commons, or the LARC.
  - Window Painting – Paint the windows in Evans Commons.
  - Pride Rock Painting – Decorate the rock outside of Hunter Stadium.

All Marketing resources can be requested through the Marketing Form in Mane Connection. For more details, visit the Student Involvement Office on the third floor of Evans Commons, room 3040.

## SOCIAL EVENTS

Events sponsored by recognized student organizations must be approved by the Office of Student Involvement. These events must be submitted through Mane Connection three weeks from the date of the event to allow for the most effective event planning and marketing of the meeting or event. Student Involvement is located in Evans Commons room 3040. For a complete listing of all events, visit [Mane Connection](#).

## SOLICITORS AND SALESPERSONS

Students, campus organizations, or non-campus persons are prohibited from solicitation at any time for non-campus-related activities unless related to approved fundraising (see Student Organization Fundraising below). Community organizations are not permitted to solicit on campus. Students should be particularly alert to off-campus salespersons who pose a nuisance and security threat. Contact the Student Involvement or Public Safety and Security offices immediately if you see questionable activity.

## STUDENT ORGANIZATION FUNDRAISING

All students and/or student organizations wishing to conduct off-campus or on-campus fundraising activities should inform the Office of Student Involvement via the Event Submission form in [Mane Connection](#). The form should be submitted at least three weeks in advance of any planned fundraising activity. For any fundraising activities over \$1,000 per donation, this information will be shared with the Advancement and Community Engagement team for additional review. If any additional information is needed, the Office of Student Involvement will reach out.

## CAMPUS CULTURE

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

Student-organized programs and events are scheduled throughout the year. The primary programming body is represented by the student-run Campus Activities Board (CAB). For a complete listing of events, visit [maneconnection.lindenwood.edu](http://maneconnection.lindenwood.edu).

## STUDENT ORGANIZATIONS

Student organizations play a vital role in university life, allowing students to create and execute programs, events, and activities that align with Lindenwood's mission. With over 60 student clubs and organizations on campus, students can enhance their academic experiences by getting involved. Lindenwood University offers a diverse range of student groups, including those focused on academics, special interests, fraternities and sororities, honor societies, spirituality, and recreation.

These student organizations collaborate with Student Involvement to organize meetings, lectures, movies, entertainers, and other events that cater to the diverse needs and interests of the Lindenwood community. To become a recognized student organization, student leaders must submit a recognition form via Mane Connection. The requirements for organization to be recognized are outlined in the Student Organization Guidebook.

For more information on joining or creating a student organization, visit the Student Involvement Office on the third floor of Evans Commons or explore the Student Life page on the Lindenwood website.



## FIRST YEAR PROGRAMS

First Year Programs is committed to providing first year students with the support and resources needed to have a successful transition to Lindenwood University. This office facilitates a retention program for

first-year students, provides services to enhance their academic and personal development, and works towards fully engaging and integrating first-year students into the university community. Some of the key programs managed by this area include: New Student Orientation, First Year Council, First Generation programming, and Learning Communities. All traditional undergraduate students who are attending college for the first time and transfer students with fewer than 24 credits are encouraged to utilize the support services of First Year Programs. For additional information please contact the Office of First-Year Programs at (636) 627-4173 or [fyp@lindenwood.edu](mailto:fyp@lindenwood.edu).

## FRATERNITY AND SORORITY LIFE

Since 1992, social fraternal organizations have been an integral part of the Lindenwood University community. Our vibrant fraternity and sorority community includes three social sororities (Delta Zeta, Phi Sigma Sigma, and Sigma Sigma Sigma) and three social fraternities (Delta Tau Delta, Phi Delta Theta, and Phi Lambda Chi). Additionally, students have opportunities to join culturally based fraternities and sororities affiliated with our partner universities.

### Our Purpose and Values

Fraternity & Sorority Life at Lindenwood is committed to fostering a sense of belonging and providing pathways for leadership. We emphasize personal development through a values-based approach, focusing on Community, Civic Engagement, and Leadership. Our members actively contribute to campus life, exemplifying service, involvement, and mutual support.

### Benefits of Membership

Joining a fraternity or sorority offers numerous lifelong advantages, including:

1. **Campus Involvement:** As some of the most active students on campus, members enjoy participating in events such as football games, Homecoming, Greek Week, philanthropy events, formals, and much more.
2. **Nationwide Networks:** Fraternity and sorority connections span the country, providing networking opportunities for career development.
3. **Academic Excellence:** We prioritize academic achievement through incentivizing academic success and hosting academic-focused events.
4. **Leadership Opportunities:** Members attend annual leadership conferences and have opportunities to hold a leadership position, both within their organization and the FSL community.
5. **Civic Engagement:** Fraternity and sorority members actively participate in community service, completing over 2,000 hours per year.
6. **Sense of Belonging:** Our close-knit community provides a supportive environment for personal growth and making lifelong friendships.

Lindenwood fraternity and sorority members are known for their dedication to community service, active involvement, and unwavering support for one another. Our alumni network extends nationwide, offering friendship, career connections, and shared experiences. To learn more about Fraternity and Sorority Life, stop by the Student Involvement Office on the third floor of Evans Commons or visit the Student Life page of the Lindenwood website.

## LINDENWOOD STUDENT GOVERNMENT

The Lindenwood Student Government is dedicated to ethical student representation at the university. They actively address student concerns in collaboration with university offices and programs. Their mission includes amplifying student voices, upholding administrative standards, and fostering a vibrant campus culture.

LSG also has a suggestion box to receive feedback from the student body. To access the LSG Suggestion Box, [click here](#). For more details, visit the Student Involvement Office on the third floor of Evans Commons or explore the Student Life page on the Lindenwood website.

## LEADERSHIP DEVELOPMENT

Student Involvement is proud to facilitate educational and engaging opportunities, which provide students and organizations with the essentials needed to explore, strengthen, and elevate their leadership skills. For students wanting to develop specific leadership skills, Student Involvement and LSG offer workshops through the Real World Preparation series. These programs feature guest speakers on topics that help students prepare for life after Lindenwood. Example session topics are meal prepping, comparing benefit packages for jobs, and learning how to market oneself as they prepare for jobs and internships.

Students wishing to have a more in-depth leadership development experience can participate in our Elevate Leadership Certification. Elevate is a self-designed, co-curricular experience that students can structure around their own interests and career goals. This certification is designed to encourage and reward students for their involvement and leadership at Lindenwood and help them connect their out-of-class experiences with their academics.

For more information about leadership programs, you can stop by the Student Involvement Office on the third floor of Evans Commons or visit Mane Connection.

## VETERANS AFFAIRS CENTER

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

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

## CAMPUS RECREATION

The mission of Campus Recreation & Intramurals in Evans Commons within Student Affairs is to “elevate the student experience” and positively impact the health and well-being of the Lindenwood University campus community. Our comprehensive recreation and intramural programs, and facilities provide opportunities for all campus members to participate, experience, and understand how the dimensions of wellness contribute to their overall health, well-being, and student success at Lindenwood University.

## THE EVANS COMMONS CAMPUS RECREATION CENTER

The “Rec Center” as it’s called at Lindenwood is located on the 1st floor of Evans Commons and is a premier fitness, wellness, and recreation center with many features for students:



- **Fitness Center** – state of the art fitness center located on the 1st floor with 10 digital TV's, mirrors, rotating wall fans, sanitation stations, an X-Fit Room, free weight area with strength training equipment, cardio equipment area with treadmills, ellipticals, bikes, rowers, and climbers, a functional fitness area with kettlebells, lightweight dumbbells, medicine balls, and mats, and a flexibility equipment area with multifunctional machines.
- **Fitness Center Check-In Desk** – is the access point on the 1st floor where Lindenwood students, faculty, and staff check-in with their ID to access the Rec Center. Students can check out equipment from our Campus Recreation Student Employees and Professional Staff. Lindenwood Alumni and Guests are also welcome, see our Alumni Policy and Guest Policy on our website.
- **Three (3) Indoor Basketball Courts** - on the 1st floor and these courts are separated by dividers. The courts can also be used for; volleyball, futsal, dodgeball, etc., team practices, student organization events, and university department events.
- **Group Exercise Room** - on the 1st floor and is primarily used for Fitness Classes and has a hardwood floor, mirrors, and sound system.
- **Running Track** - on the 3rd floor with additional Nautilus fitness equipment, stationary bikes, TRUE Fitness treadmills, and a punching bag.
- **Two (2) Sand Volleyball Courts** – located outside Evans Commons and also home to LU's NCAA Beach Volleyball Team!
- **Twelve (12) Pickleball Courts** – located outside Evans Commons and Hyland Arena, Lindenwood has one of the only outdoor pickleball facilities in the St. Charles and St. Louis area! The courts are also home to Campus Rec's exciting, annual event: "Pickleball with the President." Campus Recreation has a new partnership with VettaSports who will be conducting Pickleball Clinics on Monday and Wednesday evenings, more information to come!

## GROUP FITNESS CLASSES

We offer a variety of Fitness Classes for students, faculty/staff, and Alumni. Pre-Registration is required and more information on the Fitness Classes can be found on [online](#) and on the lindenrec app. Make sure you download the lindenrec app and use your Lindenwood credentials (username and password) to sign in.

## INTRAMURALS

Intramural Sports offers students a fun, collaborative, and inclusive way to get involved with their peers on campus. Campus Recreation's Intramural Programs facilitate multiple sport leagues and tournaments throughout the academic year; softball, volleyball, soccer, flag football, basketball, pickleball, and many more! All participants and spectators must display good sportsmanship and cooperate fully with Campus Recreation Staff to ensure safe and successful operations. Pre-Registration is required for Intramural Sports and more information on Intramural Sports can be found on [imleagues.com/lindenwood](http://imleagues.com/lindenwood) and on the lindenrec app. Make sure you download the lindenrec app and use your Lindenwood credentials (username and password) to sign in.

## EVANS COMMONS CAMPUS RECREATION HOURS OF OPERATION

- Monday-Friday: 6:00 a.m. - 9:00 p.m.
- Saturday-Sunday: 11:00 a.m. - 4:00 p.m.
- Subject to Change: Campus Recreation Hours of Operation are subject to change due to inclement weather, Holidays, and Lindenwood University scheduled breaks: Fall Break, Thanksgiving Break,

Winter Break, Spring Break, Summer Break. Hours of operation are determined by the Campus Recreation Professional Staff and Student Affairs leadership.

- Prohibited: entering Evans Commons Campus Recreation outside of normal hours of operation is **STRICTLY PROHIBITED**. This is in the interest of the safety for our students, faculty, staff, guests, and Lindenwood campus community. Violators will be subject to the terms and conditions in the Lindenwood University Policies.

For more information on Campus Recreation & Intramurals, our programs, our policies and procedures, please visit: Campus Recreation | Lindenwood University or come to our Campus Recreation Office (1135) located on the first floor of Evans Commons, in the Rec Center or call us at 636-627-2541.

- Social Media/Instagram: @lindenrec
- Follow us on Instagram for the most up-to-date Campus Recreation information, Intramural Programs, Fitness Classes, and student engagement events.

## **STUDENT EMPLOYEE PROGRAMS**

### **PROGRAM OVERVIEW**

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

### **STUDENT EMPLOYEE ELIGIBILITY**

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

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

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

## AUTHORIZED WORK PERIODS

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

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

Fifty-two-week student employees can start working up to four weeks prior to the start of their term if enrolled in classes for the upcoming semester. Fifty-two-week student employees can also work for an additional three weeks when not enrolled in classes up until graduation. For either situation, the supervisor must contact Human Resources for approval and must be able to demonstrate a need for the deviation from the assigned work period.

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

## DIRECTORY INFORMATION NOTICE

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

## APPLYING FOR GRADUATION

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

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

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

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

# APPENDIX A

## CAMPUS BUILDINGS

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

### BUTLER HALL (1914)

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

### HARMON HALL (1969, RENOVATED IN 2010)

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

### J. SCHEIDEGGER CENTER FOR THE ARTS (2009)

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

### LIBRARY AND ACADEMIC RESOURCES CENTER (2017)

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

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

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

- Additional services available through the Lindenwood Library are as follows:
- Access to reference librarians in person, via email, by telephone, or by chat;
- Computer lab;
- Laptop checkout for up to 24 hours;
- Hardcopy journal collections;

An interlibrary loan service for any items not available at the Lindenwood Library or through MOBIUS. For current hours, students may contact the library at [library@lindenwood.edu](mailto:library@lindenwood.edu) or call (636) 949-4820.

## **LILLIE P. ROEMER MEMORIAL ARTS BUILDING (1939)**

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

## **LINDENWOOD HOUSE (2010)**

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

## **LINDENWOOD UNIVERSITY CULTURAL CENTER (1996)**

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

## **MCCLUER HALL (1961)**

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

## **ROEMER HALL (1921)**

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

## **SPELLMANN CAMPUS CENTER (2002)**

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

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

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

## **WARNER HALL (1941)**

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



## **YOUNG SCIENCE HALL (1965)**

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

# APPENDIX B

## ATHLETICS

### FIELD HOUSE ATHLETICS CENTER (1901, RENOVATED IN 1989)

The Field House, which is next to the Fitness Center and across from Hunter Stadium, contains offices for the

School of Health Sciences, as well as additional offices for the Athletic Training program, locker rooms, and a competition billiards room.

### THE FITNESS CENTER (1901, RENOVATED IN 2001)

Adjacent to the Spellmann Center, this athletics facility offers weight training and fitness equipment for use by Lindenwood's Division I athletic teams.

### HUNTER STADIUM (1976, RENOVATED IN 2018)

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

### LINDENWOOD UNIVERSITY TRACK (2004)

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

### LOU BROCK SPORTS COMPLEX (2005)

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

### ROBERT F. HYLAND ARENA (1996)

This 3,000-seat arena houses men's and women's basketball, men's and women's volleyball, cheerleading, dance squads, wrestling, and gymnastics. Named after the late Robert F. Hyland, former chairman of the board at Lindenwood University, the arena is acoustically sound and accommodates concerts and performances as well as

athletics events. Amenities include coaches' offices, an athletics training room, staff offices, classrooms, concession stands, an auxiliary gym, the 270-seat Luxury Skybox Pavilion, the Sprecklemeyer meeting room, and the VIP Room.

### STUDENT-ATHLETE CENTER (2012)

The Student-Athlete Center debuted in 2012 coinciding with Lindenwood's entry into NCAA Division II. In 2023, Lindenwood became the 10th full-time member of the Ohio Valley Conference (OVC), coinciding with the University's reclassification as an NCAA Division I institution.

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

# APPENDIX C

## RESIDENTIAL LIFE: POLICY AND PROCEDURES

### RESIDENTIAL AUTHORITY AND ROOM PRIVACY

The university will make every reasonable effort to respect the privacy of students and give prior notice when entry into students' rooms is required for the purpose of health and wellness checks, verification of occupancy, or maintenance. The university reserves the right to enter students' rooms without notice as necessary to assure compliance with university policies and to meet emergency needs. Additionally, throughout the year, Residential

Residential Community Coordinators, Area Coordinators, and Resident Assistants will be instructed to conduct unannounced health and wellness checks. If necessary, the right of entry will also apply to student-owned or operated vehicles located on university property. Please contact your Residential Community Coordinator with any questions on this matter.

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

### CHECKING IN TO RESIDENTIAL HOUSING

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

### CHECKING OUT OF RESIDENTIAL HOUSING

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

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

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

## **GUESTS**

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

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

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

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

## **HOLIDAY RESIDENTIAL HOUSING CLOSING**

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

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

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

schedule may be asked to relocate during the period of time that the residence hall is closed for semester-schedule breaks.

## **HOLIDAY RESIDENTIAL HOUSING CLOSINGS SCHEDULE**

### **WINTER/SEMESTER BREAK**

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

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

## **SPRING BREAK**

Residential housing will remain open during Spring Break.

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

## **SPRING SEMESTER MOVE-OUT**

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

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

## **HOUSING ASSIGNMENTS**

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

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

## **HOUSING CONTRACT**

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

## **MAIL**

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

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

Student name Lindenwood University Box Number XXXX

209 S. Kingshighway Street Saint Charles, MO 63301-1695

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

picked up within 48 hours. Upon email notification, the student will be provided an access code to enter into the self-service kiosk to gain access to their package(s). Items not picked up within 48 hours will be removed

from the self-service locker storage system and will need to be picked up during mail service hours. Students must present a student id (or other photo id) to retrieve packages in this manner. Unclaimed packages will be returned to sender after seven days. In the event a student cannot pick-up a package within this timeframe, please be sure to contact the mail services team to set up an alternative date/time for pick-up.

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

## **MAINTENANCE SERVICE**

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

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

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

## **NON-TRADITIONAL HOUSING OPTIONS**

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

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

## **PERSONAL PROPERTY**

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

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

Loss or damage to personal property should be reported immediately to the director of Public Safety and Security. The university can furnish documentation of the loss for insurance purposes. Within 48 hours following the end of an academic term, all personal property left in a residential facility shall be deemed legally abandoned. Such

property shall be bagged and stored on campus up to four weeks. If not claimed within the four weeks, property will be discarded.

Students may claim such property by contacting the university and will be charged \$25/per week as a storage fee. A student residing on campus is not a party to a lease and therefore waives all rights of a



tenant. As such, the holding of a student's personal property by the university shall result in no responsibility or liability for damage or loss.

Students consent to the disposal of any abandoned property after four weeks.

## **PETS**

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

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