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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

ACADEMIC INTEGRITY AT LINDENWOOD UNIVERSITY

Lindenwood University students belong to an educational community invested in the exploration and advancement

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; 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.

5. 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

ACADEMIC FREEDOM

The following statement on academic freedom was formulated by a joint task force of the faculty's Educational Policies Committee and the Faculty Council and endorsed by the president and the academic administration in 2007:

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

Recorded video sessions of a class may be used within that class as long as the videos are password protected. Recordings that involve students cannot be used in future classes. Video sessions of lectures recorded outside of the classroom by the instructor that do not involve students may be used by the instructor in future classes.

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 [redacted], or call **(3) 4 -4 0**.

CAMPUS ACCESSIBILITY

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

8. A friendly smile with directions for a campus visitor is remembered and highly respected.

9. If you see any trash on the campus grounds, please pick it up and deposit it in a nearby receptacle. Also, please keep entrances to residence halls and campus buildings free and clear of congestion, litter, and loitering. Your campus is your home, and its beauty is something for you and your visitors to enjoy.

10. Adhere to all local, state, and federal laws on and off campus. Failure to do so may result in your dismissal from Lindenwood University. The Director of Community Standards and Conflict Resolution and/or the Associate Vice President of Student Life may impose interim measures for the duration of the investigative process when a student is arrested on or off campus during a sanctioned or unsanctioned. Lindenwood University activity.

[illegible]

The State of Missouri has delegated, by statute, authority for the governance of Lindenwood University to the Board of Directors. This includes “full power and authority to adopt all needful rules and regulations for the guidance and supervision of the conduct of all Students while enrolled as such” and the authority to enforce obedience to those rules and regulations. It also has the power to delegate Student conduct authority.

Generally, jurisdiction and the conduct process will be limited to behavior which occurs on University premises or at University-sponsored activities or events. Jurisdiction and conduct process will apply to the conduct of Students, Student groups, and Students organizations which occurs off University campus when the conduct adversely affects the University may take action. The University may take action in situations occurring off university campus involving: threaten the health, safety and/or property of any individual or group; and /or a when a student’s sexual harassment occurs off campus creates a hostile environment campus. The Associate Vice President for Student Life or designee shall decide whether the Student Code of Conduct shall be applied to the conduct that occurred off-campus, on a case-by-case basis.

The Title IX Coordinator can refer an incident to the Community Standards and Conflict Resolutions office to address. The referred case participants still are required to follow the Conflict Resolution.

This process is implemented by the director, or designee, and generally is reserved for first less serious violators. It is employed when a violation arises out of a dispute between a charged student and another party or parties. The goal is to design a mechanism to resolve the dispute and to prevent it from recurring. The signed record of the mediation efforts, and the agreed-upon resolution, will be retained by the Office of Student Affairs. If the participants decide to stop the process and/or fail to live up to the agreed-upon settlement, a charge(s) revert to the Community Standards Process.

Participation of all parties must be voluntary and can be discontinued at any time throughout the process. Conflict Resolution process may include inquiry into the facts, but does not include a formal investigation. Information shared in a restorative process will not be used in any formal proceeding through the office of Community Standards and Conflict Resolution Services, unless specific information is revealed under the mandatory reporting guidelines (e.g., health and safety of any participant or health and safety of the greater Lindenwood University community). If a restorative process fails before a reparative agreement is established, the University may consider this case for Community Standards process – if there is a violation(s) present, otherwise the case is closed.

Depending on the violation, what happened, and the needs of those involved, the process will involve the

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.

Below is a non-exhaustive list of examples of prohibited conduct. The standard of proof in determining whether a student or organization(s) has violated the Code is the preponderance of the evidence:

1. Falsification, forgery, unauthorized alteration or misuse of university documents, records, keys, locking mechanisms, security measures, or student identification. Lying, furnishing false information, withholding of information or misrepresentation to any university office or faculty, staff or administrator, whether oral, written or electronic.

2. Disruption, obstruction or material interference with the process of instruction, research, or administration or any other service or activity provided or sponsored by the university. (Faculty members have the right to control the classroom environment and to permit or deny permission to do electronic video or audio recording at their discretion).

4. Actual or threaten damage to or destruction of property of others, whether done intentionally, recklessly, or otherwise. Misuse of property belonging to the university, or a member or guest of the university. 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, etc.). No student shall purposely, knowingly, recklessly, or negligently harm, vandalize, damage, destroy, or negative impact the operation or condition of the property of other students, faculty, employees, or visitors.

- Use of tobacco or nicotine products and/ or tobacco or nicotine paraphernalia including but not limited to cigars, cigarettes, JUULs, vapes, pipes, water pipes (hookah), smokeless tobacco, snuff, on university premises (anything we own, or contracted for).

    A. Tobacco use is prohibited in all university vehicles, including maintenance vehicle and automobiles owned and leased by the university.

    B. Tobacco use is prohibited in all university housing units.

    C. University parking areas are included in the ban.

- Knowingly, reckless, or intentional or threat infliction of physical, emotional, or verbal abuse; 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 of communication, bullying, cyberbullying, and /or intentional use of objects to inflict personal harm, as well as harmful or bias conduct that does not rise to the level of behavior Prohibited Discrimination. This also includes students who resort up to fighting and/or intentional use of objects to inflict personal harm.

- Driving in a manner that recklessly endangers the health and/or safety of oneself or others

- Engaging in lewd, indecent or obscene conduct including but not limited to, public exposure of one's genital are, public urinating, and public sexual acts.

- Sexual Misconduct including, but not limited to Sexual Assault, Relationship Violence, Sexual Harassment, and Stalking/Cyberstalking (for complete policy and procedures see Sexual Misconduct Policy).

- any unwelcome sexual advance, request for sexual favors, or other unwelcome verbal, physical, or other conduct of a sexual or gender-based nature when the condition outlined in i. or ii. below is present.

    (i). Submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, evaluation of academic work, or participation in programs or activities or is used as the basis for decisions affecting the individual; or

    (ii). Such conduct has the purpose or effect of creating a hostile environment. A "hostile environment" exists when the conduct is sufficiently severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives an individual from participating in or benefiting from the university's employment, academic or social environment. In evaluating whether a hostile environment exists, the university will consider the totality of known circumstances.

        1. The effect will be evaluated based on the perspective of a reasonable person (objective perspective) and circumstances in the position of a claimant (subjective perspective).

        2. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment, particularly if the harassment is physical. A single or isolated incident of sexual or gender-based harassment may create a hostile environment.

any kind such as telephone calls, electronically, written letters or notes, unwanted gifts, use of social media, pursuing, following, observing, and/or surveillance.

11. [illegible] illegal or unauthorized possession, use, or threatened use of fireworks, firearms, archery equipment, knives, arrows, axes, ammunition, explosives, or use of any objects that might be consider a weapon (includes but not limited to snowballs, water balloons, paint pellet guns, toy or replica of guns, soft pellet pistols, fireworks, dangerous chemicals or flammable, or decorative swords) on university property or at university-sponsored activities and this includes virtual events/classes (see: Firearms/Weapons Policy) are prohibited by University regulations or federal, state, or local law. Possession of a weapon or threat of a weapon may result in sanction(s).

12. [illegible] possessing, using, distributing, manufacturing, dispensing, selling drugs or being under the influence drugs, if prohibited by University regulations or federal, state, or local law including but not limited to use of cannabidiol (CBD), cannabinol (CBN), drug paraphernalia or prescription drugs; being present or remaining in an area where illegal drugs or controlled substances are being consumed or used. Using or possessing a prescription drug if the prescription was not issued to the student; or distributing or selling prescription drug to a person to whom the prescription was not originally issued.

13. [illegible] Using, possessing, distributing, dispensing, using, and/or manufacturing is prohibited, and prohibition applies to all university owned or controlled/leased facilities, property. 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.

14. [illegible] Alcohol and Alcohol Paraphernalia are prohibited on-campus, and at any athletic event on or off campus, unless authorized to participate in the University's Alcohol Program in Residential Life. Prohibited by University regulations or federal, state, or local law makes any person subject to arrest any person younger than 21 years of age who consumes and/or possess alcoholic beverages or supplies alcohol to a person younger than 21. (University Alcohol Policy). Please see Residence Life website for information the Alcohol Program

1. [illegible] Disruptive behavior (including disorderliness resulting from intoxication), unreasonable noise or behavior which results in material inconvenience, annoyance, or alarm. Any conduct or act in such a manner that serves no legitimate purpose beyond the creation of an unreasonable situation that cause disruption or obstruction of normal University events or functions. Lastly, any behavior, conduct that does not align with the mission, goals, or vision of Lindenwood University.

1. [illegible] The possession of stolen property (from another student, the university, or the general public) or related suspicious behavior (i.e., uninvited entry, deception, false statements) is unacceptable. Violators are subject to campus disciplinary actions and possible referral to appropriate local, state, or federal law enforcement agencies

1. [illegible] 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. (For complete policy and procedures see: Hazing – Policy and Procedures for Students.)

of Conduct. Retaliation also refers to any acts, threats, or attempts to seek retribution against a complainant, respondent, or any individual or group of individuals involved in the investigation, and/or determination of responsibility of discrimination, harassment, or retaliation under Lindenwood's Non-Discrimination, Non-Harassment, and Non-Retaliation Policy.

2 [redacted] conduct or an act of harassment or bullying upon an individual's or group's actual or perceived status, based on characteristics such as age, ancestry, color, disability

Dissatisfaction or disagreement with the finding of the investigation and/or sanction alone are not grounds for appeal.

SANCTIONS

community's expectations of behavior. During a Deferred Disciplinary Suspension, the student will be officially suspended from the university, but the suspension will be deferred, meaning that the student may continue to attend classes. Deferred Disciplinary Suspension may include the denial of specific university privileges. The duration of any Deferred Disciplinary Suspension period and the specific restrictions imposed will be determined by the Director of Community Standards and Conflict Resolution on a case-by-case basis. The suspension will be enforced for failure to complete any assigned educational sanctions by the deadline(s) and/or for any subsequent violation.

14. ineligibility for participation in any or all elected and appointed positions within the University and any athletic related activities or other University recognized activities for a specified period of time.

1 . removal from student status in the University for at least one semester following the dismissal term and with the option to apply for readmission; however, readmission is not guaranteed. Dismissal may result without prior probationary action. The student is also banned from all University owned property unless otherwise stated.

1 . permanent removal from student status in the University. this sanction will be permanently noted on a student's official transcript.

1 . a degree may be revoked for fraud, misrepresentation, or other violation of standards of conduct for students in obtaining a degree, or for other serious violations committed by a student prior to graduation.

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 a health or safety emergency (regardless of age).

In serious situations, a parent or legal guardian may be notified. If a student is dismissed from the University, readmission requires a letter of appeal to be submitted to the Associate Vice President, Student Affairs, Community Equity, and Inclusion that shows (1) satisfactory understanding by the student of why the dismissal was necessary, (2) why the student wishes to return, and (3) what the student is willing to do in the future to prevent past problems from recurring and contribute to a more positive campus life.

When a student is placed on social probation, deferred suspension or dismissed, the Student employee supervisor will be notified and will determine, in consultation with the Office of Human Resources the impact on the student's employment status.

specific academic program. Dismissed students may be removed immediately from the University and courses either for a certain duration of time or permanently.

Students dismissed from the university in the middle of a term will be withdrawn from the classes in which they are enrolled and will not be allowed to complete classes in which they received an Incomplete grade in previous terms.

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 reported to the Title IX Coordinator and will follow the procedures set forth in the Student Non-Discrimination, Non-Harassment, and Non-Retaliation Policy.

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

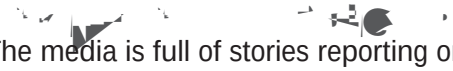
The following information can be helpful in the beginning reporting and for investigation:

- Organization or Organization(s) involved
- Individual(s) involved
- Place of incident(s)
- Date/Time of incidents
- Type of incident(s) including a s 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.



The media is full of stories reporting one of the worst possible consequences of hazET6iDaO4th. Whie caO4this fa

- Media scrutiny
- Damage to one's personal reputation
- Warped sense of leadership
- Feelings of shame and guilt

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.

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 Student Affairs and Community, Equity, and Inclusion at **(3) 4 -4 0** or .

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.

( ) 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.

( ) 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.

( ) 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.

( ) 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.

III. 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.

( ) "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.

( ) 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.

( ) 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.

( ) 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.

( ) 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.

( ) 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 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 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 TECHNOLGOY 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.

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.

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.

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.

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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 on the 4th floor of the Spellmann Campus Center building.

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 **(3) 4 -4 11**. 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 **(3) 4 -4 11**.

Keep your eyes open and, please, if you see it or hear it, report it immediately!

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.
-

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, **(3) 4 -4 0** or [illegible], 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

DINING HALL HOURS

The location and hours of operation for the dining facilities are [illegible].

DINING HALLS

Please note the following guidelines and expectations regarding the dining halls:

- Students must present a valid student ID at each meal. IDs are not transferable. Photos will be checked to verify validity.
- Campus visitors are invited to eat in the dining hall on a cash basis.
- Appropriate dress is required: shirt and shoes.
- Leave tables in clean condition after use.
- Meals for students who are unable to leave their rooms may be requested.
- Only authorized persons will be allowed behind serving counters and in the kitchen.
- Children must be monitored so as not to disturb others in the cafeteria.

DINING SERVICES

MEAL PLANS – RESIDENT SERVICES

- Meal Plans selections are completed in StarRez.
- All resident first-year students will be assigned the Traditional Meal Plan.

DINING DOLLARS

- Students can add dining dollars to their student ID. This service is available on your student portal.
- Dining Dollars do expire at the end of the semester.

LOST ID

- The 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. Lost ID's will need to be replaced at the ID stations located at the LARC. A replacement fee of $15 is charged for lost cards.

FOOD COMMITTEE

- 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 details, email

CATERING

- Catering activities and functions can be .

LION PRIDE MARKET

Lion's Pride Market is located on the second floor of the Spellman Center.

Lion Pride Market is a full convenience store and offer a range of fresh-brewed coffees, smoothies, a full line of beverages, sandwiches, salads, grill items, ice cream novelties, and other snacks. The new Dining Dollars meal plan feature will allow students to make purchases anytime.

For menus and information about dining services, visit the Lindenwood University homepage and click the Student Development link.

BULLETIN BOARD FLIERS, NOTICES, AND OTHER PROMOTIONS

Announcements of events meetings by campus organizations will be approve and posted to designated areas on-campus by the Student Involvement Staff. These postings and announcements will reflect the integrity of the university, meet Brand Guidelines, and represent student meetings and events. Materials will be posted according to the following guidelines:

- Materials for meetings and events must be pre-approved by Student Involvement by submitting the print request form on Involve U and will be posted by their staff on designated bulletin boards. Materials of an academic nature (research participants needed, etc.…) must also be approved by the Office of Student Involvement.
- No more than one flier per event will be posted on a bulletin board.
- Posters, fliers, banners, or other notices will only be posted on bulletin boards by Student Involvement Staff. Postings on building walls, beams, glass, trees, hallways, lamp posts, doors of any type, floors, or ceilings or painted on sidewalks is prohibited without approval.
- Chalking on sidewalks must be approved by Student Involvement by submitting the request form on Involve U.
- Window painting in Evans Commons must be approved by Student Involvement by submitting the request form on Involve U.

FRATERNITY AND SORORITY LIFE

Social fraternal organizations have been a part of Lindenwood University since 1992. The goal of all fraternities and sororities on campus has long been to help students develop as leaders and empower them by providing opportunities to create campus traditions, initiate community service, and make lifelong friendships. The social fraternal community at Lindenwood consists of three national sororities (Delta Zeta, Phi Sigma Sigma, and Sigma Sigma Sigma) and three fraternities (Delta Tau Delta, Phi Delta Theta, and Phi Lambda Chi). Lindenwood is also home to culturally based fraternal organizations as well. These organizations participate in the same activities as social fraternal organizations but also have a social justice focus.

Currently, Lindenwood has one culturally based organization (Alpha Psi Lambda National, Inc.) and collaborates with several historically African- American fraternities and sororities in the city of St. Louis. The university also has multiple professional and service fraternities. Sororities and fraternities are committed to seeing their members achieve personal excellence; the cornerstone of the fraternity and sorority experience is the development of better women and men. Being a member of the fraternal community helps students transition to college life. Not only does the community provide a home away from home, but it also allows members to showcase and train their many talents and gifts. Lindenwood fraternity and sorority members are known for their community service, tight networking, and support for each other.

To learn more about Fraternity and Sorority Life, stop by the Student Involvement Office on the third floor of Evans Commons or visit the of the Lindenwood website.

LINDENWOOD STUDENT GOVERNMENT

The Lindenwood Student Government is committed to the highest form of ethical student representation at Lindenwood University. Student government seeks out, identifies, and acts upon student concerns in a constructive and effective manner, working in cooperation with the appropriate university offices, programs, and departments. Student government also aids in facilitating the academic, social, spiritual, and physical well-being of the student body, as set forth in the Mission Statement of Lindenwood University. The mission of the Lindenwood Student Government is threefold. It is committed to amplifying the voice of students, upholding the standards set by the administration, and providing campus leaders with the tools needed to build a thriving campus culture.

For more information on Lindenwood Student Government, stop by the Student Involvement Office on the third floor of Evans Commons or visit the of 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 offers one-hour workshops through our Leadership Series. These programs feature faculty, staff, and alumni and help students develop skills in communication, conflict management, networking, and more. 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 the of the Lindenwood website.

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 Guidebook 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 Guidebook 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, he/she 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.

36 Weeks	▲ On the Monday two weeks prior to the start of the fall term — Winter Break January 2 or 3 – Graduation
40 Weeks	▲ August 1 – Winter Break January 2 or 3 – May 31 (unless graduating)
52 Weeks	▲ July 1 – Winter Break 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

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,

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 Center is named in honor of Dennis C. Spellman, 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

APPENDIX B

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 Community Coordinators 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 Associate Vice President, Student Affairs, Community Equity, and Inclusion .

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 [redacted] 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

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.