# STUDENT HANDBOOK



# Lindenwood College

ST. CHARLES, MISSOURI 1965-1966

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#### THE SPIRIT OF LINDENWOOD

To understand a college, one must understand the philosophy which undergirds it. At Lindenwood it is our purpose to consider each student as an adult with the privilege of selfdirection tempered by the sense of responsibility necessary to community living.

It is important to learn the ways of freedom — to make the right choices, to discipline oneself for the greater end—that of education, to consider always the rights of others. This means, in the first place, the student will accept the principle of individual honor which is basic to Lindenwood's honor system, and as a student, she will be completely trustworthy both in her academic and social life. This means, in the second place, the student will recognize she must live as a member of the group and many times must subordinate her own interests to those of the community.

Regulations pertaining to the fundamental standards of the college will be incorporated in a folder, CAMPUS LIVING AT LINDENWOOD, which is provided every student. Rules having to do with the use of college property or equipment and the care of student rooms are posted in each room in the residence halls. How and when to sign out will be found above each signout desk. Class privileges will be distributed to students in accordance with their academic classification. The student government officers will help determine within each residence hall those specific regulations which enable a large group of persons to live happily and considerately together.

All of the regulations have been studied carefully and have been approved by both the Administration and the Student Government officers. Failure to abide by them may result in a request to withdraw from the College since this would be an indication that the student was not in agreement with the expressed purposes and standards of the College. It is important, too, that no student be allowed to jeopardize the health, welfare, or the pursuit of academic excellence which is the goal of mature college women.



#### WELCOME from the President of the College

To the Lindenwood students a hearty welcome! With the rich tradition of one hundred thirty-eight years and with excellent equipment and a distinguished teaching staff, your college is ready to serve your best interests. You will take your place in a splendid student body and in a friendly college community.

In recreation and in study, in work, and in worship, in strengthening friendships that shall abide, you will find at Lindenwood College the joy of satisfying achievement. With pride in the College and with confidence in you, I express the hope that every day will be a happy and significant one for you.

Mrs. McCluer and I are eager to greet each of you in our home on the Campus.

F. L. McCluer

# STUDENT GOVERNMENT



#### STUDENT GOVERNMENT

Welcome to Lindenwood and to many new adventures. College is stimulating both academically and socially, and you will find it's a wonderful and fulfilling experience.

At Lindenwood, the students govern themselves. As stated in our Constitution, "the purpose of the Lindenwood College Student Association is to strive to uphold the highest standards of honor and integrity in all matters of personal conduct as well as to promote understanding among faculty, administration and students." In other words, the Student Council is the official communications link between the students and the administration and faculty. Our initiative and integrity are involved in the formulation and execution of each rule.

The Student Council, the governing body of our school, is composed of the officers of the student body, the NSA coordinator, two representatives from each dormitory except Niccolls which has three representatives, a representative from each class, three representatives from Day Students, chairman of Social Council, chairman of the Student Counselors, and the chairman of the Honor Board. Open meetings are held every Monday at 6:30 p.m. and all students are urged to participate. The Council's interest is in each individual student, and any suggestions for expanding our program and making it more beneficial to both you and our school will be appreciated.

We are proud of our student government and hope that you will be too. September isn't far away, and I am looking forward to meeting and working with you.

Havala Henderson President, Lindenwood College Student Association

# AGREEMENT WITH THE LINDENWOOD COLLEGE STUDENT ASSOCIATION

An agreement between the students and the Administration of Lindenwood College, May, 1940, that

WHEREAS: The students of Lindenwood College desired to assume responsibility in matters of student life in accordance with the principles of democratic student government, then

THEREFORE: The Administration of Lindenwood College authorized and charged the Lindenwood College Student Association to exercise powers in regard to the life of students with careful consideration for liberties and responsibilities.

The Administration of Lindenwood College entrusted to the Lindenwood College Student Association all matters concerning the conduct of students in their college life, with reservation of powers and jurisdiction in the following areas:

- 1. All matters of academic nature.
- 2. All matters of health and safety of students.
- 3. All matters of housing.
- 4. All matters relative to college property.
- 5. All matters of conduct which involve the withdrawal of a student.

#### LINDENWOOD COLLEGE STUDENT ASSOCIATION

Each student upon entrance to Lindenwood becomes a member of the Lindenwood College Student Association. By virtue of this fact, she accepts both the privilege and the obligation of self government. It is only when each student realizes that she plays a role in the government of her college that this form of self-rule can be representative and effective. Student government and the active participation of every student at Lindenwood in that government is an integral part of college life. While this association has a very immediate effect on the campus, the long-range purpose of any student government is to develop in those students who live under it the capacity for a mature and responsible role in adult life. It was with this purpose in mind that the Student Council was established.

The Student Council of Lindenwood College is composed of representative students who constitute the governing group of the student body. They legislate on all matters pertaining to the social regulations in community life, subject to approval by the Administrative Council. The Student Council meets on Monday evening and any member of the student body is welcome to attend.

Student participation and cooperation is shown by means of the following:

- 1. By keeping in touch with her student council representative. It is only through such contact that the members of the Student Council can actively represent the student body.
- 2. By serving on Student Council committees.
- By attending Tuesday morning Student Assembly. Students are held responsible for all information given out at that time.
- By knowing and keeping the regulations of the community.
- 5. By maintaining the standard of behavior in keeping with the reputation and ideal of the College.
- 6. By developing attitudes of self-discipline, self-respect and consideration for others.
- By cooperating to the fullest extent with the duly constituted Hall Officers in regulating and maintaining student self-government in the dormitories.

#### OFFICERS OF THE STUDENT COUNCIL

President	Havala Henderson
Vice-President	
Secretary-Treasurer	
Chairman, Student Counselors	Karen Ell
Chairman, Honor Board	Rebecca Trammell
Chairman, Social Council	Bobbe Macy
NSA Coordinator	Linda Hunt

## HOUSE PRESIDENTS

Ayres Hall	Lana McNabb
Butler Hall.	Jeri Knox
Cobbs Hall.	Lynn Russell
Irwin Hall	
McCluer Hall	Donna K. Sanders
Sibley Hall	Peggy Stewart
The new hall	Kitty Barnabee
Niccolls Hall*	Charlotte Yoder

\*Appointed until Freshman elections



#### THE HONOR BOARD

The Honor Board joins in extending a warm welcome to you. We at Lindenwood are proud of the part we are able to take in our government, and an important phase of this self-governing program is the Honor System.

Started in 1955, the Honor System recognizes the responsibility which we as mature students are eager to assume. Living under an Honor System allows us freedom, such as taking tests unproctered in class or back at the dorm. With this freedom comes responsibility to live according to the rules established by the Honor Code. The Honor System therefore equates with freedom and responsibility. The product is, we believe, an atmosphere of trust among students and faculty.

In choosing Lindenwood, you have pledged your willingness to live in accordance with the Honor System. We hope that by doing so you will find the atmosphere fostered at Lindenwood by this system a challenging and satisfying one.

Rebecca Trammell

Chairman of the Honor Board

Members of the Honor Board

Barb Bloss Paula Bowlin Fran Huber Cheryl Wells Vickie Smith Pam Koehl Havala Henderson WE THE STUDENTS OF LINDENWOOD COLLEGE, have adopted the Honor System in order:

- 1. To develop a sense of personal integrity.
- 2. To encourage individual and group responsibility.
- 3. To create an atmosphere of trust.
  - 4. To foster cooperation among students, faculty, and administration.

We do adopt the following constitution:

ARTICLE I. PURPOSE

The purpose of the Honor Board shall be to consider alleged violations of the Honor System.

#### ARTICLE II. MEMBERSHIP OF THE HONOR BOARD

Section 1. Annual Members

The Honor Board shall consist of a Chairman, the President of the Lindenwood College Student Association, two students currently elected from the Junior Class, two students currently elected from the Senior Class, the two students who served during their junior year remaining in office during their senior year, one faculty representative, and the Dean of Students.

Section 2. Representatives

Each residence hall and non-residence group shall elect one representative who shall sit with the Honor Board when it is considering a case involving a member of the group she represents.

#### ARTICLE III. ELECTION OF ANNUAL MEMBERS

Section 1. Chairman

The Chairman of the Honor Board shall be elected by the student body immediately after the election of the President of the Lindenwood College Student Association from nominations made by the Student Council, the current Honor Board Chairman and the senior board members.

Section 2. Members of the Board

The four new members shall be elected from nominations made by the Student Council, the current Honor Board

Chairman and the senior board members, juniors being elected for a term of two years, seniors being elected for a term of one year.

#### Section 3. Representatives

The representatives of the residence halls and the nonresident student body shall be elected in the spring after the election of the new presidents of each group. A resident counselor will serve as representative from the freshman hall until such a time as it elects its own officers. The faculty member shall be appointed by the President of the College.

#### ARTICLE IV. VACANCIES IN THE MEMBERSHIP

Section 1.

In the case of a vacancy left by a student serving a two year term, a new member shall be elected by the senior class.

Section 2.

When a vacancy occurs in the membership of the board or representatives to the board, a new member shall be elected by the same body from which the vacancy occurred.

Section 3.

Any member who, in the opinion of the Board and the Administration, disqualifies herself shall be asked to resign.

#### ARTICLE V. OFFICERS OF THE HONOR BOARD

In addition to the Chairman, there shall be a secretary appointed from the Board by the Chairman.

#### ARTICLE VI. MEETINGS

Meetings of the Honor Board shall be called as soon as possible after an alleged violation of the Honor System has been reported.

#### ARTICLE VII. POWERS AND DUTIES

The Honor Board acts upon matters involving alleged honor violations. After careful consideration of each case, the Honor Board will arrive at a decision; each member holding one vote. The Honor Board may submit its decision to the Administrative Committee. If the Administrative Committee does not accept the decision of the Honor Board it will meet with the Board and together they shall reach a decision. Because we believe in the integrity of the individual, and the rights and responsibilities of the group, we have established as our basis of community life the Honor System.

A student entering Lindenwood College is made aware of the Honor System and her presence on campus is testimony to the fact that she is in agreement with its principles.

A Lindenwood student is expected to represent herself truthfully concerning all college regulations and to encourage and help her fellow students to do so. Each student must feel a responsibility for the welfare of the college community as well as for her own personal conduct.

#### ACADEMIC HONOR

The responsibility for maintaining academic honor rests with each individual. Failure by any one student to uphold the following regulations undermines the academic standing of the whole college and is counter to the standards of the Lindenwood College Honor System.

- A. No student shall give or receive aid in examinations and quizzes. (The instructor should feel free to leave the room during an examination if he so desires). Cheating shall be defined as:
  - Given or receiving aid on examinations or quizzes. (This includes the use of any information; such as, a "crib", another student's paper, signals between two students, or a book which is not authorized by the professor).
  - Turning in another student's work as one's own. (This does not include studying together in a manner approved by the professor).
  - 3. Using or possessing any test without authorization by the professor.
  - 4. Writing a test in any place which is not specified.
  - 5. Altering any exam after it has been turned in, or altering records of any sort.

6. Assisting a second party to any of the above.

NOTE: THE STUDENT IS RESPONSIBLE NOT ONLY TO REFRAIN FROM CHEATING BUT TO AVOID THE APPEARANCE OF CHEATING AND TO HELP PRE-VENT OTHERS FROM CHEATING.

- B. No student in the classroom or laboratory shall give or receive aid not approved by the instructor.
- C. No student shall resort to plagiarism or shall employ methods of preparation which are not approved by the instructor. Plagiarism shall be defined as: "The dishonest use of the work of others . . . since the plagiarist offers, as his own, for credit, the language, or information, or thought for which he deserves no credit."<sup>1</sup> Plagiarism falls into four general categories:
  - 1. The use of exact words, phrases, or sentences of another person's work without quotation marks and proper documentation.
  - 2. The use of faulty paraphrasing in which a student makes a composite of borrowed phrases or sentences without quotation marks or proper documentation.
  - The use of opinions and ideas of others in one's own words but without proper documentation.
  - 4. The use of another's sequence of thought or arrangement of ideas and material, even though written in the words of the student, without proper documentation:
  - NOTE: STUDENTS ARE RESPONSIBLE FOR ANY TYP-IST'S MISTAKES OR OMISSIONS WHICH MIGHT CONSTITUTE PLAGIARISM.
- D. No student shall disregard the library regulations:
  - 1. Reference books and periodicals, except under unusual circumstances when specific permission is granted by one of the librarians, are never to be taken from the library proper. (Library assistants cannot grant the necessary permission).
  - Reserve books are not to be removed from the reserve shelves without process of signature.
  - The deliberate removal of books from the stacks without proper process of signature or the deliberate separation and removal from any library book or periodical or any part thereof, will be considered as a violation of honor.

<sup>&</sup>lt;sup>1</sup>Newman P. Birk and Genevieve B. Birk, Understanding and Using English, Third Edition, New York: The Odyssey Press, Inc., 1958, page 696.

#### HONOR IN NON-ACADEMIC MATTERS

Each student is expected to uphold the standard of truth in all facets of community life.

- A. Students shall abide by all regulations pertaining to class privileges.
- B. Students shall register correctly upon leaving or returning to the campus.
- C. Students are on their honor to attend Student Assembly, unless excused by the proper official.

#### INDIVIDUAL RESPONSIBILITY

In the interest of maintaining the standards set up by the Lindenwood College Honor System, every student while under its jurisdiction is required:

- A. To know and obey these regulations.
- B. To report herself to the Honor Board upon violation of the Honor System, academic or non-academic.
- C. To recognize that if she is aware of a violation by a fellow student, the welfare of the college community **requires** that she urge that student to report herself.
- D. To be aware of her responsibility to the group by:
  - 1. Tapping her pencil several times on her desk if she suspects that there is cheating during a test in order to remind the group of their obligation under the Honor System.
  - 2. Notifying, if a violation of non-academic honor has occurred, her Honor Board Representative.

#### INVESTIGATION OF OFFENSES AND HEARINGS

- A. An Honor Board member, administrative officer, or faculty member to whom an offense is reported will as soon as practical communicate with the Chairman of the Honor Board, who will then initiate an investigation.
- B. The Honor Board, at completion of the investigation, will hold a hearing and either dismiss the case or take one of the specific Honor Board actions.
- C. Any person may be requested to testify before the Board if their testimony is necessary for the clarification or corroboration of evidence.
- D. A record of all hearings shall be kept by the Honor Board.

#### SPECIFIC HONOR BOARD ACTIONS

After considering the evidence presented in the investigation and the hearing, the Board will decide upon one of the following actions:

- A. If the Honor Board finds that there has been no violation of the Honor System, the student charged will be given an ACQUITTAL.
- B. If the Board finds that there has been a violation of the Honor System, it will take one of the following actions:
  - The student will receive an ADMONITION, if the violation was due to carelessness, inadvertence, or non-culpable ignorance.
  - The student will receive a formal REPRIMAND, an official letter being addressed to her with regard to her offense and a copy thereof being made a part of the student's file either on a permanent basis or a removable basis.
  - The offender will be placed on HONOR PROBATION provided that she reaffirms her word of honor by signing a special honor probation card and gives evidence of her determination to live in accordance with the fundamental purposes and ideals of the College.
  - The Honor Board, in cases of a severe nature, will recommend a joint meeting of the Administrative Council and the Honor Board to determine the action to be taken.
  - 5. A recommendation for DISMISSAL will be submitted to the Administrative Council in cases in which the offender gives no evidence of determination to live in accordance with the fundamental purposes and ideals of the College, and/or does give evidence of being basically out of harmony with the standards of the College, and/or refuses to reaffirm her word of honor, and/or violates her Honor Probation.
- C. After one of these actions has been taken the case will be referred to one of the following groups for disciplinary action.
  - In case of academic violation of the Honor System, disciplinary action will be taken by the instructor

concerned after consultation with the Dean of the College, independent of an Honor Board recommendation.

- a. In cases where the Honor Board finds that an academic violation of the Honor System has beyond a reasonable doubt taken place, but where the evidence is insufficient to determine which student or students were guilty, any instructor concerned may take such measures as will assure him that no guilty person will have derived any profit or benefit from the violation.
- b. Such measures may include the curtailment of certain classroom privileges, the assignment of additional work, or the invalidation of the entire test, with subsequent re-examination for the entire class.
- In cases of non-academic violation of the Honor System, disciplinary action will be taken on or independently of the recommendation of the Honor Board by one of the following groups to which the case can be referred:
  - a. The House Presidents' Council.
  - b. The Judiciary Board of the Residence Hall in which the student concerned lives.
  - c. The Administrative Council.



#### STUDENT COUNSELING PROGRAM

The Student Counselors join in extending a warm welcome to you, the new freshman class.

As in every college, there are adjustments to be made in adapting to campus living. The goal of the Student Counseling Program is to assist you in this adaptation process to become a useful citizen who has a deep respect for the college community of which you are a part.

Your Counselor will be on campus to greet you when you arrive and will be living with you throughout the year in your dormitory to serve as a link between you and the upperclassmen. Her duties will be what you want them to be. She may become your friend, your guidance counselor, or just someone with whom you would like to talk. The main point is that she will be here and wants to help you in any way possible. If perhaps she can't help, she will be glad to refer you to the proper channel.

You may be wondering how the Counselors have been selected. All have been chosen by an administrative-student committee on the basis of scholastic ability, character, leadership, and an interest in working with people.

A great part of the success of the Counseling Program and your entire college experience rests with you. I'm sure with your co-operation and enthusiasm this experience can be a most rewarding one.

Karen Ell Chairman, Student Counseling

- Ayres—Deborah Collins Melba Carty Candice Linden
- Butler—Holly Zanville
- Cobbs—Roxanna Young
- Irwin—Anita Reid Paula Bowlin Ruth Ellsasser
- Day Students— Diane Lovelace Kathy Kirby Diana Wittenborn

International Students—Chung Hee Chang McCluer—Gladys Hendren Mary Ann McClintock

- Niccolls—-Louise Symmes Sandy Starr Toni Chappelle JoAnn Applegate Charlotte Yoder Betty Sherin
- New dorm— Cathy Wynn Theresa Holnback Jody Mace Susan Anderson Jennie Calvert Susan Apple



#### Let us entertain you!

The spirit of Lindenwood is initiated by the Social Council. Our main purpose is to provide a sense of sociability and comradeship among all of you, and to see that your college days at Lindenwood are happy ones.

The activities which have already filled next year's calendar are numerous and will furnish you all with "many a good time!" They include various date-dances, "mixers," movies (every Friday night), ice-skating, swimming, and hootenanny parties. Along with this, you will have frequent opportunities to visit St. Louis and to see the latest Broadway plays, operas, art exhibits, baseball games, and world-famous singing groups.

Our biggest excitement this year was learning that our Father's Club was drawing up plans for a Student Union building to be built on campus in the near future. This will truly be a tremendous asset to our school, and is something that we are all very **anxious** to have.

In concluding, may I say that we welcome each of you. We are happy to have you a part of our college, and will be anxiously awaiting your arrival in the Fall.

Once again, let us entertain you!

Bobbe Macy Chairman, Social Council

#### A WORD TO THE WISE

The faculty is eager to counsel with you—so give them an opportunity. Always respond promptly to a note from a faculty member or an administrative officer asking to see you.

It is much more pleasant to live in a clean room.

Watch the bulletin boards in Roemer Hall and in your residence hall. You may see something of interest there.

Chewing gum in public is never considered good taste. We do not do it at Lindenwood.

A friendly attitude and a willingness to help each other will create a strong school spirit and a sense of unity on campus.

At Lindenwood we begin and close all events on time.

Your health is important—take care of it! Eat your meals regularly, get plenty of sleep, and play as hard as you work.

Begin well! Remember, poor work the first week is apt to drag through the year. Try to make good grades not only for personal advantages but because the habit of doing things well is a very good habit.

If you smile, you will go further, you never like anything until you try it.

Your manners in the dining room, in the classrooms and in the residence halls reflect your background.

Etiquette is a simple matter of courtesy and consideration of one another.

Traditionally, Lindenwood students do not smoke on the front campus, on the streets, and where ash trays are not provided.

Singing in the dining room is customary at dinner except on Sunday, though we try to keep it appropriate to dining room atmosphere.

As a courtesy, conversation stops when announcements are made in the dining room.

Always introduce your parents and friends to faculty whom you meet and to your Head Resident. It helps faculty and administration to know you more quickly if you will introduce yourself.

Be sure to rise whenever a member of the faculty or staff enters a room, and it is our custom to rise when speakers enter and leave the chapel and auditorium. Respect the rights of others. Therefore limit your telephone calls and knock before entering a closed door.

#### YOUR CUE TO DRESS

Campus and Classroom—weekdays until after dinner Skirts, sweaters, blouses, casual dresses, culottes Saddles, flats, loafers

Sports—including picnics, all day Saturday, after dinner Slacks, bermudas (not short shorts), shirts, sweaters, pedal pushers, culottes Saddles, tennis shoes, loafers

Special Occasions—evening Convocations, Honor's Day Convocation, Christmas Dinner, dinners preceding Convocations, Sunday—after breakfast until after Vespers

Hose and heels, or dressy flats with appropriate dress

#### Teas

Tailored but dressy, wool, silk, or cotton dresses and suits Hose and heels Gloves

Formal Dances

Short or long formals, cocktail dresses Evening shoes Short or long gloves

Dates

Skirts and sweaters, tailored dresses, suits Sport dress only when occasion calls for it Hose, heels, flats, loafers, according to dress

Plays, concerts, field trips, student teaching

Dress as for dates

Hat optional

Hose and heels (unless permitted by faculty sponsor to wear socks and loafers for field trips)

Gloves

#### Church

Dress same as for teas

Hats are customary in St. Charles (not at Vespers)

Remember, the way you dress reflects the way you feel about yourself. Good taste is a simple matter of what is suitable and appropriate. Night attire is not suitable dress for residence hall living rooms, lounges, and tearoom until after hours. Clips and rollers may be worn, covered with a scarf, in the tearoom. library, and other campus buildings, after hours, and on Saturdays. Clips and rollers may NEVER be worn in the dining room, classrooms, and administrative offices.

#### BUDGET CUES

Your personal budget should include at least \$50 for books; Residence Hall dues of \$2; other dues, between \$2 and \$6. Presents and parties, tickets for cultural events, bus and taxi fares, room furnishings, food and personal supplies—these can be done on \$30 a month—easier with \$50.

# STUDENT ORGANIZATIONS



#### STUDENT CHRISTIAN ASSOCIATION

The SCA is our campus "Y". As an automatic member, you are part of an association which is affiliated with not only the National and International YWCA, but also with the World Student Christian Federation. The purpose of SCA as stated in the constitution is "to seek to help persons to study and work toward enriched human living and a free and just society. In this task we seek to attract and unite in active fellowship individuals of all Christian confessions, adherents to other faiths, and those who affirm no religious belief. In an open search for life purpose, persons are encouraged to confront the power and relevance of the Christian faith." (LCSCA Constitution). The activities of SCA are many and varied.

VISITATION WEEK. At this time, cabinet members will visit small groups of freshmen in order to explain the function of the SCA more fully and answer any and all questions you may have.

FRESHMEN REPRESENTATIVES. At a time to be designated in October, the freshman class will elect three girls to represent them on the SCA Cabinet. They will meet every Thursday with the cabinet and their exact duties will be announced later.

GO-TO-CHURCH SUNDAY. Here is your first opportunity to meet the various religious leaders from the St. Charles community.

HOOTENANNYS . . . with group singing, solo spots, skits, members of the folksy faculty, plus imported talent from such places as Gas Light Square.

WORK. There's plenty of opportunity for this within the Boys' Club, Salvation Army, Girl Scouts, Red Cross, and orphanages. A work week-end is scheduled at the Caroline Mission in St. Louis.

DORM DEVOTIONALS. A chaplain from each dorm will be selected to provide short devotionals or simple discussion groups for those who are interested within each dorm.

WUS (WORLD UNIVERSITY SERVICE) DRIVE. You'll be hearing a lot more about a hum-dinger for an auction scheduled at the beginning of next year to raise funds for students around the world with inadequate facilities for learning.

RELIGION-IN-LIFE WEEK. One week is set aside to relate religion to areas of learning such as science, government, economics, etc. An outstanding speaker is invited by the college to guide student thinking through convocation talks, discussion groups and personal counseling.

THOMPSON-HOUSE-RETREAT. If you're interested in getting away from the pressures of college life, you'll enjoy this week end "away from it all" scheduled for next year.

If you want to gain anything at all from SCA — and it promises a lot — you'll have to be on your toes. Keep well informed, listen and ask questions. If you have any new ideas, constructive criticism, or if you are interested in working with a particular committee, don't hesitate to contact a member of the SCA Cabinet. You will be further introduced to these girls later!

President, L. C. Student Christian	AssociationCathie Linhart
Vice President	
Secretary	Nina Lesh
Treasurer	Joan Morris
Program	(To be announced)
Social Service	Anita Reid
WUS	Kati Ward
Chaplain	Punky Hendren
PublicityLisl We	stbrook and Patty Blackburn
Day Student Representative	Carol Lenke
Freshman Cabinet Advisor	Eleanor Molengraft

**PUBLIC AFFAIRS CLUB** is the major body for political and cultural discussion on the Lindenwood campus. It concerns itself with all of the affairs of government both domestic and international, and with the different modes of life in the world today. Its affiliations include the Collegiate Council for the United Nations, the International Relations Clubs, the Peopleto-People Program, and the Missouri Center for Education in Politics.

WOMEN'S RECREATION ASSOCIATION is organized to promote good fellowship, sportsmanship, and the development of recreational skills through participation in sports and recreational activities. These activities include intramural sports between dormitories, extramural sports with various colleges and universities in the area, and events such as bikehikes, picnics, hayrides, and sport clinics.

YOUNG DEMOCRATS AND YOUNG REPUBLICANS are organized for the purpose of developing and encouraging party loyalty.

#### GENERAL HONOR SOCIETIES

ALPHA LAMBDA DELTA—National scholastic honor society, open to freshmen only. Students must have a 3.5 average at the end of the first semester of the first year to be eligible.

ALPHA SIGMA TAU—Lindenwood Scholastic Honor Society. Undergraduate membership shall be limited to members of the junior and senior classes who are candidates for a bachelor's degree. Election to membership shall normally take place in the second semester of the senior year; members of the junior class with outstanding academic records may be elected in the sixth semester of their college course. Students may be elected also at the end of the college course if the grades of the final semester make them eligible. Transfer students must complete at least four semesters at Lindenwood in order to become eligible. To be eligible for membership the student's load must average 15 hours per semester exclusive of Physical Education with a cumulative grade point average of 3.5 with no grade lower than a C.

LINDEN SCROLL—A senior honorary society, members of which are chosen in their junior year, having completed five-eighths of their college course with a cumulative grade point average of .4 above the all-school average, in recognition of outstanding contribution to the college community and high quality personal citizenship and loyalty.

#### DEPARTMENTAL HONOR SOCIETIES

ALPHA EPSILON RHO-National honor society. Members are

selected from the highest ranking students in the radio classes.

ALPHA PSI OMEGA—A national honor society. Open to students enrolled in Speech and Dramatics classes who have fulfilled its requirements. In cooperation with the drama classes the club helps in the presentation of plays during the year. The club presents one play during the year with an all Psi cast.

COLHECON—The Home Economics Club affiliated with the American Home Economics Association. Membership is limited to majors in this field.

EL CLUB DE LA AMISTAD is the Spanish club whose purpose is to promote interest in the Spanish language and acquaint students with the Hispanic culture. Students who have passed Spanish 101-102 or the equivalent are eligible.

ETA SIGMA PHI—National Honor Classics Society.

KAPPA OMICRON PHI is a national home economics honorary fraternity open to any student who has completed eight hours of home economics, has a 3.0 average in home economics, and above average grades in other subjects.

MU PHI EPSILON—National honor society. Membership is limited to music majors who are elected on the basis of scholarship, ability, character, and faculty approval.

M.E.N.C.—The local chapter of Music Educators National Conference serves as a professional club for all young women who are candidates for the degree of B.M.E. or for those B.M. or B.A. candidates who are especially interested in the educative aspect of music.

PHILOSOPHY CLUB meets several times a year to discuss philosophers and philosophical questions. Students usually prepare the papers and lead the discussion. Membership is open to all students who have completed or are currently enrolled in one of the courses in the Department of Philosophy.

PI ALPHA DELTA—Local society. The club invites to membership students interested in the Classics, Latin and Greek language, literature, and culture. Membership organized on a pattern based on Roman life.

STUDENT ARTIST GUILD—A local honorary club. Upperclassmen planning to major or minor in art and who have a minimum of B in completed art courses and an average of C in other subjects are invited to membership. The purpose of the club is to provide projects and discussions which will further an interest in and an appreciation of art. STUDENT NATIONAL EDUCATION ASSOCIATION, Sibley Chapter. The SEA, as its name implies, is composed of all students interested in teaching as a profession. It is a nationally affiliated organization and all members keep in touch with N.E.A. and M.S.T.A. through their publications.

TRIANGLE CLUB—Local society. Membership is limited to science majors and minors with a B average in three science or math courses.

#### ACTIVITY CLUBS

BETA CHI is open to those students who pass certain tests showing proficiency in horseback riding.

CHOIR membership is open to all students whose voices qualify.

KCLC, the campus radio station, is beamed to all buildings on the campus. Any student interested in this field may participate in the programs of the station whether or not she takes courses in the department.

ORCHESIS is a national honorary modern dance club which serves to promote interest in dance as an art form. Members selected by audition present a variety of dance programs during the year.

POETRY SOCIETY is organized to encourage the creation and appreciation of poetry at Lindenwood.

PRESS CLUB includes staff members of the yearbook, the campus newspaper and the radio station.

#### BOARD OF STUDENT PUBLICATIONS

The Student Publications Board composed of students and faculty, sponsors the campus newspaper, **The Linden Bark** and the yearbook, **The Linden Leaves.** The literary annual, **The Grif**fin, is the product of the creative writing class. Work on the staffs of the periodicals provides valuable experience for students interested in writing or journalism.

THE INTERCLUB COUNCIL is composed of the presidents or their representatives of all the student organizations to serve as a policy-making body and a campus clearinghouse.

#### **REGULATIONS FOR STUDENT ACTIVITIES**

- I. ELIGIBILITY RULES
  - A. The President, Vice-President, Secretary-Treasurer of the Student Council, Honor Board Chairman, and the House Presidents must have an accumulative grade average of 2.3 at the time of the election.

- B. A student must have had at least a 2.0 average for the previous semester in order to hold an office in any other student organization.
- C. In order to participate in the following activities, students must have at least a 2.0 average for the previous semester: riding team, Orchesis recitals, play casts, athletic teams, out-of-class radio programs.
- D. Exceptions are made if the performance is a part of a class requirement or if the student had begun rehearsals in the first semester provided the performance is to take place within the first six weeks of the second semester.

#### II. ARRANGEMENTS FOR STUDENT ACTIVITIES

- A. Whenever an organization is in charge of any function, the arrangements committee must check the plans with the following offices IN ADVANCE:
  - 1. OFFICE OF THE DEAN OF STUDENTS
    - a. Date on the College Calendar, (at least one month in advance when possible).
    - b. Scheduling Roemer Auditorium, the Fine Arts Building, and the Chapel.
    - c. Use of equipment.
    - d. Buses, tickets, dances or week-end parties, decorations, requisitions from Student Activity Fund, invitations, etc.
  - 2. OFFICE OF THE BUSINESS MANAGER
    - a. Conferences on the campus.
- B. New organizations or changing policy of current organizations must be cleared through a special Student-Faculty Organization Committee appointed by the Student Council.

#### III. POINT SYSTEM FOR OFFICES

In an effort to assure that student offices are not concentrated among a very few and that students are not overburdened with responsibilities, the following point system has been approved by the Student Council. Students holding up to 10 points must hold to a 13 point maximum. Students in positions carrying 8 or lower number of points may carry a 14 point **m**aximum.

# STUDENT COUNCIL

President Vice-President Secretary-Treasurer Corresponding Secretary Sounding Board Chairman Class Representative Hall Representative	
HONOR BOARD	
Chairman Member Hall Representative	4
STUDENT COUNSELORS	
Counselor	
SOCIAL COUNCIL Chairman Member	
ANNUAL STAFF	
Editor-in-Chief Business Manager. Advertising Manager Organization Manager Lay-out Editor Art Editor Proofreader Assistant Typist	10 10 10 10 6 5 3
BARK STAFF	
Editor-in-Chief Associate Editor Business Manager Editor Reporter	8 8 6 3
HONORARY SOCIETIES	
President	
STUDENT CHRISTIAN ASSOCIATION	
President Vice-President	

Treasurer Program Chairman Publicity Chairman Social Service Chairman. Faith Chairman International Chairman Junior Cabinet Advisor.	6666633333
Secretary Treasurer Intramural Chairman Publicity Chairman	08558333
ACTIVITY CLUBS	
	6333
Vice-President	6333
	03

#### IV. STUDENT ACTIVITY FUND

The Student Activity Fund is created by the \$35 student activity fee which is included in the student expenses for the year. It covers admission to the concert-lecture convocations, all-college social events, membership in the Lindenwood College Student Association, and in the Student Christian Association, the Christmas Fund, and subscriptions to Linden Bark, Linden Leaves, and the Griffin.

#### V. SOLICITATION

Solicitation by individuals on or off the campus is not allowed. Groups wishing to solicit money for certain pro-

jects may submit their plans to the FUND RAISING PRO-JECTS BOARD appointed from the Student Council.

All Lindenwood students wishing to sell their goods or services (typing, ironing, tutoring, bedspreads, and text books) may do so by placing a notice on the main bulletin boards in the dormitories.

#### VI. STUDENT FUND RAISING

- Fund raising projects may be carried out by recognized student organizations of Lindenwood College.
- B. There may be no door to door, or house to house, or merchant to merchant solicitation for contributions.
  - 1. The customer must approach the salesman.
  - Solicitation must be in the form of services offered or products sold, not in the form of a fund drive like the March of Dimes.
- C. Publicity must be in the form of posters, printed material, radio or TV announcements, student assembly announcements, and/or announcements on appropriate bulletin boards. Projects may not be publicized in the dining room or from door to door.
- D. The purpose of the fund-raising project must be stated in all publicity and at the place of the sale.
- E. There will be an all-school carnival for general club fund raising purposes in the spring.
  - 1. Each club will pay for and construct its own booth.
  - The money collected by the club from the booth will belong to that club, less a small percentage to be returned to the general carnival fund for publicity for the following year.
  - 3. There will be a carnival board appointed by the Student Council to supervise the carnival.
- F. All money that a club raises during any year may be carried over from year to year and is the property of that organization.
- G. There will be a Fund Raising Projects Board consisting of appointed Student Council members and one member of the Administration to:
  - 1. Interpret this plan for fund raising efforts.

- 2. See that all solicitation is carried out according to this plan. The Board will interpret the above described plan. While the Board will not pass judgment on the purpose of a fund raising project, proposed projects must be submitted to it for approval.
- 3. Limit to some degree the places used in these projects such as Roemer Hall, downtown sections, etc.

# THE CAMPUS

### THE CAMPUS

#### IMPORTANT LOCATIONS ON CAMPUS

Soon after your arrival at Lindenwood you will want to locate the following places. Each is an important part of the College. THE BANK—The College Bank is located on the main floor of Roemer Hall, and is open

#### MONDAY THROUGH FRIDAY

Morning	Afternoon	
8:30—10:00	1:10-3:10	
10:45—11:45	4:00-4:45	

Closed every Wednesday afternoon.

#### SATURDAY MORNING 8:30—11:30

Students are urged to deposit their money here to insure its safety. Carrying money about or leaving it in your room oftentimes leads to carelessness and loss. The College stands responsible only for money placed in its care. The bank is for "depositing," not borrowing. Checks drawn by students on their parents or guardians will not be honored except when written instructions for such privileges from parents or guardians are on file in the Bank.

BOOK STORE—The college Book Store is located next door to the Post Office in Roemer Hall. Here supplies, books, stationery, sheet music, ink, pencils, greeting cards, pennants, college jewelry, etc., may be obtained. Regulation gym uniforms, leotards, and tank suits to be used in swimming pool may also be purchased here. All students wishing to have garments dry cleaned may leave them at the Book Store.

POST OFFICE—The Post Offie is located on the Terrace Level of Roemer Hall. A lock box is assigned for every student. Each girl assumes responsibility for her own key.

The Post Office is known as Station 3 of the St. Charles Post Office and is conducted under the usual regulations. Packages may be mailed here, stamps bought, etc., as in any Government Post Office. In each dormitory are mail boxes for outgoing mail, which is collected three times daily. The new postal ZIP number for St. Charles is 63301.

EXPRESS OFFICE—Express packages may be sent from the office of the Supervisor of Plant Operations and Maintenance. His office is on the ground floor of Roemer Hall, and is open

from 8:00 in the morning until 12 noon. Packages can be wrapped in the room across the hall.

THE B. KURT STUMBERG HEALTH CENTER—The Health Center is always open to students. Never wait until you are "sick enough to come," but bring your apprehensions and questions before you become ill. The College physician is here at 4:00 p.m. Registered nurses are available at all times.

THE TEA ROOM—The Tea Room, commonly known as the "Tea Hole," one of the most popular spots on the campus, is located in Cobbs Hall.

RECREATION ROOMS IN THE DORMITORIES—You will find the recreation room in your dorm on the ground floor. You may use this room any time you wish—for wing parties, for cooking your own dinner, or for entertaining dates.

MARGARET LEGGAT BUTLER LIBRARY—The Library building is east of Roemer Hall. It houses 50,750 books plus 240 periodicals and newspapers.

The loan desk and card catalog index to the book collection are in the lobby. Stacks are open to students, and books are issued for two weeks. A fine of 5c a day is charged on overdue books. Reference books and magazines do not circulate.

Books "reserved" for class use are issued at the loan desk and used in the reading rooms during library hours. They may be withdrawn between 9:00 and 10:00 p.m. Monday through Friday, 3:00 and 4:00 p.m. Saturday, and 9:00 and 10:00 p.m. Sunday. The books are due at 8:00 a.m. the following morning with these exceptions: books taken at 9:00 p.m. Friday are due at 9:00 a.m. Saturday; books taken at 3:00 p.m. Saturday are due by 2:00 p.m. Sunday. A fine of 50c for the first hour and 25c for each additional hour is charged for late reserve books. The Library hours are:

Monday through Friday

7:50 a.m. to 12:00 noon 1:00 p.m. to 5:30 p.m. 7:00 p.m. to 10:00 p.m.

Saturday

9:00 a.m. to 12:00 noon 1:00 p.m. to 4:00 p.m.

Sunday

1:30 p.m. to 4:30 p.m. 7:45 p.m. to 10:00 p.m. PRAYER ROOM—Located on the first floor of McCluer Hall. For personal meditation and prayer.

LANGUAGE LABORATORY—Terrace level of the Library; 76 stations; listening room adjoining Language Library for individual work which may be used at the student's convenience.

'NEWS BUREAU—Lindenwood's News Bureau serves you and your family. A letter from you is pleasing, but news about you in your hometown paper is exciting. Let us know about your activities and give us news of your college organizations, or better still, stop in for a visit.

DAY STUDENTS ROOM—The Day Students Room is located on the terrace level of Roemer Hall. It is attractively furnished with comfortable chairs. Each girl is provided with a locker for her books and coat.

TERRACE ROOM—Located on the ground floor of Cobbs Hall is a pleasant place to have a chat with that "special date." If you like to listen to the radio or phonograph, or watch TV, stop in. The Tearoom is next door.

THE LINDENWOOD COLLEGE CHAPEL — This building is jointly used by Lindenwood College and the St. Charles Presbyterian Church. Lindenwood uses the sanctuary for its chapel and vesper services, as well as for other programs open to the public. The College uses the Nursery for its nursery school and the area devoted to educational activities for students in the field of religious education. College plays are often presented in the round at Fellowship Hall in the church building. The facilities of the building are available for the use of student groups. The building is jointly owned by the College and the church.

SWIMMING POOL—The swimming pool is in Butler Hall, near the gymnasium. Those not enrolled in swimming classes may swim during the hours of "open pool."

GREENHOUSE—You will find the Greenhouse in back of Sibley Hall under the water tower. Visit it now and then—it always has something lovely to offer.

ROEMER AUDITORIUM—The auditorium is located on the first floor of Roemer Hall. Freshmen and Sophomores occupy the seats on the main floor; the Juniors and Seniors sit in the balcony.

SIBLEY CHAPEL—The entrance to Sibley Chapel is on the east side of Sibley Hall. Piano, organ, and voice recitals are held there.

STABLE—The stable and riding ring are located on the back campus. Visitors are always welcome.

TENNIS COURTS—The tennis courts, hockey field, and archery range are also located on the back campus. These are for the use of the students at all times except for 10-12 noon on Sunday.

GOLF COURSE—A six hole golf course is located west of Niccolls Hall. It is kept in condition for use as long as weather permits playing golf.

KCLC—Is the Lindenwood radio station at 600 on your dial. Its studio is located on the terrace level of the Fine Arts Building. There is a two-hour broadcast every weekday evening. Through KCLC students may hear KADI-FM, St. Louis, from 6:00 a.m. to 12:00 midnight.

#### FACILITIES

#### I. TRANSPORTATION

- 1. Transportation arrangements may be made through the Office of the Dean of Students.
  - a. Miss Odell, Director of Student Activities, will arrange plane and train reservations for week ends and vacation periods.
  - b. Special tours and trips may also be worked out through a national tour agency.
- 2. Taxi Service—Call RAndolph 4-1234.
  - a. Two can ride as cheaply as one: 65c for two passengers, 20c each additional. This applies only when there is a central pick up and the same destination.
  - b. Airport rate—\$3.80 for two passengers, 50c for each additional.
  - c. St. Charles Wabash Station—\$1.10 for two passengers, 20c for each additional.
  - d. St. Louis Union Station—\$8.00 for two passengers, 50c for each additional.
- 3. Bus Service—Call RAndolph 4-6300.
  - Greyhound buses run between St. Charles and St. Louis. Call for information in regard to schedule.
  - The College will subsidize buses or cabs (charging \$1.50 round trip) for any size group of students

wishing to attend functions in the St. Louis area, such as, shopping trips, field trips, sight-seeing trips, library assignments, and special movies as well as cultural events (plays, concerts) etc. Arrangements must be made well in advance.

#### II. LAUNDRY AND CLEANING

- 1. There are automatic washers and dryers in each residence hall which are available for personal laundry at 20c a load.
- Arrangements for having laundry done outside the college may be made through the Head Resident and the expense is a personal item.
- 3. The cleaning establishment may not call for or deliver at the residence halls but cleaning may be sent through the BOOK STORE.

#### III. STORAGE

- 1. Trunks and hand luggage may be stored in the trunk rooms of the residence halls without charge.
- 2. If a student prefers, she may keep her trunk in her room.

#### IV. DINING ROOM

1. Hours for meals in the dining room (unless otherwise announced) are:

Weekdays:	7:30 to 8:00 a.m.	Breakfast
	12:35 p.m	Lunch
	6:00 p.m	Dinner
Saturdays:	8:00 to 8:30 a.m	Breakfast
	12:35 p.m	Lunch
	6:00 p.m.	Dinner
Sundays:	8:00 to 8:30 a.m	Breakfast
	12:45 p.m.	Dinner
	5:45 p.m	Теа

2. Guests for Meals: After the opening month of college, students may have a limited number of guests in the dining room. Arrangements for guests to have meals in the dining room must be made with the Director of Food Service. Tickets should be purchased 24 hours in advance of the time the tickets are to be used.

Breakfast	 \$	.60
	Tea\$	
	\$	

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If guest tickets are not used, they are refundable if returned immediately.

3. A bell is rung five minutes before the beginning of a meal and students enter the dining room after this bell and remain standing, without starting the meal in any way, until after the blessing is sung.

V. LOST AND FOUND

- 1. General articles are left in the Lost and Found in the Mailing Room on the terrace level of Roemer Hall.
- 2. Money and valuables, if found, may be redeemed at the Business Office.

ST. CHAI	RLES CHURCHES
Baptist	First Baptist Church 400 North Kingshighway
Episcopal	Trinity Episcopal Church 318 South Duchesne Drive
United Church of Christ	St. John's 517 Jackson
Lutheran	Immanuel Lutheran Church 103 South Sixth
Methodist	First Methodist Church 801 Clay Street
Presbyterian	The St. Charles Presbyterian Church Watson and Sibley Streets
Roman Catholic	St. Charles Borromeo Church 115 Decatur Street
St. Peter's Catholic Church	
	221 Clay Street
Christian	Disciples of Christ Boonslick Road

#### LINDENWOOD COLLEGE SONGS

#### THE ALMA MATER

O Lindenwood to you we sing Our Alma Mater dear. For in the years you'll hear our cheers, Forgetfulness ne're fear And when we go out in the world, Our love for you will be unfurl'd. O Lindenwood, we are so true, For always we'll love you.

### REMEMBER

(Senior Class Song) Remember the days you've spent here Remember when you're away. Remember the friends you've made here And don't forget to come back someday; Remember the old traditions And promises to be true. For you all belong to Lindenwood And Lindenwood belongs to you!

#### LINDENWOOD PEP SONG

Give a cheer for Lindenwood And may she ever be Great—for those who sing her praises Bound by loyalty. Rah! L. C. Raise the flag of gold and white And may we win her fame Proud to hail our Alma Mater Lindenwood acclaim.

#### LINDENWOOD SONG Lindenwood, our Alma Mater

We will stand by thee, We will fight and fail you never to eternity. We will love you until the end, You know that it's you we'll defend. So, hail, hail, the gang's all here, And we're loyal to you L. C. (1) Always forward We'll be on top. Always forward We will never stop. Hit 'em high, hit 'em low Come on L. C. — let's go— (Repeat to 1)

#### LINDENWOOD FOREVER (Tune—Yankee Doodle)

For her we'll fight For her we'll stand For her we will endeavor Of all the colleges in the land It's Lindenwood forever. It isn't Wellesley or Bryn Mawr It isn't Smith, no never Of all the colleges in the land It's Lindenwood forever.

#### AYRES HALL

I'm an Ayres Hall girl from Lindenwood And you ought to see me do my stuff. I'm an Ayres Hall girl from Lindenwood And my middle name is mighty rough. I've got a Phi Delta Theta rapped around my finger And in his arms I long to linger. I'm an Ayres Hall girl from Lindenwood And you ought to see me do my stuff. I really mean it. You ought to see me do my stuff.

#### BUTLER HALL

Now when a Butler girl walks down the street She looks one hundred per from head to feet She's got that smile that style, that winning way And when you look at her you'll recognize her and you'll say

Now there's a girl I'd like to know She's got that good old Butler pep and go And when you look at her it's quite a treat She can't be beat—A Butler girl.

#### COBBS HALL

Cobbs Hall girls are best at old L.C. With loads of pep and loads of energy. The Lord above gave us the charm and beauty And we're always in line with the manners so fine Cause we're Cobbs Hall girls and we're the best. Chorus:

Oh you can look for miles around But in this dorm we'll always be found.

#### McCLUER HALL (Tune: "The Whiffenpoof Song")

To the friends we have in Mac Hall To the place way down the hill The best dorm When the boys come on the campus Mac Hall's the place they date The best dorm We're Lindenwood ladies out on a spree In years to come we'll remember with glee McCluer we will always be True to thee.

#### **IRWIN HALL**

Friends, friends, friends, we will ever be Whether in fair or in dark stormy weather We'll stand or we'll fall together For Irwin Hall, we will ere be true Our bonds celebrating Till death separating Irwin Hall, to you!

#### NICCOLLS HALL

Stand up and cheer, Stand up and cheer for dear old Niccolls Cheer loud and long for dear old Niccolls For today we'll say That Niccolls Hall's above all others. The happy halls now are ringing, With laughter, song and cheer We got the girls, rah! rah! We got the boys, ha! ha! ha! Hurrah for Niccolls Hall.

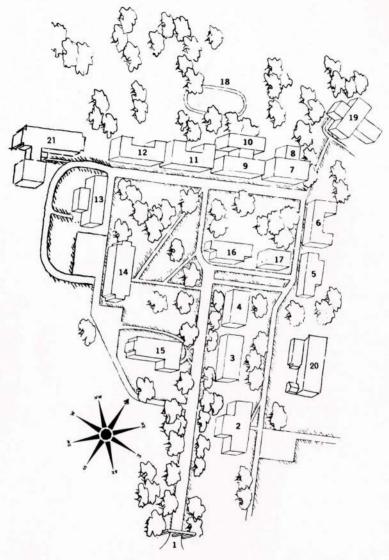
#### SIBLEY HALL

Y' oughta, Y' oughta, Y' oughta live in Sibley Hall Y' oughta, Y' oughta, Y' oughta live in Sibley Hall When the Sibley girls come on the scene All the other girls turn green Y' oughta, Y' oughta, Y' oughta live in Sibley Hall.

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#### MAP OF LINDENWOOD COLLEGE CAMPUS



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21. NEW RESIDENCE HALL