
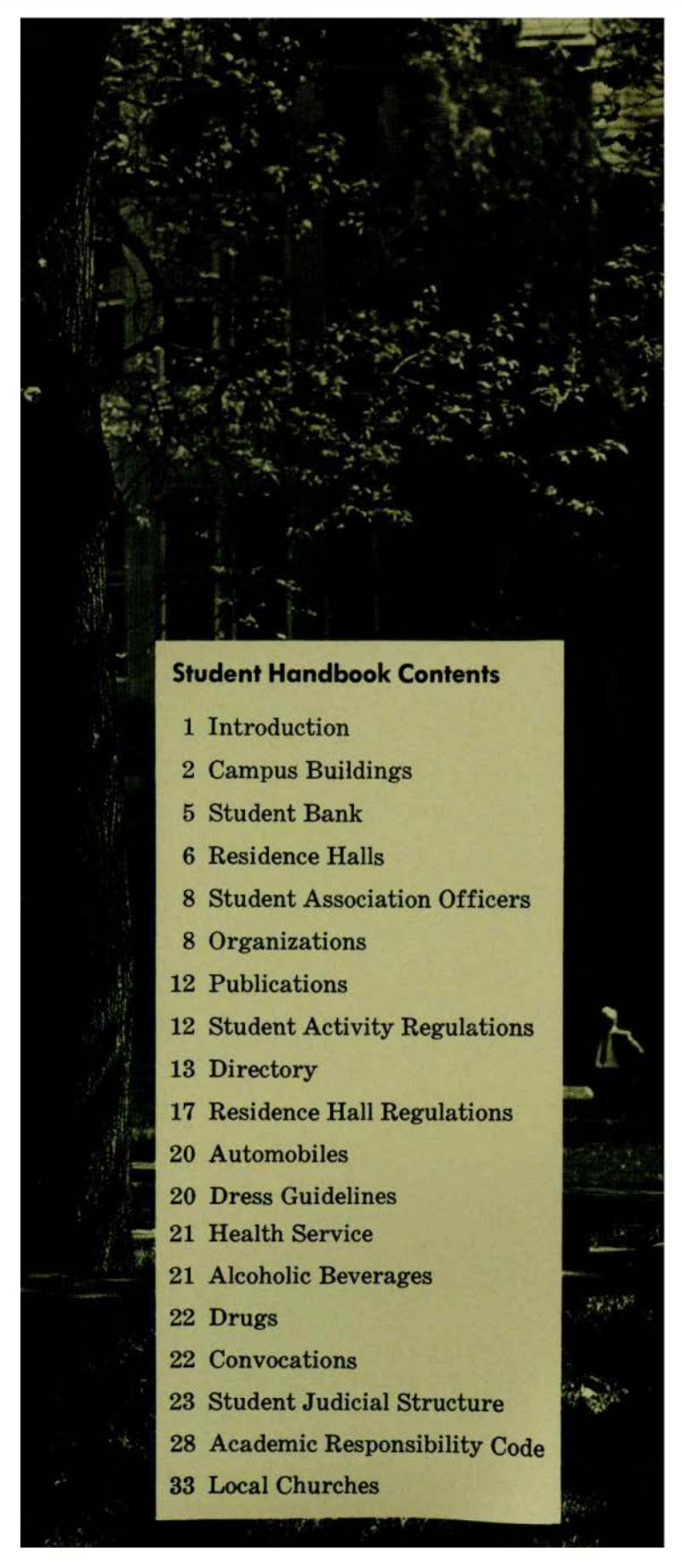


Student 
Handbook

1969:1970

LINDENWOOD

College for Women



Student Handbook Contents

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INTRODUCTION

Education involves more than what the student learns in the classroom. In order that students may acquire a liberal education there must be the opportunity for them to satisfy their need to explore that which is unfamiliar and become involved in that which is important. This exploration and involvement cannot be realized in the classroom alone. A student's extracurricular life compliments the academic one and offers the availability of opportunities necessary for accomplishing these goals.

This handbook attempts to make students aware of the organizations and activities on the Lindenwood campus which become the core of their extracurricular life. The handbook, also, acquaints the student with the campus facilities, resources, and personnel.

The Student Association affords the student an experience in self-government and offers extracurricular activities to students, through discussion, organization, and events.

It is the combination of classroom experience and extracurricular involvement which provides students with the liberal education they seek.

*Patricia Uren, President
Student Association*

**CAMPUS OF THE
LINDENWOOD COLLEGES**



**Margaret Leggat Butler
Memorial Library**

The Butler Memorial Library is located on the east side of the campus between Roemer Hall and Young Science Hall. At present it has a collection of 63,000 volumes and subscribes to some 250 periodicals and newspapers. The new addition to the library increases its capacity to 150,000 volumes.

The Library is open for your use during the following hours:

Monday through Thursday
7:50 a.m. to 10:45 p.m.

Friday
7:50 a.m. to 11:45 p.m.

Saturday
9:00 a.m. to 11:45 p.m.

Sunday
1:30 p.m. to 10:45 p.m.

The majority of books in the collection may be charged out for a period of two weeks and renewed for another two-week period. Books must be brought back to the Library for renewal. A few art books are restricted to use in the Library. General reference works, such as encyclopedias, dictionaries, handbooks, etc., are to be used only in the Library. Periodicals are also to be used only in the Library. Certain books are placed on the "reserve" shelves and may be checked out for reading in the Library or charged out for overnight use only. Reserve books may be checked out after 9:00 p.m. any evening and are due at 8:00 a.m. the fol-

lowing morning (except on Saturday at 9:00 a.m. and Sunday at 1:30 p.m.) A few books are on "three-day reserve" and may be charged from the Library for a period of three days and renewed for another three days if not in demand.

You may ask to have a two-week book which is charged out reserved for your use when it is returned. You will be notified when it has been returned. Reserves may also be placed on reserve books to be taken out after 9:00 p.m. by signing for them any time during the day. These reserved books will be held until 9:30 p.m.

The following fines are levied on books returned late:

Two-week books—5c a day

Three-day reserve books—25c a day

Overnight reserve books—50c for the first hour, 25c each additional hour

Books which are lost or damaged should be immediately reported so that proper settlement can be arranged. A student identification card must be shown to check books out of the Library.

A handbook giving more complete information about the Library has been prepared, and new students will be given a copy upon arrival. Others interested in having a copy may obtain one from the Library. All students will be held responsible for following the procedures outlined in the handbook.

THE B. KURT STUMBERG HEALTH CENTER provides medical assistance for all resident students. The college physician makes a call daily and a nurse is on duty at all times. Day students who will not be attending class due to illness should call the Health Center in the morning, so that their name might be placed on the Residence Report.

THE TEA ROOM located in Cobbs Hall is serviced with vending machines.

The **OFFICE OF PUBLIC INFORMATION** in Roemer Hall, Room 104, serves the college and students providing information to local and hometown newspapers. The office is also responsible for

editing college publications, and maintains pictorial archives on major college events.

DAY STUDENT ROOM in Roemer Hall Terrace Level provides lounging and studying area for non-resident students.

THE LINDENWOOD COLLEGE CHAPEL is jointly used by the college and the St. Charles Presbyterian Church. The Child Development Laboratory is also located in the building.

THE SWIMMING POOL is in Butler Hall, near the gymnasium. Students not enrolled in swimming instruction classes may use the pool during open pool hours.

THE TENNIS COURTS and other recreational facilities are available for student use throughout the week except Sunday from 10 a.m. until noon.

ROEMER AUDITORIUM is located in Roemer Hall. It is used for assemblies, plays, and convocations.

SIBLEY CHAPEL is located in Sibley Hall and is used for various religious services as well as organ, piano, and voice recitals.

THE STABLES and riding ring are located on the back campus.

THE HOWARD I. YOUNG HALL OF SCIENCE is located at the east end of the campus. It houses the natural science division including the departments of biology, chemistry, physics, and mathematics. It has a lecture hall, greenhouse, and a memorial lounge for general college use.

THE STUDENT ACTIVITIES BUILDING is located in the center of the campus. It houses the offices of the newspaper, the Lindenwood College BARK; the yearbook, *Linden Leaves*, and the Student Association. Space is also available for meetings and informal discussion. A bulletin board is posted at the front of the building to inform students of various activities. Any organization may post notices there.

THE FACULTY HOUSE is located next to the Student Activities building.

Members of the Faculty use the building during the year and various meetings are held there.

THE BANK is located in Roemer Hall. Banking hours are as follows:

Monday through Friday

8:30 a.m. — 11:30 a.m.

1:30 p.m. — 4:00 p.m.

Closed on Wednesday afternoon

Students are urged to deposit money in the bank to insure safety. The service charge for those students maintaining a deposit is \$3 per year.

THE BOOK STORE is located on the Terrace Level of Roemer Hall. Students may purchase text books and school supplies here. Students who wish to have clothes dry cleaned may also bring them to the book store.

THE POST OFFICE is located on the Terrace Level of Roemer Hall. A box is provided for each student. The post office is Station 3 of the St. Charles Post Office and is conducted under usual postal regulations. Boxes for outgoing mail are located throughout the campus. The postal zip code for St. Charles is 63301.

THE FINE ARTS BUILDING is located along the Watson Street side of the campus between Roemer Hall and the Chapel. The new Fine Arts Building is expected to be completed during the 1969 Fall term and will house the Art and Dance programs. Spacious studio classrooms provide even northern light. Indoor-outdoor areas provide a flexible environment for the creative student.

THE STUDENT CENTER, "THE WOODEN NICCOLL", is located in the rear of Niccolls Hall. It is equipped with a juke box, refreshment vending machines and entertainment supplies which provide an atmosphere of relaxation for the student.

THE MEMORIAL ARTS BUILDING houses the music studios, classroom, and record library, as well as the studio of KCLC, the campus AM-FM radio station.

THE PRESIDENT'S HOUSE is located between the Fine Arts Building and the Health Center. The Vice President and Dean of the College reside at 1500 Watson Avenue (Watson and Kingshighway). The Vice President of Public Affairs resides at 1523 Watson, just below the Science Building.

RESIDENCE HALLS



AYRES HALL—Built in 1909, Ayres is the second oldest building on campus. Formerly named Jubilee Hall, it was renamed in 1927 for Dr. George Ayres, who served as president of Lindenwood from 1903 to 1913. Originally the administration building, as well as a dormitory. Residence capacity: 70 students. Currently a residence hall for men.

BUTLER HALL — Erected in 1914, the hall was named for Colonel James Gay Butler, who served on the Board of Directors of the college and was one of its greatest benefactors. Residence capacity: 53 students.

COBBS HALL—Completed in 1949 and named in honor of Thomas Harper Cobbs, prominent St. Louis attorney and a member of Lindenwood's Board of Directors from 1917 until his death in 1959. Residence capacity: 71 students.

IRWIN HALL—Constructed in 1924 and named in honor of the Reverend Mr. Robert Irwin, president of Lindenwood from 1880 to 1893. Residence capacity: 83 students.

McCLUER HALL — Built in 1961, McCluer Hall is named in honor of President Emeritus and Mrs. Franc L. McCluer. Residence capacity: 92 students. Air conditioned.

NICCOLLS HALL—A gift of Colonel James Gay Butler in memory of his friend, Samuel Jack Niccolls, D.D., who served on the Board of Directors from 1869 to 1915, and was President of the Board for 25 years. Niccolls was dedicated in 1917 and will undergo major renovation.

PARKER HALL—Named in memory of Dr. Alice Parker, who served as Professor of English Literature from 1928 to 1961. Residence capacity: 128 students. Air conditioned.

SIBLEY HALL—Sibley Hall named for Major George Sibley and Mary Easton Sibley, founders of Lindenwood College, is the oldest building on campus. Dedicated in 1860, it replaced the log cabin which was the beginning of the college. The south wing was added in 1881 and the north wing in 1886. The latter includes a chapel still used today for student recitals and classes. In Sibley parlor is a century old grand piano, which is said to be the first concert grand to be shipped to the Midwest. Residence capacity: 67 students.



STUDENT ASSOCIATION OFFICERS 1969 - 1970

Student Association President	Patricia Uren
Vice-President—Academic Affairs	Mary Margaret Smith
Vice-President—Housing and Judicial Affairs.....	Barbara Roth
Vive.President—Public Relations	Bonnie Bogden
Secretary	Geraldine Robinson
Chairman Resident Assistant Program	Pam Parrish
Social Chairman	Patsy Holloway
NSA Coordinator	Janet Francois

ORGANIZATIONS

STUDENT INTERFAITH NETWORK

The organization is affiliated with the National and International Student YWCA, the World Student Christian Federation, and the University Christian Movement. As stated in its purpose, the Student Interfaith Network "draws together into responsible membership women and girls of diverse experience and faiths, that their lives may be open to new understanding and deeper relationships and that together they may join in the struggle for peace and justice, freedom and dignity for all people."

Activities range from informal discussion groups and student workshop services to experimental programs in religious expression involving dance, drama, and poetry. Service projects, helping others on and off campus, gives meaning to the Interfaith Program.

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 residence halls and extramural sports with various college and universities in the area.



GENERAL HONOR SOCIETIES

ALPHA LAMBDA DELTA—National scholastic honor society open to freshmen only. Students must have a 3.5 cumulative average at the end of the first semester or a 3.5 cumulative average at the end of the second 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 four courses per term exclusive of Physical Education 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 equal to 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 is the national honorary radio and television fraternity for men and women. Its members are the outstanding students in broadcasting on college and university campuses. Established in 1943, AERho continues to

emphasize superior scholarship and creative participation in broadcasting production and activities. Tau Chapter here at Lindenwood is one of AERho's many active chapters. It was given its charter in 1948.

ALPHA PSI OMEGA — A national dramatics 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.

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.

MU PHI EPSILON is an international professional sorority. Membership is open to students concentrating in music who are elected on the basis of scholarship, musicianship, and character. Transfer students, faculty, and professional women musicians who fulfill the above requirements are also eligible.

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

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.

PHI SIGMA TAU—National honor society for Philosophy. Membership is open to any student who completes three courses in Philosophy, has a B average in these courses, and is in the upper 35 percent of her college class.

PHILOSOPHY CLUB meets several times a year to discuss philosophy 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 classics society is affiliated with the Senior Classical League (SCL). The club promotes and cultivates an interest in classical civilizations, both Greek and Roman, their language, art, history, and other valuable facets of our heritage.

STUDENT NATIONAL EDUCATION ASSOCIATION, (Sibley Chapter) is the pre-professional association for college and university students preparing to teach. It is an integral part of the National Education Association (NEA)—a voluntary, independent, and non-governmental professional association.

TRIANGLE CLUB is a local honorary society. Its purpose is to promote an interest in the natural sciences and mathematics on Lindenwood campus. Membership is limited to science majors and minors with a "B" average in three science or math courses.

ACTIVITY CLUBS

BETA CHI RIDING CLUB was organized for the purpose of promoting good sportsmanship, to learn more about riding, its development and trends, and to gain a better appreciation of horses through activities which Beta Chi sponsors.

CHOIR — There is a large choir which is open to all students.

ENCORE CLUB — a service organization of second generation Lindenwood students.

KCLC, AM-FM, the campus radio station, broadcasts educational cultural programs to the campus and community. Any student interested in this field may participate in the programs of the station whether or not she takes courses in the department.

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

PSYCHOLOGY CLUB — organized for those with an interest in Psychology as a profession . . . or simply an interest.

TRI PI — water ballet. To introduce and encourage synchronized swimming.

PUBLICATIONS

LINDENWOOD COLLEGE BARK is the campus newspaper published weekly by a student staff. Its aims are to improve communication and to present an accurate reflection of student opinion as well as to maintain a strong editorial policy. Editorial staff positions may petition during the year for positions on the staff.

LINDEN LEAVES is the Lindenwood Yearbook.

THE GRIFFIN is the literary annual, product of the creative writing class.

REGULATIONS FOR STUDENT ACTIVITIES

1. ELIGIBILITY RULES

- A. The President, Vice - President, Secretary-Treasurer of the Student Council, 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, Orchestris 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 has begun rehearsals in the first semester provided the performance is to take place within the first six weeks of the second semester.

IF YOU WANT . . .

- To change a course
See your faculty advisor
- To take an overload
File an application with the Dean of the College.
- To obtain tickets for cultural events
Go to the Dean of Students Office.
- To pay cash on your account,
cash checks, deposit money
Go to the Bank in Roemer.
- To schedule an event or reserve
a meeting room
Dean of Students Office.
- To inquire about financial aid
See Miss Mary Yonker, Financial Aid
Secretary. — Roemer 101.
- Personal guidance and counseling
Mrs. Dorothy Roudebush, Counseling
Service — Roemer 31.
Mrs. Carole M. Watson, Director of
Intercultural Programs—Roemer 325.
Acting Chaplain Robert H. Betts —
Library.
- Career guidance
Miss Mary Lichliter, Dean of Contin-
uing Education
- To inquire about social activities
See Miss Patsy Holloway, Social
Chairman.
- To authorize money making projects
See Student Association Solicitation
Chairman.
- Medical assistance
Go to the Health Center.
- To rent linens for your personal use
A bundle of fresh linens consisting of
2 sheets, 1 pillowcase, 2 towels, 1
wash cloth, and 1 bath mat can be
secured by payment of \$30 for the
academic year to the Business Office.
Fresh linens are issued each week.

To have clothes dry cleaned
Take them to the bookstore.

To shop

Downtown St. Charles
Mark Twain Shopping Center
St. Charles Plaza
Northwest Plaza
Lindbergh and St. Charles Rock
Road
Clayton
Downtown St. Louis



Places to eat

Howard Johnsons
Jim Hunter Restaurant
Noah's Ark
Three Flags Restaurant

Pizza Hut
Lin's Mexican Food
Pio's Italian Food
Buckaroo Steakhouse

Dairy Queen
Dog and Suds
Jack in the Box

Places to go

Forest Park
Art Museum
Boating
Jefferson Memorial
Picnicking
Planetarium
Zoo

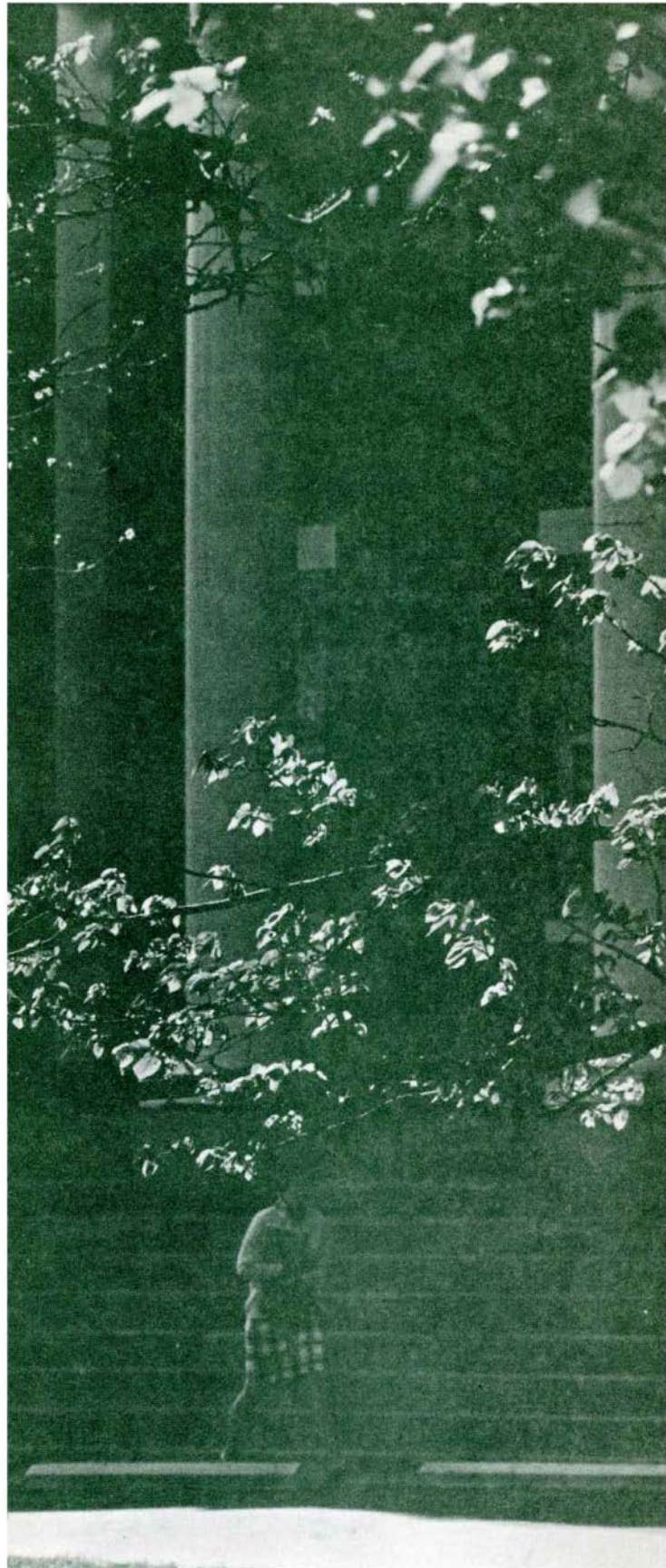
Gateway Arch
Museum of Science and Natural
History
Oak Knoll Park
Parks in St. Charles
McNair Park
Blanchette Park
Spanish Pavilion
American Theatre
Goldenrod Showboat (Opera)
Loretto-Hilton Theatre
Powell Symphony Hall
St. Charles Cinema

Other colleges and universities in
the St. Louis area

Fontbonne College
Maryville College
Parks College
Principia College
St. Louis Junior College District
St. Louis University
University of Missouri at St. Louis
Washington University
Webster College

**To find answers to questions
not listed here**

See the Dean of Students.



RESIDENCE HALL REGULATIONS . . .

Quiet hours are maintained in the residence halls Monday through Thursday 8:30-11:30 a.m., 1:30-4:30 p.m., and 7:30 p.m.-6:45 a.m.; Friday 8:30-11:30 a.m., 1:30-4:30 p.m. and after midnight; Saturday until 9:30 a.m. and after midnight; Sundays and Holidays until 9:30 a.m. and after 8:30 p.m.

Television sets are not allowed in student rooms. Radios and record players should be kept low in order not to disturb other members of the hall.

When a student plans to spend the night in another dorm, she should advise her head resident and the head resident in the dorm where she plans to stay. The student signs out for an overnight, as she will be out of the dorm. All cases of illness should also be reported to the head resident, if the student will be staying in the Health Center.

Each student is responsible for the cleaning of her own room. Periodic inspections will be made by the head residents. Lighted candles are not allowed in student rooms. Students should exercise proper care in smoking. Pets are not permitted except for fish and turtles.

Telephones are available in each of the residence halls for student use. In each of the dorms, except Parker, there is a house phone for campus calls. A desk phone is available for local calls on the St. Charles exchanges, 723 or 724. Coin phones are available for local and long distance calls. After closing hours calls may not be made or received on the desk phone. Emergency calls on the desk phone will go directly to the head resident. Additional house rules may be established by each residence hall.

PROPERTY

The college is not responsible for personal belongings in student rooms. For a deposit of 50 cents, keys to rooms may be obtained from the Office of Buildings and Grounds, Roemer Hall, Terrace Level.

Students will be charged for damage to rooms, furniture or for the cost of defacing the walls.

The electrical systems in the residence halls are not adequate to supply current for appliances such as irons, TV's, hot plates, and sun lamps and students are

asked not to use these appliances in their rooms. Ironing rooms, kitchenettes, and television lounges are provided in each residence hall to meet these needs.

STORAGE OF PERSONAL BELONGINGS

The college provides a storage service for personal belongings left on campus for the summer months, but is not responsible for loss or damage of such items due to fire or theft. The college reserves the right to exclude the storage of any item.

SIGN OUT PROCEDURES

Each student is required to sign out upon leaving the St. Charles area at any time, upon leaving campus after 7:30 p.m.

On a sign out sheet a student signs her name, time out, and expected return time. If the student does not wish to use the privacy of the sign out box, she must also include her escort and (optional) destination on the sign out sheet. Upon return, the student signs in the actual time of return to the dormitory.

If the student does not wish to include her escort and destination on the sign out sheet, she uses the locked sign out box. On a sign out card a student records her name, time out, with whom she is leaving, destination (optional), and expected time of return. This card is placed in the sign out box. The house president and head resident are the only ones who have access to the locked box, and it is opened only in case of emergency. The lock box policy provides the student with privacy yet allows for her to be contacted should it become necessary.

When leaving the campus overnight, a student will follow the same procedure using an overnight sign out card and signing out on an overnight sheet.

HOURS

Residence halls will be closed at midnight Sunday through Thursday, and at 2:00 a.m. on Fridays and Saturdays.

Freshmen must return to their dormitory by midnight Sunday thru Thursday, and by 2:00 a.m. on Fridays and Saturdays.

Sophomores, juniors and seniors must return to their dormitory by closing hours, unless they have *written parental permission* granting them the privilege of extended hours. In order to provide for

extra security, a fee of \$20 per year is charged to those having the extended hours privilege. Students with extended hours who return to the campus after closing hours will report to a central lounge adjacent to the student parking lot behind Irwin and Cobbs Hall and a security officer will then accompany the student to her residence hall and admit her to the building.



OVERNIGHTS

All students shall have either specific or general permission from their parents for overnights. Students with specific permission must have written permission from their parents prior to leaving the campus overnight. Students with general permission may leave the campus overnight without specific written permission for each occasion.

OVERNIGHT GUESTS

Before any guest may be entertained overnight in a women's residence hall her visit must be cleared through the Head Resident. The following policies are observed: A bed must be available; the length of any one visit, including those made by recent alumnae, should not exceed three nights; a student who has withdrawn at the request of the College for disciplinary reasons may not be entertained in a college residence hall at a later date; and, mothers of students may not stay in the residence halls during the academic year.

GENERAL CAMPUS REGULATIONS . . .

STUDENT AUTOMOBILES

All students who wish to have a car on campus must file written permission from their parents with the Office of the Dean of Students, accepting full responsibility which includes insurance coverage and the permission to allow or not to allow another student to drive the car. No student may register another student's car in her name or rent her car to another student.

It should be noted that any student who is receiving financial aid is not eligible to have an automobile on campus. Occasional exceptions are made when an automobile is necessary for commuting, student teaching or other special purposes.

All cars, resident and non-resident must have a Lindenwood College parking sticker prominently displayed on the front window (driver's side) of the automobile. Stickers may be obtained with the payment of a \$5.00 parking permit to the Business Office. Students who fail to obey parking regulations will lose their car privilege and/or have the car towed away. The student will cover towing charges.

Students may park in the large lot behind Irwin and Cobbs Hall, the back campus parking lot adjacent to the tennis courts, and the Chapel parking lot at any time. On weekends students may also park in the Roemer Hall and Memorial Arts Building parking lots.

Cars should be parked in the lots on campus. No parking is allowed in the streets within the boundaries of the campus, except when loading and unloading.

DRESS GUIDELINES

We define a responsible person "as one who is able to think and act rationally" and who is thereby accountable for her own behavior. Because the entire spirit of Lindenwood is based on belief in the integrity and responsibility of the individual within the rights of the group, we feel it is not necessary to have specific dress regulations. Each student is held responsible at all times for her dress as well as her actions.

Students will not be admitted to the dining room in bare feet or hair rollers.

HEALTH SERVICE

All resident students are under the medical supervision of the college. The college maintains on the campus a small infirmary with registered nurses in residence. In case of any illness, the student must report to the Health Center; and should it be necessary for her to miss a class, a Health Center excuse will readmit her. The college physician calls at the Health Center every day and is available on call at any hour. In ordinary cases, no fee is charged. In case of serious illness requiring a private nurse, special attention of the college physician, hospitalization, or surgery, the student must bear the expense. Special medications are billed to the student.

If the student prefers medical other than that provided by the College, all expense in such cases must be borne by the student. Appointments with dentists, oculists, and other specialists may be made through the Health Center. It is vitally important that the Health Center have a record of any outside medical treatment that a student may be receiving. If the campus physician is unaware of medication you may be taking, he might not be able to administer effective treatment in case of emergency.

ALCOHOLIC BEVERAGES

Lindenwood students may not have or use alcoholic beverages on the campus or in the residence halls. Lindenwood College supports in full the State of Missouri's laws pertaining to the purchase or possession of any intoxicating liquor or non-intoxicating beer by persons under the age of 21. This is designated as a misdemeanor and the offender is liable to fine or arrest. It is also a misdemeanor for any person to give, lend, or sell, or otherwise provide any person between the ages of 17 and 21 with any falsified identification, or the identification of another person for the purpose of establishing the age of such a person as being 21 years of age or older. It is also a misdemeanor for a student to procure for, sell, give away, or otherwise supply intoxicating liquor to any person under the age of 21 years. Drinking on public roads is prohibited in the State of Missouri. Violators of these regulations may be suspended.

DRUGS

The possession or use of legally prohibited drugs on the campus will subject students to suspension or expulsion. The college does not accept responsibility for the search or seizure of drugs. Therefore, should the college find it necessary to search for illegal drugs, legal authorities will conduct the search in accordance with due process of the law.

REQUIREMENTS FOR ATTENDANCE AT CONVOCATIONS

Assemblies, lectures, concerts, plays, and related cultural activities are important extensions of course study and, as such, are an essential part of the educational program of The Lindenwood Colleges. During each of the long terms, a student-faculty committee will designate a number of programs as CONVOCA-TIONS and all students will be required to attend at least seven to fulfill their convocation requirement for that term. In January, two out of four will be required for those attending on-campus courses. Attendance cards for all CON-VOCATION events will be distributed at the door.

STUDENT ASSOCIATION JUDICIAL STRUCTURE

I. DORMITORY STANDARDS BOARD

A. Philosophy

Students are expected to behave in a manner which will contribute to the well-being of the college community and the individual living groups. When breach of the governing regulations occurs each case will be given individual attention in terms of fairness and consistency.

B. Cases which shall be considered:

1. Late minutes
2. Failure to sign in and out
3. Absence from dorm meetings
4. Referrals from members of House Staff
 - a. Not taking phone duty
 - b. Not leaving the dorm during a fire drill
 - c. Leaving the door unlocked when leaving the dorm after hours (this applies to girls with extended hours only)
 - d. Intoxication

C. Membership

1. Vice President of the dorm (chairman)
2. President of the dorm (exofficio)
3. Treasurer
4. Secretary
5. Student Council Representatives

D. Procedure

1. The Dormitory Standards Board shall meet every Monday night before 12:00 midnight to act upon infractions which the students have incurred. The Vice President shall deliver, in writing, to the student the penalty, as stated below. This will take place no more than 12 hours after the meeting of the Board.
2. The Dormitory Appeal Board (the Standards Board) shall hear any appeal cases between 6:00 and 12:00 midnight Wednesday. The Vice President shall inform the student of the deci-

sion, in writing. If there is no appeal the following penalties will be observed *automatically*...

E. Penalties

1. Late minutes (this is effective after the 15 grace minutes have been used up — 15 each semester and 5 during the interim)
 - a. 1-10 late minutes—a weekday dorm campus
 - b. 11-30 late minutes — one weekend night room campus (7:30 p.m.-6:30 a.m.)
 - c. 31-60 late minutes — two weekend nights room campus consecutively the weekend following the offense
 - d. 61 and over late minutes—referred to the Women's All-Campus Judicial Board
 - e. On the third offense the case is referred to the Women's All-Campus Judicial Board

2. Failure to sign out and in
 - a. First offense—reprimand
 - b. Second offense — weekday dorm campus
 - c. Third offense—one weekend night dorm campus
 - d. Fourth offense—two weekend nights room campus
 - e. Fifth offense—referred to the Women's All-Campus Judicial Board

3. Absence from dorm meeting
 - a. Each girl gets one unexcused absence from dorm meeting per semester
 - b. First offense—reprimand
 - c. Second offense—one weekday dorm campus

4. Referrals from members of House Staff
 - a. Phone duty — two days phone duty to be taken at end of the posted list

II. WOMEN'S ALL-CAMPUS JUDICIAL BOARD

A. Philosophy

The Women's All-Campus Judicial Board has as its aim, as do the Dormitory Standards Boards, the education and understanding of all individuals who come before it.

B. Cases which shall be considered:

1. Falsification of sign-out
2. Over 61 late minutes for those having hours
3. Violation of hours (i.e. taking extended hours)
4. Failure to sign out for an overnight
5. Violation of "specific" overnight permission
6. Referrals and appeals from the Dorm Standards Boards
7. Referrals from the Dean of Students

C. Membership

The Women's All-Campus Judicial Board will be made up of the following: the Dean of Students as a non-voting member, the Vice President of Housing and Judicial Affairs as the chairman and a non-voting member, six students elected at large from the campus, with a limit of two students per dorm. These students must be of the Sophomore, Junior, or Senior class with an accumulative grade point average of 2.3. These students *cannot* hold an office on Student Council, in the dorm, or be Resident Assistants. Petitioning for these offices will be in the spring. Voting will take place at the same time as the other student government offices. A girl may be re-elected to the office.

D. Procedure

When a report is filed the student involved has the right and the responsibility to discuss her infraction with the Dean of Students. The chairman of the Board will contact the student to inform her of the date and time of the hearing. If the violation is of a nature which could lead

to suspension from the College the Dean of Students will notify the parents, but will not do so until the student is so informed and given the opportunity to make the initial contact with her parents.

If the student so desires, the Dorm President and Head Resident may be present at the hearing. Any defendant may also bring one other person to the hearing.

The All-Campus Judicial Board discusses with the student the particular circumstances involved, what this incident means for her, and how she feels about it. The goal of the Judicial Board is to understand the student, in turn, to understand the reasons behind the regulations and responsibility to herself and her community. It is with this goal in mind that the Judicial Board reaches a decision. All proceedings are *confidential*.

E. Penalties available

1. Judicial reprimand
2. Dorm campus
3. Room campus
4. Restricted hours
5. Disciplinary probation
6. Recommendation for suspension
—temporary or permanent

F. Appeal

An appeal from the All-Campus Judicial Board's decision may be made to the President of the College. A student who wishes to appeal a decision should contact the Dean of Students within 48 hours following the decision of the Board.

III. DEFINITION OF PENALTIES

A. Campus

1. *Dorm campus*—is a period of time in which the student may receive phone calls, but will have *no* guests or dates. She may not leave the dorm between 7:30 p.m. and 6:30 a.m.
2. *Room campus*—is a period of time in which the student may *not* leave her room between 7:30 p.m. and 6:30 a.m.

3. *Weekday campus*—must be taken on Tuesday, Wednesday, or Thursday nights of the week of receipt of the penalty.
4. *Weekend campus*—must be taken the first weekend following the receipt of the penalty.
The length of the campus is determined by the governing unit which imposes it. Once agreed upon, the campus may not be postponed except by consent of the Vice President of Housing and Judicial Affairs (who will advise the Dorm President of the action, in writing.

B. Restricted Hours

1. Extended hours—giving hours to a student who has violated some regulation, but has the privilege of extended hours. The restriction is determined by the Board.
2. Hours—restricting the hours a student already has.

C. Disciplinary probation

This is the most serious penalty, short of suspension, that is incurred by a student. During a period of disciplinary probation, any further infraction of a major College regulation will render the student liable to suspension from the College. In all cases of disciplinary probation a decision must be made as to whether there will be a letter sent home to the student's parents. This depends upon the degree of the case.

D. Suspension

A recommendation for suspension is the most serious decision. It is up to the President of the College to make such a decision.



ACADEMIC RESPONSIBILITY FOR THE LINDENWOOD COLLEGES

Because we believe in the integrity of the individual, the rights and honor of the group, we have established as a basis of community life a code of responsibility.

A student entering the Lindenwood Colleges is made aware of his/her responsibility and his/her presence on campus is testimony to the fact that he/she is in agreement with its principles.

The responsibility for maintaining academic honesty rests with the 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 Academic Responsibility for the Lindenwood Colleges.

I. ACADEMIC RESPONSIBILITY

A. You are responsible not to cheat. Cheating includes:

1. Giving or receiving aid on examinations or quizzes.
2. Turning in another student's work as your own.
3. Using or possessing any test without authorization by the professor.
4. Writing a test in any place which is not specified.
5. Altering an exam after it has been turned in or any records of any sort.
6. Giving or receiving any aid in a laboratory or classroom not authorized by the professor.
7. Assisting a second party to any of the above.

Note: The student is responsible not only to refrain from cheating but also to avoid the appearance of cheating.

B. You are responsible not to plagiarize or to 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 thoughts for which he deserves no credit.¹

Plagiarism falls into two 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 opinions and ideas of others in one's own words, but without proper documentation.

Note: Students are responsible for any typist's mistakes or omissions which constitute plagiarism.

C. You are responsible to uphold 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.)
2. Reserve books are not to be removed from the reserve shelves without process of signature.
3. Books and periodicals must not be mutilated in any way.
4. No books are to be taken out of the library without process of signature.

II. INDIVIDUAL RESPONSIBILITY

A. Every student while at Lindenwood College is responsible for:

1. Reporting to the professor upon violation of any of the regula-

¹ Newman P. Birk and Genevieve B. Birk, *Understanding and Using English*, Third Edition. (New York: 1958), p. 696.

tions concerning Academic Responsibility.

2. Going directly to the student who has broken any regulations and urging her or him to report within 24 hours to the professor. The student is not obligated to report another student who is believed to have cheated to the professor.
3. Revealing to no one except to the professor, a member of the Appeals Board or the student who committed the violation, when one has knowledge of a violation.

III. VIOLATIONS OF ACADEMIC RESPONSIBILITY

It is believed that any suspicion of violation or covert violation of Academic Responsibility should be a confidential matter between the professor and the accused student. If guilt is admitted by the student, the professor is free to fix the penalty within reasonable limits for the violation. In such a case as cheating on a test or exam, a reasonable penalty may be a failure mark. And in the instance of repeated violation, a professor may fail a student in that course. In cases of plagiarism, a professor may wish to make the student rewrite the paper, and other repeated violations of this kind warrant a failure on the paper or in the course.

In a situation in which a professor is unable to determine decisively if a student has cheated, he can choose to dismiss the incident or bring it before the Appeals Board. The Appeals Board will then attempt to establish guilt or innocence. But the professor will be allowed to fix the penalty if guilt is established. The student may also appeal a professor's penalty to the Appeals Board if he or she feels it is excessively harsh such as barring her from class on the first suspicion of cheating. The Appeals Board, in agreement with the student, has the power to lessen the penalty.

It is to be understood, however, that

the initiative in handling a suspected or affirmed violation of Academic Responsibility lies with the student and the professor. The Appeals Board is merely an appeal body to handle difficult cases only after agreement cannot be reached between student and professor.

IV. APPEALS BOARD HEARINGS

An Appeal Board hearing shall proceed according to the following rules of due process:

1. Each party (the student and professor) shall be informed in writing of the date and subject (whether to decide guilt or innocence or to question a penalty) of the hearing.
2. The student has the right to assistance in defense from another student or faculty member.
3. The burden of proof lies with those bringing the charges.
4. The student and professor should have the opportunity to testify, present evidence and call witnesses. A student should be able to hear and question adverse witnesses.
5. All evidence must be introduced at the hearing and the decision will be based only on the presented evidence. Seven out of eight votes is the consensus necessary to sustain the charge.
6. A written record will be kept of every proceeding.
7. The decision of this board is final and binding on both parties.

Procedures for establishing the Appeal Board:

1. The Appeal Board shall consist of eight members: four faculty members and two students from Lindenwood College for Women and two students from Lindenwood II. The Dean of Students is allowed access to a hearing, but has no voting power. The Vice-President of the student body in charge of Housing and

Judicial Affairs is allowed access to a hearing but has no voting power.

2. The four faculty members shall be elected or appointed to the Appeal Board each spring by the members of the Faculty.
3. Elections for student members of the Appeal Board will be held when a vacancy occurs. Each student elected to the Appeal Board will serve in his/her position as long as he/she remains a student at the Lindenwood Colleges or until he/she resigns. A student must have at least a 2.0 cumulative average.
4. A Secretary (a faculty member or a student) will be elected by members of the Appeal Board from their ranks to handle the written notifications and minutes of the hearings.
5. In the event that all of the student members of the Appeal Board are absent from the campus when a case arises, such as at the end of the academic year, the four faculty members are authorized to hear an appeal.
6. All the members of the Appeal Board are responsible for knowing the procedures concerning hearings so that any one of them may begin the necessary action should he/she be approached by either student or professor.

ST. CHARLES CHURCHES

BaptistFirst Baptist Church
400 North Kingshighway

EpiscopalTrinity Episcopal Church
318 South Duchesne Drive

United Church of Christ
St. John's Church
517 Jackson Street
Friedens United Church of Christ
1703 Harvester Road
Good Shepherd United
Church of Christ
3115 Elm Street

LutheranImmanuel Lutheran Church
103 South Sixth Street
Our Savior Church
2800 West Elm Street

MethodistFirst Methodist Church
801 First Capitol Drive

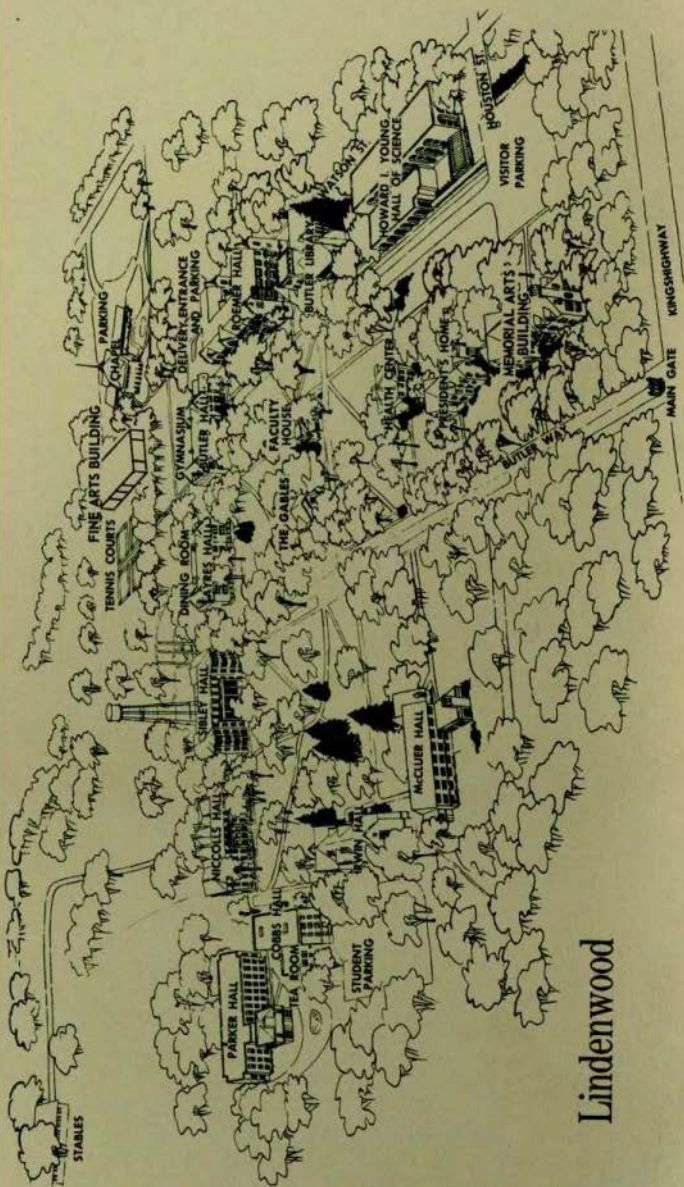
Presbyterian
St. Charles Presbyterian Church
Watson and Sibley Street

Roman Catholic
St. Charles Borromeo Church
115 Decatur Street
St. Peter Church
221 First Capitol Drive

Christian Disciples of Christ
Boonslick Road

Christian Science Society
1140 Tompkins Street

Synagogue Temple Israel
10675 Ladue Road, Ladue



Lindenwood