



Student Handbook

1969-1970

LINDENWOOD
COLLEGE II



Student Handbook Contents

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WHAT WE'RE ABOUT . . .

Lindenwood College II, by virtue of its association with an established and respected college already noted for innovative curriculum, is especially fortunate in being free from many typical academic, social, and administrative programs. The college can devote its energies to finding the best ways to use its resources and to determine and accomplish its distinctive purposes.

In response to the opportunities inherent to our circumstances Lindenwood College II has initiated an educational and administrative organization which involves community planning and implementation in the true sense. The usual divisions between faculty, students, and administrators have been modified strategically. While a measure of traditional authority for making decisions and the responsibility that pertains to such authority must necessarily reside with the faculty and administration, Lindenwood College II proposes to operate as a community, the nature of which is manifest in the organizational structure.

This handbook attempts to make each student aware of this philosophy and organization. At the same time, the handbook also attempts to acquaint the student with guidelines for residence hall and campus living, certain campus facilities, and other resources that will add to his knowledge of the college.

Gary H. Quehl
Vice-President and Dean

THE NATURE OF COMMUNITY GOVERNMENT

The nature of Lindenwood College II requires community government if it is to achieve consensus in what the college shall be, and how it shall carry out its purposes. Community government *as a process* consists of students, faculty, administrators, and trustees coming together at appropriate times to provide direction to the college, to minimize conflict, and to preserve certain individual freedoms and responsibilities at the same time that it carries out the operations of the college. Community government, *as a set of ground rules*, requires the best of each individual. For everyone, this kind of government demands patience, participation by those who will be affected by decisions, dependence on knowledge and rational discourse for the making of decisions, and a decentralization and broadening of leadership potential and responsibility. Community government is based upon a belief that the most important decisions ought to be and can be reached more by consultation than by edict.

To work effectively, community government requires the recognition of both new and traditional roles for trustees, administrative officers, students, and faculty members:

ORGANIZING FOR COMMUNITY GOVERNMENT

Trustees

Legally, the college is the Board of Trustees, for this body is entrusted with the property and operation of the college as a corporation. This authority and responsibility cannot be abrogated. Under the kind of community government envisioned at Lindenwood College II, however, trustees will have a role that is broader than the traditional one. They will participate in the life of the college as people who wish to be familiar with the problems of the college, and who wish to listen to students and faculty as well as to act. The trustees of Lindenwood College II will be part of the vital life of the college instead of being remote figures of authority.

Chief Administrative Officers

The traditional responsibility for day-to-day decision-making, and for the long range mission of the college, resides in the President, who receives his legal status from the Board of Trustees. Other administrative officers derive their authority from the President, who appoints them after consultation with faculty, students, and trustees. Among these, the Vice-President and Dean of the College is the one most closely related to and responsible for the academic program of the college. The idea of community government extends the traditional roles of administrative officers to include constant contact with students and faculty so that major decisions are a shared responsibility.

Faculty

The faculty traditionally has responsibility for and authority over the fundamental areas of curriculum, subject matter, methods of instruction, grading, research, faculty status, and those aspects of student life which directly relate to the educational program. Insofar as a faculty member possesses expertise to justify the authority of his position in a particular field of knowledge, he must necessarily act as authority. In other areas, where he is less expert, he shares similar authority and responsibilities which the whole community undertakes.

Students

By virtue of being primarily learners of new knowledge, students necessarily enter college as persons dependent on others for their advancement. In the process of learning, however, each student moves toward independence at his own pace. Along with his growth in independence that comes from advancing in knowledge (within and outside of the classroom) each student increasingly takes part in shaping the direction of academic programs and of the life around him. Upon entering Lindenwood College II, then, the community government principle implies that each student shall assume an important obligation for participating in decision-making when his knowledge is sufficient and, par-

ticularly, when his concerns and interests are central. The creation of a new college especially requires this commitment. The particular way in which this commitment is demonstrated by each student, however, is a matter of personal choice.

The Community Manager and Community Ombudsman

There are two additional officers, whose positions especially reflect the community government principle at work. One is the *Community Manager*, who is a student chosen from among his peers. The Community Manager shares an office complex with the Vice-President and Dean of the College. His responsibilities are varied, but he is primarily responsible for coordinating the various forms of student participation that are necessary for helping to plan, implement, and evaluate the academic and student life programs of Lindenwood College II.

The *Community Ombudsman* is a full-time member of the faculty who performs important duties in assisting students and in advising the community in general. His special duties are to act confidentially in helping individual students to solve major and minor problems that arise from academic or personal difficulties when other officers, agencies, or persons within the college have not been sufficiently helpful or satisfying.

PLANNING AND DECISION-MAKING COUNCILS

In addition to the several meetings of the Board of Trustees each year, community government moves primarily through three kinds of planning-decision-making organizations. These are the Executive Cabinet, The Common Council, and the Residence Hall Council.

The Executive Cabinet

The Executive Cabinet meets regularly to discuss and determine policy matters that relate to immediate problems, as well as short and long-range planning. Chaired by the Vice-President and Dean, the Executive Cabinet includes officers of the

college, several faculty members, the Community Manager, and such other members from the student body as will be determined during the 1969-70 year.

The Common Council

Chaired by the Vice-President and Dean, the Common Council consists of a significant number of faculty and Lindenwood College II students who are especially capable and who are vitally interested in the development of the college. Selected for their commitment, the faculty members of the Common Council represent a wide range of the academic disciplines in the humanities, social sciences, and natural sciences and mathematics. The planning function for Lindenwood College II is especially carried on through the Council. Its work is essentially problem-oriented, aimed at the development of both distinctive academic programs and student life. Students who are particularly interested in participating in academic planning and evaluation are able to share with faculty the study of such sample prospects as the improvement of teaching and learning, the planning of interdisciplinary centers, and the development of work-study opportunities off the Lindenwood II campus.

The Residence Hall Council

The development of student life within Ayres Hall largely rests with the Community Manager and the resident student body. Interested faculty may be invited to participate in decision-making and planning when appropriate and desirable.

In Short

. . . lacking a complicated hierarchy of committees, formal organizational structure, and inflexible assignments, the Community Government of Lindenwood College II is able to move the planning of the college forward, draw upon interested faculty members and students for participation, and at the same time allow everyone an opportunity for selective choice in deciding how and when a personal contribution to the policy and decision-making process will be made.

GUIDELINES FOR STUDENT LIFE

Ayres Hall Regulations

Prudent conduct requires more common sense than a list of specific do's and don'ts. Since a great deal of responsibility for personal conduct has been assumed of each student of Lindenwood II, the general guidelines for student life in Ayres Hall are to be shaped by the residents as a corporate body.

Therefore, the 1969-70 year is experimental, in that no one within the hall except the Community Manager is formally responsible for overall leadership of hall life. The continued absence of a trained Head Resident or House Mother, so typically found on most traditional campuses, is dependent on the residents of Ayres Hall to formulate their own guidelines for living. With the exception of the few regulations that follow, all agreements among residents to ensure fun, relaxation, and necessary quiet for study will be made during the course of the year.

Property

The college is not responsible for personal belongings in student rooms.

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

The electrical system in the residence hall is 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. An ironing and laundry room, a kitchenette, and a television lounge are provided in Ayres Hall to meet these needs.

Room Changes

Unless there are unusual circumstances, roommate changes will not be made until after the first three weeks of school. Any desire for room change must be made known to the Community Manager prior to change.

Use of Recreation Center

The Recreation Center in Ayres Hall has been constructed for general use by both non-resident and resident students of Lindenwood II. Regulations as to the use of the Center by guests other than Lindenwood College II students will be determined by student experience and preference.

GENERAL CAMPUS REGULATIONS

Student Automobiles

All students under 21 who wish to have a car on campus must file written permission from their parents or guardian with the Office of the Dean of the College, 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 his name.

All cars, resident and non-resident, must have a Lindenwood Colleges 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 observe 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.

Dress Guidelines

Because the entire spirit of Lindenwood College II is based on belief in the integrity and responsibility of the individual within the rights of the group, we feel that good taste and common sense are better guidelines than specific dress regulations. For health reasons, students are not admitted to the dining room in bare feet.

Alcoholic Beverages

Lindenwood students may not have or use alcoholic beverages on the campus or in the residence halls. Lindenwood 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. Infraction 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 requirements for that term. In January, two out of four will be required for those attending on-campus courses.

ACADEMIC RESPONSIBILITIES FOR THE LINDENWOOD COLLEGES



Because we believe in the integrity of the individual, and 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 responsibility and his presence on campus is testimony to the fact that he 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.

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

II. INDIVIDUAL RESPONSIBILITY

- A. Every student while at The Lindenwood Colleges is responsible for:
1. Reporting to the professor upon violation of any of the regulations 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 him from class on the first suspicion of cheating. The Appeals Board, if 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 Appeals 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 Appeals Board:

1. The Appeals Board shall consist of eight members: four faculty members and two students from Lindenwood College for Women and two students from Lindenwood College II. The Dean of the College is allowed access to a hearing, but has no voting power.
2. The four faculty members shall be elected or appointed to the Appeals Board each spring by the members of the Faculty.
3. Elections for student members of the Appeals Board will be held when a vacancy occurs. Each student elected to the Appeals 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 Appeals 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 Appeals 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 Appeals 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.

ACTIVITY CLUBS

ASSOCIATION OF BLACK COLLEGIANS is an organization dedicated to promoting the understanding and study of Black culture—its history, its existential present, its future opportunities and aspirations.

CHOIR — There is a large choir which is open to all 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 he takes courses in the department.

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

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

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

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.

PUBLICATIONS

THE LINDENWOOD COLLEGES BARK is the campus newspaper published weekly by a student staff. Its aims are to improve communications and to present an accurate reflection of student opinion as well as to maintain a strong editorial policy.

LINDEN LEAVES is the yearbook of The Lindenwood Colleges.

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

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 following 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 noti-

fied 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 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.

GENERAL ASSISTANCE



If You Want

An answer to a question after you've exhausted all sources

See Dr. Edward Eddowes,
Community Ombudsman. Young
Hall, Room 302.

To change a course

See your faculty advisor (or Dean of
the College if you have not been as-
signed).

To take an overload

File an application with the Dean of
the College, Young Hall, Room 204.

To obtain tickets for cultural events

Go to the Dean of Students Office,
Lindenwood College.

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, Lindenwood
College.

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.

Dr. Edward Eddowes, Community
Ombudsman, Young Hall, Room 302.

Career guidance

Miss Mary Lichliter, Dean of Continuing Education — Roemer 25.

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.

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 him to miss class, a Health Center excuse will readmit him. 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 services 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.

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.



To find answers to questions
not listed here

SEE

The Community Manager
The Vice-President and Dean
The Community Ombudsman

LOCAL CHURCHES AND SYNAGOGUES

Baptist First Baptist Church
400 North Kingshighway

Episcopal Trinity 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

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

Methodist First 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

