

LINDENWOOD COLLEGE

1971-1972



**Student
Handbook**

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LINDENWOOD COLLEGE 1827-1972



THE LINDENWOOD COLLEGES LIBRARY

Lindenwood College, founded in 1827, is the oldest women's college west of the Mississippi. A coordinate college for men was founded in 1969 and is called Lindenwood College II. As private independent colleges, Lindenwood and Lindenwood II have a strong commitment to the liberal arts and sciences, and hope to send into the world graduates with a sound knowledge of the past in terms of its relevance to the present and to the future. The Lindenwood curriculum extends beyond the campus encompassing independent study and research, workshops, symposia, and international study programs. The 4-1-4 calendar allows the student to concentrate her efforts on a maximum of four courses each regular term with an opportunity for travel or independent study in January. Student involvement in her own curriculum planning is emphasized. Extra-curricular activities are an important part of student life at Lindenwood, and this handbook is designed to give information about clubs, student government, academic policies, and non-academic procedures including structure for residential living.

WELCOME

In a time when there is a cry for decentralization and humanism the Lindenwood College Student Government Association attempts to embark upon a journey which will address itself to these issues. The SGA offers a year's program of involvement—involvement in contemporary issues as they relate to our immediate lives. And in order to attain this year's goal of creating a meaningful and viable program of student extra-curricular activity and involvement the Student Senate extends an invitation to all new and returning students to participate in an area that helps determine the course of our lives as students at Lindenwood College.

Janet Y. Francois,
President Student Association



Janet Y.
Francois

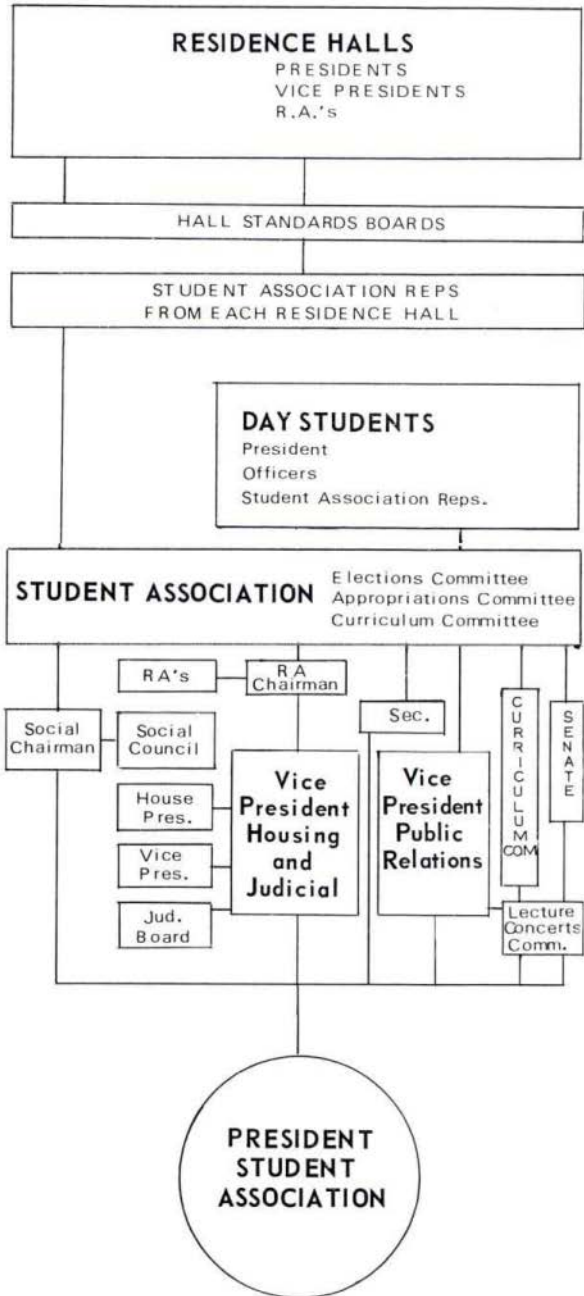


Sandra C.
Thomas

Welcome to Lindenwood College!
To returning students, welcome back. To new students, this is your college now and throughout your lifetime, and I am happy to welcome you as a new member of the Lindenwood Community. Lindenwood is proud of its academic curriculum which embraces the knowledge and skills relative to today's world. It is committed to the value of a liberal education for women and for more than a century has provided a challenging education for the development of women's potential. Lindenwood charges its students with a high sense of academic responsibility and scholastic integrity, a keen sense of personal involvement in academic planning, and extra-curricular participation for a balanced, creative education. Hopefully, your college experience will provide for an opportunity of unique personal enrichment and intellectual growth.

Sandra C. Thomas
Dean of the College

STUDENT ASSOCIATION ORGANIZATION 1971-1972



DORMITORY OFFICERS

Dormitory President		Vice-President
Butler	Ann deMarrais	Louise Beauchamp
Cobbs	Vicki Devenport	Betsy Cody
McCluer	Cheryl O'Brien	Carla Campbell
Parker	Eileene Moccia	Susan Greenwood
Sibley	Barbara Jones	
Day	Margaret Zipfel	Ann Bushmeyer
Students		(Cindy Lyon Sec.-Tr.)

WOMEN'S RECREATION ASSOCIATION

Kathy Monteleone
Janet Little
Elizabeth Baltz



Campus Life at Lindenwood

DAY STUDENT ORGANIZATION

The Day Student Organization serves the commuting Lindenwood I student in much the same capacity that the residence hall students are served by their dormitory organizations. Officers are elected in the Fall and Spring and many activities are sponsored by the Day Students; those open to the whole student body and those activities for solely the Day Student group.

OFFICERS:

Margaret Zipfel, President
Ann Bushmeyer, Vice-President
Cindy Lyon, Secretary-Treasurer

RESIDENT ASSISTANTS

The Resident Assistants (RA's) are a group of carefully selected young women, two from each residence hall, who are assigned the task of orienting the freshmen and transfer students to dorm and campus life. These women are chosen on the basis of their personality, understanding, common sense and affability and must serve as storehouses of knowledge about Lindenwood as well as counselors when needed. Their most important assignment (and often least difficult) is that of being a friend to those new to the campus. Get to know them in your hall.



WOMEN'S RESIDENCE HALLS



Students Relax in McCluer Hall

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.

OFFICERS:

Ann deMarrais, President

Louise Beauchamp, Vice-President

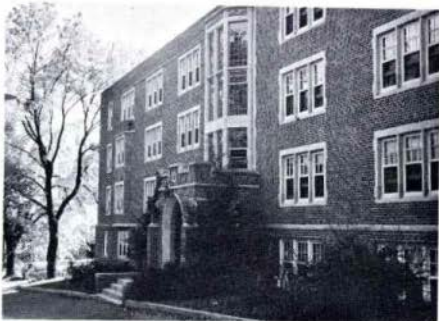
COBBS HALL--Completed in 1949 and named in honor of Thomas Harper Cobbs, prominent St. Louis attorney and a member of Lindenwood's Board of Directors from 1917 until his death in 1959.

Residence capacity-- 71 students.

OFFICERS:

Vicki Devenport, President

Betsy Cody, Vice-President



Cobbs Hall

RESIDENCE HALLS (continued)

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.



McCluer Hall

OFFICERS:

Cheryl O'Brien, President

Carla Campbell, Vice-President

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.

OFFICERS:

Eileene Moccia, President

Susan Greenwood, Vice-President



Parker Hall



Sibley Hall

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 was added 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.

OFFICERS:

Barbara Jones, President

MEN'S 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 it was the administration building, as well as a dormitory.

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.



Drama in the Carriage House

RESIDENCE HALL REGULATIONS

Generally, 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. Individual halls may determine their quiet hours.

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. Students on specific permission and freshmen are allowed to take overnights to other dorms on Friday and Saturday nights only, unless there are unusual or extenuating circumstances and she receives permission from the Dean of the College.

No male guests may be in the halls, after closing, and may not be entertained in the student rooms unless during open house periods.

SIGN OUT PROCEDURES

Each student is required to sign out upon leaving the campus area after 7:30 p.m. Any student who will be on campus after the dormitory's designated lock-up time, also must make sure she has signed out in the proper manner.

On the sign out sheet a student signs her name, each time out and expected return time. Each student must sign out at the desk. If she does not wish to indicate at the desk, her escort and/or destination, she may place this information in the private sign out box for reference in case of emergency. In the private sign out box, a student must record her name, time out, escort, destination and expected time of return. The house president and head resident are the only ones who have access to the locked box, which is opened only in the case of emergency. It is important to remember, a student must sign out at the desk even if she plans to use the locked sign out box. Upon return, the student signs in the actual time of return to the dormitory. Once a student signs in, either before or after lock-up she may not leave again without properly signing out.

HOURS

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

Specific permission—Freshmen and students who have restricted hours must return to their dormitories by midnight Sunday through Thursday nights and by 2:00 a.m. Friday and Saturday.

General permission--Students with general permission are those students who have written parental permission granting them extended hours. Students with extended hours who return to the campus after closing hours will report to a central guard lounge, and a security officer will 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.

Specific permission--Students with specific permission must have written permission from their parents prior to leaving the campus overnight. This written permission must be obtained for each night or weekend the student wishes to spend off campus.

General permission--Students with general permission may leave the campus overnight without written permission for each occasion. Students should designate name of host or hostess in case of emergency.

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 may not be entertained in a college residence hall; and, mothers of students may not stay in the residence halls during the academic year.

L.C. I students with general permission may stay overnight during the week in another L.C. residence hall for study. The following procedures are observed: the Head Residents of both residence halls must be notified; a bed must be available; and, the length of the stay is not to exceed one night. (Note: this provision is generally to allow for cases where combined study is profitable. Due consideration for roommates is expected to be taken.)

STORAGE OF PERSONAL BELONGINGS

The college provides a minimal storage service for the personal belongings left on campus for the summer months, but it 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 at any time. There will be a minimal charge for storage.

PROPERTY

The college is not responsible for the personal belongings in student rooms. For a deposit of 50 cents, keys to rooms will be obtained from the Head Resident upon entering the hall in the fall.

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. Maintenance of residence halls is under the auspices of the Business Manager of the college. Any matters appertaining to the maintenance of residence halls should be taken to the head resident or to the Business Manager.

MODIFIED

OPEN HOUSE POLICY

The residence hall policy at Lindenwood College for Women, beginning with the 1971-72 year permits individual residence halls to determine by majority vote of those in residence, to be taken in September, 1971, that guests may be entertained in residence rooms with the following regulations:

1. The hours for open house will be from 1 p.m. Fridays to 1:45 a.m. From 1 p.m. Saturdays to 1:45 a.m. and Sundays from 1 p.m. to 11:45 p.m.
2. Individual residence halls have the option of reducing or canceling open-house hours by a majority vote of those in residence in the hall.
3. There will be a sign-in and sign-out procedure for guests, which will be administered by the desk receptionist who will be on duty at all times.
4. Residence hall lockup will be on a rotating basis among residents, with first-term freshmen not included in the rotation. The person in charge of lockup will be responsible for seeing that all guests have left the residence hall by closing time, and that all guests have been properly signed out.
5. The student hostess is responsible for violation of any rule by her guest, and the violation will be dealt with by bringing before the house judiciary board the charge against the woman resident student.

Because we believe in the importance of maintenance of diversity, and the perpetuation of individual choice in residential living, the college maintains sufficient residence hall areas to accommodate those who do not wish to live in an open-house environment. To this end, the first floor of Cobbs Hall and the third floor of Parker Hall are reserved for those who do not wish to participate in the open-house policy. Open house will not be observed on either of those floors.





Classroom

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 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 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 Presbyterian 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

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. It is recommended that students wear shoes at all times.

CAFETERIA

The cafeteria service is available to all students who have paid in advance for meals, either by semester or by the academic year. Those who do not hold regular meal tickets may purchase meals in the cafeteria at the following prices:

Breakfast	90¢
Lunch	1.15
Dinner	1.75

All students entering the cafeteria must show their validated ID card in order to be served. No student shall be admitted to the cafeteria without his own ID card.

A private dining room is available for the use of organizations and clubs. Reservations for the private room should be made 24 hours in advance with the Director of Food Service. Meals for students not holding validated ID cards should be paid for at the time of the reservation of the dining room.

Bare feet are improper for a dining area. Public display of affection is also improper behavior in a dining area and offenders will be dealt with by the Cafeteria Committee.

The Cafeteria Committee works closely with

the Director of Food Services in discussing menus for service, and dining hall procedure. It is comprised of students and members of the Food Service.

Mon.-Fri.	Breakfast	7:30-8:00
	Continental Breakfast	8:00-8:30
	Lunch	11:30-1:00
	Dinner	5:00-6:00

Sat.-Sun.	Breakfast	8:30-9:00
	Lunch	12:00-1:00
	Dinner	5:00-6:00

HEALTH SERVICE

Medical services are available to residents at the Student Health Center which is located on the campus. The Health Center operates under the direction of a physician who calls Monday through Friday at the infirmary. The college nurse, Anne Lewis, R.N., will be on duty at the Health Center from 8 a.m. to 5 p.m., Monday through Friday. The college physician, James Felder, M.D., will be on duty at the Health Center Monday through Fridays at designated hours.

The Student Health Center will operate as a day clinic with no overnight facilities. Students who need emergency or after-hours or weekend treatment should notify the Security Office immediately, and the student will be taken to the emergency room of St. Joseph Hospital in St. Charles, or to the emergency room of his/her choice, or to a private physician. A student who needs emergency treatment should notify the head resident or resident counselor in the residence hall. Security will then take the student to the hospital in the security car, if the destination is local. Treatment after-hours and on weekends will be the responsibility of the individual student.

To insure the greatest protection while at

the college, the incoming student is required to submit a Lindenwood Health Form before coming to the college. This report is filed at the Health Center. It is an important reference in case the student becomes ill or injured.

The college physician may refer a student for diagnostic tests or consultation with a specialist in the area. Students may seek a referral from the Health Center when desiring attention, such as a dentist or an oculist. Students are encouraged to report to the Health Center in case of illness or accident during hours.

In ordinary cases, there is no fee for treatment at the Health Center. In cases of serious illness, requiring special attention of the college physician, hospitalization, or surgery, the student must bear the expense. The colleges reserve the right to request the withdrawal of a student whose continuance in college is felt to endanger the student's own health or that of others. Students for whom a psychiatric evaluation is needed, may be referred by the Health Center or by the counseling services for such attention.

STUDENT ID CARDS

These cards will be issued in the fall. Students should keep them at all times for identification and for checking books out of the library. If an ID card is lost for any reason, the student should inform the business office immediately. The student will be held responsible for library books charged against his card until the business office is notified.

LOST AND FOUND

All lost and found items should be turned over to the security office in Cobbs Hall.

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. Any student found with liquor on the campus will be subject to judiciary action. Visitors to the campus will be subject to the same regulation, or they will be asked to leave the campus.

DRUGS

The possession or use of legally prohibited drugs on the campus will subject students to suspension or expulsion. Drug cases will be heard by the Dean's Council, with a recommendation to the President of the College.

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 CONVOCATIONS and all students will be required to attend at least 5 to fulfill their convocation requirement for that term, including 2 all-college convocations. Attendance may be accredited to either long term. Attendance cards for all CONVOCATION events will be collected at the door.



The Lindenwood Colleges Library

**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 over 63,000 volumes and subscribes to over 250 periodicals and news-

papers. 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, Tuesday,	
Thursday	7:50 a.m. — 12:00 p.m.
Wednesday, Friday	7:50 a.m. — 10:00 p.m.
Saturday	9:00 a.m. — 4:00 p.m.
Sunday	2:00 p.m. — 10:00 p.m.

(These hours are subject to change)

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 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 noon and Sunday at 1:30 p.m.). A few books are on "three-day reserve" and may be charged out 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 at 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—5¢ a day
- Three-day reserve books—25¢ a day
- Overnight reserve books—50¢ for the first hour, 25¢ each additional hour

Books which are lost or damaged should be immediately reported so that proper settlement can be arranged. Student Identification Cards also serve as the library cards and must be presented before a book can be removed from the library.

THE B. KURT STUMBERG HEALTH CENTER--The 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 or the Dean of the College's office in the morning, so that their name might be placed on the Residence Report.

THE TEA ROOM--The Tea "Hole" is located in Cobbs Hall, Terrace Level, and is supplied with various vending machines and also a grill staffed by Lindenwood students. Cokes, hamburgers, coffee, etc. are available from the grill; grill hours will be determined by the student staff in the Fall. The vending machines are accessible 24 hours a day.

COBBS GARDEN ROOM--The Garden Room adjoins the Tea Room. This area is open all night and serves the students as a study area, TV room or area for discussions.

CARRIAGE HOUSE--Located behind Sibley Hall, the Carriage House provides a small stage and audience area ideal for coffee houses or student musicians who feel like playing. Atmosphere is good for such activities. Permission must be obtained to use the Carriage House from the Business Office.

ROEMER HALL--Roemer Hall houses classrooms, offices of the Registrar, President of the Colleges, Dean of the College, Lindenwood I and many other administrative offices. Roemer also houses many other student service centers such as:

OFFICE OF PUBLIC INFORMATION--

Roemer 25, 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--Roemer Hall, Terrace Level provides lounging and studying area for non-resident students, and Day Student lockers are available.

ROEMER AUDITORIUM--Located in Roemer Hall and is used for assemblies, plays, and convocations.

BOOKSTORE--Serves as the campus department store, Terrace Level Roemer. Textbooks, school supplies, greeting cards and sundry other articles may be purchased. Students who wish to have clothes dry-cleaned may also bring them to the bookstore.

POST OFFICE--Station #3 of the St. Charles Post Office is located in the Roemer Arcade. The Post Office is conducted under usual postal regulations. A box is provided for each student. The postal zip code for St. Charles is 63301.

STUDENT BANK--First floor Roemer. Banking hours are as follows:

Monday through Friday

8:30 a.m. – 11:30 a.m.

1:30 p.m. – 4:00 p.m.

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 LINDENWOOD COLLEGE CHAPEL-- is jointly used by the college and the St. Charles Presbyterian Church.

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

THE SWIMMING POOL is in Butler Hall, near the gym. 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 for Sunday from 10 a.m. until noon. The Tennis Courts are adjacent to the New Fine Arts Building.

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

THE HOWARD I. YOUNG HALL OF SCIENCE--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. Also located in Young Hall are the offices of the Community Ombudsman, Dean of the College, LC II.

THE STUDENT ACTIVITIES BUILDING--located in the center of the campus. It houses the offices of the newspaper, the Lindenwood College 'Ibis' and the yearbook, Linden Leaves. Space is also available for meetings and informal discussion. Student Government Offices are located here.

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 houses the Art and Dance programs. Spacious studio classrooms provide even northern light. Indoor-outdoor areas provide a flexible environment for the creative 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--located between the Fine Arts Building and the Health Center.

MAJOR CAMPUS COMMITTEES

THE DEAN'S ADVISORY COMMITTEE--The Dean's Advisory Committee is composed of the officers of the Student Government, other student representatives as determined by the officers, and the Dean of Lindenwood College. It is meant to provide students with immediate access to administrative decisions and planning; it is meant to provide the Dean with immediate access to student concerns and questions.

THE COUNCIL OF THE COLLEGES--The Council of the Colleges is comprised of members of the administration, faculty, staff and student government representatives of both colleges. The council was established to aid the President in an advisory capacity.

ORGANIZATIONS

STUDENT INTERFAITH NETWORK (SIN)--is organized in affiliation 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 men of diverse experience and faiths, that their lives 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 RECREATIONAL 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 colleges 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 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 average 1 pt. 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--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. The 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 specific 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 people 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 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 civilization, 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 the Lindenwood campus. Membership is limited to science majors and minors with a "B" average in three sciences or math courses.

SPECIAL INTEREST CLUBS

ABC--The Association of Black Collegians is organized to foster black pride and to develop cultural awareness among black students on the campus by promoting the total social and educational concerns of the black movement.

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.

IMIRILDIS--a group organized for amateur work in the field of drama, the theater and music. Open to any interested student.

KCLC, AM-FM--the campus radio station, broadcasts educational cultural programs to the campus and community. Also each station provides a wide variety of musical and entertaining student programs. Any student interested in this field may participate in the programs of the station whether or not she or he takes courses in the department.

PSYCHOLOGY CLUB--organized for those with an interest in psychology as a profession... or simply an interest.

PUBLICATIONS

LINDENWOOD COLLEGE "IBIS"--is the campus newspaper published 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.

Any student is invited to work on the newspaper. It is housed in the Student Activity Building.

LINDEN LEAVES--is the Lindenwood Year-book.

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

BY-LAWS FOR THE STUDENT GOVERNMENT ASSOCIATION CONSTITUTION OF LINDENWOOD COLLEGE

BY-LAW I – JOINT COMMITTEES

- A. Joint committees shall be representative of the college academic community. Representatives of the women's student body, the men's student body, the faculty and/or administration shall serve as members of a joint committee.
- B. Joint committees shall specifically serve in areas that are of equal concern to all members of the academic community.
- C. The joint committees shall be the Lectures and Concerts Committee, the Publications Board, the Student-Police Relations Board, the Appropriations Committee, the Academic Code Appeals Board, the Convocation Committee, and the Commission of Black Student Concerns.
- D. The Lectures and Concerts Committee shall:
 - 1. be composed of three members from the SGA, three members from Lindenwood College II and three faculty members.
 - 2. have the Vice-President of Public Relations of the SGA along with a member of Lindenwood College II serve as co-chairman of the committee.
 - 3. be responsible for selecting the lectures and concerts for the year which are financed by the student activity fee; be responsible for submitting a budget at the

beginning of the academic year for appropriations.

E. The Publication Board shall:

1. be composed of two members of the SGA, two members of Lindenwood College II, two faculty members, and one administrator.
2. serve as a publisher in lieu of The Lindenwood Colleges for all student publications.

F. The Student-Police Relations Board shall:

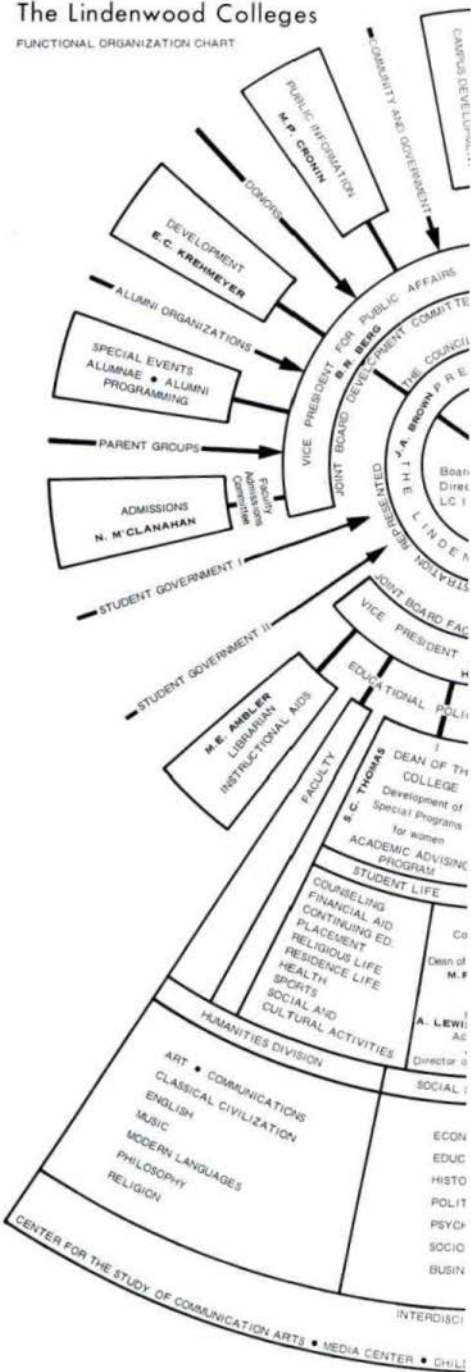
1. be composed of two representatives of the St. Charles Police Department and representatives from Lindenwood College SGA and Lindenwood College II. The representatives from Lindenwood College SGA are the SGA president, the vice-president of Public Relations, and a representative from the Association of Black Collegians. Those other representatives of the Student-Police Relations Board are the editor of the campus newspaper, the manager of KCLC, and the executive officers of Lindenwood College II.
 - a. The representatives of the SGA shall have an advisory board of six students which they appoint.
 - b. This board serves as an advisory group which informs the SGA representatives to the board of specific and general incidents which the board needs to consider.

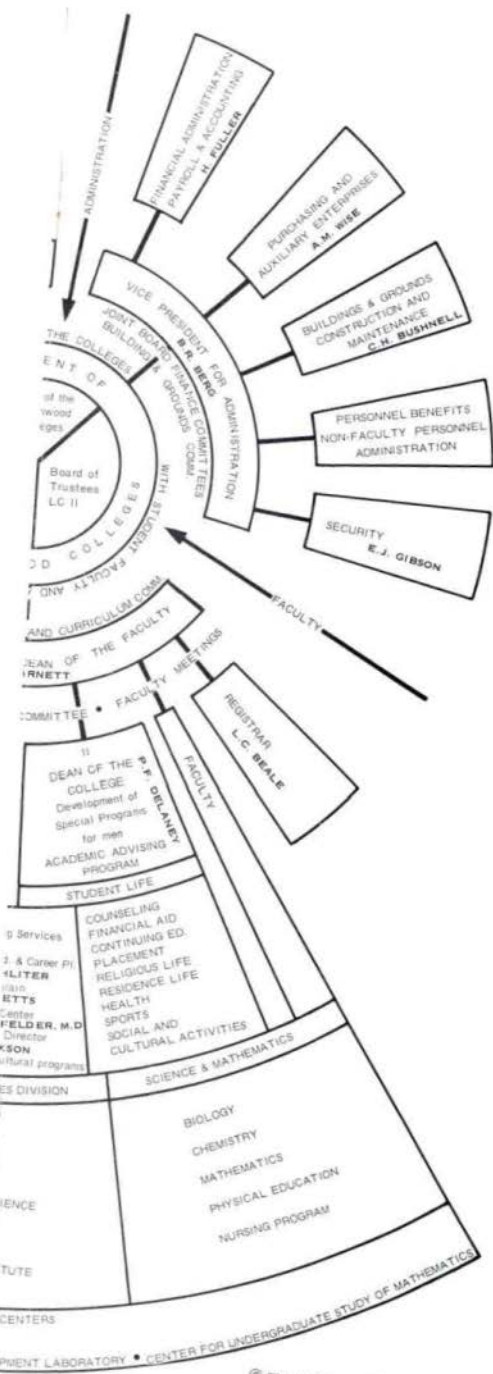
G. The Appropriations Committee shall:

1. be composed of the executive officers of the SGA and the Student Life Committee of Lindenwood College II.
2. be empowered, subject to the approval of the Student Council of the SGA and the legislative body of Lindenwood College II, to appropriate and prepare an annual budget allocated from the student activity fee.

The Lindenwood Colleges

FUNCTIONAL ORGANIZATION CHART





3. be co-chaired by the financial secretary of the SGA and a representative of Lindenwood College II.
 4. submit an annual report to SGA.
 5. require all organizations requesting funds to submit a report to the committee the first week of the fall term.
 6. require all organizations needing funds during the year to request such in writing.
 7. require a report of expenditures at the end of the academic year by each group that is allocated funds.
- H. The Academic Code Appeals Board shall:
1. be composed of two representatives from the Curriculum Committee of the SGA, two representatives of Lindenwood College II, and two representatives from the faculty.
 2. serve as the appeal body for all violations of academic honor.
- I. The Convocation Committee shall:
1. be composed of three elected members from the SGA, three representatives from Lindenwood College II and three faculty members.
 2. be empowered to designate the events which are to be convocations.
- J. Commission on Black Student Concerts shall:
1. be composed of three black students (from either Lindenwood College or Lindenwood College II), one other representative from Lindenwood College, one other representative from Lindenwood College II, two faculty representatives, and two administrators. All representatives will be chosen annually by the Association of Black Collegians.
 2. investigate the existing problem areas designated by the black students.
 3. prepare a periodic report on the findings of this investigation.
 4. use these findings to determine necessary further action in eradicating these conditions.

BY-LAW II – SGA STANDING COMMITTEES

- A. SGA Standing Committee shall consist only of members of the SGA of Lindenwood College. All standing committee members shall be derived from the membership of the Student Council.
- B. These committees shall serve in areas that are of specific importance and concern primarily to the SGA.
- C. The SGA Standing Committees shall be the Curriculum Committee, Rules Committee, the Social Council, Human Relations Committee, Planning Committee and the NSA Committee.
- D. The Curriculum Committee shall:
 - 1. be composed of six members who shall be elected from the student body at large. The chairman of this committee shall be selected from within this body.
 - 2. provide two members of the SGA to serve as voting members of the Educational Policies Committee, one of whom shall be chairman of the Curriculum Committee.
 - 3. engage in systematic research on course and teacher evaluation.
 - 4. provide two members from the SGA to serve as members of the Academic Code Appeals Board.
 - 5. assist in planning programs for campus-wide discussion of educational issues.
 - 6. provide reports on any policy formation or changes, also on any research undertaken by this committee to be submitted for review to the Student Council.
 - 7. serve as student representatives to all faculty meetings.
- E. The Rules Committee shall:
 - 1. be composed of four members appointed by the SGA president. One of these four members shall be designated as chairman and will serve as Parliamentarian for both the Student Senate and the Student Council.
 - 2. administer all campus elections.

3. review proposed amendments to the SGA Constitution and by-laws before consideration by the Student Senate.
4. provide for maintenance of SGA Codification of Policy.
5. shall post campaign regulations and election procedures.
6. count votes in the presence of only this committee.
7. will post final election results.

F. The Social Council shall:

1. be composed of Social Council chairman and Social Council representatives. Two representatives shall be elected by each dormitory and by the day students association. The Social Council chairman shall be elected from the student body at large.
2. work with the Lectures and Concerts Committee on planning events that will be of social interest to students.
3. coordinate and sponsor a fall date-dance and a spring Cotillion.
4. provide social events that are of interest to the student body of Lindenwood College.
5. meet with the social coordinate of the Lindenwood College II to plan joint affairs.

G. The Human Relations Committee shall:

1. be composed of six members of the SGA who also serve on the Student Council.
2. assist in the planning of campus programs directly related to student interest in work with race relations, civil rights, and the struggle by all people for human rights.
3. plan and coordinate a community tutorial program.

H. The Planning Committee shall:

1. be composed of four members of the SGA who also serve on the Student Council.

2. provide systematic research for long range planning for campus physical facilities and student economic welfare.
 3. provide reports on the activities of the College Development Office, the Financial Aid Committee, and the Admissions Office.
 4. review the progress of all long range plans.
- I. The NSA Committee shall:
1. be composed of four members who shall serve as members of the Student Council. The NSA Coordinator shall also serve as a member of the Student Senate.
 2. coordinate student government participation in the USNSA.
 3. be chaired by an NSA Coordinator to be elected from within the committee.
 4. make arrangements for USNSA Regional Conferences and the annual National Conference.
 5. provide assistance with other USNSA Regional Programs.
 6. pay NSA and ASG annual dues in the fall term of every year.
 7. The NSA Coordinator shall serve as the correspondence secretary with other campuses.

BY-LAW III – ELECTION PROCEDURES

- A. Qualifications for each respective office.
1. SGA President shall be a student who has achieved at least sophomore class standing with a cumulative GPA of 2.5.
 2. Vice President of Housing and Judicial Affairs shall be a student who has achieved at least sophomore class standing with a cumulative GPA of 2.5.
 3. Vice President of Public Relation shall be a student who has achieved at least sophomore class standing with a cumulative GPA of 2.5.
 4. The Recording Secretary shall be a stu-

dent who has achieved at least sophomore class standing with a cumulative GPA of 2.5.

5. The Financial Secretary shall be a student who has achieved at least sophomore class standing with a cumulative GPA of 2.5.
6. Chairman of the Curriculum Committee shall be a student of at least sophomore class standing with a cumulative GPA of 2.3.
7. Chairman of the Social Council shall be a student who has achieved at least sophomore class standing with a cumulative GPA of 2.3.
8. NSA Coordinator shall be a student who who has achieved at least sophomore class standing with a cumulative GPA of 2.3.
9. Each Judicial Board Member shall be a student who has achieved at least sophomore class standing with a GPA of 2.3 and not on academic, social or disciplinary probation.
10. All other committee members who are elected by the student body at large must be full-time students. They must also have to achieve a GPA of 2.0. (When an incoming freshman is elected to an office there is no GPA.)
11. The Resident Assistant Chairman is selected by the Dean of Student's Office and is non-voting member of the Student Senate.
12. Those who will graduate in December and January of the following year are ineligible to run for all-campus elected offices.

B. Petitioning

A petition shall be a written declaration of a student's candidacy for office, signed by herself and/or her peers.

C. Campaigning

1. Campaigning shall begin when a petition has been accepted and the person's candidacy is announced, and shall cease when the balloting begins.
2. Names of candidates shall be announced as soon as their petition has been filed with the Chairman of the Rules Committee.
3. Each student seeking an office shall be given the opportunity to publicly state her platform and/or qualifications for the office, or have other students speak in her behalf.

D. Eligibility to Vote

1. All members of the Student Government Association, each having one vote, will be able to vote in all campus elections and within the dormitory they will live in the coming year. Day students will vote for the president, vice president and other offices of the day students when dormitory officers are elected.
2. There will be no proxy votes. A student who will not be present to cast a vote must notify the Rules Committee, in writing, twenty-four hours in advance; arrangements for an absentee ballot will be made.

E. Elections

1. All write-in ballots are valid only for a primary election, provided that the write-in candidate meets the qualifications of the office sought.
2. Write-in ballots are not valid for a run-off election. They shall not be considered part of the voting constituency.
3. Elections for all campus offices shall be held in a centrally located polling place.
4. No campaigning shall take place at the polling tables and within a designated distance from the polling place. This distance shall be determined at the discre-

tion of the Rules Committee.

5. In the event of a run-off election, the election results of a primary shall not be disclosed until after the run-off election (at the termination of complete tallying), at which time both shall be announced.

F. Election Results

1. A candidate needs a 2/3 majority of those voting to win.
2. In the event that more than two people run and no one receives a 2/3 majority, the two top vote getters will be in a run-off election where the one receiving the majority of votes wins.
3. Committee members shall be elected by the highest number of votes cast in each candidate's favor. (e.g. if a four man committee is elected the four candidates receiving the highest number of votes shall be the committee members.)
4. The Rules Committee shall post election results two hours after the polls close.

G. Order of Elections

1. Filing for the offices of president, vice-president, secretaries, social council chairman, NSA coordinator, members to Curriculum Committee, Lectures and Concerts Committee, and All-Campus, Judicial Board, shall take place the first week after spring break.
2. Elections shall be held the following Thursday.
3. After this election the Student Senate Elect shall make appointments to fill any office left vacant after the above elections.
4. All other officers will be elected during the third week of the fall semester.

H. Restrictions

1. No student shall be allowed to hold more than one office on the Student Senate.

2. Judicial Board members cannot hold office that are derived from an all-campus election.

BY-LAW IV – IMPEACHMENT, SUCCESSION, RESIGNATION

A. Impeachment

1. Any officer shall be removed from said office by a three-fourths vote of all Student Council members according to the procedure set down in the powers of the Student Council embodied in the Constitution.
2. Any officer elected in an all-campus election or appointed by the SGA President is subject to impeachment.

B. Succession

Vacancies in any office arising from any cause shall be filled in the following manner:

1. If the office of SGA President shall become vacant, the Vice President of Housing and Judicial Affairs shall assume the duties of said office; by the same process the Vice President of Public Relations shall assume these duties if the office of Vice President of Housing and Judicial Affairs is vacant.
2. The Judicial Board shall provide a Chairman of its Board and Vice President of Housing and Judicial Affairs if the original officer is unable to function.
3. All other elected offices, if vacant, shall be filled by appointments made by the SGA President and the Student Council.

C. Resignation

1. If an elected or appointed officer finds it impossible to carry out the existing function of said office, she shall submit a written resignation to the Student Senate of the SGA.

2. In case of resignation the same procedures for filling vacancies as contained in Section B of this By-law will be utilized.

BY-LAW V – BUDGET

- A. The Appropriations Committee (a joint committee) shall appropriate money to the Student Government Association. This money is derived from the student activity fee.
- B. These appropriations shall make up the SGA Budget.
- C. Records of budgetary expenditures shall be kept by the Financial Secretary.
- D. Areas in which these monies shall be used are:
 1. conferences
 2. office supplies and equipment
 3. student scholarship for Honors' Day
 4. SGA retreats and workshops
 5. community involvement activities

BY-LAW VI – RULES OF ORDER

- A. The rules governing administrative and legislative proceedings shall be set down by the Rules Committee and shall be the standing rules of SGA unless amended by a two-thirds vote of the Student Council.
- B. The Parliamentarian shall be responsible for the recognition of these rules by the members of the SGA.

BY-LAW VII – CODIFICATION OF SGA POLICIES

- A. SGA resolutions are continuing policy of SGA and shall be included in successive Codification unless specifically repealed.
- B. The Codification shall be brought up to take date by the Recording Secretary to be approved by the Student Council no later than the second week in October.
- C. Recorded vote totals shall be recorded for Codification in a special section.



New Fine Arts Building

JUDICIAL SYSTEM

LINDENWOOD COLLEGE FOR WOMEN

Fall, 1971

One aspect of Student Government at Lindenwood College is the judicial system which has been established to interpret the regulations of the Student Body to protect the rights of the individual student and to maintain an orderly community life. The Student Government regulations and residence hall regulations were adopted after student discussion and agreement; the administrative regulations reflect the College's expectations with regard to the conduct of the student.

The structure of the judicial system consists of four deliberative bodies, two of which are entirely student governed, one of which consists entirely of administrative representatives, and one of which is comprised of students, faculty, and administration. Each body maintains written procedures and records, and decisions reached by a body may always be appealed to another board. These bodies are the House Standards Boards of each residence hall, the Women's All-Campus Judicial Board, the Dean's Council, and the Academic Code of Appeals Board.

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 to the individual living units. Behavior which affects the ability of others to successfully pursue their studies at Lindenwood is subject to disciplinary action.

B. Membership

1. Vice-President of the dorm (chairman)
2. President of the dorm (ex-officio)
3. Secretary-Treasurer
4. Student Council representatives (two)

NOTE: In no case shall a Resident Assistant be a Standards Board member.

C. Cases Which Shall Be Considered

1. Late minutes, up to 60 minutes.
2. Failure to sign in and out.
3. Absence from dorm meetings.
4. Violation of hours
5. Violation of Open House Policy.
6. Referrals from members of House Staff, who are defined to be the dorm president, vice-president, secretary-treasurer, resident assistants, student council representatives and hall proctors:
 - a. failure to fulfill lockup or phone duty responsibilities.
 - b. failure to participate in a fire drill.
 - c. uncontrollable intoxication.
 - d. failure to secure door when leaving dorm after hours.
 - e. breaking of house rules.
 - f. failure to maintain quiet hours.
 - g. failure to meet room inspection.
 - h. keeping of pets (those especially listed as allowed are exceptions.)

D. Procedure

1. The Standards Board shall meet every Monday night before 12 midnight to act upon infractions which have been incurred. A quorum of two-thirds must be present to transact business.
2. The student who is involved is brought before the board and the full case against her is reported.
3. The student is asked to give her statement and to ask any questions; the board in turn, questions her in order to clarify the situation.
4. A student may request witnesses in her behalf and/or another student to witness the proceedings.
5. The student leaves after her testimony. There should be full discussion of the circumstances surrounding the infraction.
6. The Vice-President shall deliver the decision of the board in writing to the student no later than twelve hours after the meeting of the Board.
7. The student will have the right of appeal to the Women's All-Campus Judicial Board.
8. In the event that a student fails to appear at a Standards Board meeting to answer for an infraction, her case will be heard in absentia, and she may be penalized for her failure to appear.

E. Decision-Making Process of the Standards Board

The Board shall:

1. Determine the actual facts in the case.
2. Take into consideration the student's attitude.
3. Determine the extent of seriousness of the offense.
4. Determine the extent of its effect upon others in the hall and/or the community.

5. Maintain a consistency with decisions involving similar situations.
6. Vote by secret ballot.

F. Possible Action

1. No further action – dismissal of case/ acquittal.
2. Warning against repetition of infraction.
3. Postpone decision in order to clarify information or gain further facts.
4. "Campus"—with a definite time limit and carrying with it certain specific qualifications.
5. Taking away of dormitory privileges.
6. Referral:
 - a. Women's All-Campus Judicial Board.
 - b. Dean of The College.
 - c. Academic Code Appeals Board (only for cases of academic dishonesty.)
 - d. Dean's Council.

G. Rights of a Student Before the Board

1. The student shall have access to all relevant information, including the testimony of an accuser.
2. Shall make personal testimony and bring witnesses in her behalf.
3. May confront and question her accuser.
4. May decline to testify against herself.
5. Will receive the rationale behind a decision.
6. Will be free from the possibility of more than one hearing by the same body for the same offense.
7. Will be tried by an impartial body. (Any member of the board personally involved should disqualify herself. If any student can show reason why a board member should not hear a case, said member shall be disqualified.)
8. Will have the right of appeal to the All-Campus Judicial Board.

H. Enforcements

1. The House Presidents and Vice-

Presidents are directly responsible for enforcing decisions of the Standards Board.

2. Such responsibility may be designated by the President or Vice-President to any member of the Standards Board for specific cases.

I. Penalties

1. Judicial pardon.
2. Judicial reprimand.
3. Dormitory campus.
4. Room campus.
5. Restricted hours.
6. Social probation.
7. Disciplinary probation— in cases of Disciplinary Probation, a letter will be sent home to parents.
8. Recommendation for suspension—temporary or terminal.

J. Appeal

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

K. Definition of Penalties

1. Dormitory campus—is a period of time in which the students may receive phone calls, but will have no guests or dates. She may not leave the dormitory 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 deter-

mined 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 Dormitory President of the action in writing.)

L. Restricted Hours

1. Extended Hours—Giving restricted hours to a student who has violated some regulation, but who has extended hours.
2. Hours—restricting the hours a student already has.

M. Social Probation

The length of social probation is determined by the Board and depends upon degree of the infraction. During this period of probation any further infraction of College regulations will be taken care of by the Women's All-Campus Judicial Boards, not the Standards Boards. A report of this action will be placed in the student's file, but will be removed at the end of the probationary period.

N. Disciplinary Probation

During this period of 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 letter will be sent to the student's parents or guardians informing them of the situation and decision of the Board. A permanent record of this action will be placed in the student's file.

O. Suspension

A recommendation for suspension can be made to the President of the College but only he can make the final decision and take final action.

II. – WOMEN'S ALL-CAMPUS JUDICIAL BOARD

A. Philosophy

The Women's All-Campus Judicial Board has as its aim the education and fair and impartial judgment of all individuals who come before it. It is primarily a supportive and educative body. Although at times, cases cannot be treated entirely without precedent, the Board makes a definite effort to consider each case, and the circumstances thereof, individually. In all instances a meeting with the Board is informal and provides opportunity for an exchange of ideas regarding regulations and personal responsibility among women students.

B. Membership

The Women's All-Campus Judicial Board will be made up of the following:

1. The Dean of the College as an advisor and ex-officio member.
2. The Vice-President of Housing and Judicial Affairs as the chairman and a non-voting member, except in the case of a tie vote.
3. Six students elected at-large from the community. These students must be of the sophomore, junior and/or senior class. They must have an accumulative grade point average of 2.3 and not be on academic, social, or disciplinary probation. These students cannot hold an office in Student Council, in the Residence Halls, or be Resident Assistants. Petitioning for these offices will be in the spring. Petitioning will include an interview with the President of the Student Association, the Vice-President for Housing and Judicial Affairs, and a present member of the Women's All-Campus Judicial Board. The purpose of the interview is to insure that a woman running for membership of the Board is sincere in her desire. In the event that six or more women do not peti-

tion for membership, the three officers mentioned above shall appoint women to to the Board. A student may not hold this office for two consecutive years.

4. There may be no more than two members from each dorm.
5. There must be a quorum of four board members to hear a case. In the event that three members are present, the chairman may elect to sit as a voting member. During the January term the following procedure will be observed:
 - a. If the chairman is off campus, then the chairmanship will rotate among the members who are on campus.
 - b. A quorum of four voting members must be present to hear a case. If there is not a quorum, then the permanent chairman must appoint the necessary number of students to fill the positions for the month, before she leaves.
 - c. The member taking the chairmanship for that day has no vote, except in case of a tie.

C. Cases Which Shall Be Considered

1. Falsification of a sign-out.
2. Over 60 late minutes for those having restricted 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. Violation of Open House policy.
7. Referrals and appeals from the dorm Standards Boards.
8. Referrals from the Dean of the College.

D. Procedure

1. Quorum:
A quorum of the All-Campus Judicial Board is made up of at least four voting members. It is, of course, necessary to

have the chairman present. If there are less than three voting members present, the hearing of the case will be postponed. Any member with more than two unexcused absences will be asked by the chairman to resign. An excused absence can only be given after the chairman receives in writing a written note by the board member who wishes to be excused.

2. When an infraction is allegedly incurred by a student, the following action is taken prior to the hearing:
 - a. The Vice-President of the residence hall will file a report of the infraction with the Dean of the College.
 - b. The Dean, in turn, will make an appointment with the student to discuss in an informal manner, the alleged infraction and the circumstances surrounding the infraction.
 - c. The Dean will make a report of the circumstances surrounding the case—a combination of the report submitted by the Vice-President, plus any relevant facts brought in by the student. This report will be given to each member of the Board and the student at the time of the hearing. If, in the opinion of the defendant, the report presents fairly and accurately the situation as it occurred, the student will sign the report in affirmation of this.
 - d. The Dean will contact the Chairman of the Board and a date, time, and place for a hearing of the case will be decided upon.
 - e. The Chairman of the Board will, in turn, inform the Board and girl involved in the case of the date, time, and place of the case hearing.
 - f. Should a student fail to appear before the Board at the designated time, her case will be heard in absentia. She will be notified of the decision con-

cerning her case and may be held in contempt of the community with disciplinary action in accordance to the judgment of the Judicial Board. Should a student fail to recognize the action of the Board, the President of the College will be notified and a recommendation for the student's suspension will be made by the Board.

3. If the student desires, she may have the dormitory President and Vice-President present during the hearing. Any defendant may also have one other person present at the hearing, if she desires. If it is necessary to bring additional witnesses, this may be done only upon written request to the approval of the Judicial Board Chairman, before the hearing.
4. During the hearing the following procedure will be observed.
 - a. Copies of the report made by the Dean of the College will be distributed to members of the Board and to the student who will be asked to sign it if it is correct. If the report is incorrect, according to the defendant, she will be asked to clarify the discrepancies.
 - b. A Board member acting as secretary will take notes of the meeting and will write up a report that evening. (The position of secretary is rotating so that each Board member takes a turn.) A copy of the report is given to the defendant, the Vice-President of the dormitory, the Dean of the College, and to the Chairman of the Board the next day.
 - c. The members of the Board and the defendant are introduced to one another.
 - d. Those who cannot be impartial judges are asked to leave. If a defendant can show cause why a Board member may not be impartial, said member will be asked to excuse herself from the case.

- e. The student is asked to explain the alleged circumstances surrounding infraction.
- f. The Board members are free to ask any questions they may have concerning the case or the student's opinions of College regulations involved.
- g. The witness(es) are allowed to add to the discussion or to ask questions relevant to the hearing.
- h. The student and witness(es) are asked to wait outside while the Board comes to a decision.
- i. The student and witness(es) return and the decision of the Board is explained by the chairman of the Board.
- j. The Dean of the College, as adviser to the Board, may or may not remain during the discussion

E. Possible Action

1. Dismissal of case/acquittal.
2. Judicial pardon.
3. Judicial reprimand.
4. Dormitory campus
5. Room Campus
6. Restricted Hours
7. Campus work penalty.
8. Social probation.
9. Disciplinary probation.
10. Recommendation for suspension.

F. Rights of the Students Before the Board

See Standards Board, Section G, 1 through 7.
Addition:

8. The right of appeal to the Dean's Council.

G. Enforcement

1. The Chairman of the Judicial Board is responsible for informing the President and Vice-President of the residence hall in which the defendant lives of the penalty imposed upon the student.

2. The President and Vice-President of the residence hall are directly responsible to the Chairman of the Judicial Board for seeing that the penalty is observed. Should they voluntarily fail to enforce a penalty imposed by the Judicial Board, action may be initiated through the Student Senate to relieve them of office.
3. The Chairman of the Judicial Board is directly responsible to the women's community for presiding over hearings impartially, for doing her utmost to maintain a sense of fairness and impartiality by the Board, and for enforcement of penalties adjusted by the Board.

H. Penalties

See Section I, Standards Board, 2 through 5.
Additions:

1. Judicial pardon is granted when the Board feels:
 - a. The case should not have been referred to the Board.
 - b. The circumstances surrounding the infraction were so extenuating as to unavoidable.
6. Campus Work. Such will be assigned a working responsibility to be completed by the end of the semester. If not completed, the student's transcript will be withheld with the likelihood that she will be asked to reappear before the Board.

I. The Secretary's Report

A report shall be made as stated in Standards Board, 4b, under Procedure. The Dean of the College and the Chairman will maintain confidential files of these reports. Such reports will be made available only to the President of the College and the President of the Student Association.

J. Appeal

An appeal from the All-Campus Judicial

Board's decision may be made to the Dean's Council. A student who wishes to appeal a decision should contact the Dean of the College within 48 hours following the decision of the Board.

K. Request for Interpretation

The Board may, at any time, request that the Student Senate interpret the constitution in order to clarify any discrepancies or questions which may arise.

III. THE DEAN'S COUNCIL

The Dean's Council, which is comprised of the Deans from both Lindenwood College for Women and Lindenwood College II, the Dean of the Faculty, and the Dean of Continuing Education shall serve as an appeals board for the cases which are appealed from the Women's All-Campus Judicial Board. This Board shall also serve as an appeals for cases heard by the Dean, involving the possession of drugs, liquor, fire arms, or theft. These are violations not heard by the Women's All-Campus Judicial Board, but are immediately referred to the Dean's Council.

IV. ACADEMIC APPEALS BOARD

This board shall be composed of two members of the Curriculum Committee from Lindenwood College for Women, two students from Lindenwood College II, two faculty, and two administrative representatives. This board shall have jurisdiction of questions arising under student infraction of academic honor.

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 the 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 viola-

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

tion 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. In the instance of repeated violations 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, 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.

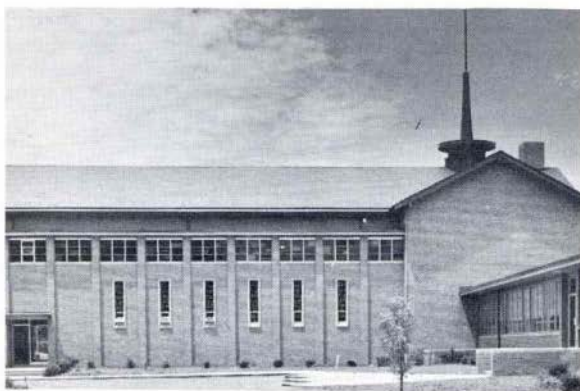
Procedures for establishing the Appeals Board

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 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 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.





Lindenwood College Chapel

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's 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's Office

To inquire about financial aid

See Miss Mary Yonker, Financial
Aid Secretary – Roemer 101

Personal guidance and counseling

Director of Intercultural Programs
–Roemer 325.

Chaplain Robert H. Betts—Roemer 31

Career guidance

Miss Mary Lichliter, Dean of
Continuing Education

To inquire about social activities

See Social Chairman

To authorize money making projects

B. R. Berg
Vice-President

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
Just Smittys
Noah's Ark
Three Flags Restaurant
London Beef House
Pizza Hut
Pio's Italian Food
Burger King
Dairy Queen
Dog and Suds
Jack in the Box
Fish and Chips
McDonalds

Places to go

Forest Park
Art Museum
Boating
Jefferson Memorial

More places to go

Picnicking
Planetarium
Zoo

Gateway Arch
Museum of Science and Natural History
Oak Knoll Park

Parks in St. Charles
McNair Park
Blanchette Park
Boonslick Park

American Theater
Goldenrod Showboat (Melodrama)
Loretto-Hilton Theatre
Powell Symphony Hall
St. Charles Cinema
Cinema IV
St. Andrews 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 the College

ST. CHARLES CHURCHES

- Baptist First Baptist Church
400 North Kinghighway
- Episcopal Trinity Episcopal Church
318 South Duchesne Drive
- United Church of Christ . . . St. John's Church
517 Jackson Street
- Friedens United Church of Christ
1702 Harvester Road
- Good Shepherd United
Church of Christ
3115 Elm Street
- Latter Day Saints. 509 Clark 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
1815 Boonslick Road
- Christian Science Society
1140 Tompkins Street
- Synagogue Temple Israel
10675 Ladue Road, Ladue