

LINDENWOOD COLLEGE

1972-1973



**Student
Handbook**

STUDENT HANDBOOK CONTENTS

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LINDENWOOD COLLEGE

Lindenwood College for W o m e n, founded in 1827, is the oldest women's college west of the M i s s i s s i p i. A coordinate college for men was founded in 1969 and is called L i n d e n w o o d College II. As private independent colleges, Lindenwood and Lindenwood II have a strong commitment to the liberal arts and sciences, and hope to s e n d 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 inter n t i o n a l study programs. The 4-1-4 c a l e n d a r 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

A warm welcome to all new and returning students! In looking towards the 1972-73 school year at Lindenwood College for Women we see a growing need to reflect upon and to evaluate both our goals and values as a women's coordinate college and our goals and values as women. Perhaps the '70's may be called the decade of the woman in which she may find increasing opportunities for leadership and a new sense of personal identity.

The L. C. Student Government Association is composed of all L. C. women and provides opportunities for leadership and involvement in many areas. A theme for the coming year will be that of unity among women of varying life-styles, backgrounds and interests. With old and new students exploring new ideas with energy and interest, the S. G. A. will certainly become a workable and very useful source of women's ideas and women's leadership. Most important of all is the idea that there is a place for all students with an interest or some time. Welcome again to a new year at Lindenwood!

Ann F. deMarrais,
President
Student Government Association

WELCOME TO LINDENWOOD COLLEGE

To returning students I wish to say that I hope we will not long remain strangers. Come in and see me.

To new students ---- you are beginning a very important part of your life. This is an especially exciting time to be a woman at Lindenwood College, where the curriculum with its strong commitment to the liberal arts, and its awareness of, and response to, the changes in the world, will prepare you to enter into the whole new world open to women. At Lindenwood our students are encouraged to feel a sense of academic responsibility and integrity, combined with a feeling of personal involvement in academic and extra-curricular affairs.

I wish for you a year made happy with personal growth and fulfillment.

Doris B. Crozier
Dean of the College

RESIDENCE HALL OFFICERS

Butler Hall:

Louise Beauchamp, President
Betsy Bomberger, Vice-President
Pam Broida, Hall Manager
Shay Scholey, Captain of Receptionists
Durinda Belshe, Secretary-Treasurer

McCluer Hall:

Libbye Rich, President
Della Foote, Vice-President

Parker Hall:

Lindi Fredmeyer, President
Pam Barnhart, Vice-President

Sibley Hall:

Kim Hartley, President
Cheryl Austin, Vice-President

Day Students:

Amy Haake, President
Pat Lintzenich, Vice-President

Continuing Education:

Mrs. Marcia Gibson, President

WOMEN'S RECREATION ASSOCIATION

Elizabeth Balta	President
Martha Haman	Vice-President
Marilyn Wenneker	Secretary

DAY STUDENT ORGANIZATION

The Day Student Organization serves the commuting Lindenwood student in much the same capacity that the residence hall students are served by their residence hall 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:

Amy Haake, President
Pat Lintzenich, Vice-President
Mrs. Marcia Gibson, President,
Continuing Education

WOMEN'S RESIDENCE HALLS

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--52 students.

OFFICERS:

Louise Beauchamp President
Betsy Borberger Vice-President

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.

OFFICERS:

Libby Rich President
Della Foote 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:

Lindi Fredmeyer	President
Pam Barnhart	Vice-President

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 parl o r 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:

Kim Hartley	President
Cheryl Austin	Vice-President

MEN'S RESIDENCE HALLS

AYRES HALL--Built in 1909. 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 1912. Originally the administrative building.

IRWIN HALL-- Constructed in 1924 and named in honor of the Reverend Mr. Robert Irwin, president of Lindenwood from 1880 to 1892.

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 residence hall. 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-Specific Permission indicates that a student leaving campus overnight or on the weekend must have a letter from her parents on file with the head resident of their residence hall granting her specific permission for the overnight or weekend away from the campus. She will need a parental letter granting her permission to leave the campus each time she is to be away overnight.

General Permission gives the student full personal responsibility for

overnights and weekends away from the campus. (Students on Extended Hours automatically have General Permission)

Extended Hours means that a student other than a first semester freshmen may have the privilege of returning to the residence hall at any time during the day or night, or not at all until the following day. (Students on Extended Hours automatically have General Permission.)

OVERNIGHT GUESTS

Before any guest may be entertained overnight in a woman's residence hall, her visit must be cleared thru 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.

Students with general permission may stay overnight during the week in another Lindenwood College 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.

RESIDENCE HALL INFORMATION

Property

The College is not responsible for personal belongings in student rooms. Please do not keep amounts of money in the room. Deposit your money in the student bank where it is always available. For your own protection, please lock the door of your room when you are out.

Students will be charged for damage to rooms, furniture, or walls. If there is willful, unnecessary damage to public areas of the residence hall, and there is no knowledge of the vandals, the cost of that damage will be prorated among the residents of the hall at the end of the year.

The electrical system in the residence halls is not adequate to supply current for such appliances as irons, TV's, hot plates, and sun lamps, and students are asked not to use such appliances in their room. An ironing and laundry area, a kitchenette, and a public lounge for television are provided.

Please refrain from the following:

1. nails in the room walls
2. painting of any kind

3. candles or cooking in the rooms
4. mattresses on the floor....
the beds provided are not to be dismantled. Mattresses may not be suspended between bureaus
5. padlocks on doors
6. defacing or altering furniture
 - a) WATER BEDS ARE NOT ALLOWED IN THE RESIDENCE HALLS.
 - b) ABSOLUTELY NO PETS ARE ALLOWED IN THE RESIDENCE HALLS.
 - c) Please do not move items of furniture from lounges to private rooms.

For maintenance purposes, all student rooms are inspected at least twice yearly. Student rooms that are habitually in disorder may be inspected more frequently.

OPEN HOUSE POLICY FOR LINDENWOOD COLLEGE FOR WOMEN

The residence hall policy at Lindenwood College for Women, beginning with the 1971-72 school year permitted the individual residence halls to determine by majority vote of those in residence that guests may be entertained in residence rooms during certain hours. It is recommended that the policy be continued for 1972-73. The policy includes the following regulations:

1. The hours for open house will be from 1 p.m. Fridays to 1:45 a.m. Saturdays; from 1 p.m. Saturdays to 1:45 a.m. Sundays; and Sundays from 1 p.m. to 11:45 p.m.
2. Individual residence halls have the option of reducing or cancelling open-house hours by a majority vote of those 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 will maintain sufficient residence hall areas to accommodate those who do not wish to live in an open-house environment.

OPERATION OF MOTOR VEHICLES

All students who wish to have a motor vehicle 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 vehicle. No student may register another student's vehicle in her name or rent her vehicle to another student.

It should be noted that any student who is receiving financial aid is not eligible to have a vehicle on campus. Occasional exceptions are made

when a vehicle is necessary for commuting, student teaching, or other special purposes.

Students on financial aid are not permitted to have a car on campus without permission of the Financial Aid Secretary.

All motor vehicles, resident and non-resident, must have a Lindenwood College parking sticker prominently displayed on the lower right side of the back window. 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 vehicle towed away. The student will cover towing charges.

Students may park in the large lot behind Irwin and Cobbs Halls, the back campus parking lot adjacent to the tennis courts, and the Chapel parking lot. From Friday, 6 p.m. until Monday, 7 a.m., all lots are available for student parking.

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.

IDENTIFICATION CARD

Students will be issued a photo ID card which may be used to charge library books, eat in the dining-room, and the like. The student is responsible that only she uses this card. If it is lost or stolen, t h e Library

should be notified at once. A fee of \$5 is charged for a replacement.

THE STUDENT HEALTH CENTER

Hours: 8:30 a.m.-5:00 p.m.

Monday through Friday

Registered Nurse on duty

Doctor's hours: 1:30 p.m. Mon., Tues.,
Wed., Fri.

8:30-9:30 a.m., Thurs.

College Physician: James Felder, M.D.

Any change in time will be posted at the Health Center.

Medical services are available to resident students at the Health Center which is located on the campus. It operates 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 or to a private physician in St. Charles. A student who needs emergency treatment should notify the head resident or the residence hall president. Security will then take the student to the hospital in the security car, if the destination is local. Securing treatment after-hours and on weekends is the responsibility of the individual student.

What does it cost you? In ordinary cases, there is no fee for treatment at the Health Center. However, there is a charge for any prescription drugs (antibiotics) and Ace bandages.

The College Physician may refer a student for diagnostic tests or consul-

tation 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. These expenses must be borne by the student.

In cases of serious illness requiring special attention of the College Physician, hospitalization, or surgery, the student must bear the expense.

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 reserves 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 College Physician or by the counseling services for such attention.

Please refer to the brochure on the student Health Insurance for benefits covered under this program.

THE STUDENT SERVICE CENTER

The Student Service Center has its offices in Cobbs Hall. The Center provides the students of the College with the opportunity of seeking the advice of professional counselors. They will assist students in selecting vocational-educational objectives and help students in solving problems of a personal-social nature. The Counseling Center is equipped to administer

a full range of tests to help the student evaluate her own interests, aptitudes, and abilities. Inter-cultural and religious problems are dealt with at the Center. Job placement assistance is also provided.

The Student Service Center also includes an Activities Office. The office supervises such services as intramural programs, the use of athletic equipment, the scheduling and promotion of activities, and use of the mini-bus.

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. Drug cases will be handled by the College Administration and not through the student judicial process.

LOST AND FOUND

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

CAMPUS OF THE LINDENWOOD COLLEGES

MARGARET LEGGAT BUTLER MEMORIAL LIBRARY-- The Butler Memorial Library is located in the east side of the campus between Roemer Hall and Young Science Hall. At present it has a collection of 71,000 volumes and subscribes to some 300 periodicals and newspapers. The new addition to the Library increases its capacity to 150,000 volumes.

The Library is open for use during the following hours:

Monday through Thursday

7:50 a.m. to 10:30 p.m.

Friday 7:50 a.m. to 6:00 p.m.

Saturday 9:00 a.m. to 4:00 p.m.

Sunday 2:00 p.m. to 10:30 p.m.

(These hours 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. Certain books are placed on the "reserve" shelves and may be checked out for reading in the library or for over-night use only. Reserve books may be charged out the following times:

9:00 p.m. Sunday through Thursday

5:00 p.m. Friday

3:00 p.m. Saturday

and are due within the first half hour after the library is open on the following day. 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 the reserve times by signing for them at any time during the day. These reserved books will be held for one-half hour after the designated reserve hours.

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¢ for each additional hour.

Each student must present her ID card when charging out library materials. A student is held responsible for all materials charged out in her name. Report the loss of an ID card immediately to the Library. A fee of \$5 is charged for a replacement.

A "Check-point system" is now in

operation in the library. It is an electronic book security system developed to deter and control the unregistered removal of material from the library.

Books which are lost or damaged should be immediately reported so that proper settlement can be arranged.

A trained librarian is on duty at all times when the library is open except on Sunday.

Additional information may be had from the Library Handbook which is found at the circulation desk.

THE SECURITY OFFICE--located in Cobbs Hall. The function of this office is to maintain the safety and security of the people and properties of the Lindenwood Community. The Campus Security Force provides emergency assistance when needed.

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.

CARRIAGE HOUSE--Located behind Sibley Hall. Small stage and music room. Atmosphere is particularly good for such activities. Permission to use the Carriage House must be obtained from the Activities Office in the Student Service Center in Cobbs Hall.

ROEMER HALL--Roemer Hall houses

classrooms, offices of the Registrar , President of the Colleges, Dean of Lindenwood College for Women, Dean of the Faculty, and many other administration offices. Roemer also houses many other student service offices, such as:

OFFICE OF PUBLIC INFORMATION--

Roemer #6, 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. Day Student lockers are available in the room across the hall. Arrangements should be made through the Day Student Representative for the use of these lockers.

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 articles may be purchased.

POST OFFICE--

Station #3 of the St. Charles Post Office, located in Roemer Arcade. Conducted under usual postal regulations. A mailbox is provided for each student. Special Delivery mail that is delivered during the hours when post office is not open

is delivered to Security Office and the student is notified.

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

THE LINDENWOOD COLLEGES CHAPEL-- is jointly used by the Colleges and the St. Charles Presbyterian Church.

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

AN INDOOR SWIMMING POOL--Located in Butler Hall, near the gym.

A NEW OUTDOOR SWIMMING POOL-- Adjacent to Cobbs Hall.

Hours will be posted.

A "GLADIATOR 70" UNIVERSAL GYM is located in the gym in Butler Hall.

THE TENNIS COURTS--and other recreational facilities are available for student use through 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 BACK CAMPUS.

THE HOWARD I. YOUNG HALL OF SCIENCE located at the east end of campus.

campus. It houses the natural science division including the department 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 Dean of Lindenwood College II and the Community Manager.

THE GABLES--Located in the center of the campus. It houses the offices of the newspaper of The Lindenwood Colleges, and the Yearbook. Space is also available for meetings and informal discussions.

THE FACULTY HOUSE--Located next to the Gables. Members of the faculty use the building during the year and various meetings are held there.

THE FINE ARTS BUILDING----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, classrooms, and record library, as well as the studio of KCLC, the campus AM-FM radio station.

THE PRESIDENT'S HOUSE-----Located between the Memorial Arts Building and the Health Center.

COBBS HALL--Located b e t w e e n

Parker and Irwin Halls, will be used as a conference center during the year. The Student Service Center is located in Cobbs Hall.

CAFETERIA-- Newly renovated and air-conditioned, located in Ayres Hall. 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
Steak -	\$2.00

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.

Private dining rooms are available for the use of organizations and clubs. Reservations for the private dining rooms should be made at least 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 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 Director of Food Service or by Security.

THE LINDENWOOD COLLEGES ELEMENTARY CAMPUS SCHOOL--housed in Niccolls Hall. An educational laboratory for pre-school children.

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

MAJOR CAMPUS COMMITTEES

THE DEAN'S ADVISORY COMMITTEE--
The Dean's Advisory Committee is com-
posed of the officers of the Student
Government, other student representa-
tives as determined by the officers,
and the Dean of Lindenwood College.
It is meant to provide students with
immediate access to administrative de-
cisions 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, fac-
ulty, 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 under-
standing 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 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 scholarship honor society open to freshmen only. Students must have 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 semester 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 eights 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.

IOTA XI- The Iota Xi Chapter of Sigma Delta Pi, national Spanish Honorary Society, was established at Lindenwood in Spring 1972. Sigma Delta Pi, founded in 1919, is the largest foreign language honor society in existence. It has over 150 chapters in the United States.

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.

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 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 science 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.

BAND and ORCHESTRA-- Open to all students by audition.

ENCORE CLUB---A service organization of second generation Lindenwood students.

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

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

PHOTOGRAPHY CLUB-- organized to stimulate interest in the art of photography.

PUBLICATIONS

LINDENWOOD COLLEGE "IBIS"--is the campus newspaper published by a student staff. Any student is invited to work on the newspaper.

LINDEN LEAVES---is the Lindenwood Yearbook.

THE GRIFFIN--i s t h e 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 Publications of the SGA along with a member of L. C. 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 L.C.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 L.C.II.
2. be empowered, subject to the approval of the Student Council of the SGA and the legislative body of L.C.II, to appropriate and prepare an annual budget allocated from the student activity fee.
3. be co-chaired by the financial secretary of the SGA and a representative of L.C.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 L.C.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 L.C.II and three faculty members.
 2. be empowered to designate the events which are to be convocations.
- J. Commission on Black Student Concerns shall:
 1. be composed of three black students (from either L.C. or L.C.II), one other representative from L.C., one other representative from L.C.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 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 Committees shall consist only of members of the SGA of L.C. 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, Hu-

man 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 Relations 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 student 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 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. 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 Student Organization 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 discretion 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 of the 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 on 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

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 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.

JUDICIAL SYSTEM LINDENWOOD COLLEGE FOR WOMEN

Fall, 1972

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 ad-

ministrative 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)

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, 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.

D. Procedure

1. The Standards Board shall meet 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 decision involving similar situations.
6. Vote by secret ballot.

F. Possible Action

1. No further action - dismissal of the 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.)
3. Will have the right of appeal to

the All-Campus Judicial Board.

H. Enforcements

1. The House President 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 student 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 determined by the governing unit which imposes it. Once agreed upon, the campus may not be postponed except by consent of the Vice-President of Housing and Judicial Affairs (who will advise the 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 or in the Residence halls. 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 petition for membership, the three officers mentioned above shall appoint women 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 oc-

cured, 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 the 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 concerning 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 Collegewill 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 inform-

ing 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 1, 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 warrant pardon.
2. Campus Work will be assigned 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 re-appear 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 Dean 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 in 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 Academic Responsibility for The Lindenwood Colleges.

1. 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. (Birk definition.)

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 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. In the instance of repeated violations a professor may wish to make the student re-write 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 the 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

w r i t t e n 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.

IF YOU WANT . . .

To change a course

See your faculty adviser

To take an overload

File an application with the Dean of the College

To pay cash on your account, cash checks, deposit money

Go to the Bank in Roemer Hall

To schedule an event or reserve a meeting room

Go to the Student Service Center

To inquire about financial aid

See the Financial Aid Secretary

Personal guidance and counseling

Go to the Student Service Center

Career guidance

Go to the Student Service Center

IF YOU WANT . . .

To inquire about social activities
Go to the Student Service Center

Medical Assistance
Go to the Health Center

To rent linens
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 Controller's Office. Fresh linens are issued each week.

To have clothes dry cleaned
Take them to the Bookstore

Selective Service or VA information
Go to the Dean's Office

To file health insurance claim
Secure claim form from Health Center

To find answers to questions not listed here:

See the Dean of the College

PLACES TO SHOP . . .

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

PLACES TO EAT:

Hob Nob Cafeteria, 1085 S. Main
Howard Johnson's, 1425 S. Fifth
Bropf's Restaurant, 1905 First Capitol
Burger Chef, 2412 West Clay
Charlie's, 2124 West Clay
Dairy Queen, First Capitol Drive
Cafe Duquette, 325 N. Second
Kentucky Fried Chicken, 620 S. Fifth
Jack-in-the-Box, 2525 West Clay
Moe's Restaurant, 1102 First Capitol
Mother-in-Law House, 500 S. Main
Noah's Ark, 1500 South Fifth
Pio's, 403 First Capitol
Pizza Hut, 2319 West Clay
A&W, 1901 North Second
Just Smitty's, 304 S. Main
McDonald's, 1160 S. Fifth
Squire's Inn, 2310 First Capitol
Bonanza Sirloin Pit, Duchesne Drive

PLACES TO GO:

Forest Park, St. Louis
Municipal Opera
Art Museum
Jefferson Memorial
Planetarium
Zoo
Jewel Box
Gateway Arch
Museum of Science and Natural History
Shaw's Garden
Goldenrod Showboat
Admiral Excursion Steamer
Busch Memorial Stadium
Baseball
Football
Cardinals
American Theater
Loretto-Hilton Theatre
Powell Symphony Hall
St. Charles Cinema IV
St. Andrews Cinema

ST. CHARLES CHURCHES

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
 1702 Harvester Road

Good Shepherd United Church of Christ
 3115 Elm Street

Latter Day Saints 509 Clark Street

Lutheran Immanuel Lutheran Church
 102 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 Streets

Roman Catholic
 St. Charles Borromeo Church
 115 Decatur Street
 St. Peter Church
 221 First Capitol Drive
 St. Cletus Church
 Duchesne and Elm

Christian Disciples of Christ
 1815 Boonslick Road

Christian Science Society
 1140 Tompkins Street

Synagogue Temple Israel
 10675 Ladue Road, Ladue