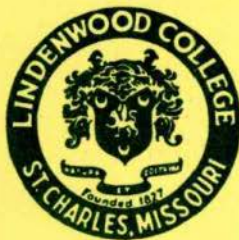


**STUDENT
HANDBOOK**



LINDENWOOD COLLEGE for WOMEN

ST. CHARLES, MISSOURI

1974-1975

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WELCOME TO LINDENWOOD COLLEGE

You are embarking on what can be one of the most exciting and important times in your life.

You will become a member of a college community where the only limits on your achievements will be set by your willingness and perseverance. The opportunities are here-----for independent study, for internships, for friendships, and for intellectual stimulation. It's up to you to take advantage of them.

Here 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 activities.

May your years here be made happy with personal growth and fulfillment.

Doris B. Crozier, Dean
Lindenwood College for Women

INTRODUCTION

Lindenwood College for Women, 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.

Board of Directors

Legally, the College is the Board of Directors, for this body is entrusted with the property and operation of the College as a corporation. This authority and responsibility cannot be abrogated. Directors do have a role that is broader than the traditional one. They participate in the life of the College as people who wish to be familiar with the problems of the College, and who wish to listen to students and faculty, as well as to act.

Administrative Officers

The traditional responsibility for day-to-day decision-making and for the long range mission of the College resides in the President, who receives his legal status from the Board of Directors. Other administrative officers derive their authority from the President, who appoints them after consultation with faculty, students, and directors. Among these, the Dean of Lindenwood College is the one most closely related to and responsible for the academic program and student personnel matters of Lindenwood College for Women.

Faculty

The faculty has responsibility for and authority over the fundamental areas of curriculum, subject matter, methods of instructing, grading, research, faculty status, and those aspects of student life that relate directly to the educational program.

STUDENT ASSOCIATION OFFICERS 1974-1975

Student Association President Hollis C. Heyn

Vice-President--Housing and
Judicial Affairs Anita Rodarte

Vice-President
Public Relations Cynthia Springer

Recording and
Financial Secretary Margaret Grundhauser

Social Council Chairman Patricia Ganey

DAY STUDENT ORGANIZATION

The Day Student Organization serves the commuting Lindenwood students 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 for 1974-75 are:

President	Michael Mitsch, L.C.II
Vice-President	Dennie Hermen, L.C.II
Secretary	Jane Schneider
Treasurer	Nancy Prosser

CONTINUING EDUCATION

President	Mrs. Sammy Hall
Vice-President	Mrs. Sharon Gebhart
Secretary	Mrs. Kathleen Starnier

WOMEN'S RESIDENCE HALLS

BUTLER HALL----Erected in 1914, Butler 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

Jane Povis	President
Machael "Shay" Scholey	Vice-President

MCCLUER HALL----Built in 1961, McCluer Hall is named in honor of President Emeritus and Mrs. Franc L. McCluer. Dr. McCluer is currently Acting President of The Lindenwood Colleges.
Residence capacity--92 students
Air conditioned.

OFFICERS

Cheri F. LaRue President
Gwen Stone 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

Deborah James President
Mary Delaney Vice-President

SIBLEY HALL--Sibley Hall, named for Major George Sibley and Mary E. Sibley, 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

Deborah McCarter President
Maria Judith Surillo 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. Ayres Hall served originally as the administration building.

IRWIN HALL--Constructed in 1924 and named in honor of The Reverend Mister Robert Irwin, President of Lindenwood from 1880 to 1892.

RESIDENCE HALL SELF GOVERNANCE

The joint Boards of The Lindenwood Colleges have delegated the authority over dormitory governance to the President of The Lindenwood Colleges, who, in turn, has delegated such authority to the Deans of the two Colleges.

Each woman's dormitory is responsible, as a unit, for the full development of a house code of responsibility pertaining to all areas of dormitory life not covered by local, state, or federal law. Specifically, the code may deal with rules pertaining to the maintenance of an academic atmosphere, such as quiet hours, intervisitation hours, and other rules pertaining to dormitory life. The dormitory residents, meeting with their officers, formulate a House Code which must be submitted to and approved by the Lindenwood Student Government and the Dean of Lindenwood College.

RESIDENCE HALL REGULATIONS

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 and phone number where she might be reached, each time out, and expected time of return to campus. Each student must sign out at the desk. 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 locked at midnight, Sunday through Thursday, and at 2 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 her 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 campus. (Students on Extended Hours automatically have General Permission.)

Extended Hours means that a student other than a first-semester freshman 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 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 the 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 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 anytime. There is a minimal storage charge.

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, 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 repair will be prorated among the residents of the hall at the end of the year.

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
5. padlocks on doors
6. defacing or altering furniture
 - a) WATER BEDS ARE PROHIBITED IN RESIDENCE HALLS.
 - b) ABSOLUTELY, NO PETS ARE ALLOWED IN DORMS

- c) Furniture must not be moved from lounges to private rooms.
7. use of hot plates or any open-coil electrical appliances.

CAMPUS INFORMATION

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.

Students on financial aid are not normally allowed to have cars on campus except with written permission from the Financial Aid Office. Non-resident students on Financial aid are allowed to operate cars to and from campus, but must comply with regulations.

Registration of vehicles is necessary at the beginning of each school year. Registration from a previous year is invalid. Vehicles must be registered in the Security Office and must have a Lindenwood parking sticker prominently displayed. Parking regulations will be enforced. Students who fail to obey parking regulations will lose their car privilege and/or will have the vehicle towed away. Towing charges will be the responsibility of the student.

Motor vehicles may be parked 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 vehicle 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. It is recommended that students wear shoes on campus at all times.

IDENTIFICATION CARD

Students will be issued a photo ID Card which may be used to charge library books, to eat in the dining room, etc. The student is responsible that only she uses this card. If it is lost or stolen, the Library personnel should be notified at once. A fee of \$5 is charged for a replacement.

THE STUDENT HEALTH CENTER

Hours: 8:30-11:30 a.m. Monday through Friday
12:30-5:00 p.m.

Registered Nurse on duty

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

8:30-9:30 a.m. Thursday

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. 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 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. 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 classes begin. 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 the 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.

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 student 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 is located on 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. - 10:30 p.m.

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

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

Sunday 2:00 p.m. - 10:30 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. 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 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 book 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 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 Dean Crozier.

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

JELKYL CENTER FOR THE PERFORMING ARTS-----a new theatre with varied uses of the multi-level stage, which may be used by choir, orchestra, and musical theatre groups. Formerly, Roemer Auditorium.

DAY STUDENT ROOM---located on Terrace level, provides lounging and studying area for non-resident students. Day Student lockers are available in the office across the hall. Arrangements should be made through the Day Student Representative for the use of these lockers.

BOOKSTORE---located on Terrace Level; textbooks, school supplies, greeting cards, and sundry articles may be purchased in the Bookstore.

POST OFFICE---located in Roemer Arcade, Terrace Level, is Station #3 of St. Charles Post Office. It is conducted under usual postal regulations. A mailbox is provided for each student. Special Delivery mail that is delivered during the hours when our post office is not open is delivered to the Security Office and the student is notified.

STUDENT BANK--- is located on first floor Roemer. Banking hours: Monday through Friday
8:30 a.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.

MORE CAMPUS SITES

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

SIBLEY CHAPEL is located in Sibley Hall and is 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.

AN 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 STABLES and riding ring are located on back campus.

THE HOWARD I. YOUNG HALL OF SCIENCE is located at the east end of campus and houses the offices of Dean of Lindenwood College II and the Community Manager, as well as the natural science division, including the department of biology, chemistry, physics, and mathematics.

THE GABLES-- residence of Dean Crozier. The Gables is located in the center of the campus.

THE FACULTY HOUSE--located next to The Gables.

THE FINE ARTS BUILDING-- is located along the Watson Street side of the campus between Roemer Hall and the Chapel. The Fine Arts Building houses the art and dance programs. Spacious studio classrooms provide even northern light. Indoor out-door areas provide a flexible environment for the creative student.

TENNIS COURTS and other recreational facilities are available for student use through the week except for Sunday from 10 a.m. until Noon. Tennis courts are adjacent to the Fine Arts Building.

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---is located between the Memorial Arts Building and the Health Center.

COBBS HALL --is located between Parker and Irwin Halls and is being used as a conference center during the year.

CAFETERIA---newly renovated and air-conditioned, located in Ayres Hall. Service is available to all students. Those who do not hold regular meal tickets may purchase meals in the cafeteria at the following prices:

Breakfast	\$1.00
Lunch	1.25
Dinner	2.00
Steak	2.25

Students who hold regular meal tickets must show their validated ID Card in order to be served.

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

will be dealt with by the Food Service Director or by Security.

MAJOR CAMPUS COMMITTEES

THE DEAN'S ADVISORY COMMITTEE is composed of the officers of the Student Government; other student representatives are determined by the officers and the Dean of the College. It is meant to provide students with immediate access to administrative decisions and planning and to provide the Dean with immediate access to student concerns and questions.

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.

NATIONAL HONOR SOCIETIES

ALPHA LAMBDA DELTA is a 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 EPSILON RHO is the National Honorary Radio and Television Fraternity for men and women. Its members are 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 is 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.

ETA SIGMA PI--National Honor Classics Society.

IOTA XI is the Iota Xi Chapter of Sigma Delta Pi, National Spanish Honorary Society. It 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.

PHI SIGMA TAU--National Honor Society for Philosophy. Membership is open to students who complete three courses in Philosophy, who have a B average in these courses, and who are in the upper 35 percent of their college class.

PI DELTA PHI--The Zeta Pi Chapter of Pi Delta Phi is a National French Honorary Society sponsored by the Department of Modern Language.

DEPARTMENTAL HONOR SOCIETIES

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 in ALPHA SIGMA TAU the student's course load must average four courses per term, exclusive of Physical Education with no grade lower than a C.

LINDEN SCROLL is 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 point above the all-school average, in recognition of outstanding contribution to the college community and high quality personal citizenship and loyalty.

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.

PI MU EPSILON is an Honorary Society sponsored by the department of Mathematics.

TRIANGLE CLUB is an Honorary Society, the purpose of which is to promote an interest in the natural sciences and mathematics on campus. Membership is limited to science majors and minors, with a B average in three science or math courses.

STUDENT ARTIST GUILD is an Honorary association sponsored by the Art Department.

ACTIVITY CLUBS

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

BLACK STUDENT UNION was organized to foster black pride and to develop cultural awareness among black students on campus by promoting the total social and educational concerns of the black movement.

CHESS CLUB was organized in 1973 to increase interest in the game of Chess.

CHOIR--The Music Department sponsors the Lindenwood Choir and is open to all students.

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

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 successfully completed Spanish 101-102, or the equivalent, are eligible.

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.

M.E.N.C. is the local chapter of Music Educators National Conference which serves as a professional

club for young people who are interested in the educative aspect of music.

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.

STUDENT NATIONAL EDUCATION--

(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.

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.

WOMEN'S RECREATIONAL ASSOCIATION--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.

ENVIRONMENTAL CLUB was founded to promote scientific study of the environment; to provide resources; equipment when possible; and to provide services, such as keeping the recycling center open, to work toward a quality environment. Open to all students upon approval of the Senior

Steering Committee.

LINDENWOOD COLLEGE CHRISTIAN FELLOWSHIP is open to all students. Its purpose is to strengthen the spiritual lives of students by study of the Bible, prayer, and Christian fellowship.

PUBLICATIONS

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

The Lindenwood Yearbook.

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

JUDICIAL SYSTEM

LINDENWOOD COLLEGE FOR WOMEN

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 other 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 fire drills.
 - c. uncontrollable intoxication.

- d. failure to secure door when leaving the 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.
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 Lindenwood College.
 - c. Academic Code Appeals Board (only for cases of academic dishonesty.)
 - d. Dean's Council.

G. Right 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 President and Vice-President 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

Extended Hours means giving restricted hours to a student who has violated some regulation, but has extended hours.

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 regulations 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 adviser 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 student 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 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 the student 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 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 question 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 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 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 to 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 and Lindenwood College II, and the Dean of the Faculty 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 board 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, 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.

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. (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 a regulation 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 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 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 and two students from Lindenwood College II. The Dean of the College is allowed access to a hearing but has no voting power.
2. The four faculty members shall be elected or appointed to the Appeals Board each spring by the members of the faculty.
3. Elections for student members of the Appeals Board will be held when a vacancy occurs. Each student elected to the Appeals Board will serve in his/her position as long as he/she remains a student at The Lindenwood Colleges or until he/she resigns. A student must have at least a 2.0 cumulative average.
4. A secretary (a faculty member or a student) will be elected by members of the Appeals Board from their ranks to handle the written notifications and minutes of the hearings.
5. In the event that all of the student members of the Appeals Board are absent from the campus when a case arises, such as 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 Dean Crozier
- To pay cash on your account, cash checks, or to deposit money
Go to the Bank in Roemer Hall
- To schedule an event or reserve a meeting room
Go to Dean Crozier's Office
- To inquire about financial aid
Go to the President's Office;
Miss Mary Yonker, Financial Aid Secretary
- Personal guidance and counseling
Go to Dean Crozier's Office
- Career guidance
Go to Dean Crozier's Office
- To inquire about social activities
Go to Dean Crozier's Office or
to the Student Government Office.
- Medical Assistance
Go to the Health Center
- To rent linens---\$45 per school year--a bundle of fresh linens: 2 sheets, 1 pillowcase, 2 towels, 1 wash cloth, and 1 bath mat. Go to Controller's Office (Student Bank, Roemer Hall). Fresh linens are issued each week.

IF YOU WANT . . .

Veterans information

Go to the Registrar's Office

To file health insurance claim

Secure claim form from Health Center

To find answers to questions not listed here:

Go to Dean Crozier's Office

PLACES TO SHOP . . .

Mark Twain Shopping Center

St. Charles Plaza

St. Andrews Plaza

Northwest Plaza--Lindbergh & St. Charles Rock Rd.

Downtown St. Louis

West County--Hwy 244 and Manchester Rd.

Three Flags Center--5th Street at Hwy 70.

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 Cardinals

Football Cardinals

American Theater

Loretto-Hilton

Theater

Powell Symphony Hall

St. Charles Cinema IV

St. Andrews Cinema

LOCAL CHURCHES

First Baptist Church, 400 N. Kingshighway

Trinity Episcopal Church, 318 S. Duchesne

St. John's United Church of Christ 517 Jackson

Friedens United Church of Christ
1702 Harvester Road

Good Shepherd United Church of Christ
3115 Elm Street

Latter Day Saint, 509 Clark Street

Immanuel Lutheran, 102 S. Sixth

Our Savior Lutheran, 2800 W. Elm

First Methodist Church, 801 1st Capitol

St. Charles Presbyterian (College Chapel)
Watson and Sibley

St. Charles Borromeo, 115 Decatur

St. Peter Church, 221 1st Capitol

St. Cletus Church, Duchesne and Elm

Disciples of Christ Christian Church
1815 Boonslick Road

Christian Science Society, 1150 Tompkins

Temple Israel Synagogue
10675 Ladue Road, Ladue
St. Louis County

