LINDENWOOD

College II

Student—
Handbook

STUDENT HANDBOOK CONTENTS

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WELCOME TO LINDENWOOD COLLEGE II

Lindenwood College II's creation as a private liberal arts college was sponsored by Lindenwood College for Women as a means of broadening the Lindenwood community to include men students. Lindenwood II shares the faculty of the parent college and leases residence halls and other facilities. Because it had the backing of the older college and its financial and academic resources, it was able to begin its life as a going concern. Over the years it will develop a more completely separate image as it gathers directions of its own which may differ in purpose and organization from Lindenwood College for Women.

Students of Lindenwood College II should acquaint themselves with the information contained in this Handbook and thereby achieve a working knowledge of important operational procedures of our College.

I hope your association with Lindenwood College II will be a pleasant and productive experience. I wish you success in your academic endeavors and hope that the Lindenwood College II experience will assist you in achieving your career goals.

Patrick F. Delaney, Jr.
Dean of the College

The Lindenwood Colleges are comprised of Lindenwood College for Women, which was founded in 1827, and Lindenwood College II, founded in 1969. Thus, The Lindenwood Colleges comprise the oldest women's college west of the Mississippi and one of the newest colleges for men in the country. Each college influences the other and must adjust to the programs and ways of the other. It is a vital relationship, one which permits kinds of emphasis and program development not possible under a coeducational framework.

At the present time, Lindenwood College II is carefully considering several career-oriented liberal arts programs, thoughtfully relating career objectives to the liberal arts approach to learning and seriously weighing methods to evaluate and recognize non-traditional educational experiences. Students in Lindenwood College II can choose between the traditional liberal arts educational experience and the modified career-oriented approach.

ORGANIZING FOR COMMUNITY GOVERNMENT

Trustees

Legally, the College is the Board of Trustees, for this body is entrusted with the property and operation of the College as a corporation. This authority and responsibility cannot be abrogated. Trustees 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 lis-

ten to students and faculty as well as to act. The trustees of Lindenwood College II are part of the vital life of the College.

Administrative Officers

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

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.

The faculty joins with students in planning and promoting educational change and innovation in Lindenwood II. The chief vehicle of this effort is the Lindenwood College II Curriculum Committee. Consisting of five faculty members and five students, chaired by the Dean, the committee continuously reviews the academic program, proposes changes, and promotes these changes before the Educational Policies Committee and the faculty meeting. Some of the accom-

plishments of this committee include the Independent Term and the development of a number of career-oriented liberal arts degree programs. Any student or faculty member may ask to meet this committee to present a proposal, or may ask any member of the committee to carry a proposal to it.

The Community Manager

The Community Manager is a student chosen from among his peers. He shares an office complex with the Dean of the College, Young 203. His responsibilities are varied, but he is primarily responsible for coordinating the various forms of student participation that are necessary to make the community work. Election of a new Community Manager is ordinarily held late in the Spring Term.

PLANNING AND DECISION-MAKING COUNCILS

In addition to the several meetings of the Board of Trustees each year, community government moves primarily through three kinds of planning decision making organizations.

Student Life Committee

The chairmen of the major student standing committees jointly comprise the Student Life Committee which acts as a student senate between meetings of the Town Hall. This group may make appointments to vacant offices between elections, make proposals to Town Hall, and in general act to promote participation and interest in student activities of Lindenwood II. The members serve as Lindenwood II representatives on the Appropriations Board which each fall apportions the

student activity funds among various student activities.

Residence Hall Council

The Hall Council has been given the responsibility for governing life in the residence halls. Consisting of one representative from each floor of the hall, the Hall Council can be an important link between the student and the Community Government. Their primary responsibility is to insure a proper environment in the residence halls. In cooperation with the Dorm Manager, the Hall Council has an interest in maintaining the physical appearance of the building. The Hall Council also has a responsibility for the welfare of the residents of each hall. The Hall Council seeks to aid the residents of each hall in every aspect of student life.

Town Hall Meetings

At regular intervals, the entire Lindenwood II community has a chance to meet in open forum for a general discussion. At these meetings students, faculty, and administrators may raise any issue of importance to him and others. The Community Manager and the Dean will carefully note the issues that come before Town Meetings so that action can be taken to follow up questions and requests. Announcements of time and place of Town Hall meetings will be made in advance so that anyone may attend who wishes to do so.

STUDENT LIFE COMMITTEE CHAIRMEN

Jeff Kleiman	Community Manager
Frank Rittenhouse	Ways and Means
To be elected	Judicial Board
Lloyd Moses	Athletic Coordinate
Ray Bedell	Social Coordinate
Steve Hoelscher	Non-Resident Representative

Important committees of the Student Government include Student Life Committee, the LC II Curriculum Committee, the Hall Council, and the Judicial Board (comprised of four students and two faculty members). The LC II Student Government also has representation on a number of important committees of the community. These include Educational Policies Committee of the faculty, the Publications Board, the Council of the Colleges, Lectures and Concerts Committee, and Convocation Committee. LC II sends representatives to the faculty meetings.

GUIDELINES FOR STUDENT LIFE

The rules governing life and conduct in the residence halls are those of common sense and consideration for others. A college residence hall is not a "general purpose" dwelling but one in which the atmosphere necessary for study and work can be maintained. This does not mean that the residence hall need be at all repressive or unduly restricted, but those who live there must allow others to further their studies. Virtually all the internal rules in Ayres and Irwin Halls will be made by the residents themselves through the Hall Councils.

In each hall there is a Dorm Manager who is responsible to the College for the maintenance of the

property. He will also issue linens to those who rent them.

Bob Irvine is the Dorm Manager in Ayres Hall, and Glenn Michaels is Dorm Manager in Irwin Hall for the 1973-74 year.

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 walls
2. Painting of any kind
3. Candles or cooking in the room
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

Water beds are not allowed in the dormitories.

ABSOLUTELY NO PETS ARE ALLOWED IN THE DORMITORIES.

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 inspect-more frequently.

OVERNIGHT GUEST POLICY

1. All guests must be registered. Students can register guests with the Dorm Manager, Security, or the Dean's Office (if between the hours of 8:30-4:30, they should register in the Dean's Office.) The standard registration form must be used.
2. Off-campus visitors remaining in a room after 2 a.m are considered overnight guests and must be registered. The Security Office is always open and guests can be registered there at any hour.
3. Students may have guests in their own room without charge. Students who sponsor guests in the residence hall are responsible for them and the expenses incurred by their guest. Guests are expected to observe the rules of the College.
4. NO guest may remain on campus for more than three consecutive nights.
5. Unless permission is obtained from the Dean, a given visitor may have no more than six free lodgings per term. Students will

be fined $5 per night for guests who stay in their room without registering.

6. Visitors using guest rooms must pay a charge of $3 per night.This includes linens.
7. Former students of the College who have been suspended or dismissed for academic or disciplinary reasons may not be guests.
8. Unregistered visitors will be asked to leave campus.
9. Guests are expected to pay for all food taken in the cafeteria.
10. The College reserves the right to refuse admittance of any guests or to request guests to leave.
11. Exceptions to these regulations may be granted with the approval of the Dean.

Please do not sponsor guests in the Hall unless you know them and can vouch for them. You owe that consideration to your fellow residents.

Room Changes

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

Living Off Campus

Students 22 years or older as of the current academic year will have the option of living off campus. However they will not qualify for St. Charles grant. This matter should be discussed with the Dean.

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.

Dormitory Self Governance

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

Each men'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 the Hall Council and Dorm Managers, formulate a house code which must be submitted to and approved by the LC II Student Government and the Dean of Lindenwood College II.

GENERAL CAMPUS REGULATIONS

Student Automobiles

All students under 21 who wish to have a car on the campus must file written permission from their parents or guardian with the Office of the Dean of the College, acknowledging full responsibility which includes insurance coverage and the permission to allow or not to allow another student to drive a car. No student may register another student's car in his name.

All cars, residents and non-residents, must have Lindenwood College

parking sticker prominently displayed on the right rear window. Stickers may be obtained with the payment of a $5 parking permit to the Controller's Office. Students who fail to observe parking regulations will lose their car privilege and/or have the car towed away. The student will cover towing charges.

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

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

Dress Guidelines

Dress guidelines are those dictated by good taste and common sense. Students are not permitted in the dining room or Administration Offices with bare feet.

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. Student is responsible that only he uses this card. If it is lost or stolen the Controller's Office should be notified at once. Student is responsible for library books charged on his card unless it is reported missing.

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 will operate as a day clinic with no overnight facilities.

Medical care after hours and on weekends: Students who need emergency treatment after hours and on weekends should notify the Dorm Manager, Hall Council member, or Security. Security will then take the student to the Emergency Room at St. Joseph Hospital in St. Charles in the Security car. The Dean of LC II should be notified of such a situation immediately.

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 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 Colleges reserve the right to request the withdrawal of a student whose continuance in College is felt to endanger the student's own health or that of others. Students for whom a psychiatric evaluation is needed,may be referred by the 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.

PUBLICATIONS

LINDENWOOD COLLEGE IBIS--The campus newspaper published by a student staff. Any student is invited to work on the newspaper. Offices are housed on the second floor of the Health Center building.

THE EQUINOX------The Lindenwood Yearbook. Offices housed on the second floor of the Health Center building.

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 thru 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 is given an ID card which must be presented when charging out library materials. A student is held responsible for all materials charged out in his name. Report the loss of an ID card immediately to the library. A fee of $2 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 undischarged 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 daily.

CARRIAGE HOUSE--Located behind Sibley Hall. Small stage and music room. Atmosphere is particularly good for such activities.

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

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. Arrangement 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 other articles may be purchased.

POST-OFFICE---Station #3 of the St. Charles Post Office, located in Roemer Arcade. Conducted under usual postal regulations. A box 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 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 rectional 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 the back campus.

THE HOWARD I. YOUNG HALL OF SCIENCE---located at the east end of the campus. It houses the natural science division including the departments of biology, chemistry, physics, and mathematics. It has a lecture hall,greenhouse,and a memorial lounge for general college use. Also located in Young Hall are the offices of the Dean of the College 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 discussion.

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 between Parker and Irwin Halls, will be used as a conference center during the year.

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 ... $ 1.00
Lunch..... 1.25
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 Security.

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

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 administration building.

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

ATHLETICS

LC II has a varsity athletic program in soccer, basketball, tennis, and baseball.

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.

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 cultural programs to the campus and community. Any student interested in this field may participate inthe programs of the station whether or not he takes courses in the department.

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

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 or 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.

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.

PHOTOGRAPHY CLUB--organized to stimulate interest in the art of photography and to experiment with new forms and techniques in photography.

THE GRIFFIN----is the literary annual, product of the Creative Writing class.

ACADEMIC RESPONSIBILITIES FOR THE LINDENWOOD COLLEGES

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

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

The responsibility for maintaining academic honesty rests with the individual. Failure by any one student to uphold the following regulations undermines the academic standing of the whole college and is counter to the standards of the Academic Responsibility for The Lindenwood Colleges.

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 The Lindenwood Colleges is responsible for:
   1. Reporting to the professor upon violations of any of the regulations concerning Academic Responsibility.
   2. Going directly to the student who has broken any regulations and urging him to report within 24 hours to the professor. The student is not obligated to report another student who is believed to have cheated.
   3. Revealing to no one except to the professor, a member of the Appeals Board, or the student who committed the violation, when one has knowledge of a violation.

III. VIOLATIONS OF ACADEMIC RESPONSIBILITY

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

professor may fail a student in that course. In cases of plagiarism, a professor may wish to make the student 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 feels it is excessively harsh, such as barring him from class on the first suspicion of cheating. The Appeals Board if in agreement with the student, has the power to lessen the penalty.

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

IV. APPEALS BOARD HEARINGS

An Appeals Board hearing shall proceed according to the following rules of due processes:

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 stu-

dent 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 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 position as long as he remains a student at The Lindenwood Colleges or until he 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 mem-

bers of the Appeals Board from their ranks to handle the written notification 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 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 Dean's Office of the women's college

To inquire about financial aid
See the Financial Aid Secretary

Personal guidance and counseling
Go to the Dean of the College or to the Counseling Office in the lower level of the Library

Career guidance
Go to the Dean of the College or to the Placement Service office

To inquire about social activities
Go to the Student Government Office or to the Dean of the College

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 Road
Downtown St. Louis

PLACES TO EAT . . .

Howard Johnson's, 1425 S. Fifth
Bropf's Restaurant, First Capitol
Burger Chef, 2412 West Clay
Dairy Queen, First Capitol
Kentucky Fried Chicken, 620 S. Fifth
Jack-in-the-Box, 2525 West Clay
Noah's Ark. 1500 South Fifth
Pio's, 403 First Capitol
Pizza Hut, 2319 West Clay
2 Guys from Italy, 2210 First Capitol
A&W, 1901 N. Second
Just Smitty's, 304 S. Main
McDonald's, 1160 S. Fifth
Squire's Inn, 2310 First Capitol
Bonanza Sirloin Pit, 1215 Duchesne
Steak 'N Shake, First Capitol
Relay Station, 208 N. Main

PLACES TO GO . . .

Forest Park, St. Louis
- 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
Immanual 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 Street

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