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Student Handbook

Western Kentucky State College
BOWLING GREEN, KENTUCKY
Where To Find The Answers

Welcome to Western—all of us at the college are delighted to have you as a member of our student body. We trust that our association will be mutually beneficial and that as you are given the opportunity to achieve your educational and vocational objectives, you will also make a lasting contribution to the progress and welfare of Western.

We are proud of Western and believe you will share our pride from the very beginning. Each of us has voluntarily associated ourselves with the college, and by so doing we have accepted the responsibility to uphold the standards and ideals of the institution. These ideals are manifestation of Western’s purpose as a college dedicated to excellence in the field of higher education.

The college motto, “The Spirit Makes the Master,” has been accepted as a guide to every activity, and each student is urged to make this a living reality in his own life.

Kelly Thompson
President
The History of Western

Western Kentucky State College was established by act of the 1906 Legislature of Kentucky. Prior to this time, there had existed in Bowling Green the Southern Normal School and the Bowling Green Business University, whose president was Dr. Henry Hardin Cherry, who became the first president of Western Kentucky State Normal School. The state institution occupied the building and grounds of the Southern Normal School until 1911, when the State Normal School was transferred to College Heights, its present site.

In 1922 the Kentucky Legislature changed the name of the institution to Western Kentucky State Normal School and Teachers College and granted to the college the right to confer baccalaureate degrees upon its graduates. In September of the same year, the Executive Council approved a course of study four years above high school and authorized the conferring of the baccalaureate degree on its completion. In 1930 the name was changed to Western Kentucky State Teachers College, and in 1948 to Western Kentucky State College.

Western first began offering the Master of Arts Degree in 1931. This program was discontinued from 1936 to 1941 but was resumed in 1941 and has enjoyed continuous growth since.

Western has experienced phenomenal growth in recent years. A sound program of long-range development is bringing continuous improvement in Western's physical plant. There has been concerted effort to bring the best possible persons as additions and replacements to the faculty and staff. Each of these factors is essential in order to provide the best possible educational opportunities. The enrollment has grown from 1,180 in the year 1954-55 to 5,130 in 1962-63.

The ideals on which Western Kentucky State College is founded were first declared by Dr. Henry Hardin Cherry, the founder and first president of the college. Three of the most essential of these ideals were formulated by Dr. Cherry as early as 1892. They are as follows:

1. To be a live school and to impart to its students a burning zeal to do and to be something.

11. To let the reputation of the school be sustained by real merit.

111. To lead the student to understand that a broad and liberal education is essential to the highest degree of success in any endeavor of life.
The seal of the college contains two additional and integral ideals which the college fosters and emphasizes. One of these is the phrase "Life More Life," which is a succinct way of expressing the ideal that education should increase the individual's power and desire to live a noble life. Above all, the motto of the college, "The Spirit Makes the Master," expresses the central ideal undergirding Western Kentucky State College.

November 16, the birth date of President Cherry, was designated as Founders Day in 1931. The annual celebration of Founders Day was inaugurated by the Board of Regents to render homage to the founders of Western and to maintain the lofty standards and ideals of the college. Ogden Day is observed annually during the month of April to pay tribute to Ogden College and its founders.
Orientation, Testing, and Counseling

All students entering Western for the first time are expected to participate in the orientation program during registration week. This program is designed to acquaint the student with the educational opportunities and facilities of the college, its policies concerning student life, and the guidance services available; to obtain information which will assist the student in planning his academic program and which will aid counselors in their work with students; to help students become better acquainted with fellow students and with the faculty. Numerous activities are conducted to accomplish these objectives. Among these are: general and departmental assemblies; aptitude, interest, and placement testing; individual conferences for the interpretation of test results and for guidance in registration and immediate and long-range planning.

On admission, every student is placed under the guidance of a faculty counselor who assists the student in selecting a curriculum and courses.

Vocational and academic counseling is under the general supervision of the associate dean of undergraduate instructions, who is available at all times for conferences with students who need assistance. Most of the academic counseling, however, is done by heads of departments, special counselors, teachers, and committees.

Registration

In order for a student to be officially enrolled in college, he must be properly registered for each course. This includes payment of all fees.

Normally, all students register for a term during the days on which registration is scheduled. Detailed instructions are made available to each student as to the time for each alphabetical group to register, how to fill out the IBM Cards, etc.

It is essential to an orderly registration for each student to follow the instructions carefully, making sure that all cards are filled out completely and signed.

A late registration period is available for those students who find it impossible to participate in the scheduled registration. Students who register late usually find that making a satisfactory schedule is extremely difficult. A fee of fifty cents ($0.50) per day up to five dollars ($5.00) is charged each late registrant.

Classification of Students

Beginning students are classified as freshmen; students with a minimum of 30 semester hours are classified as sophomores; students with a minimum of 60 semester hours are classified as juniors; students with a minimum of 90 semester hours are classified as seniors.

Schedule Change with Approval

Changes in schedules may be made only within the first week of a semester or the first four days of a summer session if such changes involve entering other classes. A course may be dropped without a grade not later than Monday of the fourth week of the semester or Monday of the second week of the summer session provided it can be shown that the change in the program is desirable and has official approval. There is a one-dollar charge for such a change. For further information consult the dean of the college.

The institution reserves the privilege at all times of disbanding any course in which the enrollment is not sufficient to justify its continuation, and to make any other adjustments in the schedule that seem necessary.

Penalty for Unofficially Dropping a Course

Any student withdrawing from a course without obtaining official permission will receive a failing grade in the course and will endanger his standing in the institution. If courses are dropped later than the dates indicated above, students will receive the grades they are making at the time of withdrawal if official approval is secured in advance. After the middle of the semester or summer session no course may be dropped except in case of an emergency.

All changes in student schedules must be approved in advance by the head of the department in which the student is majoring, by the heads of the departments offering the courses dropped or added, and by the dean of the college.

Withdrawal

For various reasons it is occasionally necessary for students to withdraw from the college. In such cases the students are expected to see the registrar and arrange for the withdrawal. Any student leaving the institution without official approval will receive failing grades in all courses in which he is enrolled, thus endangering his future status in the institution.
Study Habits

Higher education is a challenging opportunity which requires the best effort of which the student is capable. As a student stands to gain all, or lose all, he will want to set his sights high, learning all he can from the experience of others.

Many sources of information about study techniques are available to students, who may learn much from successful fellow students, from faculty counselors, from residence hall counselors, and from teachers. Staff members in the offices of the dean of students and of the dean of the college are always available for counseling students.

During Freshman Orientation all freshmen will be given a bulletin on how to study. Additional bulletins and pamphlets on the subject of how to study are available in the library and in the college bookstore.

Listed below are some suggestions for setting up a study schedule:

1. Make up a schedule of classes, blocking out time for meals and for some later afternoon recreation.
2. Block out time for study of specific courses. It is wise to distribute study time throughout the day. It also is wise to study for a specific class as close as possible before and after the time of the class meeting.
3. Set aside evening hours 7:00 p.m.-11:00 p.m. as well as time periods on Saturdays and Sundays. Some time for study will be needed on weekends, especially if the student wants to attend concerts, plays, athletic events, or social affairs, any and all of which can use up large blocks of study time Monday through Friday.
4. Most authorities recommend that a student allocate two hours of study time outside of class for each hour spent in class. These are minimums; many classes take more time than this, and a few may take less.

Chapel Assembly

As a part of the program of Freshman Orientation, chapel is held each Wednesday morning at 10:00 a.m. with all freshmen being required to attend.

It is felt that the total effect of the various chapel programs which are given throughout the year are a vital and positive factor in the life of each freshman student.

A letter grade, based on attendance, is given for one-half hour of credit for each of the two semesters in which the course is taken.

Class Attendance

Registration in a course is regarded as a contract between the student and the college, full performance of which requires regular and punctual class attendance.

Instructors will assist a student in making up work missed because of illness of the student, serious illness in the student's family, death in the student's family, business of the college, or for other reasons which the instructor deems justifiable.

A student shall present to the office of the dean immediately upon his return to class the Standard Memorandum Form CA-I, which may be obtained in Room 110, Cherry Hall.

A student with excessive absences because of illness or for other personal contingencies may request the dean for a reduction in course load or may be advised to reduce his load or to officially withdraw, depending upon the length of absence and his status in the class. In all cases of excessive absenteeism the student's parents will be notified.

Most college courses use the lecture system. The student will be expected to take notes during each class and to fulfill outside reading assignments. Examinations vary from course to course, but may include unit exams, short quizzes, mid-terms, and a final examination which generally covers the entire course. Many courses have laboratories coordinated with the lecture. The "labs" cover additional material and may include occasional field trips.

The student should attend classes the first day to make sure his name is on the class roll. Promptness should be a by-word throughout his college career. He should obtain information as soon as possible concerning the first assignment, books to be used, and materials needed. The first semester is the most difficult, so far as getting the right start is concerned; consequently, the student should make sure he does not fall behind in his work. Students should not hesitate to consult their professors when there is a need of clarification of class assignments.

Mid-Term Grades

Mid-term deficiency reports are submitted to the registrar's office by the faculty for each student whose quality of work is less than a grade of "C" in any course. Each student who has two or more
deficient grades will be sent a grade report indicating the courses in which he is having academic difficulty along with a letter suggesting that he meet with his counselor. A copy of the grade report and a letter concerning the deficient grades are sent to the parents of the students.

Academic Probation

To be eligible for registering continuously without conditions, all students must meet the scholastic standards which are outlined in detail in the College Catalog.

A student failing to meet these scholastic standards during any semester or term will be placed on academic probation for the following semester or term. If at the end of the semester or term of probation the student's overall scholastic standing does not meet the required standards, he will be asked to withdraw from the college unless he can present acceptable reasons why he should be permitted to continue.

Transcripts

Transcripts are available upon request by the student. The first transcript is provided free with a charge of one dollar for each additional transcript. Students should allow at least one week during the semester and two weeks at the end of the semester for a request to be filled.

Transcripts will not be released unless authorized by the student whose name appears on the transcript.

Honors

Students are encouraged to strive for academic excellence, and the college urges each one to exert the best effort of which he is capable. Outstanding scholarship is recognized through a system of honors which begins with the Freshman Honors Colloquium and terminates with graduation with honors.

Graduation Requirements

The student must, in all cases, be primarily responsible for meeting the requirements for graduation. The College Catalog outlines special requirements in the various curricula and also lists all college regulations relating to requirements for the degree. The student should familiarize himself with these regulations and must comply with them if he is to meet degree requirements.
Library Services

Western offers superior library services through the main library in the Library Building, and through the various branch library facilities which are located in other areas of the campus.

The collection numbers some 150,000 bound and unbound items: books, journals, government (federal and state) publications, pamphlets, clippings, filmstrips, recordings, slides, and material on both microfilm and microcard.

A staff professionally trained and competent to assist the students is available at all the hours the libraries are open. The librarians are gracious and understanding of the problems and needs of students using library materials.

The libraries are organized and planned to serve the students in a fivefold capacity:
1. To enrich the curriculum by providing correlated materials for each course
2. To offer the best in fiction and nonfiction for recreational reading
3. To present in its collections the best that has been thought and written by the great minds of the ages
4. To help each student learn the techniques and skills necessary for efficient library use
5. To encourage a love of reading for the enrichment and improvement of one's life

Student Health Service

Prior to admission to the college each student is required to have a thorough examination by a physician. The records of this physical examination, along with the application for admission, will be submitted to the dean of admissions. After the student has enrolled, the student health service offers certain medical services.

Bowling Green possesses one of the most modern and best-staffed hospitals in the state of Kentucky. The health service of the college is enhanced greatly by the assistance and cooperation of local physicians and the staff of the local hospital.

The health clinic is located on the first floor of the College High School. It is open Monday through Friday from 8:00 a.m. until 4:00 p.m. The infirmary is located on the first floor of White Stone Hall.

Student Health Insurance

The college, through a local insurance firm, makes available to the students, on a voluntary basis, a group-insurance plan covering accident and sickness. The policy covers both the doctor's fee and hospitalization. It has the usual limits that most policies contain. The policy holder is protected at home, at school, or while traveling. The insurance is available for one semester, two semesters, or the full year at $6.50, $13.00, and $19.00, respectively. This insurance may be purchased during registration. For further information, consult the college business office.

Laundry

A modern coin-operated laundry located at the junction of Dogwood Drive and the Russellville Road is operated by the College Heights Foundation for students, faculty, and staff. Study tables, television, and other conveniences are provided for the comfort of those persons who desire to wait for their laundry. The facility is open daily except Sunday.

Housing on Campus

The college maintains five residence halls for men: North, East, South, West, and the new eleven-story hall, accommodating more than 250 men. All of these halls are of fire-proof construction and are modern throughout. Each room is equipped to take care of two students. The college furnishes pillows, pillowcases, and sheets. The new eleven-story hall is air conditioned.

The women's residence halls, Potter, White Stone, McLean, Regents, and State, accommodate more than 1200 students. A sixth hall for women will be completed and ready for use by 1964. Each hall is of fire-proof construction and equipped with modern furnishings throughout. Each room is equipped to take care of two students. The college furnishes pillows, pillowcases, and sheets. State Hall, a six-story building, is air conditioned.

Each residence hall is under the supervision of a resident director who is a member of the administrative staff of the college.

Arrangements for housing should be made with the director of housing, office of the dean of students.

Women's Residence Hall Regulations

Seniors and graduate students are permitted to be out until 10:30 each evening Monday through Thursday. All other students must be
in by 9:30, Monday through Thursday, except for one 10:30 permission during these nights. All students have permission until 12:00 p.m. Friday and Saturday, and 10:30 Sunday. A student on probation is denied the 10:30 week-night permission.

All on-campus college-wide functions sponsored by the college may be attended without special permission, even though the event continues after the regular closing hour. Should such an event continue after the regular closing hour, a hall resident will be allowed 15 minutes following its termination to return to the hall.

If a resident is planning to be out of her hall after 7:00 p.m., she is required to state on her file card her exact destination, her escort, and the time of checkout. Upon returning, she must also record the time of check-in. This is done for the student’s benefit.

The student must have permission from her parents and permission from the director of her hall in order to go out of town, day or night, except when going home. Unless it is an emergency, students are not allowed to leave campus for overnight during the week. If an emergency, the student must have permission from her director.

Guests must abide by the same rules that are required of students. A guest fee must be paid at the hall office before or upon arrival. The guest must sign out when departing. The student is responsible for the conduct of her guest at all times.

For further information consult the printed regulations for women's residence halls.

**Housing Off-Campus**

Many Western students live off-campus in college-approved private homes and apartments. A current list of available rooms for single men and single women and apartments for married students is maintained by the director of housing in the office of the dean of students.

Students who live off-campus are expected to maintain the same high standards of conduct required of students who live on campus. Men and women may not visit one another in rooms or apartments. The possession of alcoholic beverages in off-campus living quarters is in violation of college policy.

In arranging for off-campus housing, contact the director of housing, office of the dean of students.

**Fire Safety**

Western maintains, in cooperation with the Bowling Green City Fire Department and with the Office of the State Fire Marshall of Kentucky, an approved campus-wide fire-safety program.

All residence halls are of fire-proof construction. Each residence hall is equipped with a modern fire-alarm system and an adequate supply of fire extinguishers. Any misuse of these devices or this equipment will be looked upon with the greatest seriousness by law enforcement officers and by the college. Such thoughtless conduct, which endangers the safety of others, would bring about prompt and serious disciplinary action against any student involved.

The program is based upon fire-safety information and guidance which requires regular fire drills (hall evacuation) for all residents. Fire safety inspections are held in all buildings regularly. The college expects all hall residents to adhere to the fire-safety regulations of the campus.

**Civil Defense**

Western has a campus Civil Defense Program arranged to provide shelter, food, medical supplies, and other general care for students during the event of an emergency. Each building to be used as a fall-out shelter will be under the supervision of a director and assistant directors from the faculty and staff. All fall-out shelter buildings are clearly marked with standard civil defense shelter markers. If the student lives on campus, he should consult the regulations of his residence hall for detailed information on the program. A leaflet is available at the office of the dean of students setting forth the civil defense information for those students who live off-campus.

**Lost and Found**

The Lost and Found Department is located in the registrar's office. Students who find lost articles are urged to bring them to the registrar’s office, where after proper identification the owners may claim them.

**College Security Department**

The college has its own Security Department, charged with the responsibility for investigation of violations of state and local laws,
checks in the dish on order has completed enrollment and paid all fees. The security office is located in an annex at the back of Potter Hall. Security officers are on duty twenty-four hours a day.

**Post Office**

The college operates a post office located in Cherry Hall next to the College Bookstore. The Post Office is open during the regular fall and spring terms from 8:00 a.m. to 4:30 p.m., Monday through Friday, and from 8:00 a.m. to 12:00 noon on Saturday. The College Post Office offers the same services as any United States Post Office. Delivery of mail is made to all residence halls daily, Monday through Saturday.

**Food Service**

The college maintains three food service areas on campus: the College Cafeteria, the Snack Bar, and the Western Grill. The student will find that these centers offer various types of meals to suit his need and his budget. In addition to these three campus eating places, numerous restaurants are located within a short distance of the campus.

The College Cafeteria and the Snack Bar are located on the ground level of the Paul L. Garrett Student Center. The Western Grill is located on the ground level of West Hall, Sixteenth Street.

**Check-Cashing**

Personal checks may be cashed at the college business office. Amount of check may not exceed the sum of $25.00. The student's identification card must always be presented. The hours for cashing checks in the college business office are 8:00 a.m. to 11:30 a.m. and 1:00 p.m. to 4:00 p.m. Monday through Friday, and from 8:00 a.m. to 11:30 a.m. on Saturday. A charge of $2.00 will be made for each dishonored check. This is in addition to any charge the bank may make.

**Identification Card**

All full-time students carrying 12 hours or more are issued a personal identification card (ID Card). The ID Card, which contains a photograph and personal description, certifies that the holder has completed enrollment and paid all fees. The ID Card entitles the full-time student admission to all athletic events on the campus and to the Community Concert Series. It is not transferable. Students are expected to carry their ID Cards at all times and to present them upon request to college officials. If a card is lost by the student, it must be replaced, the cost ($3.00) to be borne by the student. Application for replacement of an ID Card should be made at the college business office.

**Foreign Students**

The foreign student advisor (Dean of Women) is available to discuss with students from other countries all matters except those of a definite academic nature. Academic matters should be taken to the student's department head or to the dean of the college.

Foreign students should consult with the foreign student advisor before:

1. Applying to extend visas
2. Transferring to or from the college
3. Leaving the college for any reason
4. Accepting part-time employment for the first time or engaging in summer employment
5. Changing the place of residence in Bowling Green

Students from other countries are responsible for remaining in good standing with the United States government. This includes forwarding an address notice to the headquarters of the Immigration and Naturalization Service within ten days after a change of address occurs. A printed postcard notice form, obtainable at the United States Post Office or any United States Immigration Office, should be used in making the address report.

**Bulletin Boards**

Bulletin boards are located throughout the campus in classroom buildings, residence halls, and the Student Center. A few of these boards are restricted (used by academic and administrative departments) and require permission from the department for their use. Most of the bulletin boards, however, are for use by the general campus public and are available for use without special permission. The general bulletin boards carry notices for all campus events, meetings, and social events and will, if checked regularly, do much to keep the student informed on what is going on at the college.
Student organizations and individuals using bulletin boards will be expected to remove all posted announcements from boards immediately after the event has been held.

Posting of notices and announcements is not permitted except on bulletin boards.

**Bookstore**

The College Heights Bookstore is located in the west wing of Cherry Hall, ground level. This modern self-service store is operated for students, faculty, and staff, by the College Heights Foundation. The student is not permitted to carry books and supplies into the bookstore; therefore, locker storage and shelves are provided for the students' convenience while shopping in the Bookstore.

The Bookstore purchases certain used books at the end of each semester, at which time the students may sell the books which they do not prefer to keep.

**Veterans and War Orphans**

Western Kentucky State College is authorized to give training to men and women discharged from the armed services and to children of deceased veterans. Counseling services have been arranged for veterans and for war orphans. The office of the veterans' counselor is located in the business office in the Administration Building.

Under Public Law 550 the eligible veterans are paid subsistence allowances by the Veterans Administration. The veterans must pay the cost of the fees, books, and supplies.

The guardians of eligible persons under the War Orphans Education Program, Public Law 634, will receive allowances directly from the Veterans Administration. All costs of fees, books, and supplies must be paid by the eligible person. Under K.R.S. 164.505, any war orphan who has resided in Kentucky for five years preceding his enrollment at Western, and whose father was a resident of Kentucky at the time of his entrance into military service, will not be required to pay the incidental fee. Documented evidence of the above must be furnished.

The Veterans Administration considers a full program to be 14 hours for an undergraduate student and 12 hours for a graduate student. This applies to both veterans and war orphans.

Veterans and war orphans sign monthly training forms in the business office on the fifth and sixth of each month.

**Financial Aid**

Certain scholarships, student loans, and opportunities for part-time student employment are available to students who qualify on the basis of need and achievement. Student loans, including the National Defense Loan Program, are administered by the executive secretary of the College Heights Foundation. Applications for scholarships should be sent to the dean of students. Questions regarding student qualifications and the availability of such assistance should be directed to these sources.

**Student Jobs**

The college maintains an employment service in the placement office for those students seeking part-time work while in school. Through this office a student may be placed in a job in the library, cafeteria, snack bar, various offices across the campus, post office, bookstore, or maintenance service. All off-campus part-time work for students is also handled in the placement office.

Applications for part-time employment should be filed with the placement office, second floor, Administration Building.

**Placement Services**

The placement bureau is maintained for the benefit of students and graduates and others who have attended the college and who desire to find employment in the teaching profession, governmental service, business, and industry. It also serves employers by helping them locate qualified personnel.

Graduating seniors are required to file credentials with the placement office during the semester prior to graduation.

**Alumni Association**

Western Kentucky State College has graduated more than 12,000 students. Many thousands more have received part of their educational training at Western, and to this group may be added graduates and former students of the Southern Normal School, Potter College, Ogden College, and the Bowling Green College of Commerce. The Western Alumni Association recognizes all graduates and former students as being eligible for membership.

Upon graduation, or upon the completion of their studies at Western, all students are urged and invited to affiliate with the Alumni Association. The alumni office is located on the second floor, Administration Building.
Student Organizations

Western has more than 75 student organizations representing a wide range of interests, thus making it quite easy for a person to find some group that fits his needs and interests. Students are urged to seek out the group or groups of their special interest and to become identified with them early in their college career.

Eligibility for participation in campus organizations:

No student who is on academic or disciplinary probation, or who has less than a 1.0 ("C" standing), may serve as an elective officer of a campus organization.

No student may be pledged or initiated into a social organization while he is on academic or disciplinary probation.

Formation of a new organization:

New student organizations may be formed on the campus as the need arises. Students interested in forming a new organization shall first secure approval to proceed from the dean of students. The second step requires the filing of a petition with the office of the dean of students setting forth:

1. The objective of the organization
2. Membership requirements
3. Proposed constitution and by-laws
4. Membership dues and assessments
5. Names of charter members

The petition for recognition as a student organization for all groups requires the approval of the Student Advisory Council. Fraternities and sororities, which are governed by the Inter-Fraternity Council and by the Panhellenic Council respectively, require prior approval by these councils before being considered by the Student Advisory Council. Approval by the Student Advisory Council constitutes a recommendation to the college administration that a group be recognized.

Faculty Advisors

Fraternities, sororities, county clubs, and general student clubs are required to submit to the dean of students the names of three or more faculty members whom they wish to be considered for faculty advisors. One advisor will be selected from the recommended list.

Departmental clubs and honor and professional societies should consult their department heads concerning the selection of a faculty
advisor. The names of those selected to serve as advisors to these organizations shall be submitted to the dean of students. Advisors to all student organizations are appointed by the college.

Student Advisory Council

The Student Advisory Council was organized at Western in January, 1956. The council and the college are studying ways and means whereby the Student Advisory Council may give greater leadership and render greater service to the college and to the student body.

Interfraternity Council

The Interfraternity Council is composed of twelve social Greek-letter college fraternities. Each fraternity is required by the Interfraternity Council constitution to send representatives to the council which meets weekly in the Student Center. The council, through its officers and committees, seeks to promote better interfraternity relations by establishing and enforcing policies beneficial to the fraternity program and the college.

Panhellenic Council

The Panhellenic Council, the governing body of the sororities, is an organization composed of three representatives from each of the five sororities on campus. It holds meetings weekly in the Student Center. The council’s purposes are: to foster a spirit of friendship and cooperation among the sororities; to encourage chapters to take an active part in college activities for the common good of sororities and the college; and to regulate all matters of common interest to the sororities.

Class Organizations

A person by virtue of enrollment and classification is considered a member of a class organization.

Class organizations meet at 10:00 a.m., the second Wednesday of each month.

Freshman
Sophomore
Junior
Senior
Van Meter Auditorium
Snell Hall Auditorium
Memorial Room, Student Center
Student Center

Departmental Clubs

Departmental clubs are generally restricted to those students who are majoring or minoring in the field in which the club serves. Most clubs meet monthly.

Art
Arts and Crafts (industrial arts)
Biology
Chemistry
Cherry County Life (agriculture)
Commercial Education
French
Geography
German

Iva Scott (home economics)
Leiper English Club
Library Club
Mathematics
Music Educators
Physical Education
Physics
Psychology
Spanish
Stickles History Club
Student National Education Association

General College Organizations

Congress Debating
Debate Associates
"W" Club

Western Players (dramatics)
Western Writers
Western Religious Council

Honor and Professional Societies—National

Alpha Epsilon Delta (premedical and pre-dental)
Alpha Psi Omega (dramatic)
Delta Omicron (music—women)
Kappa Pi (art)

Phi Alpha Theta (history)
Phi Mu Alpha (music—men)
Sigma Pi Sigma (physics)
Tau Kappa Alpha (debate)
Alpha Phi Omega (service)

Military Clubs

Pershing Rifles
Scabbard and Blade

Monroe
Muhlenberg
Ohio
Owensboro—Daviess
Tri-County (Boyle, Marion, and Washington)

County Clubs

Allen
Breckinridge
Butler
Grayson
Hardin
Jefferson
Sororities

Beta Omega Chi
Epsilon Alpha
Phi Delta Omega

Pi Sigma Upsilon
Zeta Tau Omega

Fraternities

Alpha Gamma Tau
Delta Kappa Nu
Delta Sigma Delta
Delta Tau Sigma
Kappa Sigma Tau
Lambda Sigma Epsilon

Omieron Kappa Alpha
Phi Delta Chi
Phi Phi Kappa
Phi Sigma Tau
Pi Lambda Alpha
Sigma Phi Alpha

Western Religious Council

The Western Religious Council is a student group which is organized for the purpose of fostering and enriching the spiritual and religious life of the campus. The council sponsors activities and projects such as Religious Emphasis Week, Easter sunrise service, dormitory devotions, and vespers services, all of which are designed to achieve this objective.

Western is a state-supported institution and therefore non-denominational, but it is distinctly interested in the religious life of its students and encourages them to attend regularly the churches of their choice.

Community Concert Series

In cooperation with the Bowling Green and Warren County Community Concert Association, the college provides each student free admission to all concerts sponsored by this group during the year. Some of the most outstanding entertainers in the country are featured each season.

Homecoming

Western’s Homecoming is held each fall in connection with a football game. The Western faculty and student body are hosts to the many alumni and friends who return to the campus for this occasion. The culminating event is a reception held immediately after the football game in the Garrett Student Center.

Christmas Party and Wreath Lighting

The Christmas season is officially opened on the Western Campus by the lighting of the Christmas Wreath atop Cherry Hall Tower.

Following the lighting of the wreath Christmas parties are held by many of the residence halls and by student organizations.

Physical Education

Most students are required to take four semesters of physical education. These courses will offer instruction and participation in both team and individual sports. For specific course offerings, consult the undergraduate bulletin of the college.

Intramural Activity

The college intramural program offers competition and recreation for both teams and individuals.

Any student may participate in competitive intramural activities through his club, fraternity, or residence hall, or by individual registration with the office of intramural activities, Academic-Athletic Building, Russellville Road.

Intercollegiate Athletics

Western has intercollegiate athletic teams in football, basketball, baseball, golf, track, cross-country, and tennis. The college is a member of and adheres to the regulations of the Ohio Valley Conference and of the National Collegiate Athletic Association.

All full-time students are admitted to athletic events upon presentation of their student identification card.

Reserve Officers Training Corps

Western’s Department of Military Science offers each male student an opportunity to accept the responsibility of citizenship by preparing himself for a position of leadership where his talents and service will contribute the most to the welfare of the country.

Western maintains a senior division of the Reserve Officers Training Corps consisting of a voluntary basic course and an advance course of two years each.

Several extra-curricular activities are sponsored by the Department of Military Science, including the National Society of Scabbard and Blade, the National Society of Pershing Rifles, and the Varsity Rifle Team. The annual Military Ball is one of the outstanding social events of the year at Western.

Calendar of Activities

A master calendar of campus activities is maintained in the office of the dean of students. Dates and places for various events,
club social functions, where both men and women will be present; two couples (faculty or staff) shall be in attendance as chaperons.

3. The application form for the social event must carry the names of those who will serve as chaperons. It must be filed in the office of the dean of students at least three days in advance of the event. It is the responsibility of the president of the organization to notify the office of the dean of students should circumstances necessitate the cancelling of a social function.

4. No social function will be scheduled the week preceding mid-term examinations, final examinations, Easter, or a college holiday, except Christmas holidays, when residence halls and student organizations may hold private Christmas parties.

5. All social functions must be held in places approved by the college.

II. Responsibilities of Student Organization Officers

1. It is the responsibility of the president and the social chairman:
   A. To invite the chaperons well in advance of the event, ten days in advance when possible
   B. When desired, to provide escort and conveyance to and from the function
   C. To be sure the chaperons feel welcome
   D. To see that a number of the members of the group and their guests meet the chaperons

2. It is the shared responsibility of the president and the social chairman to be present at all social functions of the organization, to make themselves known to the chaperons immediately upon the arrival of the latter, to remain and be in evidence throughout each function, and to cooperate with the advisors and chaperons for the maintenance of the best social standards throughout the event.

3. The president, in cooperation with the faculty advisor, will be responsible for closing the event on time.

4. In the event of irregular conduct by an individual or by a segment of the group, the advisor shall file in the office of the dean of students a brief report of the incident.
Policies and Regulations Governing Student Life

Policies and standards governing aspects of life as a Western student are to be found throughout this book. The sections on housing, social activities, student organizations, and academic matters are a few that include some of these regulations. Thus, in seeking the regulations that govern a specific case, if the answer is not found here, the student should turn to the appropriate section of this handbook. For questions that are not answered in this handbook, he should turn to the inside front cover for direction to the proper office or official.

Personal Conduct

When a student becomes a Westerner, he is considered an active member of the college community and is, therefore, entitled to all the rights and privileges of the community.

The college demands high standards of personal conduct from its students. It is the responsibility of every student to respect and abide by college regulations as well as by the laws of the community and state.

Although a student who becomes involved in difficulties will be given all possible help and understanding, persons whose standards and purposes are not compatible with those of the college will be put on probation or dismissed from the college.

Campus Dress Standards

College fashion emphasizes comfort tempered with good taste. The college does not permit students to wear shorts in the classrooms, laboratories, libraries, or offices, and encourages all students to exercise sound judgment and good taste in the attire which is worn on any occasion.

Classroom wear for women generally involves skirts, blouses, sweaters, silk or nylons, and flats. Formal and semi-formal wear for women means formal or dinner dresses, whereas informal wear usually indicates class or street dresses, depending upon the time and occasion.

Classroom wear for men usually includes khakis, cottons, slacks, sports shirts, or shirt and tie. In cooler weather sports coats, sweaters, and jackets are worn. Dark suits, dinner jackets, and tuxedos are appropriate for formal and semi-formal occasions. Dress for less formal occasions includes business suits, or sports coats with tie.

Change of Address

All students are required to maintain a correct local residence and mailing address with the college, and to report any change of address promptly to the offices of the registrar and the dean of students. Although this is a requirement, it is a service to the student which enables him to receive all official communications, to be located by friends visiting the campus, and to be reached in case of emergency.

Field Trips

A roster of the students making field trips in connection with class work or extracurricular activities is submitted by the teacher or by the advisor to the office of the dean of students in advance of the trip.

Women who live in residence halls are required to advise the hall director of such planned trips, properly clearing with the director before signing out at the hall.

Women living off-campus who are to make a field trip must make prior arrangements with the dean of women.

Smoking Regulations

In accordance with state fire and insurance regulations, it is a college policy that there be no smoking in classrooms, laboratories, or other areas as designated by no-smoking signs. All students are charged with the responsibility of complying with this regulation.

Alcoholic Beverages

Kentucky law prohibits possession, purchase, or drinking of beer, wine, or liquor by young people under the age of twenty-one. In addition, state law forbids the transportation or possession of any alcoholic beverage in or about a motor vehicle.

College regulations forbid possession or use of intoxicating beverages in any form on or about college property, in places where students live, and at student organization meetings or social events.

The violation of this regulation by an individual or by an organization will result in disciplinary action.
Dishonesty and Falsification of Records

Any student who furnishes false or misleading information on admission, registration, personal identification, residence hall check-out, or any other college form, or who alters any college record in any manner, is subject to disciplinary action.

Dishonesty in any form is regarded as a serious offense and subjects the offender to disciplinary action.

Soliciting or Selling on Campus Prohibited

The solicitation of funds or the selling of merchandise on the campus is not permitted without written authorization from the office of the president or the office of the dean of students. It is requested that persons observed selling or soliciting without authority be reported to either of these offices.

Use of Buildings after Hours

At the end of the day all buildings are checked and properly secured by the particular person or persons who are responsible.

Any student or faculty member who is responsible for the unlocking of a building after hours should make certain that it is properly secured upon his leaving. Arrangements for use of a building for meetings or for other special occasions may be made by scheduling its use with the president’s outer office. Student organizations are required to clear with the office of the dean of students. All persons should be advised of the following regulations:

I. Students will not be permitted in classrooms or classroom buildings after normal daylight class hours unless they are under faculty supervision or unless they have in their possession written permission from the head of the department with the date and time specified.

II. The faculty or staff member authorizing the use of a building after hours shall be responsible for the conduct of the group at all times and shall take appropriate steps to see that the building is properly closed on time.

III. The director of buildings and grounds will supply department heads with an appropriate form on which they may give written permission to qualified students to be in a classroom building after hours.

Destruction and Misuse of College Property

Any student, organization, or group of students participating in activities that destroy, deface, or remove college property shall be liable for full damages and subject to disciplinary action.

Student Motor Vehicle Regulations

Section I–Student Operation of Motor Vehicles:

1. All students registered as freshmen (0-29 semester hours earned) and sophomores (30-59 semester hours earned), regardless of the number of years they have attended college, are forbidden to possess and/or operate motor vehicles at Western. However, sophomores who have an overall academic standing of "B" or above may be granted the privilege of operating motor vehicles at the institution.

2. All students on academic probation or disciplinary probation, regardless of their classification, are forbidden to possess and/or operate motor vehicles at the college.

3. Exceptions to these regulations may be granted only with special permission of the dean of students in order to avoid hardship based on physical handicap, necessary commuting to classes, use of motor vehicle for essential work, and other proved need.

4. Students not eligible to register their automobiles at Western under the regular motor vehicle policy and who are confronted with limited public transportation, may by special arrangement be issued a special permit to use their motor vehicles for traveling to and from home for weekends and holidays. These students will be required to leave their motor vehicles in an enclosed parking area provided by the college. These motor vehicles may not be used except for transportation to and from home or in case of an emergency. These motor vehicles may be moved from the parking lot only on permission of the dean of students or his designated representative.

Section II–Registration of Student Motor Vehicles:

1. A student desiring to register a motor vehicle must present a valid operators’ license, and must show that the vehicle is insured against public liability and property damage in an amount not less than the minimum (amount) recommended
by the Department of Insurance of the Commonwealth of Kentucky. If the student is under 21 years of age, the application must be accompanied by the written consent of his parent or guardian regardless of the ownership of the vehicle. Exceptions may be made only by the dean of students.

2. If the operator's license should be revoked or if the insurance is permitted to lapse, the privilege to operate a motor vehicle at Western will be revoked.

3. Registration of motor vehicles shall be a part of the regular academic registration. Students who bring a motor vehicle to campus after the regular academic registration must register their automobiles with the dean of students within 24 hours. Failure to register the motor vehicle as set forth above will subject the violator to a $25.00 penalty and disciplinary action.

4. Upon proper registration of the vehicle, an identification decal will be issued to the student operator. The decal must be permanently attached to the bottom left side of the rear glass, or in the case of convertibles, in the lower right side of the windshield. Whenever there is a change of vehicle ownership, the old decal must be destroyed.

Section III—General Regulations:

1. All city and state regulations and rules and all directive signs covering the use of motor vehicles shall be observed at all times.

2. The speed limit for motor vehicles on the campus is 15 miles per hour, except where slower speed is essential for safety.

3. All vehicles must come to a complete stop at intersections where stop signs are located. Motorists must give right-of-way to pedestrians crossing at designated cross walks.

4. Unnecessary noise from horns and mufflers is strictly prohibited.

5. Motor vehicles must be parked within the markers, if provided, in all campus parking areas and on all campus drives.

6. If any car is found upon the campus in violation of any provision of these regulations and the identity of the driver cannot be determined, the person in whose name such vehicle is registered shall be held responsible for any such violations committed.

7. All signs pertaining to parking and driving have the same authority as if listed in these regulations.

Section IV—Policy Violations:

1. Failure to register a motor vehicle and to use the proper decal in accordance with these regulations will subject the operator to disciplinary action.

2. Any person found possessing a permit to which he is not entitled, and using it for driving and parking privileges, will be in violation of these regulations and subject to disciplinary action.

3. Transferring an identification decal from one motor vehicle to another is strictly forbidden and will subject the offender to disciplinary action.

Section V—Penalties—Parking and Traffic Violations:

1. Violation of parking and traffic regulations will subject the violators to penalties as follows:

   First Violation $2.00
   Second Violation $5.00
   Third Violation $15.00

2. Motor vehicles illegally parked that require towing shall be removed at the risk and expense of the owner.

3. Any student with more than three violations during one term shall jeopardize his status as a student and automatically forfeits the privilege of operating a motor vehicle at Western. This does not preclude the removal of a student's privilege of operating a motor vehicle for less than three violations if the situation warrants the action.

4. Each parking and traffic violation ticket must be taken to the business office within three days (Sundays and legal holidays excepted) after the ticket has been issued, and payment of the fine must be made at that time. Failure to do so will constitute an additional violation for each and every three-day period of delay thereafter.

Section VI—Faculty Parking Area:

Parking by students is strictly forbidden in all faculty parking areas between 7:30 a.m. and 5:00 p.m. weekdays and between 7:30 a.m. and 12:00 noon on Saturdays.
**TELEPHONE DIRECTORY**

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ALMA MATER

COLLEGE HEIGHTS

College Heights, on hill-top fair,
   With beauty all thine own,
   Lovely jewel far more rare
   Than graces any throne!

   College Heights, with living soul
      And purpose strong and true,
   Service ever is thy goal,
      Thy spirit ever new.

   College Heights, thy noble life
      Shall e'er our pattern be,
   Teaching us through joy and strife
      To love humanity.

Chorus

   College Heights, we hail thee;
      We shall never fail thee.
   Falter never--live forever,
      Hail! Hail! Hail!