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STUDENT HANDBOOK

KANSAS STATE COLLEGE OF PITTSBURG
PITTSBURG, KANSAS

STUDENT
HANDBOOK

1966-1967

GOLD AND CRIMSON

Lena Martin Smith

Markwood Holmes

1st Verse: On the plains of Southeast Kansas,
'Neath an ever cloudles sky,
Far away from surging ocean,
And the storm bird's plaintive cry;
With her prairies rolling Westward,
Where the Redmen once roamed free,
With her ensign proudly waving,
Stands our own K.S.C.

Chorus: Let us greet the Gold and Crimson
With a strong and cordial cheer;
Let our hearts be ever loyal,
To our Alma Mater dear.

2nd Verse: We her faithful sons and daughters,
For our college proudly stand,
May we ever sing her praises,
Let them ring throughout the land;
We will hold aloft her banner,
Loyal and true we'll always be,
To our school and to her colors,
Hail to thee, K.S.C.

Chorus: Let us greet the Gold and Crimson
With a strong and cordial cheer;
Let our hearts be ever loyal,
To our Alma Mater dear.

FOREWORD

Kansas State College of Pittsburg will be of primary importance to you during the coming months and years. To use the opportunities of the college to best advantage you must know the college well. This booklet is designed to present important areas of information about Kansas State College of Pittsburg.

The material contained here has been selected as the information most necessary for people at the college. It is a resource book and should be available at all times for reference. More complete information is available in the general catalogue or from the various administrative offices of the college such as the Office of the Director of Admissions and Registrar, Dean of the College, Dean of Men, Dean of Women, or Dean of Administration.

The information in this book is of particular importance to new members of our college community and new students should refer to it whenever they are in doubt about some procedure or some information concerning the college. Keep the booklet ready at hand at all times. It is our hope that you will use this book often and that its use may help you to have a rewarding and profitable experience while at college. We bid you welcome.

COLLEGE CALENDAR

FIRST SEMESTER, 1966-1967

September 12, 13, 14, Monday, Tuesday, Wednesday	Classwork begins
September 15, Thursday	Classwork begins
September 17, Saturday	Last day for full fee refund
September 21, Wednesday	Last day to add new classes
September 26, Monday	Last day for late enrollment
October 1, Saturday	
	Final day for dropping course without grade report
October 22, Saturday	Last day for one-half fee refund
November 11, Friday	Midsemester D and F Grades due
November 23, Wednesday 12:20 p.m.	Dismissal for Thanksgiving
November 28, Monday	Classwork resumed
December 17, Saturday after last class	Dismissal for Christmas
January 3, Tuesday	Classwork resumed
January 7, Saturday	Final date for dropping a class
January 18, Wednesday	Final examinations begin
January 24, Tuesday	Final examinations close
January 26, Thursday	Semester closes

SECOND SEMESTER, 1966-67

January 31, February 1, Tuesday, Wednesday	Enrollment
February 2, Thursday	Classwork begins
February 6, Monday	Last day for full fee refund
February 8, Wednesday	Last day to add new classes
February 14, Tuesday	Last day for late enrollment
February 20, Monday	
	Final date for dropping class without grade report
March 2, Thursday	KSC Commemoration Day
March 13, Monday	Last day for one-half fee refund
March 31, Friday	Midsemester D and F grades due
April 1, Saturday	
	Last day to apply for 1967-1968 Professional Education Semesters
April 1, Saturday, after last class	Dismissal for Spring vacation
April 10, Monday	Classwork resumed
May 1, Monday	Final date to apply for degrees
May 8, Monday	Final date for first draft of thesis and Ed. S. Project
May 13, Saturday	Final date for dropping a class
May 22, Monday	Final date for submission of thesis and Ed.S. Project
May 25, Thursday	Final examinations begin
May 30, Tuesday	Memorial Day, no examinations scheduled
June 1, Thursday	Final examinations close
June 4, Sunday	Baccalaureate Service
June 5, Monday	Commencement

CONTENTS

School Song	2
Foreword	3
College Calendar	4
The President	6
The College	7
Board of Regents	7
College Administrative Officers	7
Chairmen of Departments	8
Location of Main Offices	8
Purpose of College	9
Student Government	10
Organizations	11
College Service Agencies	20
Dean of Students	21
Student Health Center	21
Guidance and Testing Office	21
The Academic Vice-President	22
Aids and Awards	22
Deans of Men and Women	24
Orientation	24
Residence Halls	24
Extra Curricular Activities	24
Class Attendance	25
Counseling	25
Housing Office	25
Field Services Office	28
Placement Bureau	25
Student Employment	25
Physical Education-Intramurals Office	28
Porter Library	29
Student Union	30
College Book Store	31
Veterans Affairs Office	31
All College Events	32
Convocations	33
Concert Series	33
Chamber Music Series	33
College Theatre Productions	33
Athletic Events	34
Rules and Regulations	36
Church Directory	51



**To the Students of
Kansas State College of Pittsburg**

The Student Handbook provides an excellent opportunity for me to welcome each of you to Kansas State College of Pittsburg. Our College is a dynamic learning and living laboratory where it is possible for all of us to work together in the best interests of higher education.

I urge you to examine the guidelines provided in this handbook because they indicate the framework for an enriched college experience. If you have any questions, feel free to call on any of us listed in the areas of your interest. In this day of mushrooming enrollment and rapid change, it is increasingly important for all educated individuals to utilize every available resource for personal and collective betterment.

Please accept my best personal wishes for your success at KSC and in the years ahead.

DR. GEORGE F. BUDD
President

THE COLLEGE

Kansas State College of Pittsburg was established in 1903 by the State Legislature and was placed under the authority of the Board of Regents. Since its founding for the purpose of preparing teachers of the practical arts, it has grown to be a general college and now offers curricula in Science, Technical Work, Business Administration, Home Economics, and all areas of Teacher Education. Many students take courses to prepare them to enter professional schools such as law, medicine, and dentistry. The Board of Regents names a President who in turn selects faculty and staff to carry out the purpose and objectives of the college. All these people are ultimately responsible to the citizens of the state and their duty is to serve you, the students at Pittsburg State.

BOARD OF REGENTS

Mr. Henry A. Bubb	Topeka
Mr. Arthur H. Cromb	Mission Hills
Mr. C. N. Cushing	Downs
Mr. John F. Eberhardt	Wichita
Mr. Ray Evans	Prairie Village
Mr. Clement H. Hall	Coffeyville
Mr. Dwight D. Klinger, Chairman	Ashland
Mr. Lawrence D. Morgan	Goodland
Mr. Eldon Sloan	Topeka
Mr. Max Bickford, Executive Officer	Topeka

ADMINISTRATIVE OFFICERS

ALVIN H. PROCTOR, B.S., M.S., Ph.D.

Executive Vice-President

WILLIS L. THOMPkins, B.S., M.B.A., Ph.D.

Academic Vice-President

DENMAR A. COPE, A.B., J.D.

Director of Research and Development

CLIFFORD E. BEOUGHER, B.S.

Business Manager

C. RAY BAIRD, B.A., M. A., Ed.D.

Registrar

L. L. TRACY, A.B., M.Ed., Ed.D.

Director of Field Services

PAUL N. FREDSTROM, B.A., M.E., Ed.D.

Dean of Students

LOCATION OF MAIN OFFICES

President.....	Room 205, Russ Hall
Executive Vice-President.....	Room 203, Russ Hall
Academic Vice President.....	Room 108, Russ Hall
Director of Research and Development.....	Room 201, Russ Hall
Business Manager.....	Room 207, Russ Hall
Registrar.....	Room 103, Russ Hall
Field Services Office.....	Room 216, Russ Hall
Dean of Students.....	Room 115, Russ Hall
Admissions Office.....	Room 110, Russ Hall
Alumni Office.....	Room 212, Russ Hall
Audio-Visual Center.....	Room 304, Mechanical Arts
Business Office.....	Room 231, Russ Hall
Cashiers' Office.....	Room 208, Russ Hall
Dean of Men.....	Room 115, Russ Hall
Dean of Women.....	Room 115, Russ Hall
Duplicating Office.....	Room 131, Russ Hall
Extension Office.....	Room 215, Russ Hall
Guidance Bureau.....	Room 117, Russ Hall
Health Center.....	Room 109, Carney Hall
Housing Office.....	Room 112, Russ Hall
Mailing Room.....	Room 106, Russ Hall
Placement Bureau.....	Room 218, Russ Hall
Student Center Manager.....	First Floor, Student Center
VA Office.....	Room 206, Mechanical Arts

PURPOSE OF THE COLLEGE

Kansas State College is established and maintained by the State of Kansas for the purpose of serving the students who enroll. The college is dedicated to provide opportunities which will induce students to seek the highest possible level of development. Although academic development is the major reason for the work of college, it is recognized that experiences designed to develop social and emotional maturity also contribute in the production of happy and useful citizens.

The academic offerings of the college are designed to provide a well rounded preparation in general education as well as major and minor work related to the occupational interest of each student. It is the intention of the college to develop people sophisticated in the major academic areas as well as prepared to undertake a useful occupational function in our society.

While academic achievement is a first obligation of college students past experience indicates that adequate relations with other individuals is important if people are to make the most of their lives. College life provides unique opportunities to learn how to most adequately relate to people of varied characteristics. Every student is urged to exploit these opportunities in classroom contacts, student organizations, fraternity relationships, dormitory group living experiences, and in all other ways in which personal contacts are possible.



TERRY BECK
*President of
Student Assembly*
1966-1967

STUDENT GOVERNMENT

President.....	Terry Beck
Vice-Presidents:	
Student Govt.....	Charles McGuire
Student-Educational Affairs.....	Gretta Luttrell
Human Relations.....	Philip Briscoe

The Student Assembly is the student governing body of the College. This representative body is named at a general election by the voting members of the student body. The Assembly is composed of the following voting members: President, three vice-presidents, four class presidents, four class representatives, (one from each class), one representative for every 200 students from the vocational school, one representative for every 200 students from the graduate school, (both schools are guaranteed one representative), and one representative for every 200 students elected from the entire undergraduate membership of the student body.

Elections are held for all elective officers in the latter part of the spring semester except in the case of the freshman class officers which will be held no later than November 1, of each year.

ORGANIZATIONS



ORGANIZATIONS

Any group of students with a common interest may form an organization to further that interest. When a constitution and a set of by-laws have been drawn to indicate the objectives and procedures of the organization these must be submitted to the student assembly. If this body feels that the objectives and proposed activities are worthy and in keeping with the objectives of the college, the constitution and by-laws may be accepted and the organization may become an official organization of the college.

GENERAL ORGANIZATIONS

Certain organizations of the college have membership drawn from large groups of people. These people may have very diverse interests and be part of the organization as a consequence of such facts as their place of residence.

Dormitory Judicial Council

Advisor: Mr. John Underwood



Justice is administered within the residence hall for men by a Dormitory Judicial Council. Mr. Underwood, assistant to the Dean of Men, acts as advisor and consultant to this important organization. The Council is composed of representatives named from each residence hall. Through functioning of the judicial council the men who live in residence halls are given the opportunity to control their living situation so as to make it the best possible environment for education. Residents have the responsibility of

creating such an environment and of using student government instruments to accomplish this.

Associated Women Students

Advisor: Miss Mary Frances Watson

The Associated Women Students is the women's governing body to which each regularly enrolled woman student belongs. Through projects and programs sponsored by AWS each women student is given opportunities to develop leadership and responsibility in preparing for her future role.

AWS is composed of three governing groups, the Senate, the House of Representatives, and the Judicial Council. The Senate is elected in the Spring with the exception of the freshman senators who are elected in the fall semester according to qualifications stated in the Constitution. Representatives to the House are elected from each of the living units early in the fall semester. The Judicial Council is composed of two women students representing each scholastic classification and selected from petitioning women students.

It is also the responsibility of the Associated Women Students to promote high standards and ideals and to create an atmosphere of friendly co-operation among the women students. To carry out these responsibilities the Senate works with the House of Representatives

to formulate regulations for self-government of all undergraduate women. Any infraction of regulations that does not come under the supervision of the Dean of Women or the College Discipline Committee is handled by the Judicial Council of AWS.

It is hoped that all women students will take an active part in the programs and projects of the Associated Women Students.

1966-67 A.W.S. Officers

President	Judith Smith
President Officer of the House	Patricia Coleman
Vice-President	Catherine Burnett
Mother's Weekend	Cynthia Kreutziger
Cwens Sponsor	Guila Bradford
Booklet	Carol Keiger
Treasurer	Joyce Ryder
I.A.W.S. Contact	Trish Hammonds
Secretary	Patricia Curth
Honors Program	Jeanne Cleveland
Orientation	Jeannie Maritan
Elections	Carol Stebbins
Fashion Board	Donna Jones
Special Events	Kathy Sites

ALL-CAMPUS ORGANIZATIONS

Certain organizations draw membership from various classifications and departments. These have a variety of purposes as indicated by the following list:

Organization	Advisor
Senior Class	{ Dr. Evelyn Triplett
	{ Dr. Robert Noble
Junior Class	Edward Myers
Sophomore Class	Gabriel Campbell
Freshman Class	{ Dr. Ralph Wright
	{ Mary Frances Watson
Alpha Phi Omega	Dr. L. L. Tracy
Alpha Phi Omega draws its membership from men who have been active in Scouting. It is a service organization which strives to live up to its motto "Service to school and community."	
Circle K Club	Dr. Homer L. Johnson
This is a service organization affiliated with the local Kiwanis Club. Their purpose is to do service projects of all types on the campus and in the community.	
Collegio	
This organization is responsible for the publication of the Collegio, the official student newspaper. The editor, assistant editor, business manager are chosen by the board of publications. These and certain other staff members hold salaried positions.	
College YMCA-YWCA	{ Mr. J. Hal Whipple
	{ Mrs. J. Hal Whipple

This is a Christian-oriented general campus organization open to men and women of all faiths and to those who affirm no religious be-

lief. The purpose of this organization is to create a general program which meets the unfulfilled needs of the campus. The potential list of programs ranges from All School Variety Shows to Student-Faculty Fireside Programs.

Collegiate Young Democrats Mr. Cayle F. Southworth

Collegiate Young Republicans Mr. J. Hal Whipple

Committee for Social Action Dr. Gerlof D. Homan

The purpose of this organization is to study discrimination against minority-group students on this campus, as well as the larger problem of general minority-group prejudice and discrimination. Membership is open to all students interested in the alleviation of minority-group discrimination and related problems.

Iranian Student Association in the U.S.A.

International Friends

International Friends draws its membership from students and faculty at Kansas State College whose homes are outside of the United States. Their purpose is to develop understanding and friendship among people of various cultural backgrounds.

Kanza

This organization prepares and publishes the Kanza, the student yearbook. The editor and business manager are selected by the board of publications. These as well as certain other positions are salaried positions.

KSC Dames Club (Mrs. L. A. (Bert) Wooster
..... (Mrs. A. F. (Virginia)
Ortolani

The membership for the Dames Club is drawn from wives of students enrolled at Kansas State College. Programs and activities are arranged which will be of interest to young married women.

People to People

The University People to People program was organized at Kansas State College during the fall of 1962-1963 year. It is designed to help overseas students to take an active role in school and community life. The program for international students is greatly benefited by this program.

Pitt Peppers

The Pitt Peppers were organized in the fall of 1958 and have been responsible for much of the enthusiasm at our athletic events. Second semester freshman, sophomores, junior and senior girls who have a C average are eligible for election to this organization.

Student Union Board (Mr. Jack Overman
..... (Jim Reynolds

The Student Union Board is the principal student governing force in the Student Union. Through its various committees it plans a well-rounded program of social, cultural, and recreational activities. Any student may apply for membership.

DEPARTMENTAL ORGANIZATIONS

Organization	Advisor
American Chemical Society	Dr. J. L. Pauley
Amateur Radio Club	
Biology Club	Dr. Theodore M. Sperry
American Institute of Design and Drafting	Dr. F. Victor Sullivan
Home Economics Chapter	Miss Mary Bell Bowman
Industrial Education Club	{ Mr. Robert Bradley Mr. Wilburn Moore
"K" Club	Mr. Al Ortolani
KSC Rifle Club	Capt. Scott W. Bradshaw
Language and Literature Club	Dr. Mary Roberts
Phi Beta Lambda	{ Mr. Kenneth Colyer Mr. Donald Houtakker
Philosophy Club	
Physical Education Majors and Minors Club	Dr. Evelyn Triplett
Physics Club	Dr. James E. Thomas
Society for the Advancement of Management	Mr. Terry Mendenhall
Spanish Club	Mrs. Marjorie Bodolay
Student KSTA	{ Dr. George Hudiburg Dr. Aldon Bebb
Student Organ Guild	Mrs. Martha Pate
Tau Beta Sigma	
Trade and Industry Club	Mr. Thomas F. Compton

DEPARTMENTAL HONORARY ORGANIZATIONS

Students who have achieved special proficiency in some area of work at college may be invited to join honorary organizations. This is a special honor sought after by serious students in the various departments of the college.

Alpha Kappa Psi—a professional men's fraternity for students in business administration. Alpha Kappa Psi is the oldest national professional business administration fraternity in the nation. Advisor—Mr. Robert Hunter.

Beta Beta Beta—a national scholastic honorary society in biology for students one of whose principal fields of interest is biology. Advisor—Dr. J. C. Johnson, Jr., Dr. J. Carl Bass.

Delta Psi Kappa—a national professional physical education fraternity in which membership is limited to undergraduate and graduate women students who have majors or minors in Physical Education. Advisor—Dr. Evelyn Triplett.

Epsilon Pi Tau—an international honorary society for students majoring in industrial education. Advisors—Mr. A. O. Brown, Mr. Gerald Cheek.

- Kappa Delta Pi**—an international honorary educational society open to juniors, seniors, and outstanding graduate students in education. Advisors—Mr. Guy Coonrod, Dr. George Hudiburg.
- Kappa Kappa Psi**—a national honorary society for people who have demonstrated special interest and proficiency in college band activities.
- Kappa Mu Epsilon**—National honorary society for students in mathematics. Advisor—Dr. Harold Thomas.
- Kappa Pi**—is an International Honorary Art Fraternity for majors, minors and graduate students in Art. Kappa Pi is the oldest national honorary and now is the only International Art Fraternity. Advisor—Miss Sylvia Jones.
- Pershing Rifles**—Company A-7th Regiment of the National Society of Pershing Rifles is a national social military organization drawn from freshman and sophomore men in R.O.T.C. This organization includes the Benefield Rifles—a precision Special Drill Team. Advisor—Major Floyd E. Gaasland.
- Phi Alpha Theta**—the National honor society in history. Advisor—Mrs. Judith G. Shaw.
- Phi Delta Kappa**—a professional fraternity for men in education. Advisor—Dr. William Black.
- Phi Mu Alpha Sinfonia**—a men's national music fraternity. Advisor Mr. Walter Osadchuk.
- Phi Upsilon Omicron**—a national professional and honorary fraternity in the field of home economics. Advisor—Mrs. Mary Hankammer.
- Pi Delta Epsilon**—a national collegiate journalism fraternity to encourage student participation in undergraduate publications and the development of excellence in those publications. Advisor—Mr. Richard Korns.
- Pi Kappa Delta**—a national forensic society—a national society, open to students who have represented their institution in intercollegiate contests in debate or oratory. Advisor—Mr. H. Francis Short.
- Pi Omega Pi**—a national honorary business education. A member of the association of College Honor Societies. Advisors—Dr. Ralf J. Thomas, Mr. Howard Lundquest.
- Psi Chi**—The National Honor Society in Psychology. In addition to a special interest in the field of psychology all members must possess high scholastic standing and leadership ability. Advisor—Dr. Herbert P. Rumford.
- Sigma Alpha Iota**—woman's national music fraternity. Advisor—Mrs. Grace Osadchuck.
- Sigma Tau Delta**—an honorary fraternity for students majoring in English. Advisor—Mr. Eugene DeGruson.
- Society of Scabbard and Blade**—a national honorary military fraternity formed to preserve and develop the essential qualities of good and efficient officers. The membership is drawn from students in advanced R.O.T.C. Advisor—Major Kenneth S. Austin.

Theta Alpha Phi—a national honorary dramatics fraternity. Advisor—
Dr. Cary Clasz

GENERAL HONOR SOCIETIES

Certain students achieve high proficiency in all work attempted in college. Such persons, who have excelled in scholarship and leadership, are honored by the college by election to the General Honor Societies.

The Scholastic Honor Society

The Scholastic Honor Society was established in 1961. Its purpose is to encourage sound scholarship, to recognize and honor good character and to stress the obligation which the scholar owes to society. To qualify for election, students must have achieved a grade point average of 3.3 and must be in the upper 7 per cent of the senior class. The first group of students was honored in the spring of 1961.

President—Dr. Fred B. Misse
Student Vice-President—Christina Reda
President-elect—
Treasurer—Dr. Richard C. Welty
Secretary—

Omicron Delta Kappa

Omicron Delta Kappa, National Leadership Honor Society for College Men was founded December 3, 1914, at Washington and Lee University, Lexington, Virginia.

At Kansas State College, the Gold Key of ODK was installed on April 21, 1963. Membership in ODK is limited to junior and senior men who are selected on the basis of meritorious leadership, scholarship and service in extra-curricular activities. The officers of the local ODK are:

President.....	Terry Beck
Vice-President.....	Richard Messenger
Treasurer.....	Larry Bradshaw
Faculty Secretary.....	Dudley T. Cornish
Faculty Advisor.....	Willis L. Tompkins

Golden Crest for Women

ADVISORY BOARD

Mrs. Thelma Hays
Mrs. Marie Tompkins
Mrs. Ruth Jones
Dr. Mary Roberts
Dr. Gertrude Chittenden

RELIGIOUS ORGANIZATIONS

Students who come to college are regularly interested in continuing religious affiliations to which they have been accustomed. Campus religious organizations provide opportunity for this kind of experience. Co-ordination of the activities of these organizations and interdenominational experiences are provided through the work of the **Religious Activities Council** whose purpose is to provide channels for

a cooperative relationship and endeavor among campus groups who evidence a concern for student religious life.

Faculty Advisors of Religious Activities Council:

Dr. J. D. Haggard, Chairman

Dr. Mary Moore

Dr. James L. Pauley

Baptist Student Union (Southern Baptist): Advisor, Dr. Ross Anderson.

Baptist Student Movement (Am. Baptist): Advisor, Dr. Ross Anderson.

Canterbury Club (Episcopal): Advisor, Father Hoggard.

Chi Alpha Fellowship of the Pentecostal (Assembly of God): Advisor, Dr. Morris Stevens.

College Christian Women's Fellowship (Disciples of Christ Churches and United Presbyterian Churches). Advisor: Mrs. Jack T. Vaughn. UCF House, 1801 So. Joplin.

United Christian Fellowship (Disciples of Christ Churches & United Presbyterian Churches) Campus Minister: Rev. Jack T. Vaughn. UCF House, 1801 So. Joplin.

Kappa Phi (Methodist Women): Advisor, Mrs. Joy Clark, 725 W. 1st.

Liahona Fellowship (R.L.D.S.): Advisor, Dr. R. G. Smith.

Lutheran Student Fellowship: Advisor, Dr. J. L. Pauley.

Newman Club (Catholic): Advisor, Dr. Charles Dellesaga.

Sigma Theta Epsilon (Methodist Men): Advisor, Dr. R. Edward Galloway.

Wesley Foundation (Methodist): Advisor, Rev. John O. Culley.



SOCIAL ORGANIZATIONS

Interfraternity Council For Men

Advisor: Mr. Richard Carr

Officers: (Summer Only)

President.....David Loeffler

Vice-President.....Darwin Hastings

Treasurer.....Michael McClaskey

Alpha Phi Alpha: Advisor: Dr. Fred Misse.

Kappa Alpha Psi: Advisor: Dr. Dudley Cornish.

Lambda Chi Alpha: Advisor: Mr. Ronald D. Garst.

Phi Sigma Epsilon: Advisors: Mr. Herbert Cheever, Jr., Mr. Lawrence Wooster, Mr. Gilbert Segovia.

Pi Kappa Alpha: Advisors: Mr. J. Hal Whipple, Capt. Robert D. Woods,

Sigma Tau Gamma: Advisors: Mr. Randall F. Kennon, Mr. Edwin E. Harbeston, Mr. Leland Boone.

Sigma Chi: Advisor:

Tau Kappa Epsilon: Advisors: Erik P. Conard, Ralph G. Hawkins, Mr. William E. Powell.

Panhellenic Council

For Women

Sponsor: Miss Mary Frances Watson

OFFICERS

President.....	Jill Moon
1st Vice-President.....	Celia Long
2nd Vice-President.....	Carol Zedrick
Secretary.....	Janice Hostetter
Treasurer.....	Nancy Oldham
Editor.....	Linda Roemerman

Alpha Delta Pi: Advisors: Mrs. Grace Osadchuk, Mrs. Richard Carr, Miss Sue Bates.

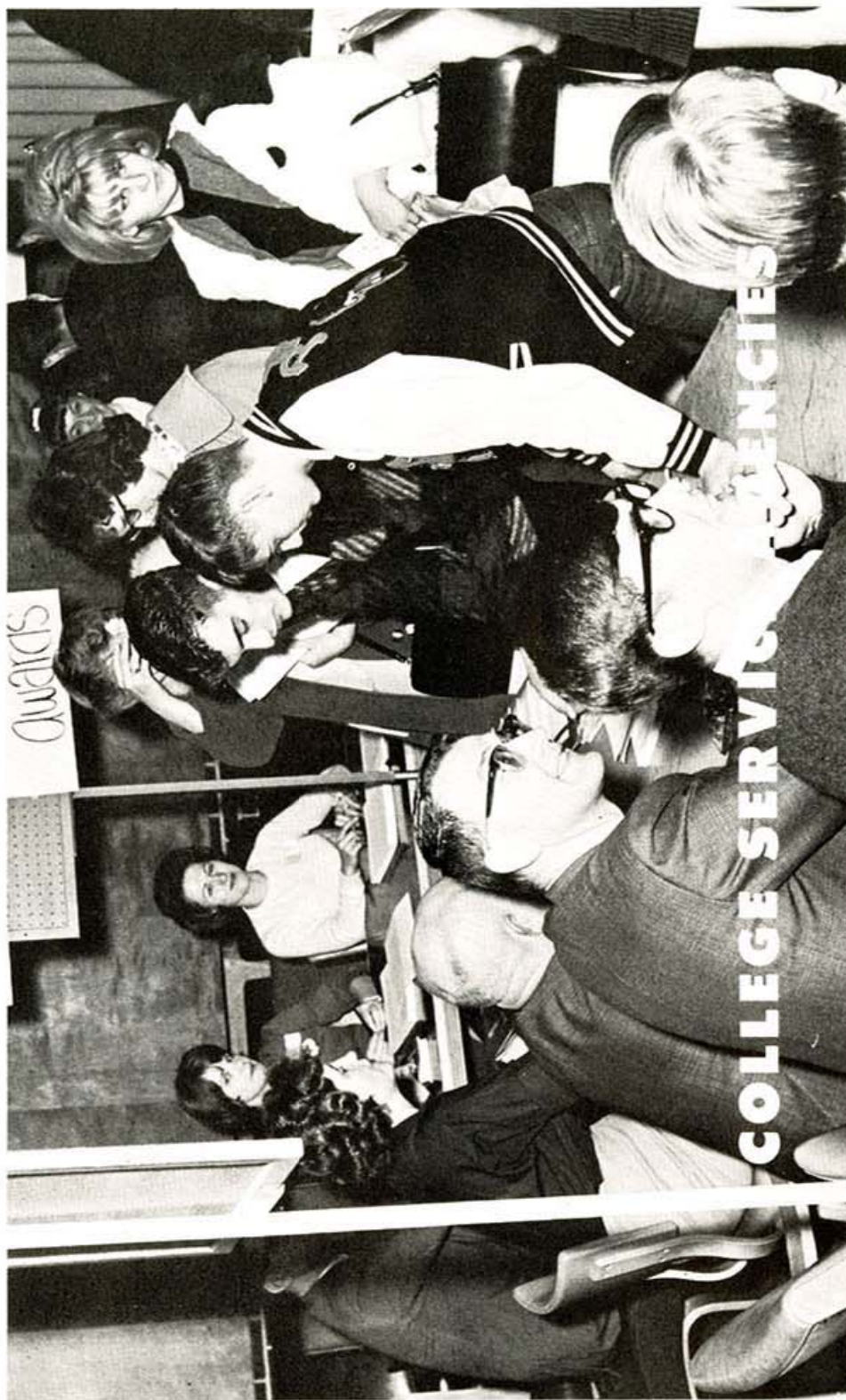
Alpha Gamma Delta: Advisors: Dr. Helen Kriegsman, Mrs. Irene Ertman.

Alpha Kappa Alpha: Advisor: Mrs. Robert Noble.

Alpha Sigma Alpha: Advisors: Mrs. Perva Hughes, Mrs. Jean McColley.

Delta Sigma Theta: Advisor: Mrs. Judith Shaw.

Sigma Sigma Sigma: Advisor: Miss Lottie Viets.



COLLEGE SERVICES AGENCIES

DEAN OF STUDENTS



Dr. Paul N. Fredstrom, Dean of Students, coordinates all student personnel functions and offices. His office is located in the north end of Russ Hall on the first floor.

Offices which will function under the direction of the Dean of Students are described later in this handbook and are as follows: the Dean of Men, the Dean of Women, the Assistant Dean of Men, and the Assistant Dean of Women. Other student personnel offices which are included are the Housing Office, Aids and

Awards, the dormitory directors, Student Health Services, and the sponsors of the Interfraternity Council and the Panhellenic Council.

The Dean of Students will provide leadership and coordination for the above services as well as others. He will initiate consideration of new student personnel policies and programs which will enrich the lives of the students on the Campus; coordinate budgetary matters for these offices; and be involved in Campus planning in the above areas. His office is open to students and faculty. When desirable, he will direct them to specialists in the student personnel area for careful and thorough attention.

STUDENT HEALTH CENTER

The Student Health Center provides services of qualified nurses from 7:45 a.m. to 5:00 p.m. on every school day. These nurses are capable of rendering assistance for minor ailments and more major problems are referred to the college medical doctor who is at the Health Center from 12:30 to 1:30 o'clock every school day.

Medications dispensed from the Health Center are provided as well as X-rays when advised by the Health Center. An allowance of \$15.00 is made for the initial treatment of students who are injured while participating in a regularly scheduled and faculty sponsored school activity. A maximum of \$9.00 per day (not including physician's or special nurse's fees) for 4 days each semester is allowed on the hospitalization expenses of a student. Home and office calls by local physicians are at the student's expense.

In January 1960, a health insurance plan was made available for those college students who wish to participate. Services provided by the insurance plan go considerably beyond those provided by the Health Services of the College.

Students should inform themselves of the details of the health plan and make use of it when they have need. Good health is essential if you are to do good college work and it should be carefully guarded. If you must miss classes for health reasons you must inform the Dean of Men or the Dean of Women.

Students living in the dormitories are required to notify the house-mother **before classes are missed**. Students living off campus are requested to telephone the Office of the Dean of Men and Women **before Classes are missed**. This record is placed on file for the instructor's confirmation of any absence.

GUIDANCE AND TESTING SERVICES

(Room 117, Russ Hall)



The Guidance Services of the college are under the direction of **Dr. Emery G. Kennedy**. These offices are responsible for testing programs and for counseling with students concerning problems which they may encounter while in college.

Testing

New students are required to complete a battery of tests so that they and their advisors may have a more objective basis for planning their college program. If further specialized testing is needed, arrange such in an appointment with one of the counselors (117 Russ).

Counseling

To consider the results of the testing provided, students should report to Guidance Services and make an appointment with one of the qualified counselors to discuss these results. The results will also be sent to various instructors or academic advisors who have a special interest in a particular student.

Students often go to the Guidance Services for help on personal problems, to get information about academic programs or occupational possibilities, or any other problems which they may be facing while in college.

THE ACADEMIC VICE-PRESIDENT



The Academic Vice-President, **Dr. Willis L. Tompkins**, is responsible for the administration of the academic program of the college. He is chairman of the Curriculum Committee of the college which examines all courses and degree requirements. The recommendations of this committee are made to the faculty senate and if approved there they become official procedures and requirements of the college. Students who have special problems with their

curriculum or courses should call at this office for assistance.

AIDS AND AWARDS



The Office of Aids and Awards is under the direction of **Mr. Garnett Bloomcamp**. Students who have or who anticipate financial difficulties should report to this office to develop a plan which will enable them to overcome such financial problems. Assistance is provided through a variety of loans, grants and scholarships. This office works closely with the office of student employment in an attempt to develop the best means for students to finance

their education.

Scholarships

Each year, the Scholarship Committee awards a limited number of scholarships to incoming freshman students, as well as to a few upperclassmen. The criteria employed by the scholarship committee in making these awards are: the student's scholarship, leadership, character, capacity to profit from further education, and financial need.

Most of these are general scholarships which are contributed by interested individuals, labor groups, business concerns, and organizations, such as local American Legion Posts; service organizations such as Kiwanis, Lions, and Rotary Clubs; fraternal groups, such as Eagles and Elks; and other local music, civic, and teacher organizations. Also a few scholarships are contributed each year by several KSC campus organizations. The Department of the Army offers two and four year scholarships to eligible military students through the Army ROTC scholarship program.

In addition to the general scholarships, several special awards are made each year. The contributors have specified that the recipients major in a particular area at college in order to qualify for these special scholarships. Some of these fields include: Engineering, Business Administration, Teaching, Home Economics, Music, Industrial Arts, and Science.

The Kansas Congress of Parents and Teachers awards annually a number of scholarships. Students who have completed two years (junior standing) in any accredited two or four year college in Kansas are eligible to apply for these scholarships. The amount of the scholarships is \$200 for each of two years to be paid in two installments each year, \$100 in September and \$100 in January. Applications for these awards should be submitted on special application forms which are available from the Office of Aids and Awards.

Applicants are required to use the application forms furnished by the KSC committee on scholarships. These are to be returned to the Office of Aids and Awards by March 15. All applicants for scholarships are notified concerning awards as soon as the Scholarship Committee acts upon them.

Specific inquiries about the scholarship program and requests for application forms should be addressed to:

Office of Aids and Awards
Kansas State College of Pittsburg
Pittsburg, Kansas

Federal Loans

The provisions of the National Defense Education Act of 1958 make loan money available to students while they are attending college. Kansas State College of Pittsburg gets an annual allotment for this purpose. In the selection of students to receive loans from this fund, special consideration shall be given to students with a superior academic background. Other students who can establish need for the loans and who can maintain above average grades while in college should feel free to apply.

College Loans

No students should leave college during a semester nor fail to enroll at the beginning of any semester because of financial need without first inquiring about available loans. The director of aids and awards

will counsel with students concerning loans to pay fees or to meet living expenses. While the college does not have sufficient money to completely finance students through college, hundreds of students receive some amount of help in each college year.

OFFICES OF THE DEANS OF MEN AND WOMEN

The Deans of Men and Women have as their major function a concern with any type of personal problem which a college student might face. It is well known that students cannot be successful in their course of work if they are giving their attention to emotions which arise out of unsolved problems. Problems of any kind will be given sympathetic attention.

Orientation



Dr. R. W. Wright, Dean of Men, is responsible for the arrangement of orientation days at the opening of each semester. Special effort is made during these days to help students to become comfortable and efficient members of the college community.

In the fall semester of each year some seventy-five upperclass students are formed into teams to meet with groups of new students to help them to better understand the opportunities and responsibilities of college life. Various organizational groups also assist in this program and make a valuable contribution to it. The various administrative and service offices will help students to understand and achieve worthy objectives in college, not only during orientation days but throughout the college year.

Residence Halls



Mary Frances Watson, Dean of Women, shares the responsibility for the management of the personnel programs in the residence halls. As time goes on, the halls become more self governing with judicial as well as legislative functions assumed by student government, but the Dean of Men and the Dean of Women still have an advisory and consultative function in this program.

Student governing organizations exist in each residence hall. The members of the dormitory council in each hall are your representatives and they will concern themselves with all aspects of your living condition. Affairs in women's residence halls are coordinated by the Associated Women Students organization. A Men's Residence Hall Association has been formed to coordinate affairs in men's residence halls.

Extra Curricular Activities

Participation in campus activities is a valuable college experience. Students who fail to take their fair share in college activities will miss a very useful opportunity to learn and to develop. The office of the Deans of MEN and WOMEN is responsible for organizing and

recording details of this program. They publish a book recording these events and are happy to counsel with students so that they may achieve a nice balance between academic and non-academic activities. Professional, departmental, social and religious activities are available.

Class Attendance

Students are expected to be regular in attendance at all classes. The regulations of the college permit instructors to drop students from class rolls for excessive absences. If students miss classes because of circumstances beyond their control, they should report these circumstances. This report may be made in the office of the Dean of Men and Women and to the instructor concerned. If the instructor decides the reason is a valid one, he may declare the absence to be an excused absence.

Counseling

Students occasionally encounter problems which prevent them from achieving as well as they should in their college work. As suggested above these problems may include problems with living situations, or problems of money but students also encounter problems in course work, need to improve reading or study efficiency, problems of home life, courtship or marriage problems, to mention a few. The Deans of Men and Women are specially qualified to help in such difficulties and have information concerning other people who can help. Students should ask for help if they encounter difficulties of this type.

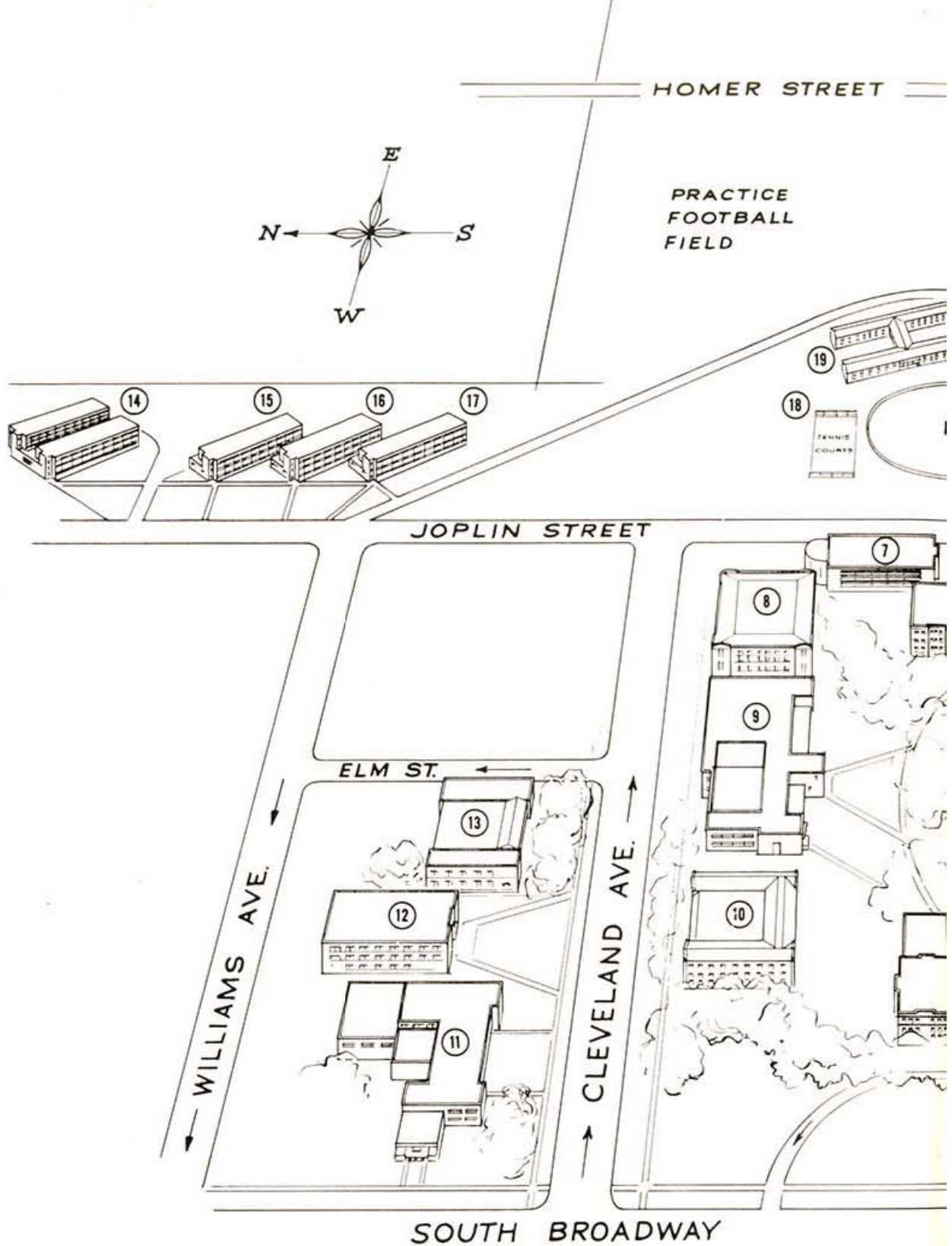
HOUSING OFFICE



Good and comfortable housing for students is known to be an important factor in helping them to be successful in college. The Housing Office under the direction of **Mr. R. F. Kennon** is responsible for seeing to it that such accommodations for students are available and that they meet the minimum accepted standards established by the college.

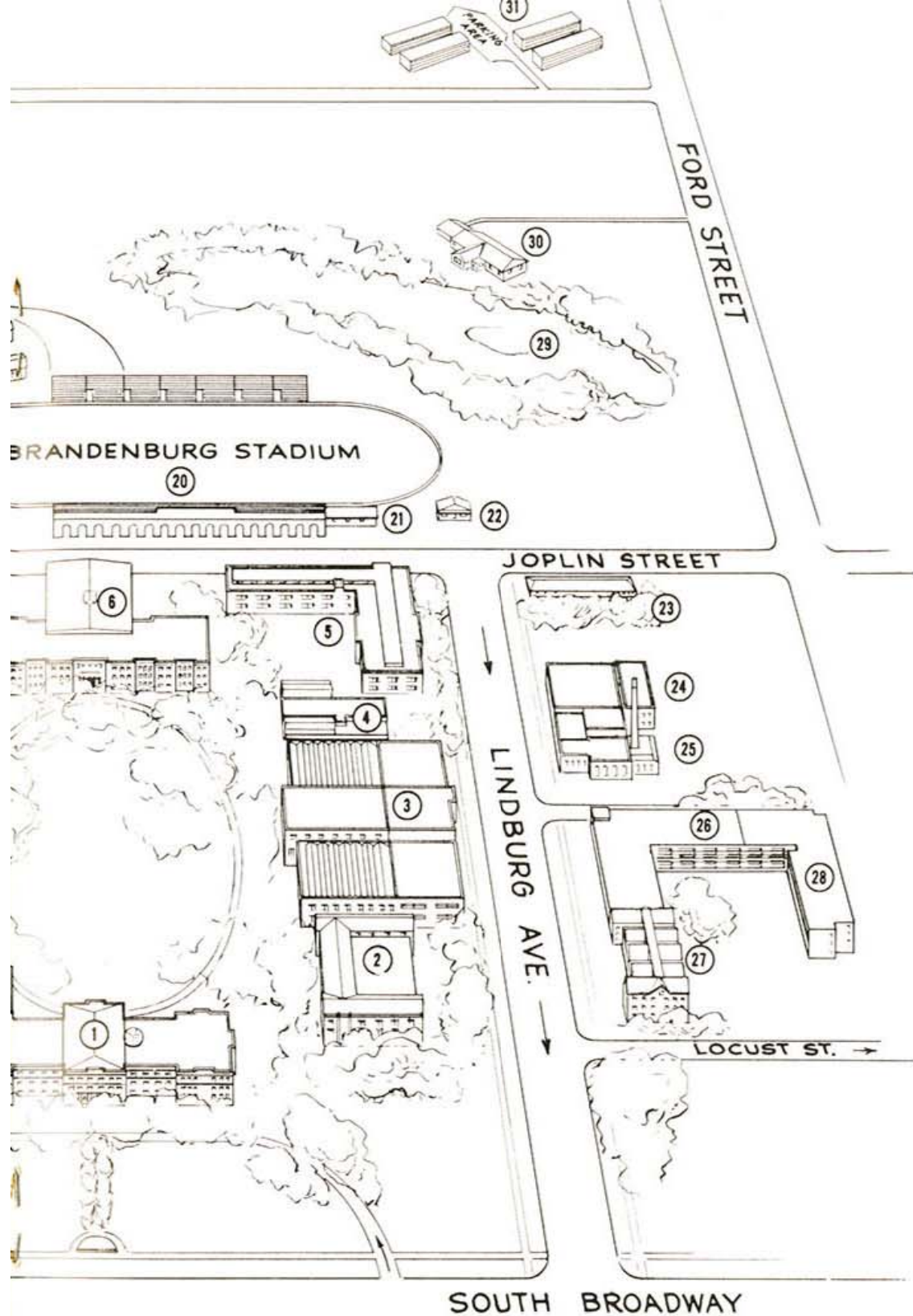
All single undergraduate students are required to live in acceptable housing. If your home is outside of Pittsburg and too far to drive to the campus each day, the office of the Director of Housing will help you find a place to live. The college has places for men and women in college residence halls. For the convenience of those who will live in rooms or apartments off the campus the Housing Office maintains a file listing available facilities. Students are responsible for knowing and following the regulations which prevail, both on and off the campus. These regulations are set by the housing committee and should be available in every place of residence of students.

Married couples are accommodated in 47 apartments on the college campus as well as in apartments in the city. Information and application forms may be obtained from the Director of Housing, Room 112, Russ Hall.



Kansas State College of Pitts

- | | |
|-------------------|------------------------------------|
| 1. Russ Hall | 9. Student Union |
| 2. McCray Hall | 10. Porter Library |
| 3. Whitesitt Hall | 11. College High Laboratory School |
| 4. Chandler Hall | 12. Hughes Hall |
| 5. Mechanic Arts | 13. Horace Mann Elementary School |
| 6. Carney Hall | 14. Shirk Hall |
| 7. Yates Hall | 15. Tanner Hall |
| 8. Gymnasium | 16. Trout Hall |



burg—Campus and Buildings

- | | |
|---------------------------|--------------------------------|
| 17. Bowen Hall | 25. Physical Plant |
| 18. Tennis Courts | 26. Mitchell Hall |
| 19. Lakeview Hall | 27. Willard Hall |
| 20. Brandenburg Stadium | 28. Nation Hall |
| 21. Garage | 29. College Lake |
| 22. Home Management House | 30. President's House |
| 23. Fire Station | 31. Married Student Apartments |
| 24. Power Plant Addition | |



FIELD SERVICES OFFICE

Placement Bureau

The location of a job is a significant problem for people both while in college and after completion of college work. **Dr. L. L. Tracy** is in charge of the Placement Bureau which will help students and graduates to meet this problem.

Student Employment

The majority of students who attend colleges in America have jobs which earn part of the money they need to attend college. At KSC most of our students hold such jobs on and off the campus. Those who are interested in a job should place their names on file in the placement office and should also use their own initiative in trying to find jobs. The bureau lists any jobs which are reported there, but many jobs are filled by people who seek them personally.

The placement services of the college has job listings for people desiring summer jobs as well as the listing for people who have completed their college work. Students desiring occupational placement of any kind should complete credentials in the Placement Office. This office is well staffed and well equipped to assist you to obtain employment best suited to your interests and academic preparation.

PHYSICAL EDUCATION—INTRAMURAL OFFICE

In addition to regular class offerings, the Physical Education Department offers certain recreational activities. Many of these activities will be important to you throughout your life as spare time and recreational experiences.

Intramural Athletics For Men



The Department of Health and Physical Education is in charge of the intramural athletic program for college men. Many college men who were active in high school athletics do not participate in intercollegiate athletics but have a need and a desire for some athletic competition. The intramural program offers participation in all areas of athletics. All college men are urged to participate in this program which is organized by **Dr. Bill Dickey**.

Women's Recreation Association



Miss Dolores Copeland is the advisor of the Women's Recreation Association. The organization provides an opportunity for all college women to participate in a variety of physical activities. These activities include badminton, basketball, field hockey, dance, swimming, tennis, volleyball and other recreational and athletic events. The services of this organization are highly recommended by the college and all women students are urged to participate.

PORTER LIBRARY

Norman E. Panis is the chief administrator of Porter Library. College work is primarily intellectual work. The library with its storehouse of information, with its collection of resources organized systematically is your working laboratory. All students should develop good library habits early in their college careers.

Circulation desk. The major part of the library's resources are available from the Circulation Desk. You are permitted to go into the book stacks and choose the material you need for your studies.

The card catalog is an alphabetic guide to all materials in the library arranged by author, subject and title.

Reserve books. Reserve books are in wide demand for class assignments. They have been placed on reserve at the request of faculty members in order to make them available to all class members. They are shelved adjacent to the Circulation Desk. A card file lists the books by author and by the faculty members for whom they are reserved.

Reference room. The book collection in the Reference Room includes encyclopedias, dictionaries, bibliographies, indexes, almanacs, atlases, biographical directories, other directories, statutes and yearbooks. The Reference Desk is the central information point in the library. The Reference Librarian will advise and assist you in locating information and in the use of the library and its resources. Be sure to ask when you need assistance. As you become familiar with basic reference tools, you will save time and gain confidence in using the library efficiently.

Periodicals-Documents. These materials are located on the first floor of the Library. For assistance in using these ask at the desk in the Lobby. Porter Library receives more than 1300 periodical titles and is a partial repository for government documents. Most Kansas documents are received direct from issuing agencies.

Displays. Interesting and educational materials are frequently displayed in Porter Library. Besides book exhibits and other library materials, photographs, paintings and items of interest are shown.

The Handbook: **A Student Guide to Porter Library** and the Library Brochure, both available in the Library, give more detailed information about library resources and regulations.

HOURS OF SERVICE

Monday-Thursday	7:15 a.m.-10:00 p.m.
Friday	7:15 a.m.- 5:00 p.m.
Saturday	8:00 a.m.- 5:00 p.m.
Sunday	2:00 p.m.-10:00 p.m.

The Language Laboratory and the Tape Library is maintained on the fourth floor of Russ Hall. These tapes together with a growing collection of related books can help students to a mastery of the language of their choice, whether or not they are enrolled in a language course. The material of this library is arranged and catalogued as it would be

in any regular library and all students are urged to become acquainted with and to use its facilities.

Self study courses in a variety of foreign languages are available to all students and faculty, whether or not enrolled in an actual language class. The library now includes courses in English, French, German, Russian, Spanish, Italian, Danish, Hebrew, Hungarian, and Latin. Other languages may be added upon sufficient demand.

Home recordings: A regular service of the tape library staff is the duplication of tapes desired for home study of any assigned class material.

The text library: Texts are available for much of the tape library. The texts are labeled and shelved in the same manner as the tape library. The staff assistant on duty will be happy to offer every assistance in locating desired material.

Pronunciation workshops are active in German, French, Spanish, and Russian. Advanced students working with small groups of students provide the individual attention which the size of the average classroom prohibits.

STUDENT UNION



Our Student Union is under the management of **Mr. Jack H. Overman**. Here students gather for organization meetings, recreation, and food service. In addition to the main cafeteria, food is served at the Grill on the main floor and at the snack bar in the Gorilla Den. Special arrangements may be made for the catered meals in the private dining rooms on the second floor.



The Student Union Board, under the guidance of the Student Union program director, **Jim Reynolds**, determines Student Union policies and is responsible for providing a program of cultural, social, and recreational activities. These activities include dances, movies, tournaments, lectures, art exhibits, forums, receptions, the KSC Bowl, the SUB Carnival, and special entertainment programs. Any KSC student is eligible to join a SUB committee.

The beautiful Imperial Ballroom is the site of many large banquets and meetings, besides dances. The Games room on the ground floor offers pocket billiards, table tennis, and various table games. Outstanding magazines and the finest in classical music are provided for the enjoyment of students in the Browsing Nook and Listening Lounge on the second floor.

The outstanding facilities, services and activities have made the Student Union the "living room" of the college. It will provide you with many enjoyable experiences.

COLLEGE BOOK STORE



The College Book Store under the management of **Mr. Seybert Smith** is located on the ground floor of the Student Center. All books and supplies as well as many convenience items may be obtained here.

Most students at KSC rent their books. For this service each student pays \$15.00 rental fee per regular semester and \$7.00 for summer session. All receipts from the Book Store should be kept by the student until he has been officially cleared by the Book Store.

VETERANS AFFAIRS OFFICE



Veterans entitled to education and training under the Veterans Readjustment Benefits Act of 1966 and war orphans enrolled for education and training at the college should contact Mr. Leland D. Boone, Coordinator of Veterans Affairs, for assistance needed in connection with education and training benefits. Such problems as delays in subsistence checks, change of programs, need for advising the Veterans Administration of additional dependents, etc., should be called to the attention of this office. Assistance will also be provided in the submittal of applications for education and training benefits. The Veterans' Coordinator's Office is located on the second floor of the Mechanic Arts Building in Room 206. The telephone number is AD 1-7000, Ext. 236.



CONVOCATIONS

At special occasions in the college year regular classroom activities are interrupted in favor of drawing all students together in the main auditorium of the campus for all college convocations. Regular convocations are held at the opening of school, at homecoming time and on commemoration day. Special convocations are held for such purposes as to hear noted speakers, hold a pep rally or to honor students for outstanding achievements. These events are of interest to all persons at our college and will be stimulating and significant experiences for you. These convocations are under the jurisdiction of the Convocations and Assemblies Committee of the faculty senate.

Schedule for 1966-67

Opening Convocation, September 16, 10:30-11:30
Homecoming Convocation, October 27, 9:45-10:35
Commemoration Day Convocation, March 2, 9:45-10:35
Honors Convocation, April 17

CONCERT SERIES

Dr. Robertson Strawn, the Chairman of the Language and Literature Department, is chairman of the Assemblies Subcommittee of the Convocations and Assemblies Committee. Each year outstanding events of music and drama are brought to the campus for these assemblies. Students who attend these events will see and hear the best in the field of professional entertainment. Season tickets for the four events will be available to friends of the college but such persons must purchase tickets for all of the attractions.



CHAMBER MUSIC SERIES

Each year the college music department sponsors a series of four chamber music concerts by guest artists. Through cooperative booking with universities in the area an outstanding series of international attractions is obtained. These concerts included on the student activity ticket, are held in the smaller of the two concert halls, McCray Auditorium. They are under the direction of **Dr. Millard Laing**, chairman of the Music Department.



COLLEGE THEATRE PRODUCTIONS

First Production.....	November 9-12
Second Production.....	December 7-10
Third Production.....	March 22-25
Fourth Production.....	May 10-13
Studio Productions:.....	October 27-28
	January 12-13
	February 23-24
	April 20-21



ATHLETIC EVENTS

Athletic events of the college are under the direction of **Mr. Prentice Gudger**, the chairman of the Department of Health and Physical Education.

Each year Kansas State College of Pittsburg fields athletic teams of high caliber. These teams have won many conference and national honors. You will find it a worthwhile and satisfying experience to follow the successes of these fine representatives of your college and lend them your support.

The following excerpt from the Constitution of the C.I.C. will clarify the reciprocal agreement concerning admission to athletic events.

Section 40. The price of admission for students of C.I.C. member schools should not exceed 75 cents for football and basketball. Prices for track and minor sports shall be determined by the individual schools. The uniform price will apply only to students from the schools competing and only upon proper identification. Notice to assure the student price and/or to arrange for "block space" must be given to the Director of Athletics of the host school at least 24 hours before the contest by the Dean of Students or other appointed official of the visiting school. Bands in uniform are to be admitted to football games free. If the band desires reservation of a block of seats, notification stating the number of seats desired should be made 5 days before the contest. Cheerleaders in uniform are to be admitted free to either basketball or football games. Pep bands are not to be considered bands and will be charged the uniform student rates. The host school will not guarantee seats available at student prices nor can they guarantee a reserved "block section" for students following their team unless arrangements have been made as stated above. (revised 12-7-57)

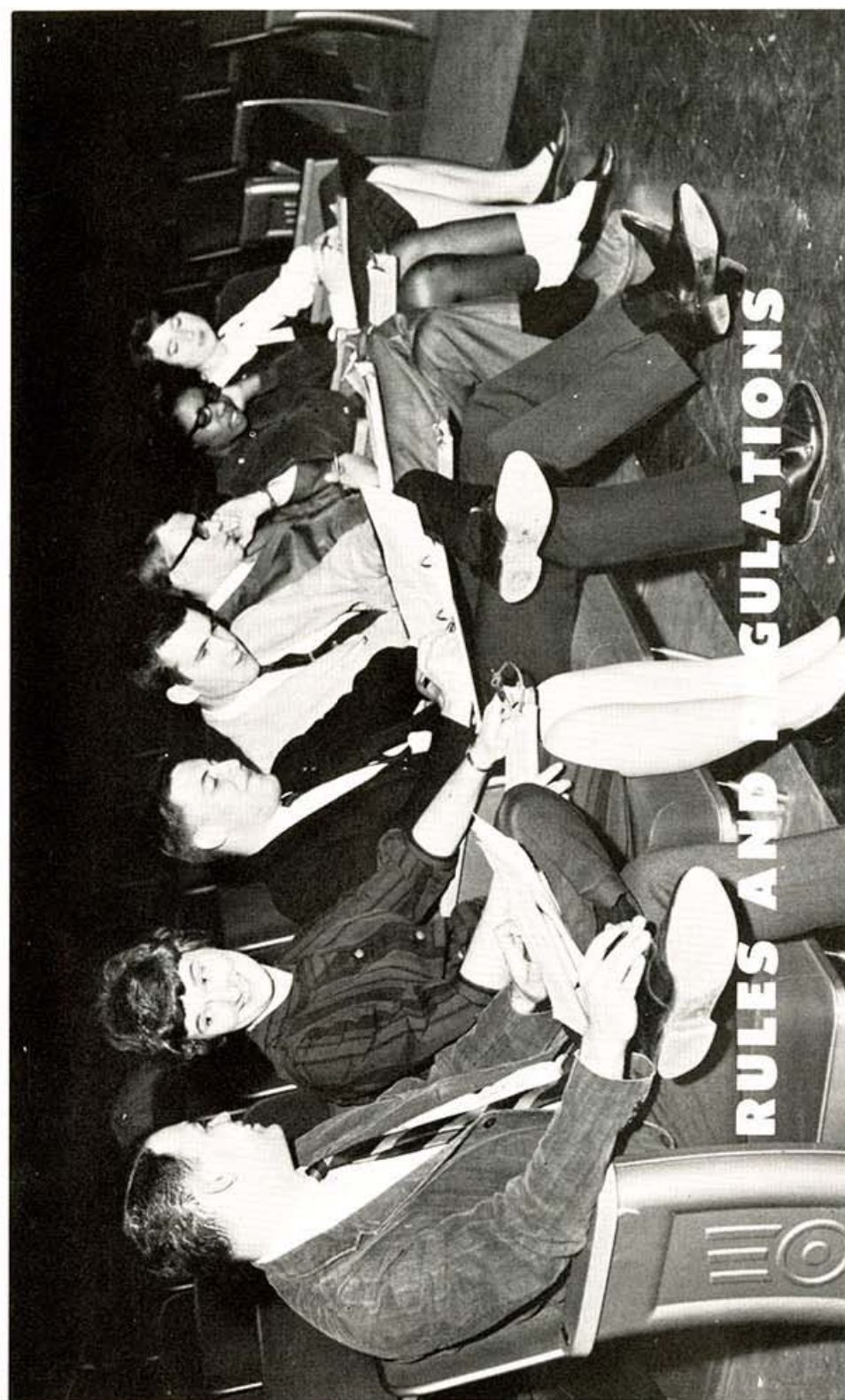
FOOTBALL SCHEDULE

Sept. 17—Saturday	Central Missouri State College.....	Warrensburg
Sept. 24—Saturday	University of Missouri, Rolla.....	Pittsburg
	Recognition Night	
Oct. 1—Saturday	NE Missouri State Teachers College.....	Kirksville
Oct. 8—Saturday	Southwest Missouri State College.....	Pittsburg
	Parents' Day	
Oct. 15—Saturday	Omaha University.....	Pittsburg
	Senior Day	
Oct. 22—Saturday	Washburn University.....	Topeka
Oct. 29—Saturday	KSTC of Emporia.....	Pittsburg
	Homecoming	
Nov. 5—Saturday	Fort Hays State College.....	Hays
Nov. 12—Saturday	NE Oklahoma State College.....	Pittsburg
	Military Night	

Basketball Schedule

1966-67

December 1—McMurray College	Abilene, Texas
December 2—Hardin-Simmons University	Abilene, Texas
December 3—	
December 6—Northwest Missouri State	Maryville, Mo.
December 10—open (Home)	
December 12—Northwest Missouri State	Pittsburg
December 15—Rockhurst College	Pittsburg
December 19—	
December 20—	
December 27-28-29—St. Cloud Invitational Tourney	St. Cloud, Minn.
January 3—Central Missouri State	Pittsburg
January 6—Washburn University	Topeka
January 7—Fort Hays State	Hays
January 14—Omaha	Pittsburg
January 16—St. Benedict's	Pittsburg
January 25—Central Missouri State	Warrensburg, Mo.
January 28—St. Benedict's	Atchison
Jan. 31 or Feb. 1—Southwest Missouri State	Springfield, Mo.
February 4—Washburn	Pittsburg
February 7—Omaha	Omaha, Neb.
February 11—Emporia State	Emporia
February 13—Lincoln University	Jefferson City, Mo.
February 18—Fort Hays State	Pittsburg
February 21—Rockhurst	Kansas City, Mo.
February 25—Emporia	Pittsburg



COLLEGE REGULATIONS

A College community, like any community of people, must have certain regulations which will enable it to accomplish the purposes for which it was established. When students are admitted to the college it is assumed that they are mature enough to conduct themselves as adult people. Students are expected to behave so as to always reflect credit upon themselves and upon the college which they represent. Certain regulations which are considered by students and faculty to be particularly important are entered on the following pages. These regulations are not considered to be exhaustive and students will be expected to evidence mature judgment beyond these specific regulations.

ACADEMIC DISHONESTY

The senate in its meeting of May 23, 1960, undertook the action described below concerning academic dishonesty.

Section I. **Committee on Academic Dishonesty**

Academic misconduct or dishonesty is inconsistent with membership in an academic community. It is the most serious breach of discipline which can be committed in an academic community and may be considered as grounds for immediate expulsion from the College.

A Committee on Academic Dishonesty shall be appointed yearly. This committee shall consist of five members, three chosen from the Faculty at large by the Executive Committee of the Senate with the advice and consent of the President of the College and two chosen from the senior class by the Student Council. Faculty members shall have tenure and shall include one professor, one associate professor, and one assistant professor. The faculty member holding the rank of professor shall serve as chairman of the committee.

Section II. **Duties of the Committee on Academic Dishonesty**

It shall be the duty of the Committee on Academic Dishonesty to promulgate, and from time to time to amend, such rules of procedure as it deems necessary to assure expeditious and impartial hearings of all allegations of student academic misconduct or dishonesty, and all defenses by students so charged.

It shall be the further duty of the Committee on Academic Dishonesty to receive complaints, investigate accusations, render findings, and recommend to the President of the College dispositions for all alleged instances of student academic misconduct or dishonesty.

Section III. **Duties of Individual Faculty Members**

It shall be the right of any member of the faculty to make such disposition of a case of academic misconduct or dishonesty in his own classroom or examination room as he deems appropriate.

Any faculty member may refer to the Committee on Academic Dishonesty instances in which there are substantial grounds for belief that a breach of academic dishonesty has been committed.

The faculty member shall inform his department chairman as to his action in the case.

Section IV. **Scope of Conduct Covered**

The responsibility of the Committee shall extend to, but is not necessarily limited to, those acts which are listed on the next page.

The giving of aid or the allowing of another student to receive aid during a test or examination.

The acceptance of aid or the taking of assistance by reading from the examination paper of another student during an examination. The use of any materials during an examination which are not specifically authorized by the instructor for use during that particular examination.

The acquisition or use of advance information as to the nature or contents of an examination unless that information could be fairly inferred from the conduct of the course or was released by or under the authority of the instructor in charge of the course. The use of all or part of another author's published or unpublished materials without proper acknowledgement of the same when submitting term papers, research projects and other materials as the student's original work.

It is the position of the faculty of Kansas State College of Pittsburg that ignorance of the nature of the offense shall not constitute grounds for excuse.

Section V. Prima Facie Case

A Prima Facie case of academic misconduct shall be created whenever a student either communicates with another student or is found to have improper aid in his or her possession during the test or examination. In such instances, the burden of rebuttal shall be upon the student.

Section VI. Recording

When an action is taken by the Committee on Academic Dishonesty which involves suspension or dismissal, such action shall be communicated by the Committee to the Registrar and to the student's major department to be made a part of the student's permanent record.

Section VII. Appeals

Any student involved under Section II above shall have the right to appeal to the President of the College the findings and/or recommendations of the Committee on Academic Dishonesty.

ACADEMIC

Absences

1. Students are expected to be regular in attendance at class.
2. Class instructors will determine whether or not an absence is to be excused.
3. If a student is absent enough that his success in the class is affected he should be reported to the Dean of Men or the Dean of Women.
4. Students must report absences if they wish to be excused. Absences should be reported to the Dean of Men or the Dean of Women before they occur. If this is not possible they must be reported as soon as possible.
5. If a student is absent on the day immediately preceding or following any scheduled vacation period, he will be charged with two absences.

Changing Enrollment

1. Changes of enrollment must be made within one week from the last day of regular enrollment, if such changes involve entering other classes.
2. To change a course, report to the registrar's office and secure a change of enrollment card. Take the card to the Major Adviser for his signature. Return the signed card to the Registrar's Office.

Dropping a Course

1. A course may be dropped during the first three weeks of a semester or two weeks of a summer session. No grade will be declared.
2. A student may withdraw from a course after the end of the third week of a semester or second week of a summer session. If he is doing passing work, he will be given the grade of WDP. If he is doing failing work, he will be given the grade of F. Withdrawal from class must be completed 10 calendar days before the first day of final examinations.

A failing grade is given when a student drops out of a class without obtaining official permission to do so.

Extra Hours

1. To take extra hours, a student must see the Enrollment Committee, or the Dean of the College, Room 108 Russ Hall.

Grading System

1. Grades will be given the following grade point credit:
 - A—4 grade points
 - B—3 grade points
 - C—2 grade points
 - D—1 grade point
 - F—no credit, no grade points
2. At midsemester (the end of 8 weeks), D and F cards are sent to students upon report of such work by the faculty to the Dean of the College. Each student receiving such cards is to see his instructors in these courses and also confer with his faculty adviser.

Scholarship Requirements

Since a "C" average is required on total hours for graduation and in various areas such as major, minor, senior hours, academic hours, etc. (see Requirements For All Baccalaureate Degrees), a student's record should reflect progress toward that level of achievement. A "C" average at Kansas State College requires two grade points for each hour attempted on recorded grades of A, B, C, D, or F, except those D grades that **may** have been cancelled by re-enrollment. In such re-enrollments the most recent grade will be used in computing grade point averages.

Academic Warning—A student will be given an academic warning when his accumulated hours and grade points show that he is deficient from a "C" average five grade points or more on hours attempted but

less than twenty grade points on hours attempted. This academic warning is designed to alert the student that he may encounter difficulty in meeting graduation requirements.

Dismissal—A student whose accumulated hours and grade points show that he is deficient from an "C" average by twenty or more grade points on hours attempted will be dismissed for poor scholarship. Such a student is not making progress toward meeting graduation requirements and dismissal will provide him time to reconsider and re-evaluate his academic plans.

Reinstatement—A student dismissed from college for poor scholarship may petition for reinstatement to the Reinstatement Committee. Each petition will be considered on its own merits. Reinstatement is not automatic.

A student who has been reinstated will need to show a total grade point shortage less than 20 at the end of that semester or summer session in order to avoid dismissal.

Withdrawal from College

1. Go to the Academic Vice-President so that an official withdrawal may be made.
2. If this is not done, the student will receive an F in all courses in which he is enrolled.
3. If, as in the case of serious illness, the student is not able to go to this office before leaving college, a request for withdrawal should be sent to that office at the earliest possible date.
4. No student should leave the College because of financial stress without counseling with the Dean of Men or Dean of Women. There is a possibility of a student receiving a loan, a grant, a scholarship, or a job.

OFFICIAL PROCEDURES

1. To change a course?

Obtain a change card from the registrar. See your Major Adviser and the Head of the Department in which the new course is to be taken. Return the signed card to the registrar.

2. To drop a course?

Obtain a change card from the registrar. Consult your Major Adviser.

Note:—If you stop attending a course and make no change of record, an F grade will automatically be recorded in the course.

3. To arrange to take extra hours?

See the enrollment committee during enrollment or the Academic Vice-President. Room 108, Russ Hall.

4. To schedule a Party, Picnic, or other Social Event?

The Dean of Men. Room 115, Russ Hall.

5. To arrange to use the School Equipment?

Refreshments or food, Director of the Cafeteria.

6. If I must be absent from school?

See the Dean of Men or Dean of Women. Room 115, Russ Hall.

7. **If I wish to be out of town overnight?**
Women, see the Dean of Women. Room 115, Russ Hall.
8. **To secure aid if I am ill?**
See your housemother, the school nurse, and Dean of Women or Dean of Men. Room 115, Russ Hall.
9. **To talk to someone concerning personal problems?**
See your advisor, some other friendly member of the faculty, Dean of Women or Dean of Men. Room 115, Russ Hall.
10. **To change my residence?**
See the Dean of Men or Women. Room 115, Russ Hall.
11. **To find out for what vocation I am best fitted?**
See the Guidance Services Office. Room 118, Rus Hall.
12. **To see about part time employment?**
The Placement Office. Room 217, Russ Hall.
13. **To see about employment after graduation?**
Go to the Placement Office. Room 217, Russ Hall.
14. **To secure emergency loans?**
See the Dean of Men. Room 115, Russ Hall.
15. **To find out about scholarships and tuition loans?**
See the director of Aids and Awards, Room 209 Russ Hall.
16. **To find out about veteran's benefits?**
Go to the Office of Veteran's Affairs. Room 206, Mechanic Arts Building.
17. **To locate lost articles?**
Go to the Student Center Office.
18. **To find a place to live?**
Go to the Housing Office. Room 112, Russ Hall.
19. **To post notices or signs on campus?**
See the Director of Research and Development. Room 204, Russ Hall
20. **To schedule an entertainment program?**
Go to the Dean of Men's Office. Room 115, Russ Hall.
21. **To check my records to know what I must do to graduate?**
See the Registrar. Room 103, Russ Hall.

STUDENT EMPLOYMENT

1. Students should use their own initiative in seeking work, as many good jobs are not listed in the Student Employment Office.
2. When a student arrives on the campus, he should come to the Student Employment Office, Room 216-217, Russ Hall, to fill out application forms and find where openings exist. Also at this time the student should discuss his need for employment with the Student Employment Director.
3. The campus employment office acts as a referral agency and sends students for a personal interview to departments where openings exist. During the personal interview with an employer or a department head, it is important that the candidate make a good impression.
4. Most vacancies for part-time work both on and off campus occur at

the beginning of each semester. Therefore, this is the best time to search for employment.

5. The maximum number of hours a student may work is dependent upon his cumulative grade point average.

Grade Point Average	Maximum Hours Allowed to Work
Freshmen (1st semester)	16
Under 2.0	10
2.0 - 2.9	16
3.0 - 4.0	20
Superior Students	24

College Freshmen will be allowed to work a maximum of 16 hours a week. Transfer students would use the cumulative grade average of their previous college work based on a 4.0 system to determine the number of hours they are eligible to work.

Pay Scale

Students are regularly paid at the rate of \$.90 per hour except where jobs involve instructional or supervisory responsibility in which case the rate is \$1.20 per hour. Students who qualify for the College Work-Study program are paid at the rate of \$1.00 per hour because of their special need.

DORMITORIES

Regulations in Men's Residence Halls

Gambling

Gambling is not permitted in any form.

Guests

1. All guests must be registered. Guests will be charged \$2.00 per night if they occupy the guest room. If they occupy regular student rooms the charge will be \$2.00 for the first night and \$1.00 per night for each succeeding night.
2. Guests who are not registered as overnight guests should leave the dormitory at 11:00 p.m.

Smoking

1. When smoking in the lounge please use the ash trays provided.
2. Do not throw cigarette butts in wastepaper baskets.
3. Do not smoke in bed.

Alcohol

Consumption or possession of alcoholic beverage in residence halls is strictly forbidden. Possession of containers of such beverages will be construed as evidence of possession of the beverage.

Telephones

Telephones are provided for the convenience of all residents. In the interest of the rights of other residents, duration of calls should be kept to a minimum. Telephone calls after 11:00 p.m. will be refused except for emergency or long distance calls.

AWS REGULATIONS

Preamble:

Kansas State College assumes that women students of college age are able and willing to maintain standards of self discipline appropriate to membership in a college community. The college purposefully refrains from establishing a rigid code of conduct in that belief. However, any society must have certain regulations and policies which provide guide lines for appropriate behavior and which protect the rights of the society and those of each of its members.

The College has delegated the responsibility for making and enforcing women's regulations to the Associated Women Students. A.W.S. requested that the Judicial Board act as a review group for the present regulations. This group has interviewed many students and carefully considered the present regulations. The following set of regulations is presented in the belief that they do meet the present needs of the women of the college. Regulations which are made by and for the women students are open to review and subject to change with appropriate authority delegated by the A.W.S. Senate.

I. General Conduct

A woman student at Kansas State College is expected to conduct herself in a manner which would at all times reflect honor to her college, her living group, and herself. Any woman student whose conduct, in the judgment of the college, is unsatisfactory, or who violates regulations of the college may be requested to withdraw at any time, or may be denied readmission at the end of any term.

II. Honor System

At Kansas State College, the means by which good conduct and behavior in all aspects of a woman's college life is maintained, is known as the Honor System.

The Honor System applies not only to those rules and regulations in the residence halls, but to each woman's conduct in ALL aspects of her college life, including the college community and the Pittsburg public community.

The basis for the Honor System lies in the assumption that college women are mature enough to assume responsibility for their own affairs. Each woman is on HER HONOR to behave in a mature manner and to assume some responsibility for **others** when she observes them not living up to what is expected of college women. These expectations include being in the residence halls at closing time, observing quiet hours, keeping rooms clean, good conduct in residence halls, on the campus and in the public community.

Each college woman's conduct is her own responsibility and she is, in part, responsible for the conduct of others, and must account for her own actions in each situation.

The Associated Women Students and the College have set down a code of conduct and rules intended to assist and protect each woman. It becomes, then, each woman's responsibility and duty to know these regulations, to live by them, and to

enforce them. The Honor System is workable ONLY when each individual college woman understands and upholds it. Each woman becomes an important and responsible link in Kansas State College's chain of responsible and mature college women.

According to the Honor System at Kansas State College any woman who knows of or participates in infractions of the rules or violations of acceptable conduct is held responsible to report these infractions.

III. College Policies

1. **Living Quarters**—All freshman women at the College are required to live in a College supervised residence hall unless they are able to live at home with their parents or are specifically excused by the Dean of Women. All other undergraduate women students who graduated from high school after 1962 must live in College supervised residence halls, sorority houses, or out-in-town supervised housing. This out-in-town housing must be cleared in advance with the Dean of Women's Office. Apartments with private entrances are not approved for undergraduate women. Married women and women of graduate age are not housed in College residence halls or sorority houses unless they receive special permission from the Dean of Women.
2. **Liquor**—The A.W.S. concurs with the College policy on liquor; Kansas State College does not permit the consumption or possession of alcoholic beverages at any College function of whatever nature on the campus; in or on the premises of any organized house; nor its possession or consumption by students in their rooms in private residences. Above all else, the College expects its students to abide by accepted standards of social conduct. Evidence of intoxication is considered a serious offense.
3. **Visiting in Off-Campus Housing**—Women students may visit in men's apartments or rooms only when an official chaperon or housemother is present at a function which has been approved in advance with the Office of the Dean of Men or Women. Women who wish to visit in the apartments of married students or relatives should report their plans to their Head Resident.
4. **Illnesses**—A record of class absence will be sent by the house director to the Dean of Women's office only if illness is reported before the class is dismissed. Each student should be responsible for explaining her absences from class to faculty members.

IV. Closing Hours for all Undergraduate Women

1. Hours are as follows:

Freshman:

Sunday	11:00 P.M.
Mon.-Thurs.	10:30 P.M.
Fri.-Sat.	1:00 A.M.

Upperclass:

Sun.-Thurs.	11:00 P.M.
Fri.-Sat.	1:00 A.M.

Summer School hours are as follows:

Sun.-Thurs. 12:00 P.M.

Fri.-Sat. 1:00 A.M.

3. Exceptions:

- a. Closing hours on the day before vacation are extended one hour. Should the vacation begin officially on Saturday, hours will be extended one hour on the previous Thursday.
 - b. As regarding Homecoming, hours will be extended one hour on the Thursday preceding Homecoming, with 1:00 a.m. hours on Friday and 3:00 a.m. hours on Homecoming Saturday. Women may check out of their residence hall or sorority house only to go home, unless they have special permission from their Head Resident on Homecoming Saturday.
 - c. During the period between first and second semester and the period between second semester and commencement, hours will be 11:30 every night. There will be no late leaves or extensions beyond 11:30. This includes weekends.
4. Telephone immediately to your Head Resident if you are or will be unavoidably late. This is to relieve the anxieties of all concerned. If you have not returned or telephoned within an hour of closing, your parents or guardian will be notified by a collect call.
 5. When you return late to your residence your lateness will be recorded. This procedure will be followed any time you return to your residence after regular or special closing hours.
 6. To avoid confusion, an official clock in each hall or house will be accepted as the final authority for the hall's closing rather than student watches, radios, or other campus clocks. Check your watch with the clock in your residence before leaving.
 7. Those women who are not inside or whose dates are not outside when the door is locked are considered late. Further regulations may be instituted in your residence.
 8. No woman student may leave her residence after closing hours until the residence is officially opened in the morning, unless she has special permission from her Head Resident.

V. Late Permissions

1. Late permissions extending one hour beyond stated closing regulations may be taken on the nights Mon.-Thurs. according to the following schedule:

Freshmen	2 each semester
Sophomore	4 each semester
Junior	6 each semester
Senior	8 each semester

2. Senior women who have a 2.5 overall grade point average shall be permitted on an unlimited number of late permis-

sions. This rule is for the benefit of those women who are not covered by the Senior Privileges Rules.

3. Late permissions may be taken during final examinations provided the woman has not exhausted her quota of late permissions for the semester.
4. When cultural affairs on campus extend past permission hours, women students are to report to their place of residence immediately following conclusion of the event. If a field trip extends past the permission hour, women students are to report to their residence immediately upon return to the campus.
5. Should any organization deem it necessary that hours be extended beyond regular hours or stated exceptions, the organization should present a petition to the A.W.S. Senate at least two weeks prior to the date in question.

VI. Senior Privileges

Sr. Privilege organization and enforcement is the sole responsibility of the Sr. Privilege Steering Committee. All violations pertaining to Sr. Privilege rules will be handled by this committee.

VII. Signing Out

1. Those women checking out to homes in Pittsburg or within a 15 mile radius of the city limits of Pittsburg must ask their adult hostess to inform her Head Resident or Housemother by letter or phone to extend an invitation before 8 p.m. on the evening of the checkout.
2. Signout slips for overnight visits must be signed before 8 p.m. In cases of emergency you may request special permission from your Head Resident.
3. Women students must sign signout slips for overnight or longer absences from their hall or sorority house. The signout slips must be filled out correctly and completely and signed by the Head Resident.
4. Weekend signouts should be filled out by Thursday evening if possible. If a woman decides to leave after Thursday she must see her Head Resident on duty in order to have her slip signed.

VIII. Men's Hours at Women's Residences

Men's hours at women's residences shall be established by the individual residences and approved by the A.W.S. Senate. Included in this report must be the calling hours, calling area, and reception room. All guests are expected to follow residence regulations.

XI. Women's Hours at Men's Organized Residences

Women are permitted only in the public rooms of men's organized residences at times specified by each house and registered

with Senate. Included in this report must be the calling hours, calling area, and reception room. Head Residents or housemothers must be present when women are in men's organized houses.

X. Violations

1. Individual houses shall be responsible to the A.W.S. Judicial Board for the enforcement of A.W.S. Regulations.
2. Minor violations of regulations or standards of acceptable conduct shall be dealt with by the group of which the individual is a member.
3. Repeated minor violations or any major violations shall be referred to the A.W.S. Judicial Board through the Dean of Women's Office. When there is a question as to the proper body to hear the case a decision will be made in consultation with the chairman of the A.W.S. Judicial Board, the Head Resident and the Dean of Women's Office. At all times, the final authority for college disciplinary action rests with the College Discipline Committee and serious infractions of these rules will be dealt with by this committee.
4. Circumstances in which both a male and female student have caused an infraction of their respective rules or have violated acceptable standards of behavior will be handled by the College Discipline Committee.

XI. Appeals

Women students have the right to appeal the decisions of an advisory board or of the Judicial Board to a higher authority. A student should be informed of this right at the time she is notified of the decision. Women students should consult the Dean of Women for information on the appropriate procedure of appeal.

STUDENT UNION

1. The announcements allowed on the public address system are telephone calls and regularly scheduled news broadcasts.

Card Playing

1. Card playing, chess, checkers, cribbage, and all other table games must be played in the Gorilla Den. Equipment may be checked out in the Games Room.

Food and Meals

1. The Food Service Department must furnish all food stuff for all events held in the building. No food stuff of any kind may be brought in.
2. Punch bowls, cups, and card tables are the only equipment the Student Union will loan without a service charge being added.
3. Any group having a meal in the building must show on their ticket the amount they are paying the Student Union for the meal.

Posters and Decorations

1. Bulletin board materials may not be larger than 15"x22". They are not allowed anywhere except in standards or on bulletin boards.
2. No campaign materials may be posted in the Student Union building.
3. Decorations for dances, parties, conferences, etc. must not be affixed to any painted surfaces. Before any event, decorations or promotional material to be used should be checked with the director.

Scheduling of Events

1. All events held in this building must be scheduled in the Director's office. Events involving food or refreshments must be scheduled 48 hours in advance.
2. Groups unaffiliated with the college may use the building only by invitation from the President of the College.

Smoking and Refreshments

1. Imperial and Stardust Ballroom—smoking during banquets and meetings only.
2. Food may not be taken out of the Cafeteria, Grill, or Den into other areas.
3. Refreshments are not allowed anywhere in the building except in the food areas, unless arrangements have been made with the Food Service Director.

ACTIVITIES, CLUBS, AND ELECTIONS

Elections

1. Individual organizations carry out elections in the manner prescribed in their constitutions.
2. Freshman elections will be held in the fall for students who at the beginning of that semester had 0-11 hours.
3. Election rules will be set up by the Student Assembly.

Organizations

1. All newly organized groups must be approved by the Student Assembly.
2. Application should be made to the Student Government vice-president of the Student Assembly.

Officers

1. A student may not be selected for or hold any office, either elective or appointive, unless he has a cumulative grade point average of 2.0. This regulation applies to honorary positions such as Homecoming or Kanza Queens.
2. A student shall hold no more than four offices at a time.

Participation

Attention is drawn to the following excerpt from Policies Governing Student Activities: "No student who is on academic warning will be permitted to participate in debate, musical activities, or dramatics on an extra-curricular basis during the semester in which he is on academic warning."

Student-Produced Entertainment

1. Activities must meet acceptable standards in terms of institutional precedent.
2. Forms to be used for applying for permission to sponsor programs may be obtained in the office of the Dean of Men.
3. In case of admission charge, approval must be obtained in the Business Office.

BENEFITS

Organizations may sell tickets or otherwise solicit money for their organization on campus only if the activity is judged to contribute favorable to the social or cultural life of the campus or if the proceeds from the activity are to be devoted to some worthy cause. Such proceeds cannot be used for the normal activities of the organization.

ENTERTAINMENT CODE

1. No entertainment shall be presented on or off the College campus which in any way uses or implies in its publicity sponsorship by the college which does not first have full approval of the college administrative authorities.
2. All entertainment must conform to **acceptable** standards for moral decency.
3. Any matter which shall be derogatory to the good name and officers of the College and College Officials is prohibited.
4. Violations of this Code shall be brought before the Discipline Committee for proper and appropriate action.
5. All financial reports shall be made at the College Business Office within five days after the entertainment.
6. Forms to be used for applying for permission to sponsor programs can be obtained from the Dean of Men. Approval from the Business Office must be obtained if an admission charge is made.

REGULATIONS FOR SOCIAL FUNCTIONS

Scheduling Social Functions

- A. All college social functions shall be scheduled on the college calendar maintained in the office of the Dean of Men.

1. Social permit cards procurable in the Dean's Office shall be signed and in that office 72 hours in advance of the time for any event. Failure to comply with this regulation may result in cancellation of the event.

2. Prior to scheduling, places for holding social activities shall be reserved with the appropriate authorities below:

Carney Hall Auditorium	Executive Vice-President
College Lake picnic area	Dean of Men
College High Auditorium or Gym	College High Office
Horace Mann Auditorium or Gym	Horace Mann Office
Industrial Arts, Room 100	Head, Ind. Arts Dept.
Music Hall Auditorium	Head, Music Dept.
Physical Education facilities	Head, Phys. Ed. Dept.
Russ Hall, Room 211	Audio-Visual
Student Center facilities	Student Center Manager

3. All off-campus social events shall be scheduled within the Pittsburgh city limits except by special permission of the Dean of Men.
- B. Special events shall be scheduled only on Friday or Saturday nights while classes are in session, with the following exceptions:
 1. Any campus organization may schedule one open house per year on any night of the week.
 2. Picnics, dinner meetings, and other social events may be scheduled any night of the week.

Hours

Since the policies governing student rooming houses specify that closing hours for women students shall be one o'clock on Friday and Saturday nights, all week-end parties shall close by 12:30.

Sponsors

1. All scheduled social events attended by both men and women shall be sponsored by both a man and a woman faculty member, both of whom shall sign the social permit card.
2. Any sponsor or other faculty member signing a social permit card must attend that particular function, or provide a faculty member approved by the Dean of Men as a substitute who shall sign the social permit card.

Expenses

1. It is recommended that expenditures on all informal social events be limited to two dollars per capita. Expenses in excess of this amount shall be justified to the Dean of Men upon request.
2. Except by special permission of the Dean of Men, it is mandatory that per capita expenses for formals shall not exceed seven dollars and fifty cents.
3. Any expenditure of College funds must be approved by the Business Manager of the College.
4. The choice of orchestras and the expense attached to their use are subject to the approval of the Dean of Men.

Conduct

1. Kansas State College of Pittsburgh does not tolerate the consumption or possession of alcoholic beverages at any function of whatever nature on the campus; in or on the premises or any organized house; nor its possession or consumption by students in their rooms in private residences.
Above all else, the college expects its students to abide by accepted standards of social conduct. Evidence of intoxication will be considered a serious offense.
2. Each organization or group sponsoring and/or participating in a College activity of any kind is directly responsible to the College for the orderly conduct of its members and guests. This does not, however, relieve the individual who represents the College of responsibility to the College for his own orderly conduct.

CHURCH DIRECTORY

Assembly of God.....	202 West 9th
Church of Christ.....	109 E. Washington
Church of God.....	1107 N. Tucker
Evangelical United Brethren.....	405 S. Locust
First Baptist Church.....	7th and Walnut
First Christian Church.....	5th and Pine
First Church of God.....	501 East Monroe
First Church of the Nazarene.....	904 East 4th
First Methodist Church.....	415 N. Pine
First Presbyterian Church.....	6th and Pine
Foursquare Gospel Parsonage.....	402 W. Kansas
Grace Methodist Church.....	1903 N. Elm
Sacred Heart Church.....	Frontenac
Reorganized Church of Jesus Christ of Latter Day Saints	123 W. Washington
St. John's American Lutheran.....	306 W. 3rd
St. Mary's Catholic Church	916 N. Locust
St. Peter's Episcopal Church	306 W. Euclid
Salvation Army.....	415 N. Elm
South Broadway Baptist.....	1322 S. Broadway
United Presbyterian Church.....	4th and Walnut
Zion Lutheran Church.....	102 W. Jackson

