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Willamette University
STANDARDS OF CONDUCT

I. Statement of University Goals

Willamette University is a private and independent university of residential character founded in 1842 by Christian missionaries to the Oregon Country. The University is mindful of its heritage, its present obligations, and its future obligations and seeks to provide--through close student-teacher relationships in an atmosphere of free exchange of ideas, innovation, and experimentation--the best possible climate for learning.

The chief purpose of Willamette University is the creation of a community in which learning and teaching will flourish. The University endeavors to admit students serious in seeking an education and capable of meeting the intellectual challenge it provides. The faculty is concerned primarily with teaching and counseling; it aims to awaken in its students a desire for continued intellectual growth and seeks to stimulate students to educate themselves.

Because education is essentially a personal endeavor and a lifelong process, Willamette emphasizes the development of intellectual skills and character traits that contribute to the pursuit of truth and the quest for excellence. The University strives to promote independent thought, creativity, intellectual curiosity, and mental discipline. By providing balanced academic programs in its Colleges and in the life of the Willamette community, the University hopes to foster in its students a lifelong dedication to rational inquiry and human excellence. Since education requires a great deal more than a curriculum and a curricular organization, the University encourages each person to play a role in the University community through reinforcement of other participants.

II. PURPOSE, AUTHORITY, JURISDICTION, AND GENERAL POLICIES

A. PURPOSE

The purpose of the Standards of Conduct is threefold: First, to inform members of the University Community, campus guests, and the public of the general principles, regulations, and policies upon which Willamette University operates; second, to protect the personal and academic rights of all persons associated with the University and campus guests by creating an orderly and scholarly community based on tolerance, mutual respect, and compassion; and third, to provide general guidance for enforcing the principles, regulations, or policies of Willamette University.

B. AUTHORITY

1. Legal Authority. Under authority of the Restated Articles of Incorporation and Bylaws, legal and moral responsibility for institutional policy and the affairs of the University is vested in the Trustees of Willamette University. In accordance with established policy of the Board of Trustees, the President of the University shall provide for the development and enforcement of regulations, policies, and procedures governing all aspects of student affairs at Willamette University.

2. Delegation of Authority. The President of the University, acting on behalf of the Board of Trustees, herein delegates authority for formulating and enforcing the Standards of Conduct as provided below.

   a. Student Affairs Committee. Regulations, policies, and enforcement procedures governing student life and having university-wide application, including amendments to the Standards of Conduct, shall be formulated or reviewed

by the Student Affairs Committee prior to implementation.

b. University Review Board. Student disciplinary cases involving violations of the Standards of Conduct and requiring a formal hearing shall fall within the jurisdiction of the University Review Board. The University Review Board shall be authorized to conduct fact-finding hearings, determine whether the Standards of Conduct have been violated, and impose disciplinary penalties as appropriated in the name of Willamette University.

c. Student Grievance Review Board. Student grievance cases involving violations of the Statement of Student Rights & Responsibilities (Part III of the Standards of Conduct) and requiring formal resolution shall fall within the jurisdiction of the Student Grievance Review Board. The Student Grievance Review Board shall be authorized to conduct review hearings and issue findings and recommendations of resolution to the President of the University.

d. Office of Student Affairs. The Office of Student Affairs shall be responsible for the administration of the Standards of Conduct, including the coordination of all committees, boards, or officials authorized herein, investigation and resolution of conduct complaints, and maintenance and safekeeping of all records generated in connection with the Standards of Conduct.

3. Withdrawal of Delegation of Authority. In the event of a campus emergency or other circumstances which hinder the implementation or enforcement of the Standards of Conduct, the President of the University may withdraw, in whole or

in part, the delegation of authority specified above and either a) exercise such authority as the executive officer of the University, or b) reassign such authority to any University official or other person(s) so designated.

4. Implementation. Upon approval by the Board of Trustees, these Standards of Conduct or amendments thereto become effective and supersede all previous regulations and policies governing student life at Willamette University.

C. JURISDICTION

1. Disciplinary action, including expulsion or other appropriate penalties, may be initiated against any student or student organization in violation of the Standards of Conduct. Student is defined as any person enrolled in a credit or non-credit course or educational program offered through Willamette University. Student status, for purposes of enforcement of the Standards of Conduct, continues regardless of whether the University is in session and includes persons who were enrolled during the immediately preceding semester and who are eligible for re-enrollment.

2. A student grievance action may be initiated against any faculty or staff member in violation of the Statement of Rights & Responsibilities; for College of Law students, the College of Law Grievance Procedures may be used.

D. GENERAL POLICIES

1. To enable Willamette University to achieve its stated goals, it is the joint responsibility of all persons associated with the University--students, faculty, staff, alumni, and trustees--to nurture a campus climate which generates enthusiasm for learning and respect for human dignity; to represent, through

thought and action, the educational goals and ideals of Willamette University to the broader social community; and to honor and share in the obligation of sustaining the University community by participating in institutional governance and abiding by the Standards of Conduct and other institutional regulations and policies.

2. Willamette University makes no attempt to duplicate the laws and functions of society. Nor does it seek to create an academic community which is detached from the reach of civil authorities, social customs, or the important responsibilities of citizenship. In general, the off-campus affairs of students are personal matters subject only to the laws and expectations of appropriate civil authorities. However, in the event a student violates local, state or federal laws there is no legal basis for any claim of double jeopardy and no right to immunity from the Standards of Conduct based on such a claim. Moreover, the University may initiate disciplinary action when a student's behavior violates the laws of society and, at the same time, violates the Standards of Conduct or otherwise threatens the educational goals and processes of Willamette University.

3. Regulations and policies governing student life shall be published and distributed in a manner as to furnish reasonable notice of their contents. Willamette University is committed to meaningful student involvement in the formulation and enforcement of such regulations and policies.

4. Procedural fairness is basic to the enforcement of all University regulations and policies. No disciplinary penalty

or sanction in the name of Willamette University shall be applied except in accordance with these Standards of Conduct.

III. STATEMENT OF STUDENT RIGHTS AND RESPONSIBILITIES[1]

BASIC PHILOSOPHY

This Statement of Student Rights and Responsibilities is intended to provide general guidelines which will advance the goals of the University. These rights and responsibilities are not limited to the classroom, but pervade the entire University community and are subject to the Restated Articles of Incorporation and Bylaws of the University. Moreover, these rights and responsibilities are intended to be consistent with other official statements and goals of members of the University community as recorded in the Willamette University Handbook.

The University's Standards of Conduct and Student Grievance Procedure are intended to provide procedural assurances in support of the Statement of Student Rights and Responsibilities. It is not the purpose of the University disciplinary system to duplicate the laws of the general public. The students of the Willamette University community are subject to both civil and criminal laws in full measure. The institution shall not infringe upon the student's guaranteed constitutional rights.

STUDENT RIGHTS

1. The student has a right to pursue his education free from discrimination based upon sex, race, cultural background, religion, social or political creed.

2. The student has a right to fair and impartial academic evaluation.

3. The student has a right to be free from improper disclosure. Information about student views, beliefs, and political association which professors and administrators acquire in the course of their work as advisors and counselors should be considered confidential. Protecting against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, with the knowledge and consent of the student.

[1] Law students are not covered by the Statement of Student Rights and Responsibilities and the attendant Student Grievance Procedure except for problems and activities involving the University outside the College of Law. Law students should consult the Honor Code and the College of Law Complaint Procedures to determine the standards and procedures relevant to handling Law School problems.

4. The student has a right to have the University maintain and protect the confidential status of his personal and academic records except as directed by competent legal authority.[2]

5. The student, through student representatives, has a right to participate in formulating and evaluating institutional policies.

6. The student has a right to organize and join associations to promote interests held in common with others.

7. The student has a right to peaceful protest on University premises. Interference with entrance to and exit from campus facilities, disruption of the educational process, or damage to property exceeds permissible limits.

8. Individual students, student groups, and campus organizations have a right to invite and hear or view any persons, films, or other media of their own choosing, subject to the requirements for the use of University facilities, respect for the rights of other members of the University community and criminal and civil laws.

9. The student has a right to be interviewed on campus by any graduate or professional school or legitimate employer desiring to recruit at the University, subject to the requirements for the use of the University facilities.

10. The student has a right to a press free of any censorship but subject to the canons of responsible journalism (see the Bylaws of ASWU Constitution, Article II, Section 4-B).

11. The student has a right to an environment conducive to intellectual freedom and a campus characterized by safety and order.

12. The student has a right to reasonable privacy. A minimum of 24 hours notice before entry of a private room in campus residences shall be given except in emergencies where there is reasonable fear of imminent danger to life, safety, health, or property.

STUDENT RESPONSIBILITIES

1. The student is responsible for acting in a manner that does not infringe upon the rights of other members of the University community.

2. The student is responsible for maintaining the academic standards established by the University.

3. The student is responsible for contributing to the generation and maintenance of an educational atmosphere that promotes respect for learning and human dignity.

4. The student is responsible for his actions with respect to University Standards of Conduct (see Willamette University Bulletin) and other properly established regulations.

WILLAMETTE UNIVERSITY
Student Affairs Committee
jh: 9/21/73

IV. REGULATIONS AND POLICIES GOVERNING STUDENT BEHAVIOR

A. The purpose of these regulations and policies is twofold: first, draw attention to the rights of Willamette University students, faculty, staff, and guests; and secondly, to designate some points beyond which behavior becomes destructive to the educational goals and processes of Willamette University. Disciplinary action, including dismissal or any lesser sanction, may result from the willful commission, attempt to commit, or assistance in the commission of any of the following:

1. Academic cheating and plagiarism. (Law students shall be solely governed by the College of Law Grievance Procedure found on page 44 of this document.)
2. Falsification, forgery, alternation, or misuse of University documents, records, keys, student identification or keycards.
3. Disruption, obstruction, or material interference with the process of instruction, research, administration, career placement, student discipline, or any other service or activity provided or sponsored by the University.
4. Damage, destruction, theft, or misuse of University property or personal property located on the University campus.
5. Unauthorized entry or use of University owned or controlled property, facilities (including residence halls), equipment, or resources.
6. Conduct which threatens the health or safety of any person on University property or at University-sponsored activities.
7. Lewd or indecent conduct on University property or at University-sponsored activities.
8. Hazing. (See policy statement #3)
9. Possession, use, or threatened use of firearms, ammunition, explosives or any other objects as weapons on University

property, or at University-sponsored activities. (See policy statement #2)

10. Possession, sale or unauthorized use of narcotic or illegal drugs on University property or at University-sponsored activities.

11. Possession or use of alcoholic beverages on University property or at University-sponsored activities, except as authorized by University policy. (See policy statement #1)

12. Disorderly conduct, including disorderliness resulting from drunkenness; unreasonable noise; or behavior which results in material inconvenience, annoyance, or alarm.

13. Tampering with fire-fighting equipment, turning in a false alarm, or engaging in behavior which constitutes a material fire hazard.

14. Failure to comply with the terms of any sanction imposed in accordance with these Standards of Conduct.

B. Policies

1. USE OF ALCOHOLIC BEVERAGES

The possession and use of alcoholic beverages on campus and in University facilities shall be in conformance with all applicable laws and University regulations. Possession and use of alcoholic beverages on campus shall be limited to private rooms of campus residences; such use may be permitted by the residents of the living organizations subject to the approval of the Office of Student Affairs.

Action - Board of Trustees 5/12/75

It is understood that the use of alcohol in individual campus residences may be permitted by a two-thirds assenting vote of the residents of each living organization. Students of legal age with alcohol in their possession within campus residences shall be responsible individually for conforming

with all applicable laws and University regulations. Each residence's decision on alcohol policy shall be delivered to the Office of Student Affairs one week after classes begin.

2. FIREARMS

The possession or use of firearms on campus or at University-sponsored activities is prohibited. The provisions of this policy shall not apply to law enforcement officers in the discharge of their legally authorized duties.

3. HAZING

Hazing, associated with the initiation of a person into an organization or group, consists of any act that injures, degrades, harrasses or disgraces another person. Hazing is both dangerous and unnecessary, and is contrary to the educational goals and processes of Willamette University. Hazing, in connection with any student organization or activity sponsored by Willamette University, is prohibited.

4. GEORGE PUTNAM UNIVERSITY CENTER

SERVICES AND FACILITIES

WILLAMETTE UNIVERSITY

July 1, 1975

(See Associate Dean of Students)

The purpose of the George Putnam University Center is to encourage development of a diversified program of cultural, intellectual, social and recreation activities, and to provide related services and facilities to enhance the campus life of members of the University Community--students, faculty, staff, administration, alumni, and guests.

University Center services and facilities are intended primarily for use by members of the University Community. Non-university organizations are welcome to use the facility as the schedule permits.

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PLANNING INFORMATION GUIDE TO GEORGE PUTNAM UNIVERSITY CENTER

STAFF DIRECTORY	PHONE
Director	370-6212
Banquet Service Director	370-6350
Cat Cavern Snack Bar	370-6216
Custodial Supervisor	370-6267
Information Desk	370-6268
Recreation Room	370-6269
Reservations Secretary	370-6213
Ticket Office	370-6269 or 370-6212
University Bookstore	370-6315

BUILDING USE GENERAL POLICIES

In conforming to the stated purposes of the University Center the following categories of building users have been established:

CATEGORY I. University Community

(A) Recognized Student Organizations
(B) Faculty and Staff Organizations
(C) Alumni Activities
(D) University Sponsored Educational Meetings

CATEGORY II. Guests

(A) Groups which are recognized by Willamette University and by the Internal Revenue Service as tax exempt charitable organizations.

(B) Salem community groups which are community service oriented, non-profit in nature.

(C) Other Salem Groups
Governmental Organizations and Political Organizations
Fraternal, Social, and Special Interest Groups
Commerical Groups

1. Users in Category I will not be assessed rental provided that admission charged does not exceed the amount required to cover the cost of the event.

2. Groups in Category II will normally be charged a rental fee for equipment and space used in the building. However, groups in Category IIA are rental exempt and groups in Category IIB are entitled to a courtesy reduced room rental rate. Groups in Category IIC will be assessed regular rental fees.

3. Groups in Category I shall: 1) have priority in the order listed over groups in Category IIC provided that reservations are made at least four weeks in advance of the event, and 2) shall have priority over rental exempt groups in Category IIA and over courtesy rate recipient groups in Category IIB provided that reservations are made at least three weeks in advance of the date of the event.

4. Reservations for meeting rooms and banquet space, arrangements for banquet service and other social functions are made through the University Center during regular business hours. Rental charge information is available at the scheduling desk. Coffee and other refreshments for meetings should be ordered when the reservation is made. Detailed information should be provided at least one week prior to the date of the event to allow sufficient time for coordination of services and facilities.

5. Rental equipment may be reserved at the University Center scheduling desk for use in the University Center (including sound and projection equipment).

6. No classes, workshop or seminars for which University credit is given or tuition charged may be scheduled in the building on a regular basis.

7. Labor charges will be assessed the sponsoring group in the event of a substantial set-up involving major changes in room arrangements. Requests for change in normal arrangements of furniture and equipment must be submitted to the University Center scheduling desk at least two days prior to the event.

8. Cancellation of reservations for building rental space must be made at least 24 hours prior to the event. Otherwise, an apportioned amount of the rental will be charged. If no cancellation is received, the full rental will be charged.

9. Willful or careless damage to University Center property or equipment will result in assessment of repair or replacement costs against the responsible individual or group. The University Center staff reserves the right to exclude from the building individuals whose actions constitute a threat to the safety of others or where actions are likely to impair the condition of the building or equipment.

10. With the exception of individually prepared sack lunches no food or beverage may be brought into the University Center for events scheduled in the building. Saga Food Service provides a wide variety of food and refreshments available in the Cat Cavern.

11. Food or beverages should be confined to the Cat Cavern, except where catered refreshments are served in conjunction with a meeting or scheduled social function. The possession or consumption of alcoholic beverages within Putnam University Center is expressly prohibited.

12. No commercial use of the facility for sale or solicitation is permitted without prior authorization from the scheduling director.

13. Furniture and equipment are not to be removed from the building or moved from room to room without prior authorization by the scheduling director.

14. Meetings held in the University Center shall adjourn no less than 15 minutes before building closing time unless authorization for an extension of hours has been obtained from the scheduling director.

15. No animals are allowed in the University Center at any time.

16. Building decoration guidelines include using masking tape rather than transparent tape; all materials used for decoration must be "flame proof"; fountains, or other decorations involving water or other liquid material, may not be used unless specific arrangements have been made with the University Center Director; entrances and exits must be unobstructed; tacks, nails or other hanger devices which mar surfaces may not be used in the building except on bulletin boards and art panels; and decorations must be removed the night of the event. Any materials not removed by 8:00 A.M. of the day following the event will be removed and disposed of at the sponsor's expense.

17. Room keys may be picked up from the information desk just prior to the reservation time and must be returned promptly at the conclusion of the meeting. Under no circumstances may keys be taken out of the University Center.

18. Exceptions to these policies must be authorized by the scheduling director, 370-6213.

UNIVERSITY CENTER FACILITIES

A. Alumni Lounge

The Alumni Lounge will accommodate formal receptions and teas as well as informal discussion groups. The furnishings permit sizable meetings to break down into small groups, and a small kitchen unit is located in the lounge from which refreshments are easily served.

B. Autzen Senate Chamber

Autzen Senate Chamber accommodates student senate sessions and numerous other meetings. It is equiped with 63 chairs, a built-in projection screen and a public address system. An additional 60 chairs can be added to increase the total seating to 123.

C. Cat Cavern

1. The Cat Cavern is a snack bar facility offering convenient refreshment service and light meals for campus personnel and guests.

2. The Cat Cavern also serves as a multi-purpose room to accommodate special large campus programs. It is available for dances, coffeehouses, parties, banquets, lectures, musical performances, stage and movie productions and exhibitions. Banquet seating for approximately 450 is available.

D. Committee Rooms

1. Two committee rooms accommodate small discussion groups and also are used extensively by students for individual study as well as group seminars.

2. One committee room is available to be checked out on a first-come, first-served basis. The second committee room can be reserved, provided that arrangements are made at least 24 hours prior to the meeting time and that the space not be used for study purposes.

3. Committee Rooms may be checked out for a maximum period of two hours.

E. Conference Dining Rooms

1. Two conference dining rooms with seating capacities of 40 each are located adjacent to the Cat Cavern and are used primarily for luncheon meetings or other activities involving some type of food service.

E. Conference Dining Rooms (Continued)

2. One large dining-meeting area with a seating capacity of 80 can be created by removing the divider between the two dining rooms.

F. Harrison, Parents, and T.V. Conference Rooms

These conference rooms provide meeting room space with seating capacity ranging from 15 to 80. The rooms are designed to comfortably accommodate both small discussion groups and larger lecture situations.

G. Main Lounge

1. The main lounge is primarily intended to provide a comfortable area for relaxation and casual use by the campus community. Restricted use of the main lounge by groups or individuals must be authorized by the scheduling director.

2. The German Alcove, located in the main lounge area, contains a current magazine library and is maintained as a quiet area for reading and study.

H. Music Listening Rooms

1. Four music listening rooms, equipped with both tape and record players, are available. Each room has a one to three person capacity. Music listening rooms may not be reserved in advance.

2. A variety of taped sound tracks may be checked out from the information desk for use in the rooms. Tapes may be checked out one at a time and some form of positive identification such as a student body card or driver's license must be deposited at the information desk while the facility is in use.

3. Use of the music rooms by the same individual or group may not exceed two consecutive hours.

I. Recreation Room

1. This area offers a variety of games including billiards, table tennis, foosball, and other activities which are available to students, faculty and staff members and guests. Students will be given priority in the use of the facilities.

J. University Center Office

1. An information desk is located on the main floor of the building to provide information concerning the general campus and University Center programs and facilities.

J. University Center Office (Continued)

2. Room and equipment reservations should be made at the scheduling office.

3. Room keys may be checked out and returned to the information desk.

4. Personal checks may be cashed at the information desk and should be made payable to Willamette University. Checks should not exceed ten dollars.

5. A depository for both campus and United States mail is located at the information desk. Pick-ups for outgoing mail are made twice daily.

ROOM CAPACITY AND RENTAL RATES

Room	Capacity	Daily Rental Rate	Courtesy Reduction Rate
Alumni Lounge	75-100	$ 30.00	$ 15.00
Autzen Senate Chamber	100 (63 theater)	30.00	15.00
Cat Cavern	450	100.00	50.00
Committee Rooms	4-6	No Charge	No Charge
Conference Dining Rooms(2)	35-40 (each)	20.00 (each)	10.00 (each)
Harrison Conference Room	30	20.00	10.00
Parents Conference Room	15-18	20.00	10.00
T.V. Conference Room	80 (lecture) 50 (seminar)	20.00	10.00

UNIVERSITY CENTER BUILDING HOURS

The building hours indicated below are applicable for the nine-month academic year. During vacation periods and summer, modified operating hours are in effect and can be obtained by calling the information desk, (370-6267).

The scheduling director is authorized to extend hours of operation where appropriate and provided that the sponsoring individual or organization defrays the additional operation expense.

Hours of operation are subject to change without notification.

UNIVERSITY CENTER BUILDING HOURS (CONTINUED)

A. Cat Cavern

Monday-Thursday	8:00 AM---4:00 PM and 6:00 PM---11:00 PM
Friday	8:00 AM---4:00 PM and 6:00 PM---Midnight
Saturday	9:00 AM---Midnight
Sunday	10:00 AM---11:30 PM

B. General Building

Monday-Thursday	8:00 AM---11:00 PM
Friday	8:00 AM---Midnight
Saturday	9:00 AM---Midnight
Sunday	10:00 AM---11:00 PM

C. Information Desk

Monday-Thursday	8:00 AM---11:00 PM
Friday	8:00 AM---Midnight
Saturday	10:00 AM---Midnight
Sunday	10:00 AM---11:00 PM

D. Offices

Monday-Friday	8:00 AM---5:00 PM

E. Recreation Room

Monday-Thursday	8:00 AM---10:30 PM
Friday	8:00 AM---11:30 PM
Saturday	9:00 AM---11:30 PM
Sunday	10:00 AM---10:30 PM

F. University Bookstore

Monday-Friday	8:30 AM---5:00 PM
Saturday	10:00 AM---5:00 PM

EQUIPMENT AVAILABLE FOR USE IN THE BUILDING

University Center equipment may be checked out at the information desk for use within the building. Equipment reservations should be made at least 24 hours prior to the time of the event. Unless otherwise indicated, there will be no charge to students, faculty or staff groups using the following equipment.

Projectors	Rental
1. Overhead projector	$2.00 -- four hrs. or less
2. Sawyer Carousel Slide Projector	$3.00 per day
3. 16 mm sound movie projector	$3.00 per day

Cords	
1. 15' to 25' extension cords	No Charge
2. 25' microphone cords	No Charge
3. 50' multi plug cords - 4 outlets	No Charge

P.A. System	
1. Ampli-vox portable lecternette	$2.50 per day
2. Mobile public address system	
a. heavy capacity sound columns	
b. 60 watt amplifier	$5.00 per day
c. one to four microphones	
d. cords and accessories	
3. Sound-craft heavy duty lecternette	$2.50 per day

Miscellaneous

1. Adjustable risers
2. Pianos
3. Portable blackboard (2)
4. Posting easels
5. Utility projection table
6. 96" x 96" portable projection screen
7. 50" x 50" portable projection screen

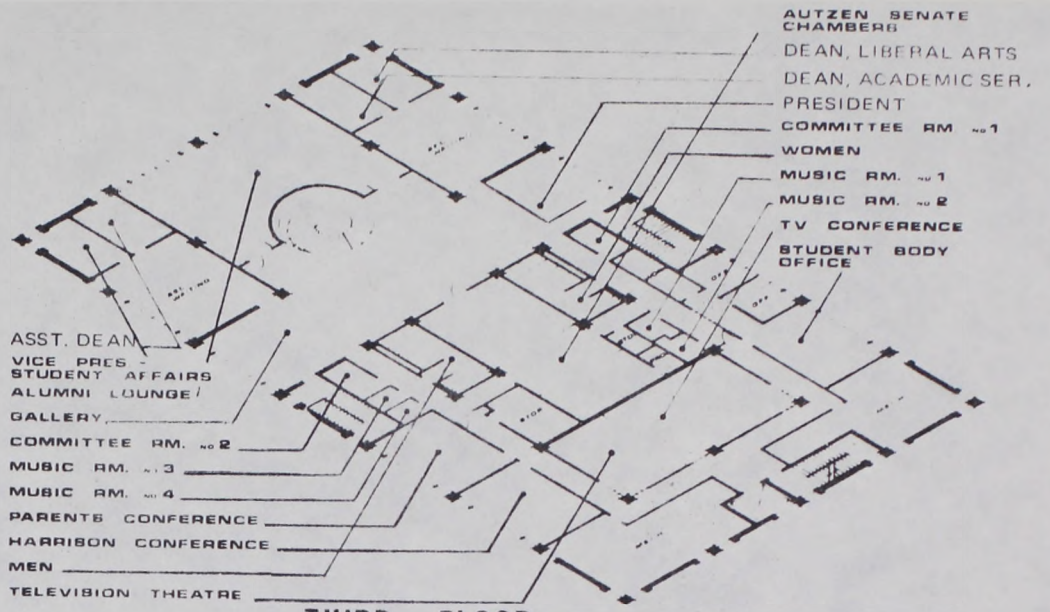
DISPLAY CASE AND BULLETIN BOARD POLICIES

1. The display case located by the bookstore is available for use by any University affiliated organization and may be reserved by contacting the Bookstore Manager, 370-6315.

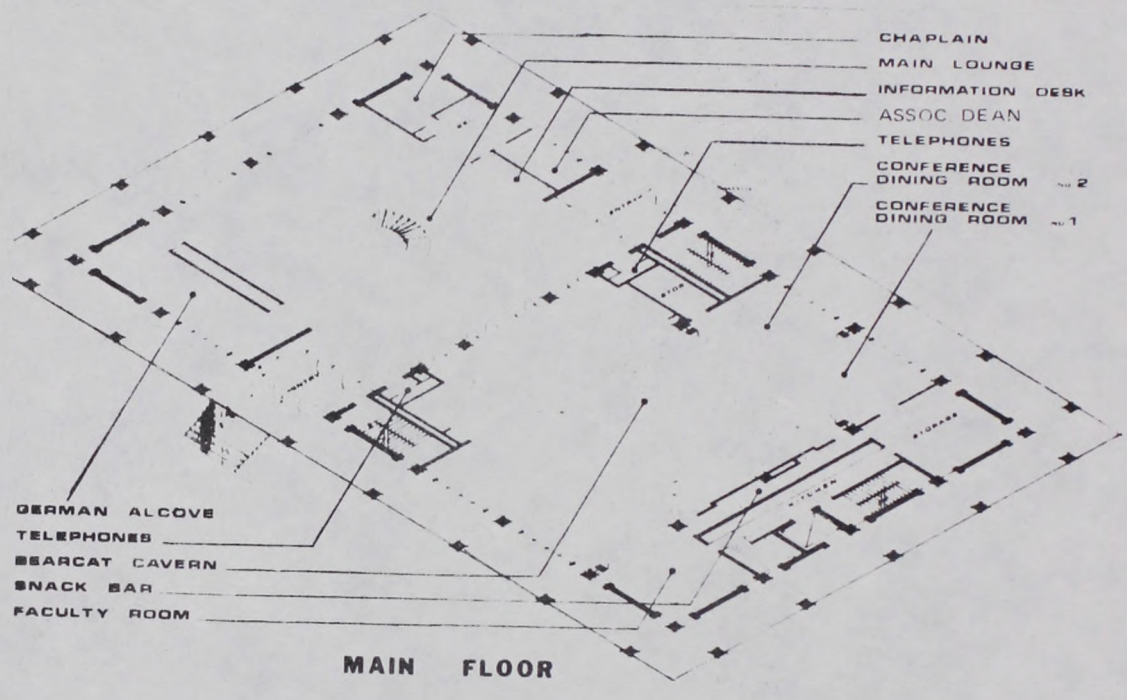
2. Posters (defined as signs, advertisements, announcements, banners, cards, and other information material) may be placed on University Center bulletin boards with the following provisions:

   (a) On bulletin boards #1, 2, 3 and 4 posters should not exceed 14 x 22 inches in size, and must be certified at the University Center Office before posting.

   (b) Classified advertisements on bulletin board #2 may not exceed 5 x 7 inches in size. Cards must be dated when posted and will be removed after 30 days. When a card is no longer applicable, the individual is requested to notify the University Center Office.

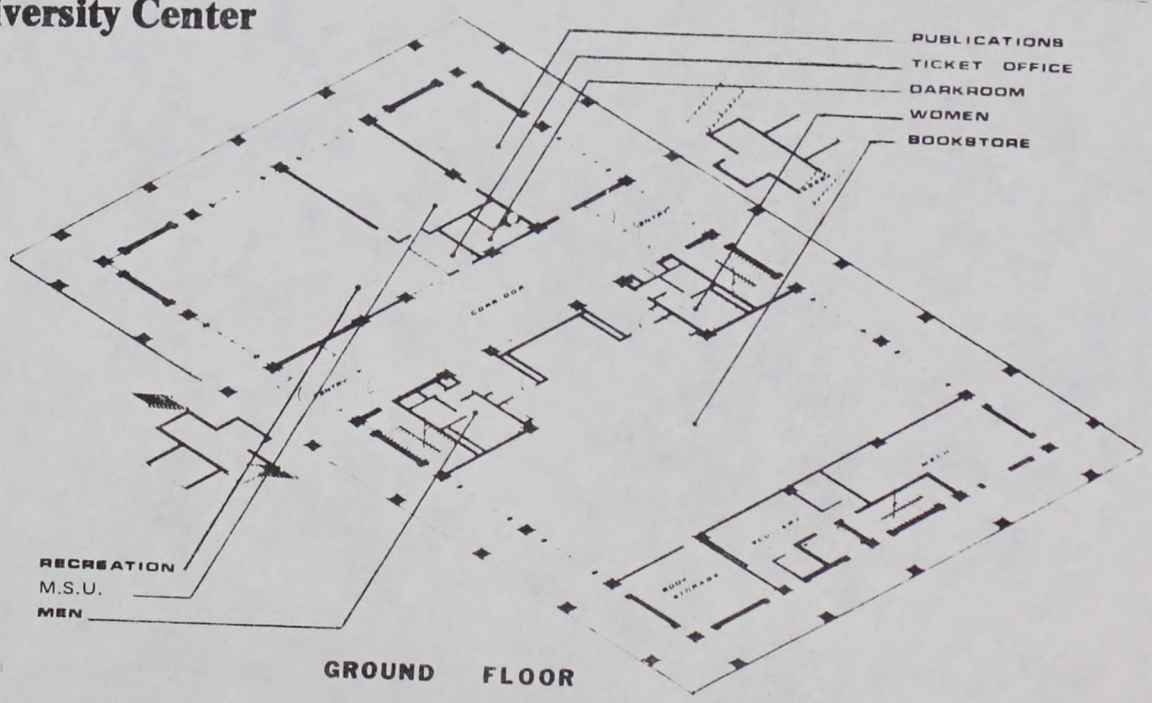


THIRD FLOOR



MAIN FLOOR

Putnam University Center



GROUND FLOOR

Distribution:
WHITE: Housing
CANARY: Business Office
PINK: Food Service
GREEN: Student

5. APPLICATION-CONTRACT For Room and Board Academic Year 1975-76

This application-contract should be accepted and returned by _____

The delivery of this application-contract by Willamette University to the student named constitutes an offer of room and board services. The execution of this application-contract by the student and/or guarantor, and delivery of it to the Housing Office constitutes acceptance thereof. Each applicant, by this contract, agrees to conform to the provisions of the contract and other rules and regulations of Willamette University.

Once you have read the terms and conditions of this contract carefully, complete the Food Service Option Request section, sign the contract, detach and retain the green student copy, and return the remainder along with the **Housing Preference** and **Personal Information** cards in the envelope provided. Subject to the availability of space, the University will assign accommodations according to the stated preferences of the student applicant. The University agrees to provide those facilities and services outlined in the Housing Brochure and to apply the efforts of its staff toward establishment of a comfortable and educationally vital living environment.

TERMS AND CONDITIONS

Eligibility

Only students of Willamette University or others authorized by the University may reside in campus residences. Change from full-time status to part-time does not constitute cancellation of the contract.

Occupancy

The terms of this contract apply to the full academic year 1975-76 if entered into after the start of the academic year, to the balance of the academic year. The University agrees to assign space and provide board only after the applicant has properly signed and returned this application-contract.

For purposes of establishing charges and refunds, the period of occupancy for new undergraduate students who have made prior reservations begins August 27, 1975 and ends May 5, 1976. The period of occupancy for returning undergraduate students begins August 30, 1975 and ends May 5, 1976. Students in the Graduate School of Administration may occupy their rooms during the period not for returning undergraduate students. The occupancy period for law students begins August 20, 1975 and ends May 8, 1976. All occupancy dates noted exclude Christmas vacation. Residents are required to vacate their rooms not later than noon the day following their last scheduled examination fall semester. Students will not be allowed to occupy a room prior to these official opening dates and after these official closing dates except under the following circumstances:

a. Graduating seniors, third year law students, and other authorized persons remaining on campus to participate in Commencement activities.
b. Student employees or volunteers brought to the campus prior to the beginning of classes to assist orientation of new students or to participate in the residence staff workshop.
c. By special written authorization from the Associate Dean of Students or an authorized designate of that office.

The period of occupancy for students who contract for room and board after the first day of each semester will begin on the effective date of their contract. There will be no reduction in cost for late arrival or early departure.

Some new students, who filed their admission deposit late or who submitted their housing application-contract late, may be temporarily assigned to Greek residences through the conclusion of formal rush. Once rush has concluded, they will be offered space (as it becomes available) in an independent residence if they have chosen not to affiliate with a fraternity or sorority.

NOTE: The student agrees that occupancy is defined as follows: The student appears at the assigned residence, receives a specific room assignment and is issued a key to the assigned room. Actual physical occupancy of the room by the student and/or the student's possessions is not necessary to constitute occupancy.

Food Service

The University shall provide meals on a regular daily basis beginning with breakfast fall semester, September 1, 1975 and for spring semester beginning with breakfast January 12, 1976. Three different weekly meal programs will be offered, including options of 21 meals per week, 14 meals per week, and 10 meals per week. Students will be permitted to change their meal plan at the business office during the first ten class days of each semester. Students residing in fraternities, sororities or the Willamette International Studies House (WISH) are required to subscribe to the 21 meal plan. No refund will be made for missed meals, and meals that are not eaten are not transferrable to others. Arrangement of special diets may be made with the food service office in Baxter Hall or at the University Health Center. For those who have unresolveable work or class conflicts during the meal hours, efforts will be made to arrange special eating times.

FOOD SERVICE OPTION REQUEST

(Check one)

☐ Room and 21 meals per week . . . . . $637.50 per semester
(3 meals each day — 7 days per week)

☐ Room and 14 meals per week . . . . . $600.00 per semester
(Lunch and Dinner — 7 days per week)

☐ Room and 10 meals per week . . . . . $545.00 per semester
(Lunch and Dinner — Monday thru Friday)

NOTE: Prices based on multiple occupancy — single rooms $150 additional per semester.

(*OVER*)

The Undersigned, by his/her signature, agrees to enter this contract and to assume responsibility for the specified period.

This contract must be countersigned by a parent, guardian, or other person legally responsible for those students under the age of majority. The University agrees to provide accommodations under the provisions of this contract.

DATE ..... Ronald K. Holloway
Associate Dean

I have read both sides and agree to the terms and conditions of this contract.

NAME (Please Print) ..... Social Security No. .....
(*Last*) (*First*) (*Middle*)

SIGNATURE: ..... DATE: .....

GUARANTOR'S SIGNATURE: .....

(See Individual Head-Residents and Residence Hall Contract.)

Assignments

Assignment to campus residences will be made in the Office of the Associated Dean of Students. Specific room assignments for new students will be made by the appropriate Head Residents. Priority for residential assignments for new students is based on the date the admissions deposit is received by the Admissions Office. This date establishes the order in which preferences are granted and spaces are assigned. Types of accommodations and roommate preferences are honored whenever possible.

If vacancies occur in a double or larger room, the remaining student(s) will not be required to move to another room. He/she may:

a. Continue to live in the room at the prevailing rate, whereupon the University may assign another roommate to the vacant space.
b. Accept the room as a single at the increased rate, provided the single room limit has not been reached and the total demand for campus housing has been satisfied.

In the event of unforseen emergencies or other situations a residence or portion thereof may be closed and residents may be required to move from their originally assigned room. The University reserves the right to assign or reassign space for the benefit of the individual student and/or the living unit. Students who reserve a room as a single will be subject to the additional charge of $150 per semester.

Payment

The student agrees to pay room and board fees and properly billed charges (i.e. for damage, guests, etc.) at the time(s) scheduled by the University. Room and board charges are to be paid each semester in advance unless a deferred payment plan is arranged with the business office. Failure to complete financial arrangements with the business office may void this contract.

Cancellation After Occupancy

The room and board contract may be terminated only for the following reasons: graduation; withdrawal; ineligibility to continue enrollment due to a failure to meet academic requirements; completion of graduation requirements; failure to enroll second semester; marriage (no more than four (4) weeks prior to the wedding date); other extenuating circumstances which are determined by the Associate Dean of Students to be beyond the control of the student. Documentary evidence may be required to show cause for cancellation.

Any student qualifying for cancellation under the above conditions will be responsible for full room rent for the remainder of the semester and for meals during the portion of the semester he or she was in residence. Although students who withdraw during a semester are required to pay the entire room charge that semester, they do not have access to the room.

The contract cannot be cancelled at the end of the first semester unless the student qualifies under the conditions outlined above.

Responsibility for Damage or Loss

The University acknowledges that depreciation may occur to the building, room, furniture and equipment due to reasonable wear and tear caused by normal usage. However, the student specifically agrees that he or she will be liable for damage or other loss incurred to the building, room, furniture and equipment which is not the result of ordinary wear and tear or which is in excess of ordinary wear and tear. Damage within student rooms is the joint responsibility of the students assigned. The student will be assigned a charge for failure to turn in either his/her outside door key or room key at termination or for replacement of a lost key prior to termination. Replacement cost for a room key is $1.00 and for an outside door key or card key, $5.00.

Loss or Damage of Personal Property

The University is not responsible for money, jewelry or other articles of value in students' rooms or on the campus during the academic year or during vacation periods.

Assignment of Contract

The room and board contract is personal and may not be transferred to another person.

Guests

Guests may be accommodated on a space-available basis, but only when registered with the appropriate Head Resident. Student residents will be resposible for payment of all charges related to the presence of guests in their rooms, and for insuring that their guests comply with housing policies and general campus rules and regulations. Separate guest rooms are available in some residences at a rate of $3.00 per night payable to the Head Resident.

Room Entry

It is the University's policy to respect each resident's right to maximum privacy in his/her room. Duly authorized Housing, Student Service staff, and University Maintenance personnel may enter a resident's room for the purposes of maintenance and to insure compliance with health standards, provided that prior notice is given the resident. A minimum of 24 hours notice will normally be given; however, in emergencies and during fire drills, duly authorized University personnel may enter a student's room without such notice in order to protect life, safety, and/or property.

Use of Facilities

Student rooms and the furnishings provided therein are to be used in the manner for which they are designed. No University property, including room and lounge area furnishings, may be removed within the building or taken from the residences without the written authorization of the Associate Dean of Students.

Vacation Periods

Residents wishing to remain on campus during Thanksgiving and spring vacations will be provided residential space at no additional cost, although it may not necessarily be in their regular residence. Meals will not be provided from noon on the last day of scheduled classes until breakfast the morning classes resume. Only Willamette University resident students may reside in campus living organizations during these vacation periods. All residences must be vacated during Christmas vacation. Unauthorized individuals found within secured residences during these vacation periods will be considered trespassers.

Miscellaneous

1. Any resident who violates this contract and/or rules and regulations covered by the contract may be required to withdraw from housing accommodations following a proper hearing.
2. Alterations of the contract by either party with the intent to change the terms, conditions, or purpose thereof, voids this contract.
3. The University shall not be responsible for disruption or nonperformance of services due to circumstances beyond its control.
4. The use of electrical equipment such as electric fry pans, sunlamps, hot plates, or any type of exposed burners or open flame devices is strictly prohibited.
5. Special regulations regarding the use, sale or posession of alcoholic beverages, narcotics and dangerous drugs in campus residences are governed by the **Standards of Conduct** of Willamette University.
6. Commercial use of any part of a residence facility or grounds, or solicitation anywhere on the premises by residents or nonresidents is prohibited except as authorized by the Associate Dean of Students.
7. The housing of cats, dogs, and other pets with the exception of fish in sealed water tanks is strictly prohibited.
8. Gambling in University residences or elsewhere on campus is prohibited.
9. Possession of dangerous weapons, firearms, explosives, or dangerous chemicals is prohibited in campus residences. Arrangements for storage of firearms can be made through the business office in Eaton Hall.
10. The installation of outside aerials of any kind is prohibited.
11. The repair or storage of motor vehicles in any part of residence facility or grounds is prohibited.
12. The unauthorized possession, use or sale of keys to University facilities is prohibited.
13. The twenty-five dollar breakage deposit will be refunded upon request following graduation or withdrawal from the University less any outstanding charges payable to the University.

6. WILLAMETTE UNIVERSITY EDUCATIONAL RECORDS POLICY*

I. PURPOSE AND BACKGROUND

The Family Educational Rights and Privacy Act, Public Law 93-380, effective November 19, 1974, is intended to ensure students the right to inspect and review student educational records maintained by an educational institution or agency, or by an individual acting for such an institution or agency.

Willamette University institutional policy is consistent with the intent, guarantees and safeguards embodied in the legislation. Departmental policies may vary procedurally but are to be in alignment with institutional guidelines.

II. DEFINITIONS

A. Student:

(1) For purposes of access to records refers only to individuals currently enrolled at Willamette University;

(2) For purposes of release of information from student records refers to any person who previously has earned academic credit at Willamette University;

(3) Rejected applicants for admission do not have the right of access to any institutional records.

B. Educational Records:

Official data, including information directly related to students, that are maintained by any unit of Willamette University with the exception of:

(1) Medical and psychiatric records, however, these records may be reviewed by a physician or other licensed medical and/or psychiatric professional designated by the student;

(2) Personal records, maintained by administrators, teachers, and supervisors, which are not accessible to others except substitutes.

C. Access:

(1) A student is entitled to review educational records with a member of the faculty of the department maintaining the file;

9/26/75

* Revised Operating Draft

(See Vice President for Student Affairs and/or University Registrar.)

(2) The student shall be provided access to the educational records as soon as possible following the request and no longer than 45 days from the date of the written request;

(3) Copies of appropriate records shall be furnished within 45 days of the student request; and the student will be assessed duplication or other preparation cost.

D. Custodian of Student Records:

The officially designated University coordinator for student educational record information appointed by the President of the University.

E. Departmental Custodians of Student Records:

Departmental representatives assigned the responsibility for administration of student educational record review policies by the Dean of the College or the University President.

III. INSTITUTIONAL OPERATING POLICY

A. The Registrar will serve as the University Custodian of Student Records. Student requests to review educational records will be met within 45 days of the written request. Students will not be given access to parent's financial statements or to confidential letters and statements of recommendation placed in student files prior to January 1, 1975.

B. Financial Statement of Parent or Guardian:

Students may review personal financial aid files, including confidential family financial information reported by the parent or guardian, provided that the parent or guardian indicates such permission on the Parent's Confidential Statement prepared for the College Scholarship Service.

If the required parental permission is not indicated on the confidential statement, the student must obtain written authorization for the review. A financial aid staff member will review all financial aid information with the student.

C. Confidential Materials:

Access is permitted to information placed in educational records after the effective date of the legislation, November 19, 1974 (except for the psychiatric and financial records noted in Part III, B and D, and confidential letters and statements of recommendation placed in files prior to January 1, 1975). A student will be permitted to waive access to future confidential recommendations pertaining to

admission, application for employment or receipt of honorary recognition.

Students will be permitted access to confidential letters of recommendation placed in files prior to the effective date only if the student arranges for the writer of the letter to inform the departmental custodian of student records in writing of consent to the review.

Unless the student waives access to letters of recommendation filed after January 1, 1975 which were solicited with a guarantee of confidentiality prior to the effective date of the legislation, or letters in which the writer claims confidentiality, such letters will be returned to the writer with an explanation that compliance with Public Law 93-380 requires that such correspondence be open to student review. The writer will be encouraged to resubmit the letter in accordance with University policy.

University application instructions and evaluation forms will apprise students and writers of the access rights of students to letters of recommendation. Letters received after the effective date of the legislation may be reviewed by students except where conditions described in the previous paragraph exist.

D. Psychiatric, Medical and Psychological Records:

Students may designate a physician or other licensed medical and/or psychiatric professional to review information contained in psychiatric, medical and psychological files to ensure correct interpretation of data.

E. Access to Records Procedure:

Students requesting access to educational records must establish their identity to the satisfaction of the University Custodian of Student Records or the departmental custodian of student records by furnishing a student identification card and a current semester registration receipt. A University form specifying the information requested must also be completed. Forms are available in the office of the Registrar and from other departments maintaining educational records.

A separate file of all completed forms is to be maintained. Departments will be asked for statistical information indicating the types of data requested to enable the University to recommend modification in the law based upon experience on the Willamette University campus.

F. Third Party Access to Information:

(1) Third parties may gain access to information contained in educational records provided that (a) written authorization is obtained from the student, and (b) other individuals will not be permitted access to the information. All information given a third party must be accompanied by a statement that "IN ACCORDANCE WITH PUBLIC LAW 93-380, ACCESS TO INFORMATION WITHOUT WRITTEN STUDENT PERMISSION IS PROHIBITED."

(2) Personal information* from educational records may be provided a third party only if a student signs a University release form. Signed release forms will be placed in the student files maintained by the department furnishing the information.

(3) Information contained in student educational records will be released to (a) Willamette faculty, administrators and staff, (b) accrediting organizations and educational testing agencies for the purpose of validity studies and for other uses consistent with the provisions of the Family Educational Rights and Privacy Act, (c) other individuals and/or agencies empowered by law, and (d) parents of dependent children as defined by income tax law. Information will also be released at the discretion of the University in certain emergency situations. A student will be notified when information is released in compliance with a judicial order or pursuant to a lawfully issued subpoena.

IV. HEARINGS AND APPEALS

A. Hearing to Challenge Content of Student Record:

(1) A student is entitled to a hearing to challenge the content of an educational record or to request modification of the information contained therein.

(2) The departmental custodian of the record in question may agree to the requested change in matters of fact** after review of the file with the student. An administrative hearing may be requested by the student if the departmental custodian of the record disagrees with the contention of the student. Hearing requests should be directed to the Registrar as the University Custodian of Student Records.

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*Personal information includes all information about a student except the student's full name, campus address and telephone number, home address, and dates of attendance at the University. This information is routinely made available to the public by the University unless a student specifically requests that such information not be released.

**Grades are considered as "matters of fact" only if an error is made in transcribing or recording the grade.

(3) Hearings will be conducted by a University faculty member appointed by the Vice President for Student Affairs. A hearing will allow written and/or oral argument from the student in support of the request for modification. Other oral or written testimony supporting or contesting modification will also be admissible.

(4) The hearing officer shall make a written recommendation to the University Custodian of Student Records accompanied by written findings of fact concerning the student's request for modification within five working days of the hearing. The University Custodian of Student Records will provide written notification of the decision to the student within five working days of receipt of the hearing officer's report. Confirmation of a change in the contested record where a modification is in accordance with the decision of the University Custodian of Student Records will accompany the notice to the student.

B. Appeal of Hearing Decision:

Notice of an intention to appeal the decision of the University Custodian of Student Records should be filed with the Vice President for Student Affairs who will review the report of the hearing officer and render a decision. Either the student requesting modification of the record or the departmental custodian of student records may appeal the decision of the University Custodian of Student Records.

V. INVENTORY OF STUDENT RECORDS

The following is a list of departmentally maintained educational records:

A. Career Education:

(1) Placement records (if filed by student)

B. College of Law:

(1) Application
(2) Grades
(3) Law School Data Assembly Report (LSDAS)
(4) Placement information
(5) Receipts of tuition payment
(6) Recommendation forms
(7) Undergraduate transcript

C. Financial--Business Office:

(1) All records pertaining to student accounts, including contracts when applicable

D. Graduate School of Administration:

(1) Application
(2) Brief essay
(3) Grades
(4) Information card
(5) Placement information
(6) Receipts of tuition payment
(7) Recommendations (3)

E. Health Center:

(1) Bed patient chart
(2) Individual health forms (records of any physical abnormalities or contagious diseases)
(3) Individual insurance policies
(4) Record of visits and/or medication

F. Publicity and Information Office:

(1) Registration cards

G. Registrar and Admissions Office:

(1) Activities reference sheet
(2) Admissions information
(3) Application to University
(4) College Board scores
(5) Correspondence concerning student
(6) Grade lists
(7) Grade point standing
(8) Graduation requirements and petitions
(9) Letters of recommendation (prior to admission)
(10) Notification of probationary status (if appropriate)
(11) Potential admission
(12) Requirements summary
(13) Social security income status
(14) Teacher placement files
(15) Veterans classification

H. Residential Education Office:

(1) Conduct records--All correspondence relating to conduct cases, where "Conduct Reprimand" or "Conduct Probation" sanctions are levied, is destroyed upon graduation or other severance from the University. Records are maintained concerning students on long-term leaves of absence. All correspondence relating to conduct cases where "Conduct Suspension" or "Conduct Dismissal" penalties are imposed is destroyed three years from the date of the decision.

(2) Residence staff selection records--All application forms, confidential recommendation statements, and related materials are retained for three years.

(3) Housing registration records (i.e., name, sex, on-campus location, meal plan, room occupancy, class standing, phone number, social security number) and summary information detailing total numbers of students by type of residence is discarded at the expiration of each fiscal year.

I. Student Affairs:

(1) Record of University withdrawal

J. Student Financial Aid Office:

(1) Award letter
(2) Correspondence with the student or parents
(3) Financial aid application
(4) Financial aid workshop
(5) Loan file
(6) Need computation by CSS
(7) Parent's (or Student's) Confidential Statement

7. VISITING HOURS

Each living organization may implement a program of visitation in private rooms provided that such program, a) is approved by secret ballot by 2/3's of the student residents in the living organization and concurred in by the Assoc. Dean of Students; b) falls within the following time periods; 12 noon and midnight on Sunday through Thursday and 12 noon and 1:30 a.m. on Friday and Saturday; and c) is subject to rules and procedures adopted in accordance with other provisions of the Standards of Conducts.

V. PROCEDURES OF ENFORCEMENT

A. Complaint Procedures

1. Any person having knowledge of a violation of the Willamette University Standards of Conduct should report the matter immediately to the Office of Student Affairs.

2. Upon receipt of a complaint by the Office of Student Affairs, the parties allegedly involved in the violation shall be informed of the following:

   a) time, date, and place of an initial counseling interview to discuss the basis for the complaint, its implications and the procedures for enforcement.

   b) that such interview(s) shall be confidential, and the representative of the Office of Student Affairs conducting the interview shall not divulge any information received in the interview in further proceedings.

   c) where the current edition of the code and procedures are published.

3. After conferring with the parties allegedly involved in the violation,the Office of Student Affairs may, on the basis of a counseling interview or any preliminary or subsequent investigation, take the following action:

   a) drop the complaint

   b) resolve the complaint administratively with concurrence of the alleged violation (see paragraph B below)

   c) refer the complaint to the University Review Board for hearing; or

   d) refer the complaint to the Student Grievance Committee for hearing.

4. The parties involved in the complaint shall be notified of any action taken by the Office of Student Affairs.

B. Student Disciplinary Procedures

1. Administrative Resolution. The Office of Student Affairs may resolve administratively any student violation of these Standards of Conduct when the violation, interests of the University, and personal development of the student render such resolution particularly appropriate. Under this procedure, the following steps shall be followed:

   a) First, the student shall be advised of the Statement of Student Rights and Responsibilities and given an opportunity to discuss the alleged violation with an advisor of his or her choice.

   b) If the student admits the conduct which constitutes the violation, then the Office of Student Affairs imposes a penalty warranted by the violation and circumstances surrounding its commission. The imposition of expulsion or suspension from the University must be reviewed and approved by the University Review Board within ten school days of imposition. The student shall be informed thereafter in writing of the results of such review. A record of such disposition shall be kept by the Vice President for Student Affairs with a copy provided to the violator.

   c) In the event the student does not admit the conduct which constitutes the violation, or requests a formal hearing, the case shall be referred to the University Review Board of resolution.

2. Notice of Violation of Standards of Conduct. The Office of Student Affairs shall initiate disciplinary proceedings against any student or student organization by preparing, in writing

notice of violation of the Standards of Conduct.

a) The notice letter may be delivered personally, sent postage prepaid by registered or certified United States mail or delivered by campus mail to campus residences.

b) The notice letter shall consist of a statement of the University regulation or policy allegedly violated, a factual description of the conduct upon which the charges are based, notification of the University official or hearing body having jurisdiction over the charges, and reasonable prior notice of the time/date/place of a disciplinary hearing, and, if applicable, notification of immediate suspension and withdrawal of consent to remain on campus.

c) In the event a student organization has allegedly violated these Standards of Conduct, notice of violation shall be delivered to the president, principal officer, or the person(s) designated by the group as being agents on behalf of the group. The president, principal officer, or group agent as defined above shall be required to represent the group before any University official or hearing body having jurisdiction over the charges.

3. Formal Hearing Procedures. Student disciplinary cases referred to the University Review Board shall be subject to the following procedures and conditions:

a) University Review Board. The primary responsibilities of the University Review Board are to ascertain facts relative to each disciplinary case brought before it, determine whether these Standards of Conduct have been violated, and impose penalties when appropriate. In carrying out these responsibilities, the Board may adopt

procedures, in addition to those specified below, which expedite the orderly progress of the hearing, direct questions to any person connected with the disciplinary case, limit testimony, and conduct any legitimate inquiry necessary for a fair disposition of the case.

1) Membership. The University Review Board shall consist of five students and four members of the faculty one of whom shall be designated by the Board as Chairperson. The faculty members shall be appointed by the President of the University. The student members, one of whom shall be a Graduate School of Administration student, and one of whom shall be a College of Law student, shall be nominated by the Presidents of the Associated Students of Willamette University, Associated Students of the Graduate School of Administration and Student Bar Association and appointed by the President of the University. Members of the University Review Board shall serve for a maximum of three years.

2) Disqualification. Any member may be disqualified temporarily from the Board if, in the judgment of that member and with the concurrence of the rest of the Board, such disqualification would serve better the interest of fairness.

3) Alternate members. In the event of absence, unavailability, or disqualification, the President of the University may appoint alternate members (students to replace students and faculty to replace faculty) to assure full Board membership.

4) Quorum shall consist of the Chairperson and three members or alternates.

5) Duties of the Chairperson. The Chairperson shall schedule

and preside over all hearings, rule on procedural questions, and resolve other issues raised before the Board.

b) Hearings. The chairperson of the University Review Board shall schedule a hearing at the earliest reasonable date upon a referral of a disciplinary case from the Office of Student Affairs.

1) If more than one student is charged with a violation arising out of the same or similar incident occurring at the same time and place, a joint hearing shall be held, unless the Chairperson finds sufficient cause for holding separate hearings.

2) Hearings shall be confidential and closed to all persons except those conducting or assisting with the hearing, the student charged and a single advisor of choice, a representative from the Office of Student Affairs, and witnesses while they are presenting evidence.

3) A tape recorded record of each hearing shall be made.

c) Presentation of diciplinary cases.

1) A representative from the Office of Student Affairs shall present the charges and evidence in the case, and may call witnesses if appropriate.

2) The student charged with the violation, or an advisor of choice, shall be given an opportunity to rebut the charges, cross-examine witness and present favorable evidence and witnesses.

d) Student elects not to appear. In the event a student elects not to appear at a disciplinary hearing, the following shall apply:

1) The student's absence shall be noted in the record without prejudice;

2) The hearing shall proceed in the student's absence.

e) Prior to or at the scheduled hearing, the student may petition the University Review Board for a postponement or rescheduled hearing. The University Review Board shall grant such petition if in its judgement reasonable cause is shown.

f) Decisions of the Board.

1) Findings of violation of these Standards of Conduct shall be based upon a preponderance of evidence.

2) Findings and penalties imposed by the University Review Board require an affirmative vote of a majority of all members of the Board, including the chairperson.

3) The student shall be given written notice of the findings and penalties, and also advised of the right to appeal any decision to the President of the University.

4) Findings and penalties imposed by the University Review Board are final unless appealed within three days in accordance with procedures specified in V-B below.

4. Penalties.

a) Expulsion. Participation in University life is severed indefinitely, including loss of all fees and academic credit for the semester in which the expulsion takes place.

b) Suspension. Participation in University life is severed including loss of all fees and academic credit for the semester in which the suspension takes place. With regard to student organizations, this penalty is equivalent to loss of University recognition and all privileges associated with such recognition.

c) Probation. Participation in University life by individual

students or student organization is placed on provisional status, with or without loss of designated privileges.

d) Restitution. The student or student organization is required to replace or restore damaged, stolen, or misappropriated property.

e) Community Service. The student or student organization is required to render a designated number of hours of labor in the service of the academic or municipal community.

f) Warning. The student or student organization is given official notice that future violations of these Standards of Conduct may result in the imposition of more serious penalties.

5. Appeal Procedures

a) Findings or disciplinary penalties imposed under the authority of these Standards of Conduct may be appealed only to the President of the University.

b) All such appeals shall be in writing and submitted to the Office of Student Affairs within three working days of receipt of the notice of findings and penalties.

c) The appeal shall consist of a statement of facts which sets forth one or more of the following exclusive grounds for appeal.

1) There is significant new evidence which was not a part of the disciplinary hearing.

2) The penalty imposed was unreasonable.

3) The University official or hearing body resolving the violation was biased.

4) A procedural error in the proceedings was significant and prejudicial.

d) Upon review of an appeal, the President of the University

may take any of the following actions.

1) Affirm, in whole or in part, the findings and disciplinary penalties of the University official or hearing body having jurisdiction over the case.
2) Reduce the severity of the penalty.
3) Overturn the findings.
4) Order a new hearing.

C. Student Grievance Procedures

1) A student who believes that a faculty or staff member has violated his rights has the responsibility to discuss thoroughly his complaint with that faculty or staff member. A student in the College of Law has the further responsibility of exhausting Law School procedures as outlined in Questions and Complaints Concerning Law School Policies and Procedures.
2) In the case that the student and the faculty or staff member involved are unable to resolve their differences, the student should then discuss his complaint with the immediate superior of the faculty or staff member. After the initial meeting, the faculty or staff member, his superior and the student may meet if all parties agree.
3) If the student is not satisfied by steps one and two, he should submit a written complaint to the Vice President for Student Affairs, if the matter is non-academic, i.e., involves Rights 6-12, or the Dean of the College if the matter is academic, i.e., involves Rights 2-3. In cases involving Rights 1, 4, and 5 or a matter which is not readily categorized as either academic or non-academic, the Vice President for Student Affairs and the Dean of the College will review the situation together and decide which classification is most appropriate. The Vice President of Student

Affairs

will appoint someone other than a member of the teaching faculty upon the request of the student to assist him in drafting his complaint. Upon receipt of the written complaint, the appropriate Dean will impanel a Grievance Board. A Grievance Board will be composed of five members--one student and one faculty member from the Student Affairs Committee, one student from the Student Senate, one faculty member from the Faculty Council, and the appropriate Dean or Vice President, who serves as Chairman. The student and faculty or staff member are each entitled to four peremptory challenges.

Copies of the complaint will be sent by the appropriate Dean to the faculty or staff member involved, his superior, the student, and the members of the Grievance Board.

4. Within ten class days of receiving a copy of the student's complaint, the faculty or staff member involved shall submit a written response to the Grievance Board Chairman. Copies of the response shall be given to all persons who received copies of the student's complaint.

5. The Grievance Board will convene within fifteen days of receiving the response. After reading and discussing the complaint and the response, the Grievance Board may request personal interviews with the faculty or staff member and student involved and third parties who are knowledgeable about the matter. Request for a personal interview with the committee may also be made by the faculty or staff member, or the student or by the above-mentioned third parties.

   In the event that these interviews are conducted so that the parties appear separately before the committee, tape tran-

scripts of such interviews will be available to the faculty or staff member and student involved. If such interviews are not deemed necessary, the Grievance Board shall write a recommendation and rationale upon reading and discussing the initial written complaint and response. Copies will be sent to the student, the faculty or staff member, and his superior.

6. If after ten days, the Grievance Board is aware that no action has been taken on its recommendation, it may forward its recommendation to other levels for further action (e.g., President, appropriate Vice President).
7. A written appeal to the Chairman of the Grievance Board may be filed within five days after the receipt of the recommendation. Upon receipt of the written appeal, the Chairman of the Grievance Board shall submit a copy of the original complaint, response, all testimony, Grievance Board recommendations and rationale, and the appeal to the President of the University.
8. All proceedings of a Grievance Board shall be kept confidential and not noted in the student's permanent record.
9. The student who desires to use the procedures must file a written complaint by the end of the next semester after the time he believes his rights were violated.

WILLAMETTE UNIVERSITY
Student Affairs Committee
jh: 9/21/73

Amended
dj: 11/6/75

D. College of Law Student Grievance Procedure

Preamble

Individual recognition of responsibility for academic honesty is integral to the Grievance Procedure. The Grievance Procedure is a mechanism enabling students to exercise such responsibility. An assumption inherent in the Grievance Procedure is that Willamette University College of Law students will aspire to the highest ideals of honor. Law students are expected to demonstrate their worthiness to receive the trust reposed in lawyers by society. An objective of the Grievance Procedure is to provide a channel for handling grievances alleging a violation of that trust.

Section I: Composition

A. The Grievance Committee is composed of two third year, two second year, and two first year law students. Committee members must not be class or SBA officers. Committee members are appointed by the SBA Executive Committee for terms of one year to begin in September. Committee members may be removed for cause by the SBA Executive Committee.

B. The Committee must meet no later than one week after members are selected by the Executive Committee. The Committee is to organize itself and select a chairperson.

C. A Committee member who reports a violation may not hear that case. A replacement shall be appointed by the remaining Committee members. A Committee member may disqualify himself or herself from any

proceeding. A replacement shall be appointed by the remaining Committee members. An accused student may challenge for cause a member of the Committee. Only one member at a time may be challenged. The Committee, excluding the challenged member, is to hear the accused student's reasons for challenge and then decide on the merits of the challenge. A majority vote of the remaining members is necessary for removal of a member on the basis of an accused student's challenge. A replacement for a removed member shall be appointed by the remaining Committee members. An accused student must, before the date of the hearing, be asked by the Student Bar Representative if there is objection to any member. If no objection is made prior to the reading of the complaint at the hearing, the right to challenge is waived.

D. If anyone in writing requests the Committee to determine whether a specific act is a violation over which the Grievance Committee has jurisdiction, the Committee shall in writing answer the request. Committee opinions shall be posted on the SBA bulletin board and submitted to the Executive Committee.

E. The Committee must at least once yearly evaluate the effectiveness of the Grievance Procedure. The Committee is to hold public hearings between practice exams and finals during the first semester. Anyone may testify. Notice of public hearings must be posted on the SBA bulletin board for one week prior to the hearings. If the Committee finds the Grievance Procedure does not meet the needs of Willamette law students, the Committee is to submit to the SBA Executive Committee any revisions the Grievance Committee deems appropriate.

F. Each first year student is to receive at registration a copy of the Grievance Procedure.

Section II: Procedure

A. Any one who wishes to report an incident believed to be a violation over which the Grievance Committee has jurisdiction must submit to the Student Bar Representative a signed written statement detailing the incident. Without the written statement the Grievance Committee has no power to proceed against a student.

B. The Student Bar Representative is promptly to give the accused a copy of the statement. The SBA Representative is to investigate the charge as soon as reasonably possible. Discretion to prosecute rests with the Grievance Committee. The SBA Representative is to notify the accused whether action will be taken against him or her. If action will be taken, the SBA Representative must file a complaint with the Grievance Committee and give a copy of the complaint and the Grievance Procedure to the accused.

C. The accused is to be given a hearing within ten days after being given a copy of the complaint. The hearing date may be chosen by the accused and is subject to Committee approval. The accused may waive a hearing and either submit a written explanation of the incident to the Committee or voluntarily withdraw from school.

D. If the accused submits a written explanation in lieu of a hearing, the Committee shall within ten days of receipt of the explanation make a final disposition of the case. The Committee may request the accused to clarify any portion of the written explanation.

E. If a hearing is held, there must be in attendance at least five Committee members, the Student Bar Representative, the reporting student, and the accused. A representative of the accused's choice may attend if the accused so desires. If any Committee members are unable to attend, the Committee may appoint replacements. A replacement need not be from the same class as the one replaced. The accused may for cause challenge a replacement. The accused has the right to a public hearing if desired. The right to a public hearing is waived if not affirmatively elected by the accused prior to the reading of the complaint at the hearing. The Student Bar Representative is responsible for investigating the alleged offense and shall act as prosecutor at the hearing. The Representative is to be chosen by the Executive Committee and is to serve a term of one year. If for any reason the Representative cannot attend a hearing, a replacement for that hearing shall be chosen by the Grievance Committee. If the accused fails to attend the hearing and all required procedures have been followed, the Committee may decide the case on the information, evidence, and witnesses present. Witnesses and documents in their possession may be called by the Committee, the Student Bar Representative, and the accused.

F. During the hearing, a member of the Committee and the Student Bar Representative may question any witness, the reporting student, or the accused. The accused shall not be required to give self-incriminating testimony. The accused and a representative of the accused may question the reporting student and any other witness.

G. The Committee is to keep a record of the proceedings; a detailed transcript or tape recording may be kept by the accused. All parties in attendance shall treat all evidence and discussion as confidential.

H. The Committee is not to take action against a student unless at least five members are present. The accused is found guilty if all or all but one of the Committee members present vote "guilty". A Committee member shall not vote "guilty" unless convinced of guilt beyond a reasonable doubt. The penalty is to be determined by majority vote.

I. The accused may petition the Committee for a rehearing. Rehearing will be granted at the discretion of the Committee.

J. The Committee shall post in a conspicuous place a report of the case. The report is to include the nature of the offense charged, the findings, and the penalties imposed. The report is to be filed with the Executive Committee and the Dean. The name of the accused or convicted shall not be included, except that the Committee may report to the Dean the name of one convicted.

K. The Committee has the power to implement internal procedures to carry out the provisions of the Grievance Procedure.

L. Procedures set out in the Grievance Procedure are intended to protect the accused and to state the process through which a case is to progress. Unintended or necessary deviation from that process is not a defense unless it is demonstrated that the accused thereby suffers substantially. In no event can an accused be deprived of

the right to counsel or to written notice of the charges, of the right to a hearing before at least five Committee members, of examination of witnesses and confrontation with the accuser. Committee members must exercise diligence to ensure that procedures are followed.

Section III: Violations

The following acts are violations over which the Grievance Committee has jurisdiction.

A. To give or receive, or to attempt to give or receive, any aid during any examination, including take-home examinations. This provision applies to graded material other than an examination if an instructor gives reasonable notice that assistance is not to be received.

B. To commence answering an examination before the stipulated time. To answer an examination after the time set for completion. (De minimus violations of this provision will not be heard by the Committee.)

C. To use or obtain, or to attempt to use or obtain, any unauthorized aid before or during the taking of an examination.

D. To commit in the library acts of a nature prejudicial to the academic interests of other students.

E. To willfully and knowingly falsely accuse another of a violation within the jurisdiction of the Grievance Committee.

F. To take or misuse a student's, or to deprive a student of the use of his or her, books, supplementary study aids, tape recorder, notes, or work product.

G. To willfully and knowingly fail to comply with Section II (E) by not appearing and testifying as a witness at any proceeding when

called by the accused. If a witness claims that compliance with this provision may be self-incriminating, the Committee shall grant the student immunity from prosecution based on his testimony or evidence, except the witness cannot be granted such immunity for violation of Section III (E).

H. To plagiarize.

I. In writing to falsely represent to a course instructor that one has completed a requirement for grade or credit in that course.

J. All other rules pertaining to general student conduct and to school property and building security and use will be enforced by the Dean of the College of Law or the Dean's representative and not by the Committee.

K. The Grievance Procedure has limited scope. It deals only with violations of Section III. The faculty and Dean have power over students committing objectionable acts not listed in Section III. For such conduct a student may be expelled if in the opinion of the faculty such conduct demonstrates that the student lacks the necessary good character for admission to the organized bar. The Grievance Procedure in no way limits any faculty powers except as provided in Section VI.

Section IV: Penalties

A. Any of the following penalties may be imposed.

1. Reduction of the grade in the class or subject to which the violation relates.
2. Private reprimand.
3. Work in the library for a time specified and in conjunction with the librarian's need for work.

4. Any other reasonable penalty.

5. Suspension.

6. Expulsion.

B. Power to impose penalties

1. The Grievance Committee may impose penalties listed in subsection A. 1.-4. It may not expel nor suspend.

2. If the Committee finds that expulsion or suspension may be warranted, the Committee shall, after finding guilt, refer the case to the faculty for determination and imposition of penalty. The faculty may then impose any penalty listed in this section.

Section V: Penalty Guidelines

A. One may be expelled or suspended for violating the Grievance Procedure if the Grievance Committee and faculty find that the violation indicates the student is not morally fit to be a lawyer.

1. Following is a list of acts that may indicate a student is not morally fit to be a lawyer.

(a) Stealing or attempting to steal exams from faculty or administration offices;

(b) Stealing another's textbook, supplementary legal study aid, tape recorder, class notes, or academic work product;

(c) Participating in a long-range scheme of organized cheating;

(d) Being convicted of more than one nonexpellable offense.

2. Following is a list of acts that, although culpable, normally do not indicate moral unfitness to be a lawyer.

(a) Collaborating on research and writing projects;

(b) Writing over on an examination;

(c) Taking a book from the library without authorization but with intent to return it;

(d) Hiding books in the library.

3. The above lists do not foreclose determination of whether a listed or unlisted act does or does not indicate moral unfitness. In each case it will be decided whether an act indicates moral unfitness. The lists will be looked to for guidance.

B. If the Committee finds the violation does not indicate moral unfitness, the Committee will select a penalty from Section IV. A. 1.-4. If a convicted individual gained an advantage from the violation, the Committee will attempt to cancel the advantage. If the violation does not lend itself to a penalty designed to cancel advantage, the Committee will in its choice of penalty not be guided by a spirit of vindictiveness.

Section VI: Faculty Powers

A. If the Grievance Committee has imposed a penalty, the one penalized may either appeal to the faculty or accept the Grievance Committee's penalty. Appeal is limited to the appropriateness of penalty and is according to 1.-7. below.

1. If the Grievance Committee imposes a penalty on a student, the faculty may review the imposition of penalty.

2. The student may review only upon petition by the penalized student.

3. The faculty may at its discretion deny a petition for review.

4. The faculty may review penalty only.

5. The faculty may give only such penalty as the Grievance Committee may give.
6. The faculty is not to increase penalty unless the Grievance Committee's choice of penalty is clearly inappropriate.
7. When determining penalty, the faculty will look to Section V.B. for guidance.

B. If there is no appeal and faculty or administration assistance is necessary to administer a penalty, the faculty and administration will implement the Committee's penalty.

C. If the Grievance Committee refers a case to the faculty for penalty, procedure is according to 1.-6. below.

1. The student may at this point withdraw from school.
2. The faculty will grant the student an adequate opportunity to be heard. The faculty may limit the amount of time the student may use, as long as the opportunity to be heard is adequate.
3. At the hearing the student may advance any argument on any subject. Argument not directed at choosing an appropriate penalty will not be ruled out of order.
4. The student may appear with or through counsel.
5. When determining whether the violation indicates moral unfitness and when determining penalty, the faculty will look to Section V. for guidance.
6. The penalty must be chosen from Section IV.

D. The faculty and administration have no original jurisdiction over violations over which the Grievance Committee has original jurisdiction.

E. The Grievance Procedure does not impinge in anyone's duty to report information to a bar organization.

PLEASE NOTE: There may be changes in Sections II B, II F, and III G. All changes will be posted on the SBA Bulletin Board.