



Student Handbook

1993



WILLAMETTE UNIVERSITY

1994



THE STUDENT HANDBOOK
of
WILLAMETTE UNIVERSITY



1993-1994

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Coordinator and Editor:
Rachel Hall

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Notice:

All information in this handbook is subject to change without notice.

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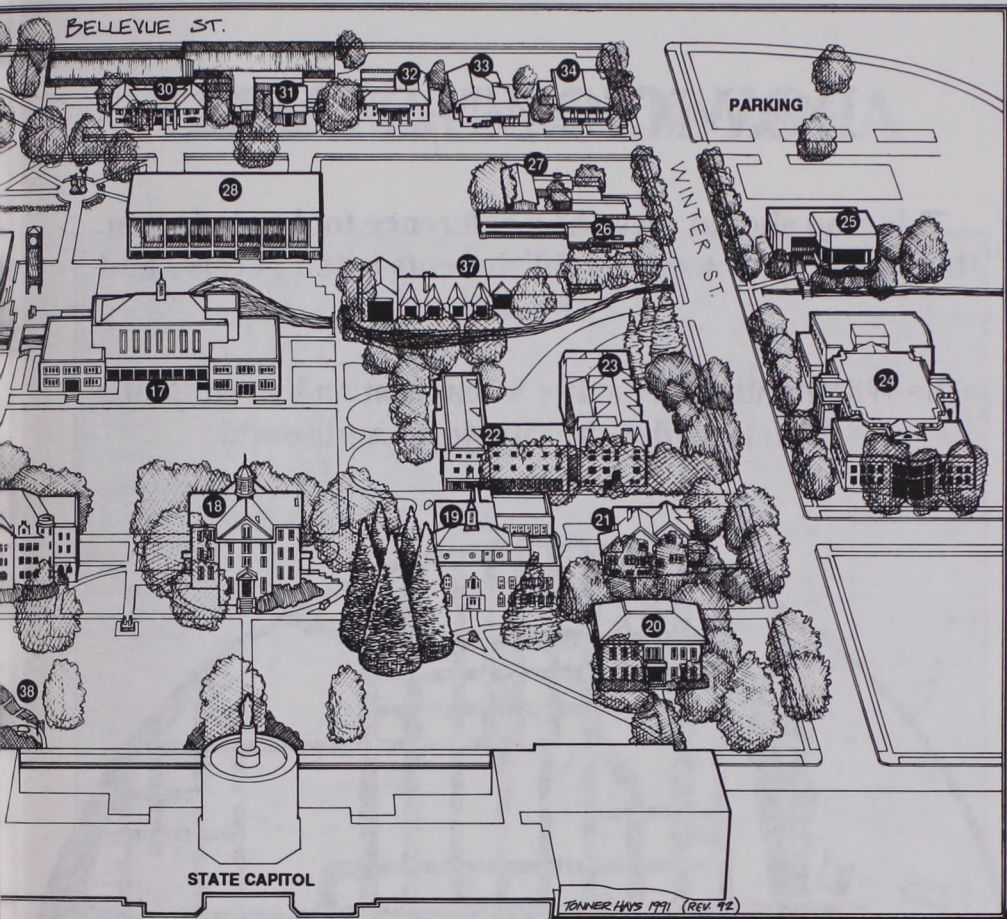
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21. University House
22. Doney Hall
23. Lausanne Hall
24. Truman Wesley Collins Legal Center
25. Seeley G. Mudd Building
Atkinson Graduate School of Management
26. York House
27. Lee House
28. Putnam University Center
29. Lestle J. Sparks Physical Education and Recreation Center
30. Willamette International Studies House (WISH)
31. Alpha Chi Omega
32. Delta Gamma
33. Pi Beta Phi
34. Shepard House
35. Mark O. Hatfield Library
36. Tokyo International University of America
37. Goudy Commons
38. Sesquicentennial Rose Garden

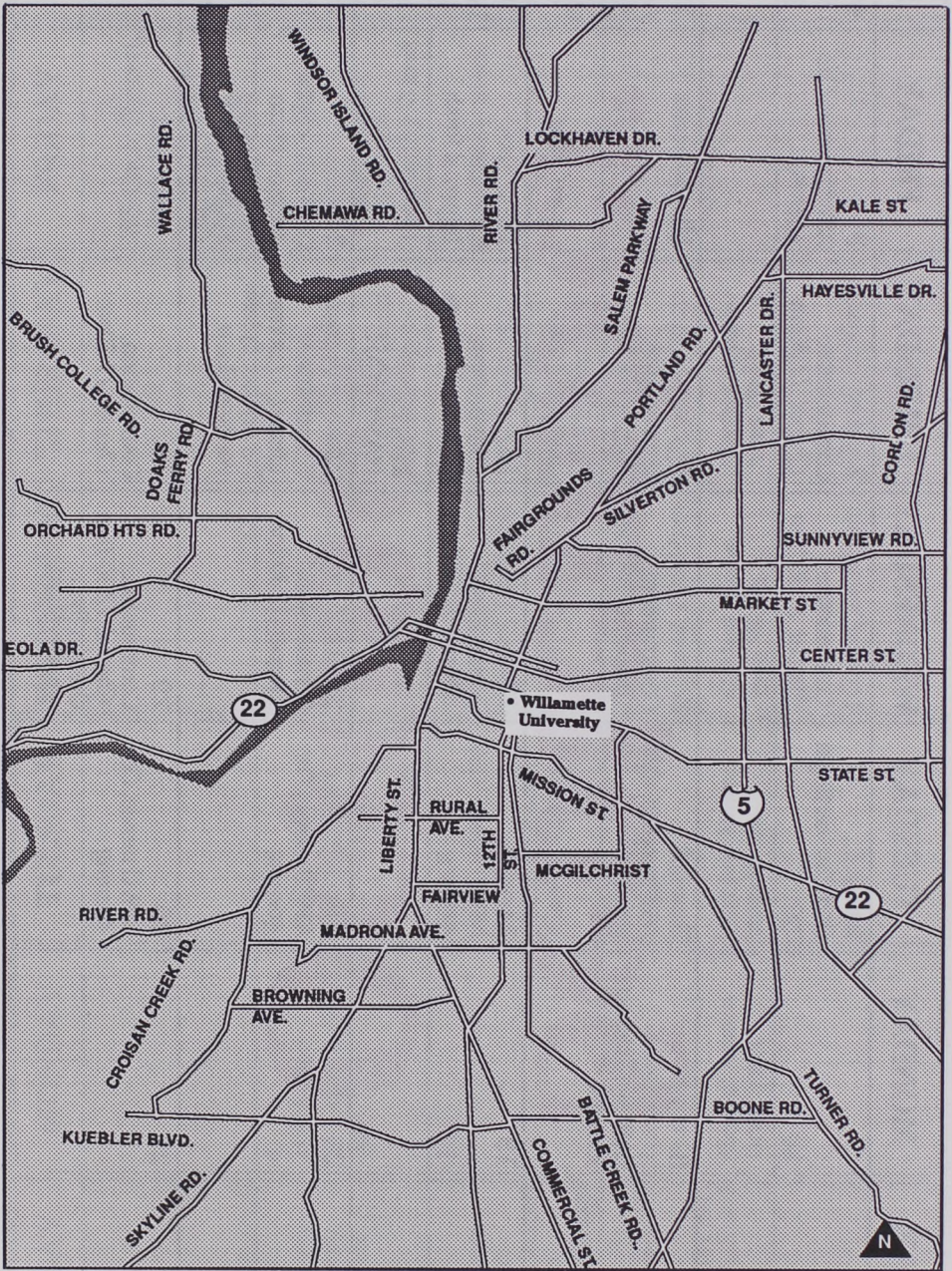
DOWNTOWN SALEM

This map should serve as a reference tool to help you locate the downtown establishments listed in this handbook.

The Willamette River splits Salem east and west; Center Street divides the city north and south.



GREATER SALEM AREA



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		31 CLA Classes Begin	1 Communion, Chapel, 12:30-1pm	2 Convocation, Chapel, 11:30am	3 ASWU movie, Cat, evening	4
5	6 LABOR DAY, no classes	7 ASWU movie, Cat, evening	8 Communion, Chapel, 12:30-1pm	9 Convocation, Chapel, 11:30am	10	11 Activities Fair, Quad, Noon-4pm Football vs. Alumni Game
12	13	14 ASWU movie, Cat, evening	15 Communion, Chapel, 12:30-1pm	16 Convocation, Chapel, 11:30am ROSH HASHANAH	17 Panhellenic Informal Rush	18 Panhellenic Informal Rush
19	20	21 ASWU movie, Cat, evening	22 Communion, Chapel, 12:30-1pm	23 Convocation, Chapel, 11:30am DG Anchor Splash, Jackson Plaza	24 DG Anchor Splash, Jackson Plaza Mr/Ms Anchor Splash Pageant, Cat, 7pm	25 DG Anchor Splash Party, Quad, 6- 8pm YOM KIPPUR
26	27	28 ASWU movie, Cat, evening	29 Communion, Chapel, 12:30-1pm Oregon Sym- phony, Smith, 8pm	30 Convocation, Chapel, 11:30am		

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
3 King/Viamonte Recital, <i>Smith</i> Homecoming	4 ALS: Robert McCulloch, <i>Smith</i> , 8pm	5 Panhellenic Lip- Synch Contest, <i>Cat</i> , 8-10pm	6 Communion, <i>Chapel</i> , 12:30-1pm	7 Convocation, <i>Chapel</i> , 11:30am Panhellenic Olympics, <i>Quad</i> <i>Theatre</i> : 8pm	8 Jazz Nite, <i>Smith</i> , 6:30pm <i>Theatre</i> : Terra Nova, 8pm Par/Family Wknd	9 Ftbl. vs. PLU, 1:30pm <i>Theatre</i> : Terra Nova, 8pm Par/Family Wknd
10 <i>Theatre</i> : Terra Nova, 2pm WE/Choir Concert, <i>Smith</i> , 3pm Par/Family Wknd	11	12 ASWU movie, <i>Cat</i> , evening "Gospel of Mark," <i>Chapel</i> , evening	13 Communion, <i>Chapel</i> , 12:30-1pm	14 Convocation EPC: Cousteau Soc., <i>Smith</i> , 7pm <i>Theatre</i> : Terra Nova, 8pm	15 Board of Trustees Mtg., 2pm <i>Theatre</i> : Terra Nova, 8pm	16 <i>Theatre</i> : Terra Nova, 8pm John Doan Concert, <i>Smith</i> , 8pm
17 <i>Theatre</i> : Terra Nova, 2pm Warren Miller Ski Film, <i>Smith</i> , 5 and 8pm	18 Tuva, <i>Smith</i> , evening Alcohol Aware- ness Week	19 ASWU Movie, <i>Cat</i> , evening Alcohol Aware- ness Week	20 Communion, <i>Chapel</i> , 12:30-1pm Alcohol Aware- ness Week	21 Convocation, <i>Chapel</i> , 11:30am Alcohol Aware- ness Week	22 Mid-Semester Day , no classes	23
24	25	26 ASWU movie, <i>Cat</i> , evening	27 Communion, <i>Chapel</i> , 12:30-1pm	28 Convocation, <i>Chapel</i> , 11:30am	29	30 Football vs. SOSOC, 1:30pm
31 HALLOWEEN						

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 EPC: Ken King, <i>Cat</i> , 7:30pm	2 ASWU movie, <i>Cat</i> , evening	3 Communion, <i>Chapel, 12:30-1pm</i> Oregon Symphony Pops, <i>Smith, 8pm</i>	4 Convocation, <i>Chapel, 11:30am</i> EPC: Jerry Mander <i>Cat, 7:30pm</i>	5 New Music Concert, <i>Smith</i> , 8pm	6 Ftbl vs. Linfield, 1:30pm Projecto Awards, <i>Cat, 5-10pm</i>
7 NAIA District Conf, <i>UC, noon-5pm</i>	8 NAIA District Conf, <i>UC, all day</i>	9 ASWU movie, <i>Cat</i> , evening	10 Communion, <i>Chapel, 12:30-1pm</i>	11 Convocation, <i>Chapel, 11:30am</i> Theatre: Women of Troy, <i>8pm</i>	12 Theatre: Women of Troy, <i>8pm</i> Opera Theatre, <i>Smith, 8pm</i>	13 Theatre: Women of Troy, <i>8pm</i>
14 CLA Preview Day Theatre: Women of Troy, <i>2pm</i> DAS: Am. Cham- ber Players, <i>8pm</i>	15 DAS Master Class, <i>Smith, 9am-noon</i>	16 ASWU movie, <i>Cat</i> , evening	17 Communion, <i>Chapel, 12:30-1pm</i> Oregon Sym- phony, <i>Smith, 8pm</i>	18 Convocation, <i>Chapel, 11:30am</i> Theatre: Women of Troy, <i>8pm</i>	19 Jazz Night, <i>Smith</i> , 7-9pm Theatre: Women of Troy, <i>8pm</i>	20 Theatre: Women of Troy, <i>8pm</i> WISA Int'l Dinner, <i>Cat, evening</i>
21 Theatre: Women of Troy, <i>2pm</i> Oregon Symphony Family Concert, <i>Smith, 3pm</i>	22	23 ASWU movie, <i>Cat</i> , evening	24 Communion, <i>Chapel, 12:30-1pm</i>	25 THANKSGIVING	26 University Holiday	27
28 HANNUKAH	29	30 ASWU movie, <i>Cat</i> , evening				

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Communion, Chapel, 12:30-1pm WE/Choir Concert, Smith, 7:30pm	2 Convocation, Chapel, 11:30am	3	4 CLA Course Selection, Cat, 8am-noon
5 Salem Chamber Orchestra Concert, Smith, 7pm	6	7 ASWU movie, Cat, evening	8 Communion, Chapel, 12:30-1pm	9 Convocation: Lessons & Carols, Chapel, 11:30am	10 Lessons & Carols, Chapel, 8pm CLA CLASSES END	11 John Doan Con- cert, Smith, 8pm Salem Parade on Winter St. evening STUDY DAY
12 WMC Family Concert, Smith, 3pm STUDY DAY	13 CLA FINALS BEGIN	14	15 Communion, Chapel, 12:30-1pm Oregon Symphony Pops, Smith, 8pm	16	17	18 Messiah, Sing- Together, Smith 7-9:30pm CLA FINALS END
19	20	21 Salem Ballet, The Nutcracker, Smith, evening	22	23	24 CHRISTMAS EVE	25 CHRISTMAS DAY
26	27	28	29	30	31 NEW YEAR'S EVE	

January

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 NEW YEAR'S DAY
2	3	4	5	6	7	8 Expanding Your Horizons, <i>all campus, all day</i>
9	10	11	12 Oregon Sympho-ny, <i>Smith, 8pm</i>	13	14	15
16	17	18 ASWU movie, <i>Cat, evening</i> CLA CLASSES BEGIN	19 Communion, <i>Chapel, 12:30-1pm</i> Oregon Symphony Pops, <i>Smith, 8pm</i>	20 Convocation, <i>Chapel, 11:30am</i> Panhellenic/IFC Rush	21 Panhellenic/IFC Rush	22 Martin Luther King Event, <i>Smith/Cat</i> Panhellenic/IFC Rush
23	24	25	26 Communion, <i>Chapel, 12:30-1pm</i> Chamber Choir Concert, <i>Smith, 7:30pm</i>	27 Convocation, <i>Chapel, 11:30am</i>	28	29
30	31					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 FOUNDER'S DAY- Willamette's 152 years old	2 Communion, Chapel, 12:30-1pm	3 Convocation, Chapel, 11:30am	4	5
6	7	8	9 Communion, Chapel, 12:30-1pm	10 Convocation, Chapel, 11:30am ALS: James Stewart, <i>Smith</i> , 8pm	11 Board of Trustees at Salishan	12 Board of Trustees at Salishan
13 Board of Trustees at Salishan Trio NW, <i>Smith</i> , 3pm	14	15	16 Communion, Chapel, 12:30-1pm	17 Convocation, Chapel, 11:30am	18 Shelly O'Donin Sr. Flute Recital, <i>Smith</i> , 7:30pm	19 Salem Chamber Orchestr Concert, <i>Smith</i> , 4pm Leadership Challenge
20	21	22 ASWU movie, <i>Cat</i> , evening	23 Communion, Chapel, 12:30-1pm Oregon Sym- phony, <i>Smith</i> , 8pm	24 Convocation, Chapel, 11:30am Theatre: The Maids, 8pm	25 Jazz Nite, <i>Smith</i> , 7pm Theatre: The Maids, 8pm	26 Theatre: The Maids, 8pm
27 Theatre: The Maids, 2pm	28					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 ASWU Movie, <i>Cat</i> , evening	2 Communion, Chapel, 12:30-1pm WE & Choir Concert, <i>Smith</i> , 7:30pm	3 Convocation, Chapel, 11:30am Theatre: <i>The</i> <i>Maids</i> , 8pm	4 Theatre: <i>The</i> <i>Maids</i> , 8pm	5 Sigma Chi Conf., <i>all day</i> Theatre: <i>The</i> <i>Maids</i> , 8pm
6 Theatre: <i>The</i> <i>Maids</i> , 2pm Salem Chamber Orch., <i>Smith</i> , 7pm Glee Week Begins	7 Glee Practices, <i>all</i> <i>day</i>	8 Glee Practices, <i>all</i> <i>day</i>	9 Communion Chapel, 12:30 Glee Practices Oregon Symph- ony, <i>Smith</i> , 8pm	10 Convocation, Chapel, 11:30am Glee Practices, <i>all</i> <i>day</i>	11 Glee Practices, <i>all</i> <i>day</i> Senior Skits, <i>Smith</i> , 6:30pm	12 Glee Practices, <i>all</i> <i>day</i> Freshman Glee, <i>Sparks</i> , 7pm
13 WU Master Chorus w/ Ptdl Youth Philharmonic, <i>Smith</i> , 3:30pm	14 Blue Monday Festivities, <i>Plaza</i>	15	16 Communion, Chapel, 12:30-1pm	17 Convocation, Chapel, 11:30am Tami Parker Sr. Flute Recital, <i>Smith</i> , 7:30pm	18	19
20	21	22	23	24	25	26
27 PASSEOVER and PALM SUNDAY	28 SPRING BREAK ENDS, 8am	29 ASWU movie, <i>Cat</i> , evening	30 Communion, Chapel, 12:30-1pm	31 Convocation, Chapel, 11:30am		

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
3 EASTER	4	5 ASWU movie, <i>Cat</i> , evening	6 Communion, <i>Chapel, 12:30-1pm</i> Opera/Musical, <i>Smith, 8pm</i>	7 Environmental Conf, <i>all day</i> Convocation, <i>Chapel, 11:30am</i>	8 Environmental Conf, <i>all day</i> Opera/Musical, <i>Smith, 8pm</i>	9 Int'l Extravaganza, <i>Plaza, Noon-4pm</i>
10 Opera/Musical, <i>Smith, 3pm</i>	11	12 ASWU movie, <i>Cat</i> , evening	13 Communion, <i>Chapel, 12:30-1pm</i> Woodwind Quintet, <i>Smith,</i> <i>8pm</i>	14 Convocation, <i>Chapel, 11:30am</i> Theatre: Moon Children, <i>8pm</i>	15 Theatre: Moon Children, <i>8pm</i>	16 Theatre: Moon Children, <i>8pm</i> Hawaii Club Luau, <i>Cat, evening</i>
17 CLA Spring Preview Day, <i>UC,</i> <i>Noon-5pm</i> Theatre: Moon Children, <i>2pm</i>	18	19 ASWU movie, <i>Cat</i> , evening	20 Communion, <i>Chapel, 12:30-1pm</i> WE & Choir Concert, <i>Smith,</i> <i>7:30pm</i>	21 Convocation Theatre, <i>8pm</i> Senior Reception/ Honors & Awards, <i>Cat, 5pm</i>	22 Theatre: Moon Children, <i>8pm</i>	23 CLA Course Selection, <i>8am-noon</i> Theatre: Moon Children, <i>8pm</i>
24 Theatre: Moon Children, <i>2pm</i> Choirs Concert, <i>Smith, 7pm</i>	25	26 ASWU movie, <i>Cat</i> , evening	27 Communion, <i>Chapel, 12:30-1pm</i>	28 Convocation, <i>Chapel 11:30am</i> ALS: Judith Viorst, <i>Smith, 8pm</i>	29 Dance Concert, <i>Kresge, 8pm</i>	30 Dance Concert, <i>Kresge, 8pm</i>

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3 ASWU Year-End Event, <i>Plaza,</i> <i>evening</i> CLA CLASSES END	4 Communion, <i>Chapel, 12:30-1pm</i>	5 STUDY DAY	6 CLA FINALS BEGIN	7
8 Mother's Day STUDY DAY	9	10	11 Communion Service, <i>Chapel,</i> <i>12:30-1pm</i>	12	13 Board of Trustees Mtg, <i>2pm</i>	14 Senior Honors Recital, <i>Smith,</i> <i>2pm</i>
15 Baccalaureate, <i>Smith, 11am</i> Commencement, <i>3pm</i>	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

May

Office of Academic Administration
Waller Hall, phone 6374

Todd Hutton, Vice President for Academic Administration

The Academic Administration Office oversees the Mark O. Hatfield Library, Academic and Administrative Computing, Registrar's Office, Learning Resource Center, Language Learning Center, Office of Financial Aid, Summer Conferences, Academic Grants and Awards, and Smith Auditorium.

Office of Academic Grants and Awards
101 Gatke, phone 6246

Patricia Alley, Director

The Office of Academic Grants and Awards provides support to faculty, students, and administrators who apply for external grants and awards based on their research, academic performance, or campus program(s).

Among other responsibilities, the Grants Office disseminates information on external grants and awards, and the director of the program assists faculty and students in the pre- and post-award phases of grant submission.

Such scholarship opportunities as the Fulbright Grant for study abroad, British Marshall Scholarship, Rhodes Scholarship, Mellon Fellowship, Goldwater Scholarship, and Truman Scholarship are handled jointly by the CLA Dean's Office and the Office of Academic Grants and Awards.

Accounting Office
Waller Hall, phone 6104

Bob Olson, Controller; Laura Hildebrandt, Accounting Office Manager

The Accounting Office handles payroll processing, check cashing (up to \$50), disbursement of funds to students and vendors, phone payments and student account payments.

**Academic
Administration**

**Academic
Grants and
Awards**

Accounting

Admissions

Office of Admission
University Center, phone 6303

James Sumner, Dean of University Admissions

This office is responsible for all student admission into the College of Liberal Arts, including the Master of Arts in Teaching (MAT) Program. The office also arranges campus tours for prospective students, overnight visits, meals, and class visits for prospective students.

Alcohol

Alcohol Policy

I. Introduction

Willamette University neither encourages nor discourages the use of alcoholic beverages, but it does condemn the abuse of alcoholic beverages. Whether or not a person drinks alcoholic beverages is a personal decision, but individuals are held accountable for making decisions about their behavior within the context of Oregon State Law¹ and University rules and regulations. In addition, it is understood that individuals are held responsible for the effects of their decisions on others within the University community. The alcohol policy and the procedures for its implementation have both an educational and a regulatory emphasis. They are intended to serve the following objectives:

A. to promote responsible behavior and attitudes among all members of the University community;

B. to educate students concerning the use and effects of alcoholic beverages in order to encourage responsible decision-making;

C. to help individuals experiencing difficulties associated with the use of alcohol.

II. Education

The University acknowledges a responsibility to educate the campus community regarding responsible alcohol use by creating programs and services to meet specific needs. In addition, efforts will be undertaken to ensure that Oregon

State Law and University regulations are understood by all who are affiliated with Willamette. Individuals must recognize, however, that we must all assume responsibility for educating ourselves, since ignorance of laws and regulations is no excuse for irresponsible or illegal behavior.

III. Regulation

A. General Policies:

1. Alcohol may not be served or consumed in any outdoor areas of the campus.
2. Direct or indirect sale of alcohol is prohibited.
3. Alcoholic beverages will not be served or consumed at events where attendance is open to those other than invited members of the Willamette community and their guests.
4. Alcoholic beverages will not be mentioned or implied in publicity for an event.
5. Alcohol will not be the main focus of an activity.
6. Appealing, non-alcoholic beverages and food must be served at all activities while alcohol is being consumed or served. Food and non-alcoholic beverages (excluding mixers) must constitute at least one-third of the total refreshment budget for a particular activity. Food and non-alcoholic drinks must be displayed prominently with alcoholic beverages.
7. The area used for an activity at which alcohol is served or consumed will be cleaned by users immediately following the activity (or clear and specific arrangements must be made to have it done).
8. For a summary of Oregon State Law regarding the sale and consumption of alcohol, see endnote 2 "Excerpts from Criminal Code of Oregon, 1985," and the published document University Standards of Conduct, available from the Dean of Residence Life.

IV. Alcohol Policy Implementation Procedures

A. Policies Governing the Use of Alcohol in University Residences:

As student homes, University residence halls are in a unique position to offer students the opportunity to learn responsible ways of relating to one another. University residence halls include fraternity houses, sorority houses and independent residences. Among the serious educational and social issues facing students today is the intelligent and responsible use of alcohol by both the person who chooses to drink and the person who chooses not to drink. Students will be held directly responsible for the destruction of personal or public property, the violation of the safety or rights of other persons, the violation of any state or federal law, or the violation of any other campus regulations which may occur while they are under the influence of alcohol. Such behavior will result in disciplinary action by the University or by local, state or federal law enforcement.

Educational and social programming is provided in the residence halls to address substance abuse, alcohol use, and related issues.

1. All sections of the "Regulations and Policies Governing Student Behavior" as outlined in the University Standards of Conduct shall apply to the Alcohol Policy.

2. In addition to the above, failure to observe any of the following shall constitute a violation of the University policy and may subject the individual(s) or group(s) to disciplinary action.

a. Consistent with Oregon State Law, private gatherings in individual rooms will not be considered social functions and need not be registered, but occupants and participants are responsible for abiding by all University policies. Any gathering in an individual student room where alcohol is present may not exceed a safe and manageable occupancy for that room.

b. Any consumption of alcohol in residence hall common areas (i.e., any area other than a student's private room) must be registered and confined to the approved space.

c. To register a common area event, the following conditions must be satisfied:

1) University events are planned for University students, therefore, non-university-age individuals (e.g., high school students) may not attend University social events where alcohol is served.

2) The event must be open only to those who are members of the sponsoring living organization(s) and their invited guests while alcohol is provided.

3) Willamette participants in the event must produce identification (i.e., Willamette University I.D.) that proves they are a currently enrolled Willamette University student. Any Willamette University student's guest must produce identification (e.g., driver's license, University I.D.) verifying University-age status.

4) Students are responsible for their guests.

5) An event in a residence hall will not be an open invitation, all-campus event.

6) A residence facility social event where alcohol is present may not exceed a safe and manageable number of people (i.e., 200) at any one time.

7) All entrances and exits of University residences are monitored (i.e., organizers arrange to have students at the doors to control traffic flow) for the duration of the event.

d. Student Body Activity Fees may not be used for purchase of alcoholic beverages.

e. The planning group must fill out an Alcohol Use Request Form for approval by the residence governing body.

f. The residence hall governing body must, by majority vote, approve any activity at

Alcohol

continued

which alcohol is to be served.

g. Following approval of the governing body, the plans for the event along with the request form must be reviewed and signed by the Resident/House Director prior to submitting the form to the Dean of Residence Life.

h. The Dean of Residence Life, or designee, in consultation with the Resident/House Director and the sponsors of the event, will approve or reject the proposed use of alcohol at the activity within two working days of receiving the request form at the Office of Residence Life. If denied, the reasons for the rejection will be provided in writing and include their relevance to the Alcohol Policy and regulations of that policy.

B. Policies Governing the Use of Alcohol in Other University Facilities:

1. Consistent with the above guidelines, alcohol may be served or consumed in the following buildings on campus (at planned group activities only) as long as the occupants and managers of that building have agreed it is appropriate.

- a. University Center
- b. Playhouse
- c. Art Building
- d. Smith Fine Arts Building
- e. Law School
- f. Graduate School of Management
- g. Waller Hall

2. Any activity at which alcohol is served or consumed must first be approved with the appropriate building manager (e.g., the University Center) or other person administratively responsible for the building. The Alcohol Use Request Form will be completed and submitted to the Dean of Residence Life.

3. The activity will be confined to the registered or designated area only.

4. The activity must be cleared on the University Master Calendar.

5. Activities at which alcohol is served or

consumed in non-residence hall facilities will be held primarily for and by members of the Willamette community. Others wishing to serve alcohol in University facilities must receive specific clearance from the Dean of Residence Life.

C. Procedures for Enforcement (to be included in the University Standards of Conduct under "Policies," Section IV, B, 1).

In addition to violations of the specific provisions of the policy governing the use of alcoholic beverages, the use or misuse of alcoholic beverages which results in violations of the General Student Regulations will result in disciplinary action.

1. The Dean of Residence Life or respective building managers shall be responsible for the enforcement of the policy governing the use of alcoholic beverages. In addition, any other member of the University community may refer violations of that policy to the Dean of Residence Life or respective building managers for possible action.

2. The following steps will be implemented in the enforcement of the policy. However, the steps need not be followed sequentially since certain violations may require stronger action.

a. A verbal warning may be issued by the appropriate staff person. After two (2) verbal warnings in any given semester, a formal written warning shall be issued by the staff person involved.

b. A formal written warning may be issued. A written warning shall detail the specifics of the violation, expectations for future behavior, and the consequences of further violations of the policy. Any violations subsequent to the first written warning in a given semester will result in referral to the Dean of Residence Life.

c. Referral to the Dean of Residence Life for further action may be made for any violation of the Alcohol Policy. As outlined in the University Standards of Conduct, either a hearing with the Dean of Residence Life or the

Alcohol

continued

University Standards of Conduct Committee will be held. When a referral for action is made, it would either be made after other avenues had been pursued or in response to a very serious violation. Therefore, the expectation would be that a penalty other than a warning would be in order.

d. A member of the Residence Life staff may stop an activity at which alcohol is served or consumed if there is any problem which cannot be corrected immediately.

D. Corrective Measures and Penalties:

Alcohol Policy Violations: Violations of this policy will result in the imposition of one or more of the penalties listed below. Also, if deemed necessary, the University Standards of Conduct Committee or the Dean of Residence Life may request an assessment by a professional counselor or appropriate agency prior to the imposition of the penalty. The result of the assessment will be taken into consideration in the imposition of corrective measures.

1. Warning not to repeat the violation of the alcohol policy.

2. Participation in an alcohol education course.

3. Participation in on-going treatment by a counselor or appropriate agency.

4. In the case of a group violation, requiring the leaders to participate in an alcohol education course.

5. In the case of a group violation, requiring a minimum of 75% of all members of the living group to participate in an alcohol education program.

6. Suspension of the group's option to serve or consume alcohol. This may vary in length or time and could exclude the group from having social functions of any kind.

7. Other: the University Standards of Conduct Committee or Dean of Residence Life may impose other penalties deemed appropriate and

necessary including those outlined in the University Code of Conduct.

End notes:

¹Passed by the Willamette University Board of Trustees October 16, 1982, as part of the official University Standards of Conduct.

²EXCERPTS FROM CRIMINAL CODE OF OREGON, 1985

471.410 Providing liquor to person under 21 or to intoxicated person; mandatory minimum penalties.

1. No person shall sell, give or otherwise make available any alcoholic liquor to any person who is visibly intoxicated.

2. No one other than the person's parent or guardian shall sell, give or otherwise make available any alcoholic liquor to a person under the age of 21 years.

471.430 Purchase or possession of liquor by person under 21; entry on licensed premises by person under 21.

3. No person under the age of 21 years shall attempt to purchase or acquire alcoholic liquor. Except when such minor is in a private residence accompanied by the parent or guardian of the minor and with such parent's or guardian's consent, no person under the age of 21 years shall have personal possession of alcoholic liquor.

The Board of Trustees has the authority to challenge this policy and change it as necessary.

Procedure for Sponsoring an Event Where Alcohol is Served

I. Introduction

According to the Willamette University policy on Alcohol Consumption, any event where alcohol is served must be registered and confined to the approved space (i.e., any area other than a student's private room). For any event that is to be held in a living organization (i.e., residence hall, fraternity, sorority), the procedures out-

Alcohol

continued

lined below must be followed. Any event not held in a living organization must be reviewed by the Dean of Residence Life.

II. Procedures

A. Familiarize yourself with the University Policy on Alcohol in the Student Handbook.

B. In accordance with the policy, each living organization must have an alcohol education program given fall semester. To schedule an alcohol education program, please consult with a Residence Life staff member (ext. 6212). Again, please refer to the Alcohol Policy for specific details.

C. The sponsor(s), social chair and house president must meet with the Resident/House Director to discuss the event being planned and review the Check List for Planning Alcohol Related Events on Campus.

D. If, after discussion, the plans for the event meet the guidelines of the policy, the Resident/House Director will approve the forwarding of the Alcohol Use Request Form to the Office of Residence Life. The Resident/House Director may determine the plans to be inadequate or inappropriate. In such case, the sponsor(s) may re-submit their request after appropriate changes have been made.

E. Advanced planning increases the success of an event. To properly discuss plans for an event with your Resident/House Director, you must meet with him/her before Wednesday noon for an event planned that weekend. Any events scheduled during the week must be submitted for review the week before the event is to occur (by Wednesday noon). All forms must be submitted to the Office of Residence Life by 5 PM on Wednesday.

F. Final approval of such plans will be determined by the Dean or Associate Director of Residence Life. Resident/House Directors will be notified by 5 PM Friday regarding the status of the event.

G. Within two days after the event occurs,

the sponsor(s), Resident/House Director and the Chapter or Hall President are to review the event. Problems, concerns, successes and changes for the next event should be discussed.

A successful campus alcohol policy demands a sincere effort from student leaders and staff. Our implementation of these procedures will require a high level of cooperation, communication and trust from everyone. By working together, the policy will work for all of us.

Associated Students of Willamette University (A.S.W.U.)
University Center, phone 6058

Heather C. Dahl, President



Kate M. Kenski, Vice President

Carol K. Suzuki, Secretary

J. Greg Koger, Treasurer

Office Hours:

Monday - Friday; 10:00am to 5:00pm

Monday - Wednesday; 6:00pm to 8:00pm

ASWU Senate: Thursday; 6:30pm

The Associated Students of Willamette University (ASWU) is the organization composed of registered students from the College of Liberal Arts (CLA), Masters of Arts in Teaching (MAT) and Tokyo International University of America (TIUA). ASWU is also the student organization designed to oversee general matters of student life and affairs at Willamette. Every registered student in the three programs pays ASWU fees

Alcohol

continued

**Associated
Students of
Willamette
University**

A.S.W.U.

continued

each semester. As part of the Associated Students of Willamette University, students may attend ASWU-sponsored events free of charge. Students can join ASWU clubs or organizations and have the right to vote in all ASWU elections.

ASWU is the primary source of advocacy for students at Willamette. The student government consists of the Senate, various boards and committees, and four elected student body officers; the President, Vice President, Secretary, and Treasurer. All of these individuals are responsible for actively and effectively advocating student concerns and issues to the faculty and administration. ASWU is the student voice in University concerns and is here to serve student needs.

ASWU plans and organizes various social events for the campus, such as the Black Tie Affair. Along with the Office of Student Activities, ASWU co-sponsors Freshman Glee, Homecoming, and the Educational Programs Committee (EPC). ASWU also sponsors numerous social, recreational, and interest-related clubs and organizations on campus.

ASWU Terms

Boards:

- Activities Programming Board
- Collegian Board
- Elections Board
- Finance Board
- Publications Board

Campus Committees:

- Activity Committee
- Alumni Board of Directors
- Educational Programs
- Parking Review Board
- Standards of Conduct
- University Budget
- University Center Advisory
- University Safety

Faculty Committees:

- Academic Council
- Academic Programs

Academic Status

Admissions

Off Campus Studies

Student Affairs

Greek Houses/Off Campus/Residence

Halls:

Each group chooses 1 or 2 Senators, depending on membership.

Off campus students choose 5 Senators.

Senate:

A campus forum and decision making body which meets weekly to air grievances, finalize resolutions and recommendations, discuss policies and determine the spending of ASWU funds.

Senators:

Represent pertinent interests of their respective living organizations and of the community at large.

Trustee Committees:

Academic Affairs

Campus Religious Life

College of Liberal Arts

Development & University Relations

Facilities

Student Affairs

George H. Atkinson Graduate School of Management

Seeley G. Mudd Building, phone 6440

G. Dale Weight, Dean

The Atkinson Graduate School of Management prepares students to be managers and leaders of business, government, and not-for-profit organizations. The school was established in 1974 and has received national recognition for innovation, faculty, curriculum, and professional preparation. Enrollment in Atkinson courses requires completion of a bachelor degree or admission to the Willamette University 3-2 program, a combined graduate and undergraduate degree program offered in conjunction with the College of Liberal Arts.

A.S.W.U.

continued

**Atkinson
Graduate
School of
Management**

Bistro

Bistro Willamette University Center, phone 6134

Christine Smith and David Welch, Co-Managers

Come in and whoop it up over a cup of Joe with friends, fellow students, faculty (and even law students). Have a scone shaped like Ronald Reagan's head or a bagel to help you make it through the day. The Bistro offers a wide range of menu items from festive desserts to lunch and dinner entrees. The coffee's always hot and if you stay long enough maybe, just maybe, you'll see the University's President stroll by. The Bistro is also a great place to work. So come in and help Christy and David keep the place out of debt.



Bon Appetit Food Service
Goudy Dining Commons, phone 6005

Steve Samuelson, General Manager

The Bon Appetit food service provides total food service for the University. All catering needs (coffee services, receptions, parties, special meals), and special items such as cakes or food baskets are available. Your student ID is your meal card. Off-campus meal plans are also available during registration and in the Food Service Office.

Bon Appetit

Marguerite A. Will Bookstore
University Center, phone 6315

Don Beckman, Director

The Bookstore sells all required textbooks and supplies. In addition to these items, it also carries magazines, stationery, clothing, personal supplies, and a selection of leisure reading materials.

Bookstore



Campus Safety

Campus Safety
Gatke, phone 6055, 24-hour hotline 6911

Ross Stout, Director

Campus Safety's goal is to ensure a safe and secure environment that allows the academic achievement and advancement of students. The staff provides assistance, information and advice on crime prevention, fire safety, parking, and other information regarding campus security issues. Safety officers will intervene in social activities only when behavior becomes self-destructive, hazardous, or bothersome to others. Campus Safety provides other useful services such as campus escorts, vehicle jump-starts, assistance with lockouts, etc. Call x6911 if you are suspicious of any person or incident and believe a problem may occur.

Career Development

Career Development Center
Bishop, phone 6471

Nancy Norton, Career Development Coordinator

The Career Development Resource Center provides a wealth of information concerning career options/choices, decision-making, how-to's, job listings, and graduate school possibilities. Additionally, the Center houses SIGI+ (a computerized career assistance tool) and offers interest-testing.

Regular workshops are offered throughout the school year to assist with writing resumes, cover letters, personal statements, graduate school applications, graduate entrance exam preparation, determining a major, job searches, and interviewing. The Career Center also provides Credential Files, serving as a student's "central collection agency" for letters of recommendation, current resumes, course listings, etc.

Each semester, alumni come to campus to discuss their careers based on their majors. Anyone may attend. Juniors are encouraged to

participate in March's Alumni Career Mentor Day.

Every February the Career Center, in cooperation with the Oregon Liberal Arts Placement Consortium, participates in a two-day Career Information and Job Fair. Students can talk, and even interview with employers for summer, internships and full-time job possibilities. The 1994 Fair will be February 16 and 17.

Drop by Bishop Rooms 19 and 20 to learn for yourself!

Cat Cavern **University Center, phone 6407**

The Cat Cavern's snack bar is open weekdays, 7:30 a.m. to 3:30 p.m. Available in the Cat are hot meals, cold sandwiches, salad bar, and a wide choice of beverages. The Cat is a wide-open space which provides a pleasant atmosphere for eating, studying, and socializing.

Office of the Chaplain **Waller Hall, phone 6213**

Charles Wallace, Jr., University Chaplain

Since Willamette University recognizes the significance of religion in personal and social life, one of the functions of the Office of the Chaplain is to offer a wide variety of opportunities which foster spiritual growth and understanding, as well as religious commitment and action.

The Chaplain sponsors the University Convocation series, worship services, retreats, speakers, and films. The office also provides counseling, advises a discussion group ("The Seekers"), and serves as University liaison with various denominational and parachurch ministries on campus. Worship services in Cone Chapel, Waller Hall, are rooted in Willamette's Methodist heritage, but are ecumenical in na-

Career Development *continued*

Cat Cavern

Chaplain

Chaplain

continued

ture and open to students of all denominations and faiths. Cone Chapel is open mornings for private prayer and meditation.

Students are invited to make use of the third-floor work room and library weekdays and Monday through Thursday evenings. The collection includes theological and biblical resources, seminary catalogs, and current religious periodicals.

Clubs

Student Organization Affiliation Policy

The purpose of Student Organizations at Willamette University is to provide opportunities for the enhancement of academic, cultural, social, and recreational aspects of student life through participation in group programs and activities. Recognized student organizations are entitled to certain privileges including, but not limited to, the ability to seek ASWU funding and reserve Willamette University facilities at no charge. In order for a student group to be a recognized Willamette University student organization, the following criteria must be met:

1. The organization must have an advisor who is a member of the Willamette University faculty or administration.
2. The organization must complete a Student Organization Affiliation Form and update that form with the Office of Student Activities every year after official recognition.
3. The membership of the organization must be composed of at least 50% Willamette University students.
4. The organization must have a current constitution on file with the Office of Student Activities.
5. In the initial year that any given student group seeks official recognition, the group must provide the Office of Student Activities with a petition signed by at least ten students who indicate an interest in becoming a member of the student organization.

6. In order to maintain standing as an officially recognized student organization, the leader(s) of the organization must do the following:

- a. Complete a new Organizational Affiliation Policy listing new officers.
- b. Provide a copy of a new constitution if any changes have been made.
- c. Meet with a representative of the Student Activities Office to discuss the goals and structure of the organization.

For complete information and forms regarding official student organization affiliation, stop by the Office of Student Activities.

Directory of Student Organizations

Every Willamette student has the opportunity to become involved in campus organizations, and as the following listing indicates, there are dozens of organizations from which to choose.

Academic/Honorary Organizations:

Alpha Kappa Nu

Alpha Kappa Nu is a recognition society. Membership is limited to the top 10% of the graduation class or those who graduate Summa, Magna or Cum Laude.

Advisor: Paul Olsen, x6209, Bishop 5

Alpha Lambda Delta

Alpha Lambda Delta encourages superior scholastic achievement among students in their first year in institutions of higher education, to promote intelligent living and a continued high standard of learning, and to assist women and men in recognizing and developing meaningful goals for their roles in society. This organization is a national freshman honor society for those with a minimum 3.5 GPA.

Advisor: Sam Hall, x6118, D-143

Contact: Amy Baty, B-116

Clubs

continued

Dobro Slovo

Dobro Slovo recognizes excellence in the study of Slavic languages and literature. Members of this honor society promote interest in Russian activities.

Advisor: Magda Schay, x6015, D-196

Mortar Board

As a national honorary society, Mortar Board recognizes seniors for superior scholarship, leadership, and service to the University.

Advisor: Todd Hutton, x6374, Waller; Tony Noble, x6463, Student Activities

Contact: Shelly O'Donin, F-227

Mu Phi Epsilon

Mu Phi Epsilon is a professional fraternity which encourages high scholastic and musical performance. It is open to all music majors and minors.

Advisor: Carole Stewart, x6255, Music Department

Omicron Delta Kappa

ODK recognizes outstanding accomplishments of campus leaders in all areas of campus life and creates a forum where students and faculty can meet to discuss campus concerns.

Advisor: Jim Sumner, x6303, Admissions

Contact: Karen Hill, A-117

Order of Omega

This is a national honorary society, open to juniors and seniors, which recognizes Greek students who have excelled in academics, campus involvement, and community service.

Advisor: Anita Stacey, x6212, Residence Life

Phi Delta Kappa

Phi Delta Kappa is a professional post-graduate organization. Students must receive faculty endorsement for membership. It is composed of professionals throughout the Willamette Valley.

Advisor: Rich Biffle, x6294, D-118

Phi Eta Sigma

Phi Eta Sigma honors and recognizes exceptional scholastic achievement. It also seeks to emphasize those personal qualities which are essential to a successful and happy life. The person who succeeds must possess three important qualities: a vigorous and disciplined mind; a strong and healthy body; and, above all, a noble, generous character.

Advisor: Sam Hall, x6118, D-143

Contact: Suzanne Berry, E-166

Pi Kappa Lambda

Membership in Pi Kappa Lambda requires outstanding scholastic achievement and musical performance ability.

Advisor: Richard Stewart, x6378, D-201

Contact: Teresa Hudkins, x6303, Admissions

Psi Chi

Psi Chi is a national scholastic honorary organization for those majoring in psychology.

Advisor: Loren McBride, x6425, D-178

Contact: Dawnn Amador, A-105

Psi Xi Phi

The purpose of Psi Xi Phi is to continue and to advance the study of conventional and non-traditional forms of history. It serves to unify the professors and students of the Willamette University department of history through a social and academic atmosphere.

Advisor: William Smaldone, x5440, D-213

Educational and Service Organizations**Astronomy Club**

The Astronomy Club educates and entertains members of the Willamette community by furthering the pursuit of astronomy and promoting the enjoyment of the sky.

Advisor: Maurice Stewart, x6373, D-200

Clubs

continued

Best Buddies of Willamette

This program pairs college students with people who have mental retardation/developmental disabilities. The primary goal is to promote one-on-one friendships but there are also group outings and discussions.

Advisor: Ron Krabill, x6463, Student Activities

Contact: Cindy Hawkins, B-211



Edelweiss

The primary purpose of Edelweiss is to promote the culture and language of German-speaking countries in the Willamette community and in Salem through traditional activities and customs.

Advisor: Ludwig Fischer, x6251, D-135

Contact: Myonnie Badar, F-236

English Majors Club

The English Majors Club plans activities related to the English field and relays information to its members concerning guest speakers, authors, and the Ashland Shakespearean Festival.

Advisor: Richard Lord, x6290, D-172

Contact: Ellen Hanson, E-109

Model United Nations

Participants of Model United Nations research and prepare for conferences with other schools across the nation.

Advisor: Suresht Bald, x6261, D-177

Contact: Timothy Lehman, F-105

Phi Alpha Delta Pre-Law Fraternity

This organization provides a forum for those students interested in learning more about the legal profession. Activities include guest speakers and group discussions on the social impact of contemporary legal issues.

Advisor: Robert Dash, x6262, D-121

Contact: Kimberly Fisher, A-133

Spanish Club

The purpose of this organization is to promote the culture and the language of Spanish-speaking countries in the Willamette University and Salem communities through traditional festivals, group excursions, informative gatherings, community outreach and regularly scheduled meetings.

Advisor: Marta Gavilanez, x5306, Spanish Department

Contact: Heather Jackson, E-146

Students Against Rape Together (StART)

The purpose of this organization is to provide a means for students who are concerned about campus rape issues to meet, discuss, and plan events to increase awareness of these issues and affect change on the Willamette campus.

Advisor: Deb Loers, x6471, Bishop 20

Contact: George Guyer, G-113

Students Concerned About Rapid Environmental Destruction (SCARED)

SCARED is made up of Willamette students committed to the earth and its preservation. The group's main goal is to encourage and facilitate environmental awareness and respon-

Clubs

continued

sibility in the campus community.

Advisor: Todd Silverstein, x6335, D-125

Contact: Nicole Michel, A-213

Students Understanding Disabilities Involved with Encouraging Success (StUDIES)

The purpose of StUDIES is to educate Willamette faculty and students through meetings and programs, on issues concerning learning disabilities. StUDIES also provides a forum for students to share ideas, suggestions and knowledge about these issues.

Advisor: Joyce Greiner, x6265, Office of Services for Students with Disabilities

Contact: Jonica Hogenson, A-194

Tabularium - Willamette's Historical Society

The Tabularium is open to those from each facet of Willamette life - students, faculty, staff, administration and alumni. The ultimate goal of this organization is to acquire a working knowledge of Willamette history. This is being accomplished by gathering, collecting, cataloging and preserving artifacts and other material which can be considered historically valuable.

Contact the Office of Student Activities, x6463

Multicultural Organizations

American Indian Student Association

Through cultural events such as films, pow wows, traditional art displays, and story-telling the American Indian Student Association promotes Indian education issues.

Advisor: Joyce Greiner, x6265, Office of Multicultural Student Affairs

Black Student Organization

The Black Student Organization encourages cultural awareness, acts as a support group for all people interested in Black issues, and promotes educational programs on campus.

Advisor: Joyce Greiner, x6265, Office of Multicultural Student Affairs

Contact: Dyan Watson, F-145; Dorcas Brown, C-182

Hawaii Club

This club provides a support group for students from Hawaii and those interested in learning about the culture and spirit of Hawaii.

Advisor: Teresa Hudkins, x6303, Admissions



Willamette International Student Association (WISA)

WISA provides support for international students, to assist them in integrating into the Willamette University community. This association provides opportunities for international awareness through the International Extravaganza and the International Dinner and coffee hours, as well as an opportunity for U.S. students to become involved in international activities.

Advisor: Donna McElroy, x5404, Office of International Student Affairs

Contact: Dom Chan, E-138

Clubs

continued

Performing Arts Organizations

Chamber Choir

The Chamber Choir is a 36-voice ensemble open by audition to all Willamette University students and engages in extensive touring as well as frequent on-campus performances. Rehearsals are held three times weekly. Members must have significant experience in singing and are required to audition for entrance.

Advisor: Wallace Long, x6320, D-167



University Choir

This group will be of particular interest to those students who may not have had extensive choral experience, or who feel that their music reading skills need a little work. The choir rehearses twice weekly and performs two to three times each year. Although there is no audition for entrance into the University Choir, prospective members will need to have a short interview during the audition days before the start of classes. Membership is open to all Willamette students.

Advisor: Wallace Long, x6320, D-167

Willamette Jazz Ensemble

The Willamette Jazz Ensemble is a curricular

class which explores, studies, rehearses, and regularly performs music for off campus audiences and the students of Willamette University. The Ensemble also hosts the Willamette Jazz Festival in February.

Advisor: Tom Wakeling, x6255, Music Department

Willamette Singers

Comprised of 12 vocalists, piano, bass and drums, the Willamette Singers concentrates on vocal jazz and is open to all Willamette students. Willamette Singers rehearse three times weekly and perform several times per semester on campus, off campus, and on regional tours. Members must have significant experience in singing and/or instrument playing and are required to audition for entrance.

Advisor: Wallace Long, x6320, D-167

Willamette University Wind Ensemble

The Wind Ensemble is a music department curricular offering. Membership is open, by audition, to all Willamette students with a band background. The group rehearses three days a week and performs several times per semester on campus, off campus, and on regional tours.

Advisor: Martin Behnke, x6259, D-106

Print Media Organizations

Collegian

The Collegian promotes skills in journalism while producing Willamette's weekly student newspaper.

Advisor: Richard Spielman, x6060, Political Science Department

Contact: J.O. Price, E-309; Linh Vu, H-173

Darkroom

Darkroom provides pictures for the yearbook, newspaper and photographs for other Willamette organizations.

Contact: Brynn Blanchard, B-112

Clubs

continued

The Jason

The Jason is Willamette's literary and arts magazine. It contains poetry, prose, and visual artwork and is published each spring.

Contact the Office of Student Activities, x6463

Wallulah

The Wallulah is Willamette's school yearbook. Involved in the Wallulah's production is theme development, design layout, page arrangement and personal interviews.

Advisor: Wilbur Braden, x6233, D-111

Willamette Dialogue

The Dialogue is an annual volume of outstanding student academic essays and papers compiled by a student editorial board.

Contact the Office of Student Activities, x6463

Religious Organizations

Campus Ambassadors Christian Fellowship

Campus Ambassadors seeks to encourage Willamette community members to integrate Christ into their lives through monthly celebrations, speakers, retreats, and famine relief projects.

Advisor: Dan Barram, 364-4522

Contact: Cathy Williams, A-237; Jeff Poush, B-136

Fellowship of Christian Athletes

This organization meets weekly for a variety of programs and social functions, focusing on the special spiritual needs of the athletic community.

Contact the Office of Student Activities, x6463

InterVarsity Christian Fellowship

IVCF provides a context for Christian nurture and evangelical witness for anyone within the Willamette community.

Advisor: Charlie Wallace, x6213, Office of the Chaplain

Contact: Molly McCormick, Sheryl Ryan, Dale Helt

Jewish Students Union

This organization meets for fellowship and celebration of Jewish holidays and festivals and maintains a link with Salem's synagogue, Temple Beth Shalom.

Advisor: Charlie Wallace, x6213, Office of the Chaplain

Contact: Amy Cummings, E-136

Latter Day Saints Student Association (LDSSA)

LDSSA exists to assist students at Willamette University in balancing their academic, social, cultural and religious education. This is accomplished by providing gospel study, social and cultural activities for the LDS students at Willamette University.

Advisor: G. Dale Weight, x6440, Atkinson School

Contact: Rachel Fillmore, E-290

Newman Community

Newman Community is the Catholic apostolate to Salem area university students and offers spiritual, intellectual, and social support for men and women within a Catholic/Christian framework.

Advisor: Reverend Liam Cary, 581-1623

Rejoice!

This organization holds weekly meetings for singing and Christian fellowship.

Advisor: Charlie Wallace, x6213, Office of the Chaplain

Contact: Rhonda Mayhew, C-191; Heather Akin, A-219

Seekers

Seekers is a faith-based Christian community committed to study (the Bible and other texts), action for peace and justice, individual growth, and worship.

Advisor: Charlie Wallace, x6213, Office of the Chaplain

Contact: Dave Lutz, G-250

Clubs

continued

Willamette International Christian Fellowship

A Christian friendship organization that offers services to international students of all religions and nationalities and introduces Americans to international students in hopes of building friendships and a "home away from home." Willamette International Christian Fellowship offers Bible studies, social activities, outings, conferences and help of various sorts that may be needed by the international student.

Advisor: Charlie Wallace, x6213, Office of the Chaplain

Contact: Suat Ping Khoo, F-114

Social/Support Organizations

Amnesty International

The purpose of Amnesty International is to create an awareness among Willamette University faculty and students of human rights abuses, and to actively pursue the end of human rights abuses, as set out by Amnesty International. Activities include lectures, discussions, movies, letter drives, and other events.

Advisor: George Struble, x6122, D-204

Contact: Christine Montgomery, A-140

Campus Republicans

This organization promotes the principles of the Republican party among the students at Willamette University. Club members develop political and leadership skills that will prepare them for future service to the party and the community.

Contact the Office of Student Activities, x6463

Circle K

Circle K serves the Willamette University campus and community and provides opportunities to develop leadership skills.

Contact: Amber Lowitz, F-127

Gay and Lesbian Alliance (GALA)

The Willamette GALA group exists to provide and encourage the support, education, and visibility of gay/lesbian/bisexual concerns and issues in the Willamette/TIUA community. Its aim is to create an awareness and celebration of differing perspectives and lifestyles.

Advisor: Joyce Greiner, x6265, Office of Multicultural Affairs

Contact: Kristy Billuni, G-136

Interfraternity Council (IFC)

The Interfraternity Council is a governing body of the existing fraternities on the Willamette Campus. IFC sponsors a formal rush along with several other activities throughout the year.

Advisor: Anita Stacey, x6212, Office of Residence Life

Contact: Matthew McKevitt, F-199

Non-Traditional Students Association

This organization is a support group for older than average students, married students and students with children. The club meets regularly to discuss issues such as commuting, child care, stress and time management, and balancing family issues with school.

Advisor: Joyce Greiner, x6265, Office of Multicultural Student Affairs; Linda Heuser, x6915, D-225

Panhellenic Council

“We, the fraternity women of America, stand for service through the development of character inspired by the close contact and deep friendship of individual fraternity and Panhellenic life. The opportunity for wide and wise human service through mutual respect and helpfulness is the tenet by which we strive to live” (National Panhellenic Conference). The Panhellenic Council is the representative body for the sororities on the Willamette campus.

Advisor: Anita Stacey, x6212, Office of Residence Life

Contact: Jamey Chown, F-309

Clubs

continued

Residence Hall Association (RHA)

RHA is made up of the presidents and representatives of the residence halls and the University apartments, and is the representative body for those living in campus residences. RHA plans and sponsors campus-wide programs, forums, and social events which enrich life at Willamette.

Advisor: Office of Residence Life, x6212

Contact: Tye Stallard, C-125

Student Discussion Consortium

SDC provides seniors and others in the Willamette University community to partake of meaningful discussion concerning issues which face students today.

Contact the Office of Student Activities, x6463

Willamette Community For Choice

This organization promotes pro-choice ideology on campus and in the community. Willamette Community For Choice supports other groups such as NARAL. Activities include demonstrations for choice, bringing speakers to campus and distributing information on campus.

Contact: Maresa Kirk, x6312, Library Circulation

Willamette Gaming Club

Willamette's Gaming Club's focus is on board, table, and role-playing games such as Scrabble, Dungeons & Dragons, chess, etc. It also helps supply opponents and games for those interested.

Contact the Office of Student Activities, x6463

Womyn's Center

The Womyn's Center was created to explore issues of feminism, traditional roles and to promote better understanding of gender through speakers, films, and discussion groups. Participants have become involved in Women's Month, International Women's Day, health issues and community affairs.

Advisor: Joyce Greiner, x6265, Office of Multicultural Student Affairs

Contact: Kristy Billuni, G-136

Sports/Recreational Organizations

Fancy Footfalls

To learn a variety of ballroom dances, this organization offers weekly classes and seminars. It also strives to provide opportunities for students to practice these dances in a social setting.

Contact the Office of Student Activities, x6463

Lacrosse

The Lacrosse organization is coordinated by students who compete against such PAC 10 schools as Oregon, Washington and Washington State, as well as with smaller colleges in the region.

Contact the Office of Student Activities, x6463

Rugby Team

The Rugby Team provides the Willamette student community with a nationally recognized collegiate sport. The Willamette University Rugby Team will play various universities throughout Oregon and Washington. The game requires many people, so there are positions available for people of all sizes and shapes. The season runs from October through May.

Contact the Office of Student Activities, x6463

Water Polo Club

The Water Polo Club trains and competes competitively in water polo matches.

Contact the Office of Student Activities, x6463

Willamette Crew

Willamette Crew facilitates the sport of crewing and fosters intercollegiate competition.

Advisor: Peter Harmer, x6470, Sparks

Willamette Outdoors

Willamette Outdoors provides opportunities for students to explore and appreciate outdoor

Clubs

continued

activities throughout the Pacific Northwest.

Advisor: Ed Bell, x6212, Office of Residence Life

Contact: Tor Bell, A-123

Willamette Racquetball

Willamette Racquetball promotes the pastime of racquetball at all skill levels and provides the Willamette community the opportunity to participate in racquetball at social, intraclub, intercollegiate levels, and local, state and national competitions.

Advisor: Ed Bell, x6212, Office of Residence Life

Contact: Scott Bueffel, E-260

Willamette University Soccer Club

The purpose of this club is to gather any Willamette students or faculty together to play soccer.

Contact the Office of Student Activities, x6463

Atkinson Graduate School of Management Student Organizations

Associated Graduate Students of Management (AGSM)

The AGSM works with the faculty and administration of the Atkinson School on curriculum and policy issues. They coordinate school wide social activities for students and their families.

Contact: Mike Thiessen, GSM

Joint Degree Association (JDA)

The JDA coordinates schedules and activities for students attending both the Law School and the Atkinson School. It also provides a library of study aids and an informal mentoring program to assist Joint Degree students. The JDA also sponsors a career night where Joint Degree alumni share their professional experiences with students.

Contact: Rich Schulze, GSM

Student Entrepreneurship Association (SEA)

The SEA conducts the Conference on Entrepreneurship, which draws business and government leaders, and aspiring entrepreneurs to campus. The one day Conference provides a forum for learning new innovations and exchanging ideas with successful entrepreneurs. Students from the College of Liberal Arts and the College of Law are invited to participate with students from the Atkinson School in the design and implementation of the Conference.

Contact: Forrest Rodgers, GSM

International Graduate Students Association (IGSA)

The IGSA provides international students with collegial support as they adjust to a new culture and academic environment. IGSA also provides an ongoing forum to convey the special concerns of international students to the Dean of the Atkinson School. IGSA works to foster an awareness of the Atkinson School among institutions of higher learning, corporations, and students in foreign countries.

Contact: Shigemasa Shin, GSM

Society for Human Resource Management (SHRMPNPMA)

The Willamette University Student Chapter of the Society for Human Resource Management Pacific Northwest Personnel Management Association is open to all students with a demonstrated interest in Human Resource Management. SHRM sponsors luncheons, conferences, and other activities for students and professionals in the field of Human Resource Management. These activities include guest speakers and opportunities for students to network with HRM professionals.

Contact: John Griffin or Kathy Powers, GSM

College of Liberal Arts, Dean

Office of the Dean of the College of Liberal
Arts

Smullin, phone 6285

Julie Ann Carson, Dean

Robert E. Hawkinson, Associate Dean

This office is responsible for implementing academic programs proposed by the various campus and faculty committees. The Undergraduate Research Program, domestic off-campus programs (e.g. Washington Semester) and Willamette's student internships are coordinated through this office.

Community Outreach Program

Community Outreach Program
University Center, phone 6463

Ron Krabill, Assistant Director of Student
Activities for Community Outreach

The Community Outreach Program, part of
the Office of Student Activities, is a consortium



Community Outreach Program

continued

of student-initiated, community-based volunteer organizations. The program is facilitated by a staff coordinator with the assistance of a twenty-member student committee. Opportunities for volunteer involvement are the Elementary Mentoring Project, Devereaux Library Tutoring Project, Salem Outreach Shelter, Habitat for Humanity, Best Buddies and more.

In addition, the Community Outreach Program offers the opportunity to participate in service projects during academic breaks. In the past these projects, dubbed "Alternative Breaks," have been held in Portland, Salem, Los Angeles and San Francisco.

The mission of the Community Outreach Program is to encourage and facilitate community involvement in an effort to improve the quality of life for the greater Salem community and to help the Willamette community become more aware of the needs and issues facing our society.

WITS Academic Computing/User Services Smullin 101, phone 6004

Keiko Pitter, Director, Academic Computing/
User Services/Telecommunication

The Willamette Integrated Technology Services (WITS) Academic Computing is responsible for the management of general access microcomputer facilities on campus, the administration of the campus-wide computer network, and support and training on the use of computer equipment and network. This office provides students with computer accounts on the network. Students and faculty can also obtain individual consultation on various uses of technology.

Computers

Computers

continued

Microcomputer Labs Smullin Hall, phone 5441

Keiko Pitter, Director

The wide variety of computing resources made available in Smullin Hall encourages the integration of educational technology and learning.

The general access lab in Smullin 119 houses 30 computers, composed of PC's, Macintosh computers, a SUN Sparc station, and an Xterminal, as well as laser printers. This lab is accessible 24 hours a day, 7 days a week. Lab assistants are on duty 8 a.m. through 11 p.m.



The Writing Center in Smullin 118, a joint undertaking by WITS Academic Computing and the English Department to promote collaborative writing, is equipped with 21 Macintosh computers. This room is also open for general use when not occupied by a class.

The Electronic Classroom located in Smullin 129 is equipped with 25 PCs, which are also available to all students outside classtime.

All computers are networked to appropriate file servers with access to a variety of software. They are also connected to the campus-wide UNIX network with access to the Internet. Students may obtain accounts from the Office of Academic Computing, Smullin 101.

Copy Center
Waller Hall, phone 6717

Pat Archambault, Supervisor

The Copy Center prints nearly all the one-color printing on campus. They can print black on a variety of colors, stocks, and sizes of paper. They also fold, collate, cut, staple, punch holes, spiral bind, do hot binding for booklets, and make pages into notepads. They are also able to reproduce photos extremely well. Please stop by and see samples. Personal printing is available. Most jobs are finished within the same day as ordered. The Copy Center offers two deliveries of departmental work per day at 9:30 a.m. and 2:30 p.m.

Counseling Center
Bishop, phone 6471

Deborah Loers, Director

The Counseling Center offers a wide range of free services to students to help them receive the most from their college experience and life at Willamette.

A licensed, professional staff offers therapy and consultations for individuals, couples, or small groups to discuss a wide variety of subjects. Concerns may include stress, relationship problems, academic problems, grief and loss, sexuality, confusion or indecision about a personal choice, or any other problem a person is encountering. Evaluation for medication is also available.

Specialized groups led by the staff are available in the areas of eating disorders, chemical dependency, adult children of alcoholics, parental divorce and sexual abuse. These groups allow students to discuss their concerns in a safe place and to learn from others.

Call for an appointment or for more information. The staff can also help a student find an appropriate therapist in the Salem community.

Copy Center

Counseling

Disabled Student Services

**Office of Services for Students with
Disabilities**
University Center, phone 6265

Joyce Greiner, Director

This office is a resource center for all students with disabilities. Appropriate accommodations, information, counseling and referrals are some of the services available.

Dispute Resolution

Center for Dispute Resolution
Law School, 4th floor, phone 6046

Professor Richard Birke, Director

As the backlog of court cases threatens to overwhelm our judicial system, alternative methods for settling disputes are needed. Willamette's Center for Dispute Resolution, one of only a handful of such programs in the country, is at the forefront of efforts being made to correct this problem. The Center's primary purpose is to teach students problem solving skills for use in resolving conflicts. Client counseling, negotiation, mediation and arbitration skills, in particular, are stressed. The Center conducts research, sponsors conferences, and enriches the law curriculum with an emphasis on dispute resolution.

Students have opportunities to participate in the Center's Annual Conference on Dispute Resolution, occasional guest lectures, and most Center sponsored education programs.

Emergency

Medical or Psychological Emergency

In case of an extreme medical or psychological emergency in which a student appears to be at risk to him or herself or another, a campus official should be contacted who will call for emergency assistance (9-911). The student will be transported to Salem Memorial Hospital for evaluation and determination of appropriate care.

Emergency

continued

All costs incurred are the responsibility of the student. Students are encouraged to purchase the University's Student Accident and Sickness Insurance Plan if not covered by another policy. Counseling and health services are available on campus to students. See those sections for available services.

Financial Affairs and Personnel Office **Waller Hall, phone 6210**

Brian Hardin, Vice President for Financial Affairs

The Financial Affairs office oversees the Physical Plant Department, the Accounting and Finance Department, the Personnel Department, the Word Processing, Mail and Copy Centers, the Purchasing Department and the Bookstore. In addition this office handles long distance telephone bills, student health insurance claims and Thetford Lodge reservations.

Financial Affairs/ Personnel

Financial Aid Office **University Center, phone 6273**

James Woodland, Director

Financial aid is awarded in the form of scholarships, grants, loans, and work study in packages that the Financial Aid Office determines will best meet the needs of the student. The University distributes financial aid on the basis of need with some exceptions based on academic excellence and/or activity achievement. Each applicant must have a completed FAFSA Form on file to establish need. The FAFSA Form must be renewed each year in early February to receive aid for the next school year.

Financial Aid

The Greek System: Fraternities and Sororities on Campus **University Center, phone 5381 or 6212**

Anita L. Stacey, Coordinator of Greek Affairs,
Office of Residence Life

There are six national men's fraternities and three national women's fraternities (sororities) at Willamette. These organizations make up what is referred to as the Greek system. Members join these organizations for a variety of reasons such as friendship, leadership opportunities, philanthropic and service opportunities, scholastic support, and a sense of belonging in a close knit, family-like atmosphere. Membership in a fraternity and sorority is for a lifetime. After members have graduated from college, membership in their organization and opportunities for advancement and networking continue.

The process of selecting a fraternity or sorority for membership is often referred to as "rush." This can be an organized event which brings individuals interested in learning more about the organizations together with members of each of the organizations. It is a mutual selection process and no one is guaranteed an offer for membership in an organization. Rush can also be an informal, casual event in which a person is invited to become a member of a particular group that they have become acquainted with.

The Interfraternity Council (IFC) and Panhellenic Council (PHC) are the governing bodies for the men's and women's fraternities, respectively. While each chapter is independent of one another, IFC and PHC creates activities and programs for the entire Greek and Willamette community as well as broader leadership opportunities on campus.

The women's fraternities have been on Willamette's campus for over 50 years. Alpha Chi Omega and Pi Beta Phi were established in 1944 and Delta Gamma was chartered in 1945.

Alpha Chi Omega and Delta Gamma house 48 members, Pi Beta Phi houses 46. Each chapter has a membership total of between 70-80 women. Each sorority has a unique chapter house that is university owned, but operated by local alumnae in association with the collegiate members. The chapter's local alumnae advisory board hires a full-time, live-in House Director who is responsible for supervision of the kitchen and housekeeping staff.

The men's fraternities are housed in the residence halls. Each chapter has their own wing and brings their own style to their living quarters. Phi Delta Theta, originally chartered in 1946 at Willamette, went through a reorganization period and was rechartered in 1991. Beta Theta Pi and Sigma Chi were founded in 1947. Sigma Alpha Epsilon came on in 1949; Kappa Sigma in 1961; and Delta Tau Delta in 1962. Each chapter has a Fraternity House Director, employed by the University's Office of Residence Life, who lives in the chapter and assists with programming, discipline, and leadership development.

Fraternity/Sorority Membership for First Year Students

First year students may not join a fraternity or sorority until spring semester. First year students joining a fraternity or sorority chapter may not move into the chapter house sooner than fall semester of the following year. Exceptions include: first year students who have joined an organization replacing members away from campus for the spring semester because of participation in the following Willamette University sponsored programs: foreign study, exchange programs, December graduation.

Health Center

Health Center Bishop, phone 6062

Jennifer Roy, Director

The Health Center provides comprehensive health and illness care for all Willamette students. The professional staff treat acute illnesses and injuries and refer students to community health care professionals when necessary.

Health maintenance services are provided such as physical examinations, pap smears, birth control, and blood-pressure monitoring. Health education is offered for individuals and groups, and a wide variety of pamphlets are available in the waiting room. A self-care area offers a limited supply of Tylenol, aspirin, decongestants and bandaids.

There is no charge to students, regardless of their insurance status, for examinations performed at the Health Center. Fees are charged for lab work, prescriptions, and some supplies.

Appointments should be made in advance, but urgent problems will be seen immediately.

When the Health Center is closed students may go to Salem Hospital Emergency Room (370-5238) or to an urgency care clinic, 588-9026 or 581-1113.

(Special Note on Insurance: All students not covered by medical insurance are strongly urged to purchase accident and sickness insurance available through the University. Information about this plan may be obtained from the Business Office.)

History

History of Willamette

In 1834 about a dozen farm families in the lower Willamette Valley and a handful of settlers at Astoria constituted the entire white population of what is now Oregon. In this year Jason Lee and several missionary associates started a school for Indian children beside the Willamette River about 10 miles south of Salem.

Within a few years, the slowly growing group of settlers felt the need for a more advanced school to serve their own children “in order to secure the best education of the pupils in science, morality, and piety.” To meet this need, a group of earnest citizens met in the home of Jason Lee in what is now Salem. At a second meeting held February 1, 1842, a body of bylaws was adopted and a Board of Trustees appointed.

The stated purpose of the meeting was to establish “a collegiate institution” which would “become a university.” The Board thus constituted, has existed as a corporate entity from that day to this and the date of the action is accepted as marking the founding of Willamette University, the oldest college in the West.



The school was known at first as the Oregon Institute. After a territorial government had been established, a charter was granted to the institution in 1854 under the name of “Wallamet University.” The original building (first occupied by the Institute in 1844) was a three-story frame structure which served the community as well as the school, since it was considered the most imposing edifice in the Northwest. It housed the first session of the legislature to meet in Salem

History

continued

and sheltered the first court under United States auspices.

Willamette University is therefore closely associated with the very inception of law and government for the whole vast region now comprising the states of Oregon, Washington, Idaho, and parts of Montana and Wyoming - the original "Oregon Territory."

In facing its responsibilities in this remote area, Willamette attempted to serve the needs of the time. In addition to the College of Liberal Arts, a College of Medicine was established in 1866, the first north of San Francisco. It operated continuously until 1913, when it merged with the medical school of the University of Oregon. The College of Law, now a major division of the University, opened its doors in 1883 and was the first in the Northwest.

The first degrees in music were granted by the College of Liberal Arts in 1872, and by 1898, the music department had become the College of Music; music is now again a department in the College of Liberal Arts. The George H. Atkinson Graduate School of Management began classes in 1974.

Although Willamette's first century was a period of slow growth, her educational strength was revealed in the achievements of her graduates, who reflected honor and prestige on the pioneer school. More recent years are marked by the development of academic programs and facilities. Many new study opportunities and options and many new buildings have been added to a campus that has expanded to 57 acres.

With the completion in 1986 of the Mark O. Hatfield Library, Willamette University entered a new era; an era tempered by quality students and sharpened by a dedicated faculty. In the years ahead, Willamette will not only be regarded as the "oldest in the west," she also will be recognized as one of the best in the nation.

Lexicon & Traditions

Access Code

Five-number code which dorm residents use for long-distance telephone billing.

A.S.W.U.

Associated Students of Willamette University. All registered students of the College of Liberal Arts, Masters of Arts in Teaching program, and Tokyo International University of America are members of the association upon payment of the student body fee.

Atkinson Lecture Series

Yearly series of lectures made possible through the support of the Atkinson fund. Past speakers have included authors Isabel Allende and Kurt Vonnegut.

Barney the Bearcat

School mascot; a mystery animal to everyone.



Bistro Willamette

The mod place to eat and meet on campus; totally student-run and organized; occasional poetry readings and music are featured.

History

continued

Blue Monday

The Monday following Glee (see Freshman Glee below); designated for the paying off of Glee bets. During Glee week, students make bets with peers from other classes regarding which class will place the highest during Glee competition. Bets range from “human sundaes” to classroom antics. On Blue Monday, the last-place class must walk the Mill Stream.



Bush Park

Expansive park south of Willamette across Mission St.; contains walking/jogging trails, tennis courts, playground, picnic areas, Bush House Museum, Deepwood Museum and W.U.'s McCulloch Stadium and track and baseball fields.

C.L.A.

College of Liberal Arts; the undergrads.

The Cat Cavern

Snack bar/study area/hangout; located on main floor of the U.C.

The Collegian

Weekly, student-produced, campus newspaper.

Convocation (Convo)

A weekly, hour-long (Thursdays; 11:30am-12:30pm) presentation addressing concerns and interests of the Willamette community; held in Cone Chapel.

E.P.C.

Educational Programs Committee; sponsor of programs and speakers, with a focus on diversity and co-educational programming.

F.A.E.

Fine Arts East; the east hall of Smith Auditorium.

F.A.W.

Fine Arts West; the west hall of Smith Auditorium.

Fraternity House Director/FHD

Fraternity House Director; one FHD in each fraternity housed in the residence halls; supervisory responsibilities for the operation of the house; half-time position employed by the Office of Residence Life. This includes maintenance needs, working with chapter officers in areas of programming, conduct issues, and leadership development. The FHD lives in a separate apartment on the first floor of the house.

Freshman Glee

The king of all Willamette traditions; a challenge set forth by the Freshman class each year. Now in its 86th year, Glee began as a singing competition and has evolved into an all-campus competition between classes, judged on marching, singing, original music, and formations. Sub-themes are decided upon each year by Glee managers. Each class is allowed one week to practice; the week culminates on Glee Night, with classes performing in front of an audience of 2,000 people, in hopes of winning the Glee banner.

Fusser's Guide

Willamette's own "white pages"; telephone numbers and addresses of virtually every per-

History

continued

son on campus, from staff to students.

Greek

Persons affiliated with one of the campus fraternities or sororities.

G.S.M.

The Atkinson Graduate School of Management; the brick building located west of campus next to the Law School.

Haseldorf

Apartment building owned by the university; run by Office of Residence Life as an alternative to residence hall living.

Hudson, Jerry

President of the University.

Hudson's Bay

The section of the Mill Stream between the library and the U.C.

I.F.C.

Interfraternity Council; the governing body of campus fraternities.

Jackson Plaza

The cement-and-brick area west of the Hatfield Library entrance.

Jason

The literary magazine of Willamette, containing prose, poetry, short stories and art.

Late-Night Breakfast

An A.S.W.U. event, held at the end of each semester, consisting of a late-night breakfast meal for students who are burning the midnight oil studying for finals. Sometimes livened up by cartoons.

Law School

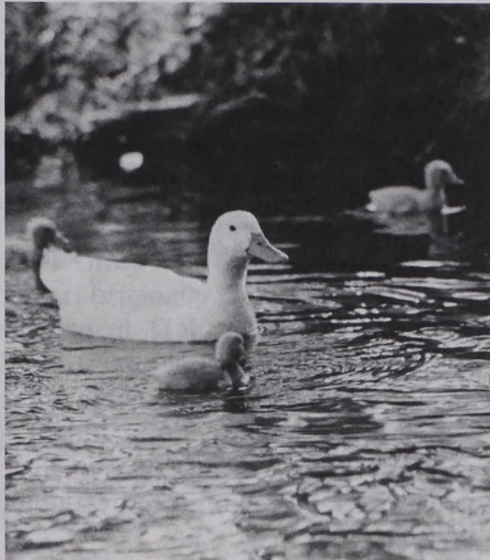
Willamette graduate school located west of the main campus, across Winter Street.

Memorandum

Weekly flyer containing information about coming events, guest speakers, etc. You can pick up a copy by the mailboxes in the U.C. and at select places around campus.

Mill Stream

The stream that cuts its way through campus.



History

continued

Millstreaming

The act of throwing somebody into the Mill Stream.

Non Nobis Solum Nati Sumus

Not unto ourselves alone are we born; the motto of Willamette University.

Non-Trad

Label given to students who are of older-than-average age and/or are married, are parents, etc.

Panhellenic

Panhellenic Association; the governing body for campus sororities.

Parents and Family Weekend

A chance for parents and family members of Willamette students to visit the campus, meet faculty and administrators, and attend events in their honor.

History

continued

The Quad

The large, rectangular, grassy area located in the center of campus; bordered by Smith, Doney, Waller, Eaton, Bishop, etc.

R.A.

Resident Assistant; there are one to six R.A.s living in the independent residences. They are undergraduate students who have attended Willamette for at least one year and have an understanding of campus resources and events. R.A.s help plan activities and programs.

R.D.

Resident Director; one R.D. in each living unit; responsible for the total operation of the residence. This includes supervising R.A. staff, advising hall officers, and ensuring student rights and responsibilities. The R.D. lives in an apartment on the first floor of one of the buildings in their complex.

Rain

Salem's longest season.

The Ram

"Border Cafe" and sports bar located at the southeast edge of campus.

R.H.A.

Residence Hall Association; the governing association for independents.

Rush

The Greek system of recruiting new members.

Senior Skits

Skits which take place before the Friday-night practice at the end of Glee Week. Best described as sheer chaos. Nobody knows when they started, although many have an idea of when they should end.

Sorority Row

The section of Mill Street which runs in front of the sororities and the U.C.

Sparks

The athletic center; contains Cone Fieldhouse, Henkle Gym, Curry classroom, racquetball courts, weight room, etc.

Special Deposit

The \$50 you initially pay the University as insurance against anything "special" you might do.

Star Trees

The five pines located northeast of Collins Hall that form a star in the sky when viewed from the center; originally called the Temple of the Centuries.

Thetford Lodge

Retreat site owned by W.U.; located east of Salem near the North Fork of the Little Santiam River; call the Business Office for reservation information.

Thompson's

A brew pub/eating establishment located on Liberty Road S. Special features include seasonal ales and pizza bread.

T.I.U.A.

Tokyo International University of America; Willamette's independent sister-university. Located across 12th Street at the southeast corner of campus.

U.C.

Putnam University Center; the huge building located between the Mill Stream and Sorority Row; home to the Cat Cavern, Bistro Willamette, campus mail services, student activities, admissions, financial aid, etc., etc.

Wallulah

Willamette's yearbook.

Willamette Dialogue

Yearly journal of student scholarship.

W.I.S.A.

Willamette International Students Association.

History

continued

Buildings and Their Histories

Alpha Chi Omega

Houses: 48 sorority members.

History: Chapter founded 1944.

Art Building

Houses: Art Department, Hallie Brown Ford Gallery.

History: Constructed 1905, renovated 1977.

Baxter Hall

Houses: 116 co-ed residents.

History: Constructed 1948, renovated 1987. Named for Dr. Bruce Baxter, University President from 1934-1940.

Belknap Hall

Houses: 75 co-ed residents.

History: Constructed 1961, renovated 1990. Named for Methodist minister Dr. Lewis F. Belknap.

Beta Theta Pi

Houses: 32 fraternity members.

History: Chapter founded 1947.

Bishop Center

Houses: Career Development Center, Counseling, Health Center, Registrar's Office.

History: Constructed 1955. Named for former Board of Trustees member C.P. Bishop and his wife, Fannie Kay.

E.S. Collins Science Center

Houses: Biology, Chemistry, Environmental Science, Physics.

History: Constructed 1941, wing addition 1962, renovated 1981. Named for lumberman E.S. Collins.

Truman Wesley Collins Legal Center

Houses: Law School.

History: Constructed 1967, renovated and expanded 1992. Named for the alumnus and former chairman of the Board of Trustees.

Delta Gamma

Houses: 48 sorority members.

History: Chapter founded 1945.

Delta Tau Delta

Houses: 30 fraternity members.

History: Chapter founded 1962.

Doney Hall

Houses: 110 co-ed residents.

History: Constructed 1955, wing addition 1967. Named for Dr. Carl Gregg Doney, University President from 1915-1934.

Eaton Hall

Houses: Education, English, History, Philosophy, Religion.

History: Constructed 1909, renovated 1982. Named for A.E. Eaton.

Gatke Hall

Houses: Campus Safety, Purchasing, M.A.T. Program, Academic Grants and Awards.

History: Originally U.S. Post Office; moved to campus in 1938. Named for political science professor Robert Gatke.



History

continued

Goudy Dining Commons

Houses: Central dining facility.

History: Constructed 1992. Named for Elmer and Grace (Collins, '22) Goudy.

Mark O. Hatfield Library

History: Constructed 1986. Named for the Willamette alumnus, teacher, administrator, and U.S. Senator.

Kappa Sigma

Houses: 32 fraternity members.

History: Chapter founded 1961.

Lausanne Hall

Houses: 125 co-ed residents (quiet study environment; no smoking), Learning Resources Center.

History: Constructed 1917, renovated 1985. Named for the ship that carried Jason Lee and many of the early Christian Pioneers to the Oregon Territory.

Lee House

Houses: 24 co-ed graduate residents.

History: Constructed 1959, remodeled 1983. Named for Jason Lee's daughter, Lucy Anna.

Matthews Hall

Houses: 90 co-ed residents.

History: Constructed 1961, renovated 1989. Named for math professor James T. Matthews.

Seeley G. Mudd Building

Houses: Geo. H. Atkinson Graduate School of Management.

History: Constructed 1975 from a gift made by the Seeley G. Mudd Foundation.

Phi Delta Theta

Houses: 31 residents. Fraternity members on first floor; upper classmen on second floor.

History: Chapter founded 1947 and re-established 1991.

Physical Plant

History: Constructed 1946, renovated 1969.

Playhouse

Houses: Kresge and Arena Theatres, Box Office, Theatre Department.

History: Constructed 1923 as a gymnasium, converted to the Theatre 1974, renovated 1977.

George H. Putnam University Center

Houses: Admissions, A.S.W.U., Bistro, Bookstore, Student Activities, Financial Aid, Information Desk, International and Multicultural Student Advising, Mail Services, Collegian, Wallulah, Jason, Residence Life, V.P. for Student Affairs, and Travel Center.

History: Constructed 1970. Named for long-time Salem newspaper publisher.

Shepard House

Houses: 45 co-ed residents.

History: Constructed 1963, renovated 1993. Named for Cyrus Shepard, first teacher in the Oregon Mission.

Sigma Alpha Epsilon

Houses: 32 fraternity members.

History: Chapter founded 1949.

Sigma Chi

Houses: 32 fraternity members.

History: Chapter founded 1947.

G. Herbert Smith Auditorium and Fine Arts Building

Houses: 1,250-seat Auditorium, Music Department.

History: Constructed 1955. Named for the University President, who served from 1942-1969.

Smullin Hall

Houses: Computer Science, Economics, Mathematics, Political Science, Psychology, Sociology, Speech Communications, and College of Liberal Arts Dean.

History: Constructed 1938, renovated 1988; formerly University library. Named for Willamette alumnus William B. Smullin, a southern Oregon broadcast executive.

History

continued

Lestle J. Sparks Physical Education and Recreation Center

Houses: Athletic/Physical Education Department, Cone Fieldhouse, Henkle Gymnasium, swimming pool, racquetball courts, and training rooms.

History: Constructed 1974. Named for the Willamette alumnus professor and coach, who served the school from 1916-1979.

Tokyo International University of America (TIUA)/Kaneko Hall

Houses: Co-ed residents, TIUA Administration Offices, Classrooms.

History: Constructed 1989



University Apartments (Haseldorf)

Houses: 41 co-ed residents.

History: Acquired 1987.

University House

Houses: Summer Conferences.

History: Moved to campus 1938. Former home of University President G. Herbert Smith.

VIP Apartments

Houses: guest housing.

Waller Hall

Houses: Business Office, Copy Center, Telephone Service, V.P. for Financial Affairs, Cone Chapel, Chaplain's Office, Willamette Room, Methodist Archives, Word Processing, Alumni Affairs, Development, V.P. for University Relations, News & Publications, V.P. for Academic Administration, and President's Office.

History: Constructed 1867, renovated 1989. Named for Rev. Alvan Waller, who raised funds for the building, the first on campus.

Walton Hall

Houses: Foreign Languages, Language Learning Center.

History: Constructed 1967. Named for financier William S. Walton.

Willamette International Studies House (WISH)

Houses: 37 co-ed residents. Focus on foreign languages and cultures.

History: Constructed 1965, as a sorority house.

York House

Houses: 30 co-ed residents, single rooms.

History: Constructed 1959, remodeled 1988. Named for Emily J. York, Willamette's first graduate, Class of 1859.

Willamette University AIDS (HIV-Disease) Policy and Administrative Guidelines

In recent years, HIV-Disease has become the most publicized health concern worldwide. Although a great deal of medical progress has been made and the specific means of transmission of the virus identified, a cure has not been found. The most important goal for the University in response to HIV-Disease is to prevent further spread of the disease through education, increased awareness and the timely dissemination of current information.

As an institution concerned with the personal growth and welfare of students and employees, Willamette University has established a policy that prohibits discrimination against or harassment of employees and students based on HIV-Disease. As part of this policy, the University will endeavor to address HIV issues in a caring, compassionate, informed manner and ensure the confidentiality and dignity of persons with HIV-Disease.

HIV-Disease is characterized by a defect in the body's natural immunity against disease. This defect is caused by the human immunodeficiency virus (HIV). With this loss in immune response, the individual falls prey to a host of what are called "opportunistic infections." HIV-Disease is not highly contagious. It is specifically transmitted through sexual intercourse, by shared needles, the sharing of bodily fluids, or by direct infusion of infected blood or blood products.

The American College Health Association emphatically states that people with HIV-Disease are no threat to those with whom they go to class, share bathrooms, eat, work or sit. Moreover, the disease is not transmitted through the use of swimming pools, whirlpools, saunas or telephones. HIV-Disease also cannot be transmitted by coughing or sneezing. Finally, medical researchers point out that no cases of HIV-Disease transmission by food, water, insects or casual contacts with others have been reported.

The current state of medical evidence regarding HIV-Disease and its transmission indicates that in the majority of circumstances persons with a positive HIV antibody test do not pose a substantial risk to the safety and health of others. In the interest of flexibility, sensitivity and the balancing of legitimate interests, the most appropriate policy is one of analyzing and responding to each case individually.

A University-wide HIV-Disease Task Force, appointed each year, will meet on a regular basis to (1) keep abreast of any new developments concerning HIV-Disease; (2) assess the effectiveness of campus programs and policies; and (3) assume responsibility for the review and coordination of existing educational programs and recommend new ones, as deemed appropriate. The Task Force will be chaired by the Vice President for Student Affairs. The membership of the Task Force shall consist of:

1. Director of Health Center
2. Director of Counseling
3. Dean of Residence Life
4. University Legal Counsel
5. One student
6. One faculty member, to be appointed by the Dean of the faculty member's college
7. The University Chaplain
8. Personnel Coordinator

A sub-committee of the Task Force consisting of the Vice President for Student Affairs, Director of the Health Center, University Legal Counsel and the University Chaplain, shall review and make recommendations to the President on specific situations and issues related to HIV-Disease that may arise with students or University employees.

Adopted by Willamette University Board of Trustees February 16, 1991.

Administrative Guidelines for the Willamette University AIDS (HIV-Disease) Policy

I. Students

H.I.V. Policy

continued

On the basis of current medical and legal information, the University adopts the following guidelines:

A. HIV status of students applying for admission will not be solicited or used in making admission decisions.

B. University students who have HIV-Disease will be allowed regular classroom attendance and campus employment so long as they are able to attend class and perform their job duties satisfactorily.

C. Students with HIV-Disease will not be restricted from access to instructional, library, recreational, dining, common areas or facilities and equipment.

D. Decisions about residential housing of students with HIV-Disease will be made on a case-by-case basis by the Office of Residence Life in consultation with the Task Force subcommittee. Current information does not support the existence of risk to roommates. There is, however, cause for concern for persons with HIV-Disease, because of their increased risk of infection from certain contagious diseases (e.g., measles or chicken pox) in a close living situation. It may be appropriate to assign a single room in the interest of protecting a student whose immune system is impaired.

E. No specific or detailed information concerning complaints or diagnosis of HIV-Disease will be provided to anyone without the expressed written permission of the student in each case.

F. Students with HIV-Disease are encouraged to inform the Director of the Health Center to guarantee optimal medical care. Early diagnosis can significantly improve quality of life and long-term survival. As with other infectious diseases, the University may insist on certain appropriate restrictions based on current medical information. Such restrictions shall be based entirely on well-documented, current medical information.

G. University health policy encourages regular medical follow-up for those who have been diagnosed positively for HIV-Disease.

Office of International Student and Faculty Services
University Center, phone 5404

Donna McElroy, Director

This office provides services for international students, faculty, and language assistants and provides support and leadership for international groups. Additionally, the Office of International Student and Faculty Services works closely with members of the university community in promoting programs that enhance awareness and appreciation of cultural diversity.

Language Learning Center
Walton Hall, phone 4001 or 375-5492
(direct from off campus)

Marti Morandi, Director

Toni Larson de Aguilar, Coordinator

The Language Learning Center is an individual study lab featuring 25 audio listening carrels, individual VCR/monitors, computers equipped with foreign language software, multimedia stations, scanner, CD-ROM, tri-standard video equipment, and satellite dish. These facilities are available to all students and faculty.

**International
Student
Services**

**Language
Learning
Center**



Learning Resource Center

Learning Resource Center
Lausanne Basement, phone 6054

Marti Morandi, Director

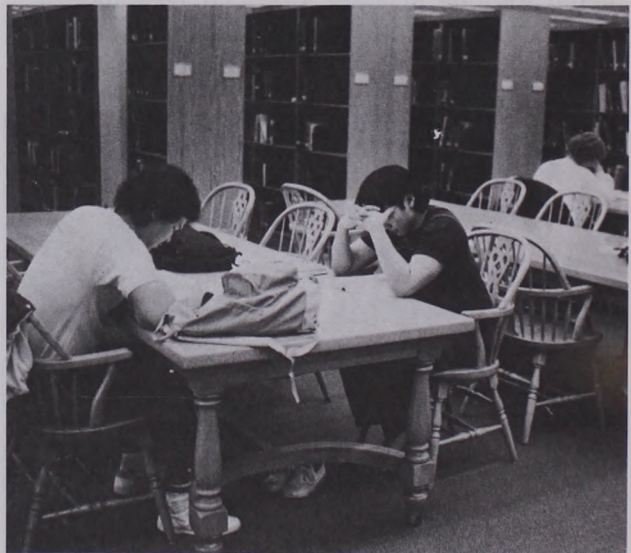
The Learning Resource Center provides audiovisual equipment for campus residences through the Office of Residence Life. Fraternities and sororities must make arrangements directly with the Center. Transparencies, photocopies, audio tapes, video duplication (within copyright laws), and 35mm film are available along with many other audiovisual supplies.

Library

Mark O. Hatfield Library
phone 6312

Larry R. Oberg, University Librarian

The Mark O. Hatfield Library has a collection of more than 220,000 books and over 1,300 current journal subscriptions. The library's collections include books, journals, newspapers, video recordings, sound recordings, and musical scores. The library is also a partial depository for federal government documents.



The records of most library materials are available through the on-line catalog, which is

networked across campus and available 24-hours a day. Other library catalogs, some periodicals indexes, and a variety of other information is accessible through the on-line catalog as well.

The Hatfield Library has many comfortable areas for study and research including numerous individual and group study rooms, and audiovisual rooms. Photocopy machines, microform readers/printers, computers, and audiovisual equipment are available for use in the library. The Hatfield Room is a lovely facility used for lectures, readings, and recitals. A 24-hour study room equipped with vending machines remains available during the hours the library is closed.

A current Willamette ID card is required to check-out materials including reserve items. Materials not owned by the Hatfield Library usually can be obtained through interlibrary loan. The library has a program of course-related library instruction in which librarians teach students search strategies and research methods. Reference assistance is available much of the time the library is open and students may make appointments with librarians for assistance with specialized research needs.

Loans and Student Accounts Office
Waller Hall, phone 5308

Denise Hedeem, Assistant Controller

The Loan Office disburses bank loans and Perkins Loans to students, as well as awarding and collecting emergency loans (up to \$500). The Student Accounts Office is responsible for billing and collecting tuition and room and board charges.

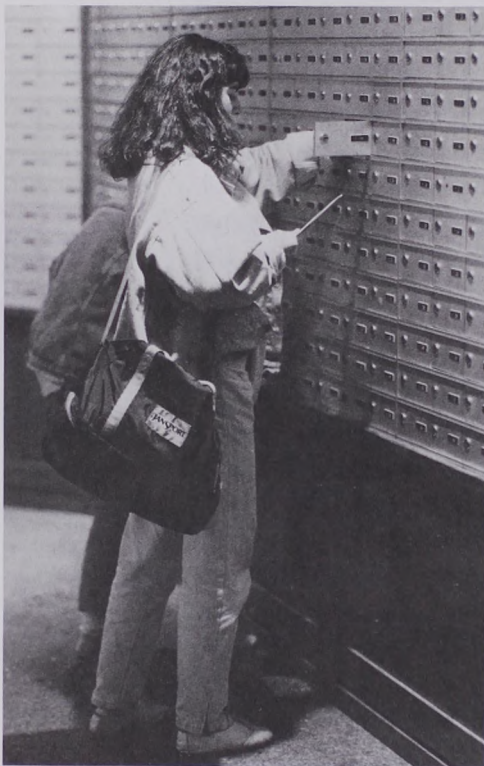
Loans and
Student
Accounts

Mail Services

Mail Services University Center, phone 5472

Sharon Earll, Supervisor

Students can send and receive on- and off-campus mail while attending Willamette. Outgoing mail leaves campus promptly at 3 p.m.



Monday through Friday. Services offered include: UPS pick-up and delivery, Federal Express, stamps, Next Day Air, Second Day Air and certified and registered mail. Business hours are Monday through Friday from 10 a.m. to 3 p.m. There is no weekend window service.

Movie Theaters

Movie Theaters

Keizer Cinemas

3555 River Rd. N, 393-7374

Lancaster Mall Theatres

3790 D St. NE, 581-9300

Salem Centre Movieland

Marion & High Sts., 588-3456

Salem Cinema

445 High SE, 378-7676

Southgate Cinema World

3893 Commercial SE, 364-2226

South Salem Drive-In

365 Lancaster SE, 581-7165

Movie Theaters

continued

Office of Multicultural Student Affairs University Center, phone 6265

Joyce Greiner, Director

This office offers programs, activities, counseling and other services for all ethnic, non-traditionally aged, gay, lesbian and bisexual students.

Multicultural Student Affairs



Non-Discrimination Policy

Non-Discrimination Policy

Willamette University opposes discrimination in the recruitment and hiring of students and graduates based on sex, race, age, marital status, physical disabilities, sexual orientation, religion or national and ethnic origin. The University will not allow its facilities or services to be used by an organization that practices unlawful discrimination or whose employment practices violate the University's equal opportunity policy. In the case of employers who follow policies of legal discrimination but who do not practice a policy of equal opportunity, the University will permit employer information to be made available to assist students in making choices and contacting potential employers but will not permit on-campus interviews. Any complaints concerning practices by employers during the recruitment and hiring process that are inconsistent with the terms of this policy should be reported to the Dean of the appropriate graduate school of the University or the Vice President of Student Affairs for the College of Liberal Arts who will investigate by following a procedure developed within each school.

The University has instructed each Placement Office to obtain a signed copy of the University's non-discrimination policy from each organization interviewing on campus as an indication of a willingness to comply with the University's policy.

Phones

Phones

Because Willamette has its own phone system, the phones work here differently than others. The differences are minor though, and quite simple to figure out.

You can call across campus free of charge using any of the campus phones. You must first dial 9 for off-campus calls. Off-campus calls ring differently on your phone; when you receive an off-campus call you hear a double ring, whereas on-campus calls produce a single ring.

Phones

continued

All campus phone numbers are called extensions and can be reached on campus by simply dialing the four digits. Things get a bit more tricky when calling a campus number from off campus. Extensions beginning with a 4 cannot be reached from off-campus at all. All other extensions can be dialed from off-campus by first dialing the appropriate prefix. These prefixes are: 370 for 6000 extensions and 375 for 3000 extensions.

For long-distance dialing, on-campus residents are issued a five-digit access code. To use it, simply dial 7, wait for the tone, dial your code, wait again for a tone, then dial 1+ the number you are calling. A bill will come to you each month and should be paid at the cashier's window on the ground floor of Waller Hall. To use a calling card it is easiest to use one of the pay phones which are located in the U.C., Sparks, and Kresge, and outdoors next to Doney, Belknap, and Wish.

Plagiarism/Cheating Policy

Plagiarism and cheating are offenses against the integrity of the courses in which they occur and against the college community as a whole. Plagiarism and cheating involve intellectual dishonesty, deception and fraud, which inhibit the honest exchange of ideas. In accordance with Willamette University Standards of Conduct, students are entitled to notice of what constitutes plagiarism and cheating, and the right to appeal penalties. Plagiarism and cheating may be grounds for dismissal from the college.

Examples of plagiarism and cheating, and penalties associated with them, shall appear in the student handbook. When appropriate during the semester, such as in conjunction with assignment of a class project or review for an exam, faculty members are encouraged to discuss plagiarism and cheating and how to avoid them.

Plagiarism/ Cheating Policy

Plagiarism/ Cheating

continued

Definitions and Penalties

Cheating is any form of intellectual dishonesty or misrepresentation of one's knowledge. Plagiarism, a form of cheating, consists of representing someone else's work as one's own. All members of the Willamette University community are expected to be aware of the serious breach of principles involved in plagiarism. Ignorance of what constitutes plagiarism shall not be considered a valid defense. If students are uncertain as to what constitutes plagiarism for a particular assignment, they should consult the instructor for clarification.

A faculty member may impose penalties for plagiarism and cheating ranging from a grade reduction on an assignment or exam to failure in the course. A faculty member also may suggest that the Dean of the College of Liberal Arts initiate further action. Multiple violations of the plagiarism/cheating policy constitute a separate offense, the penalty for which may be academic suspension or dismissal from the college.

1. Initial Determination and Penalty

A faculty member who has reason to believe that plagiarism or cheating has occurred shall:

1. Immediately meet with the student(s) involved, provide evidence of cheating or plagiarism, discuss the matter, determine whether an infraction has occurred, and decide on a penalty. If the faculty member suspects plagiarism or cheating during a final exam period, and timely resolution is not possible, the professor shall assign the student(s) involved a grade of "T" and provide the student(s) with a written explanation. The faculty member shall meet with the student(s) no later than the first week of classes the following semester to complete the steps outlined above.

2. Within five work days (excluding holidays) of meeting with the student or students, place in a confidential file with the Dean of Liberal Arts a form that details the incident, provides documentation, and indicates the penalty.

Upon receiving the form the Dean of the College of Liberal Arts:

1) Shall provide the student(s) a copy of the form filed by the faculty member, noting on the form the date on which it was delivered to the student. All forms in a student's file shall be destroyed at graduation or after seven years of filing, whichever comes first.

2) May initiate a hearing by the Academic Status Committee if the Dean believes the report of the plagiarism or cheating sufficiently egregious to warrant a hearing on whether the student should be suspended or dismissed from the college.

3) Shall, after allowing time for an appeal, determine if there have been multiple violations. If the student's file contains two forms, the Dean shall initiate a hearing by the Academic Status Committee to determine an appropriate penalty, which can include placing the student on academic suspension for a period of time or dismissing the student from the college.

II. Student Right to Appeal Initial Determination and Penalty

A student has the right to appeal the finding of plagiarism or cheating, or the severity of the penalty imposed by the faculty member, to the Academic Status Committee within five work days of the date on which a copy of the form was delivered by the Dean to the student.

III. Academic Status Committee Hearing

The Academic Status Committee shall hold a hearing on the appeal by a student or initiative from the Dean within five work days of receipt of the notice of appeal or initiative. The hearing shall be confidential; the student and faculty member may testify and present evidence. If the Academic Status Committee finds that plagiarism or cheating did not occur, then the Committee shall ask the Dean to remove the form filed by the faculty member from the student's confidential file. If the Academic Status Committee finds that the penalty should be changed,

Plagiarism/ Cheating

continued

then the Committee shall determine a procedure that is fair to the faculty member and the student for changing the penalty.

Examples of Plagiarism and Cheating

Blatant examples of cheating include using books, notes, or other sources not expressly allowed during exams; copying on homework, in-class, or take-home exams; using any form of assistance if instructed to produce work individually; and knowingly assisting another student to engage in any of these behaviors. Examples of plagiarism include failing to cite written material that is directly quoted or paraphrased from another source, or failing to give credit for use of other's ideas, pictures, graphs, diagrams, or figures. Plagiarism can be avoided by following the rules for citation provided in writing handbooks and standard style manuals. Both are available in the college bookstore and in the reference section of the library. The Holt Handbook (3d ed., 1992), for example, contains a lengthy section on plagiarism.

In the course of preparing a paper, doing a homework assignment, preparing for an examination, or participating in a class activity, you may have questions about whether certain practices or conduct could be viewed as plagiarism or cheating. If you have questions, ask your professor! Faculty will respect your integrity for clarifying uncertainties and showing interest in avoiding these problems. The danger lies in engaging in practices or conduct that later could be called into question.

The following examples are provided to further your understanding of plagiarism and cheating. These examples are illustrative only and are not intended as a complete description of the intellectual dishonesty, deception or fraud that are prohibited under the plagiarism/cheating policy.

E.g. 1: Student A and Student B are scheduled to take an in-class examination. Student B is

not doing well in the class and fears flunking the course if unable to earn at least a C on the exam. The professor announced that students would not be allowed to use notes or books on the exam. Student A writes notes containing key concepts and formulas and affixes them to the bottom of a shoe that will be worn to the exam. Student A then sat in a location and position that allowed Student B to read the notes and formulas during the exam. Both Student A and Student B would be subject to penalties for cheating.

E.g. 2: In accordance with the professor's instructions, Student C consulted ten sources while preparing a term paper, and listed all ten sources in the bibliography. Student C also consulted two other sources, and relied on them substantially in developing the thesis of the paper and its structure, but failed to provide citations or to list them in the bibliography. Student C would be subject to penalties for plagiarism and cheating.

E.g. 3: Professor X assigned a set of homework problems and instructed students that they should neither give nor receive assistance completing the problems because Professor X wanted to use the responses to evaluate student understanding of certain concepts. Student D was unable to complete three of the problems. Student D's roommate, Student E, also was in the class and completed the problems without difficulty. When Student E was out of the room, Student D looked at Student E's class notes and paper, then copied two answers. Student D would be subject to penalties for cheating.

E.g. 4: Student F was enrolled in two classes that required preparation of term papers on topics of the student's choice. Without approval of faculty teaching the courses, Student F submitted a copy of the same paper in both classes. Student F would be subject to penalties for cheating.

E.g. 5: Student G found the following statement while doing research for a paper about law school: "The best way to prepare for the law is

Plagiarism/ Cheating

continued

to come to the study of the law as a well-read person. Thus alone can one acquire the capacity to use the English language on paper and in speech and with the habits of clear thinking which only a truly liberal education can give.” (Felix Frankfurter, “Advice to a Young Man Interested in Going Into Law,” in Ephraim London, ed., The Law as Literature (New York: Simon and Schuster, 1960), p. 725.) Student G wrote in the paper that “only a liberal education can give a person the habits of clear thinking required for law school,” and did not cite Frankfurter. Student G would be subject to penalties for plagiarism for paraphrasing without citation, which is as unacceptable as word-for-word copying.

E.g. 6: Student H was working on a programming assignment in the computer lab and was unable to complete a portion of the program. Student H accessed the account of another student in the class who had successfully completed the assignment. Student H’s study of the other student’s solution made it possible to complete the assignment, which Student H then represented as having been done without assistance. Student H would be subject to penalties for plagiarism and cheating.

President

**Office of the President
Waller Hall, phone 6209**



Jerry Hudson, University President

Chris Call, Assistant to the President

The President is the chief executive officer of Willamette University. He was selected and appointed by, and reports to, the University's Board of Trustees. Willamette's Vice Presidents and Academic Deans report to and serve at the pleasure of the President.

The Office of the President serves as the administrative hub of Willamette, and as a primary contact point with the University's Trustees, alumni, and external constituencies. Members of the Office of the President are available as resources to students for information and advice about the administrative operations of Willamette.

President

continued

The Family Educational Rights and Privacy Act¹

I. Purpose

The Family Educational Rights and Privacy Act, Public Law 93-380, effective November 19, 1974, is intended to ensure a student's right to inspect and review his/her 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 the 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.

Privacy

Privacy

continued

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, the 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.

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 a student file prior to January 1, 1985.

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 Financial Aid Form prepared for the College Scholarship Service.

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 B,2a and b and C,2, 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 psychiatrist, medical or psychological counselor to examine 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 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 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:

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."

Personal information² from educational records may be provided to 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.

Information contained in student educational records will be released to:

1. Willamette faculty, administrators and staff;

2. 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;

3. other individuals and/or agencies empowered by law; and

4. 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 department custodian of the record in question may agree to the requested change in matters of fact³ 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.

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 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. College of Law:

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

B. Financial-Business Office:

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

C. Graduate School of Management:

1. Application
2. Brief essay
3. Grades
4. Information Card
5. Placement information
6. Receipts of tuition payment
7. Recommendations

D. Health Services:

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

E. Publicity and Information Office:

1. Registration cards

F. Registrar and Admission Office:

1. Activities reference sheet
2. Admission 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 any)
11. Potential admission
12. Requirements summary
13. Social Security income status
14. Teacher placement files
15. Veterans classification
16. Record of University withdrawal

G. Office of Residence Life:

1. Conduct records. All correspondence relating to conduct cases. When "Conduct Reprimand" or "Conduct Probation" sanctions are levied, the information 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.

Privacy

continued

H. Student Financial Aid Office:

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

End notes:

¹Willamette University Student Affairs Committee, November 6, 1975.

²Personal information includes all information about a student except the student's full name, campus or local 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.

³Grades are considered as "matters of fact" only if an error is made in transcribing or recording the grade.

Public Announcements

Use of Building Exteriors for Public Announcements

Signs, posters and banners may not be placed on the exteriors of any of the following: academic or administrative buildings, lamp posts, trees, bridges, etc. This includes the use of chalk on buildings and sidewalks.

People and organizations may receive permission to post announcements on the exteriors of the University Center and residence halls with prior approval. For permission to post announcements at the University Center, contact the Office of Student Activities at 370-6463. For permission to post announcements in residence halls, contact the Office of Residence Life at 370-6212.

Purchasing **Gatke, phone 6055**

Ross Stout, Director

Students are able to purchase computers, and some software, at educational discounts. Literature and assistance is available, if needed, in choosing a computer or printer.

Purchasing

Campus Recycling **Shepard, phone 4506**

Natalie Severson, Director

Willamette University acknowledges the importance of ensuring the efficient and environmentally responsible use of natural resources. Waste reduction, such as source reduction, re-use, recycling, composting, and the purchase of recycled materials will be used whenever possible.

Willamette University recycles white, scrap, and colored paper, newspaper, cardboard, magazines, brown, green, and clear glass, grayboard, telephone books, styrofoam, tin/aluminum, wood and more.

The following list briefly describes some of the recycling practices that are to be followed by recyclers:

1. Each residence will elect a Recycling Representative that will be part of the campus recycling program. If a representative is not appointed within the first month of each semester that building's recycling may be temporarily discontinued.
2. All pick-ups are provided by the Physical Plant and Campus Recycling. There is a regular schedule that consists of monthly, biweekly, and weekly pick-ups.
3. Special recycling needs may be arranged through Campus Recycling.
4. Recycling is provided for special events.

Recycling

Recycling

continued

Call the office to make arrangements.

5. In accordance with fire code regulations, returnable bottles and cans may not be kept in bathrooms, hallways, or other areas that obstruct emergency exits. If residences wish to return their own bottles and cans they may, but overflow will be removed by Housekeeping or Campus Recycling.

6. Cardboard should not be recycled in the Residence Hall lobby's with other recycling. Any student wishing to recycle cardboard should place it, broken down, into the blue or green cardboard recycling bins. Twelve of these bins are conveniently located on campus

Registrar

Registrar's Office Bishop, phone 6206

Paul J. Olsen, University Registrar

The Registrar's Office maintains the official academic records for all students of the University. Students are responsible for verifying the accuracy of their transcripts and petitioning for changes in their official records if an error exists. Information concerning the General Education Program, major requirements, and graduation are available here.

Drop/Add cards, Change of Advisor forms, Petitions for Graduation, and forms for declaring majors/minors and contesting grades may all be acquired at this office. Veteran forms/information and Teacher Placement information are also available at this office.

Residence Life

Office of Residence Life University Center, phone 6212

Richard Shintaku, Dean of Residence Life

This office seeks to provide students with a safe, secure, and predictable living environment which supports the academic and personal development goals of the University and its students. Programs and activities which help to

promote physical, intellectual, social, and spiritual growth are provided to achieve the development of a sense of community within the living environments.

For additional information concerning residence life at Willamette, your Resident Assistant/Resident Director/House Director can be a valuable resource. This person should have the answers to many of your questions.

**Residence
Life**
continued



Residence Hall Staff

Alpha Chi Omega

Lobby Phone 370-6008

House Director:

Effie Sentouktsi

370-6739, Box H-226

Baxter Hall

Lobby Phone 370-6076

Resident Director:

Deborah Horne

370-6544, Box H-239

Residence Life

continued

Resident Assistants:

Brian Burdon

Rm. 213, 370-6557, Box A-146

Amy Rice

Rm. 309, 370-6635, Box B-139

Heather Wray

Rm. 325, 370-6685, Box G-255

Jen Harris

Rm. 408, 370-6501, Box H-172

Belknap Hall

Lobby Phone 370-6236

Resident Director:

Tim Wilson

Matthews Apt., 370-6204, Box H-236

Resident Assistants:

Barb Weber

Rm. 110, 370-6566, Box C-145

Minh Tran

Rm. 218, 370-6020, Box E-133

Beta Theta Pi

Lobby Phone 370-6039

House Director:

Chris Naftzger

370-6835, Box H-233

Delta Gamma

Lobby Phone 370-6009

House Director:

Della Danner

370-6829, Box H-227

Delta Tau Delta

Lobby Phone 370-6041

House Director:

Charles Leitch

370-6786, Box H-237

Doney Hall

Lobby Phone 370-6048

Resident Director:

TBA

370-6683, Box H-235

Resident Assistants:

Becky Uffelman

Rm. 121, 370-6966, Box C-227

D'Mitri Palmateer

Rm. 216, 370-6969, Box F-370

Anna-Lisa Deggendorfer

Rm. 314, 370-6581, Box B-124

Haseldorf Apartments

No Lobby Phone

Resident Director:

Donna Andrew-Tuthill (Steve)

Apt. 102, 391-5610, Box H-238

Resident Assistant:

Seth Schaefer

Apt. 305, 363-9163, Box C-208

Kaneko Hall

Lobby Phone 373-3501

Resident Director:

Ron Taix

373-3316, Box H-232

Resident Assistants:

Colin Folawn

Rm. 209, 373-3228, Box G-118

Tin Hee Tan

Rm. 227, 373-3219, Box G-106

Brooke Bingaman

Rm. 310, 373-3261, Box G-192

Shawn Bailey

Rm. 327, 373-3273, Box G-243

Mark Ritzheimer

Rm. 412, 373-3292, Box C-138

Kathryn McIntyre

Rm. 430, 373-3381, Box F-158

Residence Life

continued

Kappa Sigma

Lobby Phone 370-6042

House Director:

Derek Finck

370-6861, Box H-240

Lausanne Hall

Lobby Phone 370-6049

Resident Director:

TBA

Doney Apt., 370-6683, Box H-235

Resident Assistants:

Shirley Thomas

Rm. 109, 370-6788, Box E-167

Brian Alles

Rm. 206, 370-6959, Box H-144

Brynn Blanchard

Rm. 307, 370-6668, Box B-112

Lee House

Lobby Phone 370-6050

Resident Director:

Ryan Tarpley

Shepard Apt., 370-6785, Box H-241

Resident Assistant:

Dwight Janerich (Grad. RA)

Apt., 370-6949, Box H-231

Matthews Hall

(No Lobby Phone)

Resident Director:

Tim Wilson

Matthews Apt., 370-6204, Box H-236

Resident Assistants:

Sally Clark

Rm. 213, 370-6569, Box E-174

Mark Furman

Rm. 312, 370-6883, Box C-128

Phi Delta Theta

Lobby Phone 370-6043
House Director:
Tim Bernasek
370-6921, Box H-234
Resident Assistant:
Eric Kaufman
Rm. 209, 370-6872, Box E-258

Pi Beta Phi

Lobby Phone 370-6010
House Director:
Phyllis Mueller
370-6852, Box H-229

Shepard House

Lobby Phone 370-6051
Resident Director:
Ryan Tarpley
Apt., 370-6785, Box H-241
Resident Assistants:
Ann Marie Alden
Rm. 221, 370-6583, Box B-159
Tim Eblen
Rm. 105, 370-6582, Box A-165

Sigma Alpha Epsilon

Lobby Phone 370-6044
House Director:
Lee Ann Shill
370-6961, Box H-244

Sigma Chi

Lobby Phone 370-6045
House Director:
Marty Evans
370-6752, Box H-243

Residence Life

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Willamette International Studies House (WISH)

Lobby Phone 370-6052

Resident Director:

Ryan Tarpley

Shepard Apt., 370-6785, Box H-241

Program Coordinator:

Andreas Luehring

Apt., 370-6750, Box B-258

Resident Assistant:

Gabby Buller

Rm. 6, 370-6712, Box F-218

York House

Lobby Phone 370-6442

Resident Director:

Ryan Tarpley

Shepard Apt., 370-6785, Box H-241

Resident Assistant:

Dan Feeney

Apt., 375-5330, Box H-242

Coordinator of Greek Affairs

Anita Stacey

Belknap Apt., 370-6677, Box H-220

Residence Room Lockout Entry Policy

Campus Safety will provide students with entry into their residence room, or residence hall a maximum of three (3) times per academic year. This service will not be provided to anyone beyond these three times. Other options available to students who lock themselves out is to gain entry from their roommate, Resident/House Director, or Resident Assistant. Students requesting this service will be required to show their student ID card and sign a form at the time this service is provided.

Residence Hall Bill of Rights

Each person, as a resident of Willamette University residence halls, possesses certain individual rights and responsibilities which must be held in high regard. This document is intended to define minimal expectations of rights and responsibilities of hall residents, in actualizing their freedoms, without placing constraints upon such rights or other residents. Each individual has the right to engage in those physical, educational, and social pursuits that are a necessary part of his or her university life. However, these rights carry with them a reciprocal responsibility on the part of the individual to ensure those same rights for other residents.

A. Primary rights of the individual include:

1. The right to read and study free from undue interference in one's room: One of the basic purposes of the University is the dissemination and application of knowledge. Unreasonable noise and other distractions inhibit the exercise of this right.

2. The right to sleep, the right to one's personal belongings, the right to free access to one's room and suite facilities, and the right to a certain environment in which to live: Optimum physical conditions are essential as they support, reinforce and provide for positive conditions in which to learn and live.

3. The right to identify and seek resolution of grievances: If the academic and residence hall communities are to function in the most educationally profitable manner, the right to initiate actions and referrals for impartial and fair adjudication of grievances is held paramount. In exercising this right, the student further holds the right to be free from fear of intimidation, physical and/or emotional harm, and without the imposition of sanction apart from due process.

B. Secondary rights of the individual are those which should be protected, but which should not infringe upon the reasonable exercise of the

Residence Life

continued

primary rights defined above. These secondary rights include:

1. The right to personal privacy: All persons should have freedom from interference with their personal activities, and should be able to maintain privacy for other than academic reasons.

2. The right to host visitors: All persons should have the opportunity to maintain personal contacts and friendships with other persons to fulfill their needs for socialization. Visitors are to respect the above stated rights of hall residents and to adhere to all regulations.

Any abuse of these rights is subject to review and action according to the procedures given in the Standards of Conduct for Willamette University. However, processes of mediation involving students and hall staff should also be considered as a means for resolving conflicts.

Office of Residence Life Terms and Conditions for Room and Board

I. Food Service

The University shall provide meals on a regular basis subject to the Food Service board contract. All students living on campus are required to participate in the University food service program or the sorority food service if living in a sorority house. Nineteen meals per week are served in the sorority houses. Non-sorority residents can make adjustments in their board plan at the beginning of each semester.

The student will be assessed a charge of \$7.50 for the replacement of a lost or stolen I.D. meal card.

A complete description of the food service options will be available from the food service vendor.

II. Housing

Willamette University agrees to provide a residence hall room for the academic year or a portion thereof. As a part of room costs, the

University will provide utilities, janitorial and maintenance services and housekeeping for public areas and restrooms. In addition, all students shall be provided with a bed and mattress, desk and chair, closet space, dresser, central room light and room telephone.

A. Eligibility

Only students enrolled at 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. All freshmen and sophomores are **required** to live on campus unless they are married, over the age of 21 or living with parent(s). Exceptions to this policy are considered only in circumstances beyond the individual's control.

B. Occupancy

The term of the Residence Life Contract is for the full academic year, or, 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 the contract and preference card. **By moving into a residence hall without a signed contract, the student obligates him/herself to all of the terms and conditions of the contract.**

The period of occupancy for students who have made prior reservations begins for new undergraduate students with new student orientation and for returning students at noon the Sunday prior to the first full day of classes. Occupancy ends 24 hours after one's last final. The period of occupancy for graduate students begins the day prior to graduate orientation and ends 24 hours



Residence Life

continued

after one's last final. This 24-hour time allowance may vary at semester break. The period of occupancy excludes semester break. **Residents are required to vacate their rooms no later than noon the day following their last scheduled examination.** 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:

1. Graduating students, and other authorized persons remaining on campus to participate in Commencement activities.

2. By special written authorization from the Dean of Residence Life or an authorized designate of the Office of Residence Life.

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.

Rooms will be held for the first four class days of each semester unless prior arrangements have been made with the Office of Residence Life. After the fourth class day, students who have not arrived in their assigned spaces will be classified as "no-shows." Contracts for "no-shows" will be canceled and the spaces re-assigned at the option of the Office of Residence Life.

Note: Actual physical occupancy of the room by the student and/or the student's possessions is not necessary to constitute occupancy. Your enrollment at the University and confirmation of your assignment by the Office of Residence Life is considered binding.

C. Interruption of Services

The University shall not be responsible for disruption or nonperformance of services due to circumstances beyond its control.

D. Room Assignments, Consolidation and Removal

Room assignments to campus residences

will be made by the Office of Residence Life. Priority for residential assignments for new students is based on the date the enrollment deposit is received by the Admission Office. This date establishes the order in which spaces are assigned. Types of accommodations and requested roommate preferences are honored whenever possible.

A non-smoking roommate will not be paired with a smoking roommate unless the non-smoker does not object.

If a vacancy occurs in a multiple occupancy room, the remaining student(s) will:

1. Have two days to select a roommate or move to another open space in a double or larger room.
2. Accept a roommate referred by the Office of Residence Life at any time.
3. Move to an available single room and pay the single rate.

Rooms larger than doubles cannot be secured as singles.

Greek affiliates (sophomore, junior or senior members/pledges) may sign up for independent housing after their house is full and they have signed their chapter's waiting list. Greek affiliates will be reassigned to their chapter (in accordance with the waiting list) if a vacancy occurs in the house.

In the event of unforeseen emergencies or other situations a residence or portion thereof may be closed or redesignated (e.g., men's wing changed to women's wing), and residents may be required to move from their originally assigned rooms. The University also reserves the right to immediately assign or reassign space and/or students for the benefit of the individual students and/or the living unit. In addition, any resident who violates the contract and/or rules and regulations covered by the Terms and Conditions For Room and Board may be required to withdraw from housing accommodations by the Office of Residence Life.

Residence Life

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Failure to comply with the instructions from the Dean of Residence Life to change rooms or withdraw from University housing accommodations after 3 days may result in the removal and storage of the student's possessions by the University at the student's expense.

E. Payment

The student agrees to pay room and board fees and properly billed charges (e.g., for damage, guests, lost keys, 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 result in the cancellation of the Residence Life Contract For Room and Board by the University.

F. Cancellation After Occupancy

Except as specifically provided below, the Room and Board Contract may be terminated only for the following reasons: graduation, withdrawal for at least one semester, leave of absence, ineligibility to continue enrollment due to a failure to meet academic requirements, failure to enroll second semester, or marriage (no more than four (4) weeks prior to the wedding date). **Residents who are still enrolled and leave the halls during the school year without a release from the contract continue to be liable for room and board charges which accrue against their accounts.**

Residents who experience significant changes in circumstances beyond their control which would prevent them from fulfilling the terms of the contract and which cannot be resolved within the residence halls system may request a contract release application from the Office of Residence Life.

Application for a contract release does not imply automatic termination of the contract. The application will be reviewed and the resident will be notified as soon as possible. Residents are advised not to sign outside contracts

or leases until they have been formally notified of their release.

The room and board contract is for the academic year or portion thereof if entered after the beginning of the academic year. However, a junior, senior, or other student who is 21 years old or older can be released from his/her contract if written notification is provided to the Dean of Residence Life. In the event of cancellation to move off campus, the student involved shall forfeit \$200 due under the Terms and Conditions For Room and Board. The \$200 forfeit fee will not be assessed to a junior or senior moving off campus if the contract is canceled by June 15, 1993.

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

G. Responsibility for Damage or Loss

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 moved within the building or taken from the residence without the written authorization of the Resident Director.

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 in excess of normal wear and tear. This will include 50% of the responsibility for unassigned glass breakage in a student room/residence. At the discretion of the University, an entire living group or portion thereof may be charged for damages or loss to public areas of the building (including bathrooms) when the person(s) responsible is unknown. Damage or loss within student rooms is the joint responsibility of the students assigned. Students are responsible for

Residence Life

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checking in and out of their rooms with a member of the Residence Life staff. An inventory card is filled out for the student's protection. A \$25 fine is assessed if a student fails to check out of their room with a staff member.

H. Keys

Students are responsible for picking up their room and outside door keys from the Office of Residence Life. Students losing their room keys will be charged \$30 to recore the lock and \$5 for the replacement of the room keys. Students are also responsible for returning their room and outside door keys to the Office of Residence Life when they move out. Failure to return a room key within one week of moving will result in a \$30 charge to recore the lock for the security of the next resident plus the \$5.00 replacement cost for the room keys. An outside door key is an additional \$5.00 each. Card key replacements are \$7.50.

I. Assignment of Contract

This contract is not assignable nor can space be subleased.

J. Guests

Students will be responsible for payment of all charges related to the presence of their guests on campus, and for insuring that their guests comply with housing policies and general campus rules and regulations. Guests are limited to no more than 3 consecutive nights on campus. Consent to host a guest in an individual student room must be obtained from the roommate(s). The guest policy is in no way intended to provide the opportunity for or encouragement of cohabitation. Guest rooms for visitors can be rented through the Office of Residence Life.

K. Room Entry

It is the University's policy to respect each resident's right to maximum privacy in his/her room. In most cases, 24-hour notice will be given prior to entering a student room.

However, Student Affairs Staff personnel and their authorized designee(s) may enter a resident's room with less than 24 hours notice for an emergency, maintenance work, fire safety inspections, loft inspections, fire drills, insuring compliance with health standards or a reasonable cause to believe there have been violations of University policy or state or federal law.

L. Vacation Periods

Campus residences (except sororities) are open during Thanksgiving and Spring vacations, although meals are not provided when classes are not in session. Only Willamette University resident students may reside in campus living organizations during these vacation periods. All residences must be vacated during semester break. Unauthorized individuals found within secured residences during these vacation periods will be considered trespassers.

M. Loss of or Damage to Personal Property

Willamette University is not liable or responsible in any way for the loss of or damage to money, valuables or other personal property of students or guests, or for personal injury sustained on the premises.

N. Insurance

Students are responsible for maintaining their own fire and theft insurance for their personal property and liability coverage for damage or fire caused by them or their guest's negligence.

O. Safety and Security

As part of the residential program, the University has taken steps to provide a safe and secure environment through the work of the Campus Safety Office and the residence staff. Appropriate room locks and outside door locks are also provided.

Willamette University is an open campus in the middle of an urban area. Students are urged to be cognizant of their own safety and security needs while on and off campus. An escort service is available by contacting Campus Safety.

Ultimately the responsibility for personal safety and the security of personal belongings rests with the individual student.

P. Storage

Storage of personal belongings at any time will be only at the individual's risk. Items left over two years will be subject to disposal.

Q. Miscellaneous

The following are **prohibited** in campus residences and/or on University property:

1. Violations of the University Standards of Conduct or any local, state or federal laws.

2. Violations of the City Fire Code which prohibits the use of unfused and/or ungrounded extensions in the residences.

3. Burning embers (e.g., candles, incense) except cigarettes in student rooms. Lausanne is a non-smoking hall.

4. Refrigerators larger than 3 cubic feet in student rooms.

5. Cooking in student rooms, bathrooms, hallways or lounges.

6. The use of electrical equipment such as microwaves, electric fry pans, irons, sun lamps, hot plates, or any type of exposed burners or open flame devices in student rooms.

7. Kegs and party balls (unless registered through appropriate event registration procedures).

8. The sale of alcoholic beverages, and the use, sale, distribution, or possession of narcotics and other illicit drugs. The use or possession of alcoholic beverages is permitted only as outlined in the University's Standards of Conduct and in accordance with Oregon state law.

9. Commercial use of any part of a residence facility or grounds, or solicitation anywhere on the premises by residents or non-residents except as authorized by the Office of Residence Life.

10. The housing of cats, dogs, and other pets with the exception of fish.

11. Gambling in University residences or elsewhere on campus.

12. Possession of dangerous weapons, firearms, nunchakus, knives, explosives including firecrackers, or dangerous chemicals.

13. The installation of or tampering with outside antennas or cables of any kind, except as authorized by the Office of Residence Life.

14. The repair or storage of motor vehicles in any part of a residence facility or on the grounds.

15. The unauthorized possession, use, reproduction or sale of keys to University facilities.

16. Removing beds from the assigned student room.

17. Water beds.

18. Lofts not in compliance with the Office of Residence Life loft policy. Lofts are only permitted in Beta Theta Pi, SAE, and Sigma Chi.

19. The painting of student rooms.

20. Cohabitation.

21. Noise which significantly disturbs other residents.

22. Tampering with smoke detectors, fire alarms and fire fighting equipment. Violations will result in disciplinary action and a fine of up to \$250.

23. Remaining in the building during a fire alarm. Failure to evacuate the building during a fire alarm will result in a \$50 fine.

24. Access to roof areas of buildings, porches or covered walkways. Violations will result in disciplinary action and a \$50 fine.

25. Stolen property (e.g. street signs, etc.).

26. Smoking, except in student rooms with the consent of the roommate(s).

Residence Life

continued

27. Using windows as exits or entrances (except in emergencies) or throwing anything out of a window.

28. Behavior which intimidates or interferes with the quiet enjoyment of the premises by others, specifically but not limited to: behavior which attempts to force a roommate to move out of the room, or to prevent a new roommate from moving in, and behavior which is disruptive in the dining areas, classrooms, or any other residence hall/campus facility.

Restaurants

Restaurants and Fast Food

A & W

1215 State St., 364-9306

Alessandro's Park Plaza (Italian)

325 High SE, 370-9951

Arbor Cafe

380 High NE, 588-2353

Arctic Circle

1411 State St., 585-4251

Black Angus (Steak)

220 Commercial SE, 585-1011

Busick Court Restaurant

250 Court NE, 370-8107

China Best

364 Center NE, 581-1668

Croissant & Co.

190 High SE, 362-7323

Da Vinci's (Italian)

180 High SE, 399-1413

Denny's

3155 Ryan Dr. SE, 585-8424

Dong Fong

3960 Center NE, 585-3011

El Tapatio

1391 Broadway NE, 581-2405

Geppetto's Italian Restaurant

616 Lancaster NE, 378-1271

The Golden Crown (Chinese)

365 Liberty NE, 362-9560

The Heritage Tree

574 Cottage NE, 399-7075

International House of Pancakes

260 Liberty SE, 581-2622

Karma's Cafe

1313 Mill SE, 370-8855

Kwan's (Chinese)

835 Commercial SE, 362-7711

Kyoto Japanese Restaurant

1610 Lancaster Dr NE, 363-3552

La Casa Real (Mexican)

698 12th SE, 588-0700

La Margarita (Mexican)

545 Ferry SE, 362-8861

Maria's Taqueria

477 Court NE, 371-8469

Mazzi's Italian Food

4250 Commercial SE, 364-3374

McDonald's

1110 Center St., 363-5314

McGrath's Fish House

350 Chemeketa NE, 362-0736

Ming's Restaurant

440 State, 588-2928

The Night Deposit

195 Commercial NE, 585-5588

Nopp's Family Dining

248 Liberty NE, 399-0100

Off Center Cafe

1741 Center NE, 363-9245

Olive Garden Italian Restaurant

1302 Lancaster NE, 364-6885

Restaurants

continued

Oyster Bar

445 State, 362-7219

Ram Border Cafe & Sports Bar

515 12th SE, 363-1904

Red Robin Burger & Spirits Emporium

3760 Center NE, 362-9666

Rock-n-Rogers ('50s diner)

1405 Broadway NE, 364-5734

Rockin' Rockabilly's Family Steak House

3165 River Rd. N, 390-3740

Star City Cafe

1244 State, 378-9180

Tahiti Restaurant & Lounge

380 State, 581-4978

Thompson Brewery & Public House

3575 Liberty Rd. S, 363-7286

Tong King Garden

989 12th St., 585-9932

The Upper Deck

300 Liberty SE, 363-0549

Willamette Brew Pub

120 Commercial NE, 363-8779

Willamette-Area Pizza:

*Delivery available

Casey's Pizza *

4132 Liberty Rd. S, 363-0387

Dr. Munchie's Incredible Pizza

1145 Commercial SE, 363-6402

Domino's Pizza *

1049 Commercial SE, 371-3559

Izzy's Pizza Restaurants

2990 Commercial SE, 581-9831

2205 Lancaster Dr NE, 399-0915

Little Caesar's

3771 Commercial SE, 371-4491

3052 Lancaster NE, 588-7212

Pizza Hut *

3302 Commercial SE, 364-7286

3278 Lancaster NE, 363-7414

Round Table *

3910 Center NE, 362-9988

4435 Liberty Rd S, 370-9316

Straight From New York Pizza

233 Liberty NE, 581-5863

Union Street Pizza an' More

630 Capitol NE, 364-3840

Downtown Coffee Houses:

The Beanery

545 Court NE, 399-7220

Governor's Cup Coffee Roasters

471 Court NE, 581-9675

Muir's Coffee & Deli

159 High SE, 364-8625

Starbucks Coffee Company

399 Court NE, 375-2156

Sexual Harassment Policy¹

I. Introduction

Willamette University is committed to creating and maintaining a community in which students, faculty, administrators, staff and other members of the community can work and live together in an environment free of all forms of harassment, exploitation, intimidation and discrimination (according to current University policy, this includes, but is not limited to sex, race, age, marital status, disabilities, sexual orientation, religion, or national and ethnic origin). Harassment is demeaning to all persons involved, and subverts the mission of the University. It is unacceptable conduct and will not be tolerated.

Specifically, every member of the University community should be aware that the University is unequivocally opposed to sexual harassment.

Restaurants

continued

Sexual Harassment

Sexual Harassment

continued

Sexual harassment is a form of sex discrimination which is illegal under both Oregon state and federal law; in particular, ORS 659.030 and Title VII of the Civil Rights Act of 1964, as amended, and Title IX of the Education Amendments of the Equal Employment Opportunity Act of 1972.

II. Definitions

A. The Willamette University Community consists of the governing board (Board of Trustees), administration, faculty, staff, students, and members of the public while on Willamette University property.

B. Senior Officials of the University are: the President, Vice President for Academic Administration, Vice President for Financial Affairs, Vice President for University Relations, Vice President for Student Affairs, Dean of the College of Liberal Arts, Dean of the College of Law, and Dean of Atkinson Graduate School of Management.

C. A Complainant is the aggrieved party bringing forward a complaint of sexual harassment.

D. A Respondent is the party answering a complaint.

E. A Complaint Recipient is one who receives and investigates a complaint of sexual harassment, reports findings, and helps to achieve an equitable settlement.

F. The Hearing Board is any board specified in the Personnel Policies and Procedures for the three colleges; handbooks for Administrators, Administrative Staff, and Classified Personnel; and Student Standards of Conduct that may be used to resolve complaints related to this policy.

G. A work day is a day when the University is open for business, excluding Saturday, Sunday, and University holidays.

H. For purposes of this policy, the EEOC definition of sexual harassment has been adopted. For a more detailed definition, see "What is Sexual Harassment?"

What is Sexual Harassment?

Using the definition contained in the Equal Employment Opportunity Commission guidelines, sexual harassment is defined as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement;
- (2) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual;
- (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working, living, or academic environment.

Sexual harassment frequently involves a situation in which power inherent in a faculty member's or supervisor's relationship to his or her students or subordinates is unfairly exploited. While sexual harassment most often takes place in a situation of power differential between persons involved, sexual harassment may also occur between persons of the same status, i.e., student-student, faculty-faculty, staff-staff. The person exhibiting sexually harassing conduct need not realize or intend that the conduct is offensive for the conduct to constitute sexual harassment.

Consenting Relationships

Amorous relationships that might be appropriate in other circumstances are deemed extremely unwise when they occur between a member of the University and a person for whom he/she has a professional responsibility, for example, faculty, administrator, employee, advisor, coach, or residential staff member. Such

Sexual Harassment

continued

relationships may also result in an appearance of unfair advantage accruing from the consenting relationship. The power differential inherent in such relationships may render any apparent consent void. It is incumbent upon those with authority not to abuse, or seem to abuse, the power with which they are entrusted. In the event that a sexual harassment complaint is subsequently filed, it will be exceedingly difficult for the Respondent to defend him or herself on the grounds of mutual consent.

What To Do if You Have Been Sexually Harassed

I. Overview

The Sexual Harassment Policy requires action and confidential record keeping as a means of protecting the entire University community. All complaints of sexual harassment should be received and investigated. Members of the Willamette community should encourage persons who experience sexual harassment to come forward.

II. Addressing Complaints of Sexual Harassment

A. Options Available

Anyone feeling sexually harassed has several avenues of action available within the University community. These include but are not limited to:

1. discuss the issue with a counselor, advisor, professor, friend, etc.;
2. speak directly to the harasser(s), identifying the incident(s), what was found objectionable, and, if desired, the remedy sought;
3. write to the harasser, identifying the incident(s), what was found objectionable, and, if desired, the remedy sought;
4. report the situation to the University official or supervisor most directly involved with the Respondent;

5. keep records documenting all incidents and conversations that involve sexual harassment including date, time, place, witnesses, and what was said and done;

6. seek assistance from one of the Complaint Recipients. Complaint Recipients are responsible for helping resolve the problem.

B. First Level Resolution

Complaints of sexual harassment may be brought to any one of the following Complaint Recipients:

1. Vice President for Student Affairs;
2. Dean, College of Liberal Arts;
3. Dean, College of Law;
4. Dean, Atkinson Graduate School of Management;
5. Vice President for Academic Administration;
6. Vice President for University Relations;
7. Vice President for Financial Affairs;
8. Director of Personnel Services;
9. President in cases where a Senior Official is a Respondent;
10. Chairman of the Board of Trustees where the President is Respondent.

A Complainant may have a member of the University Community assist her/him in filing a complaint or discussing an issue with a Complaint Recipient. Examples of persons who may assist are a faculty member, advisor, or Resident Life staff member.

The function of the Complaint Recipient is to discuss specific incidents and to draw on other support and counseling services to assist Complainants. Advice should also be given concerning the details of proceeding with a complaint, the safeguards of due process, and the possible sanctions and modes of relief.

In addition, the Complaint Recipient should also notify the Respondent and apprise appropriate line officers, i.e., direct supervisor or the

Sexual Harassment

continued

supervisor's supervisor, of units from which complaints arise, or Student Affairs offices when student/student complaints are made, of the nature of charges raised, and assist in resolving the problem at the lowest appropriate level. A record of the line officer (supervisor) or Student Affairs office involvement will be kept by the Complaint Recipient.

After a complaint has been investigated and an attempt at First Level Resolution completed, the Complaint Recipient should respect the wishes of the Complainant and normally should not pursue a complaint at Second Level Resolution without express permission of the Complainant. However, the University may proceed without permission of the Complainant if: (1) repeated complaints about the Respondent have been received; or (2) the University is advised by legal counsel to do so.

C. Second Level Resolution

If the complaint cannot be resolved, the Complaint Recipient will ask the Complainant to submit a written complaint, including a statement describing the alleged incident(s) and, if desired, the remedy sought. The Respondent should be directed to reply in writing to the Complaint Recipient within 10 work days of the receipt of the complaint. The filing of such response should be mandatory and the Respondent is required to indicate denial in whole or in part, or agreement with the assertions in whole or in part. Failure to respond should be deemed a breach of responsibility requiring notice of such failure to respond to be given to the President or if the President is the Respondent, to the Chairman of the Board of Trustees.

Second Level Resolution and, if necessary, Appeals should proceed according to procedures in effect for all units, i.e., Personnel Policies and Procedures for the College of Liberal Arts, College of Law, Atkinson Graduate School of Management; Handbook for Administrators and Administrative Staff and Classified Personnel Handbook; and Student Standards of Conduct for all colleges.

III. Records

The Complaint Recipient should maintain a record of the investigation and disposition of a complaint. Upon completion of the process, the record should be forwarded to the Director of Personnel. The Director of Personnel should maintain a file of records organized by date of disposition. The Director of Personnel should also maintain an index referencing all records by Complainant and Respondent. Access to such records and the index should be limited to the University's Director of Personnel's staff, the Complaint Recipient(s), Hearing Boards involved in a case, and University Counsel. Only records having direct bearing on a case should be made available by the Director of Personnel. Records of complaints should be discarded seven years after the date of disposition.

Where a complaint results in a finding that the complaint was well-grounded, a statement describing the nature of the complaint, the findings of the University, and the disposition of the complaint should be placed in the personnel or student academic record of the Respondent, without identifying the Complainant. Where a complaint is found to be frivolous, a statement describing the nature of the complaint, the findings of the University and the disposition of the complaint should be placed in the personnel or student academic record of the Complainant, without identifying the Respondent.

At the conclusion of procedures for resolving a sexual harassment complaint, both the Complainant and the Respondent should be entitled to include a statement in the records (including sexual harassment, personnel or academic records) explaining, concurring with, or disputing either the University's findings with respect to the complaint or the sanction imposed, if any, by the University.

Release of personnel or academic records, including information concerning sexual harassment complaints, should be made in accordance with University procedures and appli-

Sexual Harassment

continued

Sexual Harassment

continued

cable provisions of law.

End notes:

¹This is the current Willamette University Sexual Harassment Policy approved at the Board of Trustees meeting on May 15, 1992. The committee that developed this policy has identified additional issues that need further clarification. It is the Board's expectation that work will continue on these unresolved issues.

Shopping

Shopping Malls

Salem Centre

401 Center St. N.E., 364-0495

Monday-Friday 10am to 9pm, Saturday 10am to 6pm, Sunday 11am to 6pm.

Also called the "Nordstrom Mall"; located downtown and connected by a series of skybridges. The major department stores are J.C. Penney, Meier & Frank, Mervyn's, and Nordstrom. There is a food court and many other stores, including the Gap, the Limited, Musicland, and Waldenbooks.

Lancaster Mall

831 Lancaster Drive N.E., 585-1338

Monday-Friday 10am to 9pm, Saturday 10am to 6pm, Sunday 11am to 6pm.

A more typical, suburban mall. Anchored by four department stores: Sears, Montgomery Ward, The Bon Marche, and Emporium. Houses approximately 60 other establishments.

Reed Opera House Mall

189 Liberty Street N.E., 391-4481

Located in the historic Reed Opera House downtown, this "mall" features a few specialty shops, restaurants, a candy store, and Gold's Gym.

No-Smoking Policy

Willamette University takes seriously its obligation to provide a safe, healthy environment for staff, students, and guests. Recognizing that smoke from tobacco products has direct adverse effects on the health of smokers and non-smokers alike and responding to growing concerns expressed by employees, all University buildings, with the exception of student rooms in residence halls, shall be designated no-smoking areas (Lausanne Hall remains an entire non-smoking building). A non-smoking roommate will not be paired with a smoking roommate unless the non-smoker specifically requests it.

To assist any University employee who wishes to quit smoking, the University will cover the cost of an assistance program that is approved in advance by the Director of Personnel Services.

In the interest of health, the University discourages smoking entirely, but smoking is permitted outside of buildings. The University will also permit smokers presently on staff who do not share work space or office space with others to continue to smoke in their offices when they are alone if they, at their own expense, install satisfactory smoke-capturing devices and no written complaints are received from others.

Individual complaints or concerns regarding implementation of this policy should be discussed with your supervisor if you are an employee or with the Director of Personnel Services. Those who violate this policy can expect sanctions to be imposed.

Standards of Conduct

Standards of Conduct

I. Purpose

The chief purpose of Willamette University is the creation of a community which offers the development of intellectual skills, character, and values that contribute to the pursuit of knowledge and the search for excellence. As such, the University strives to promote independent thought and intellectual curiosity, respect for differences and for the rights of others, and a commitment to the development of ethically sensitive and responsible individuals.

The University therefore has the obligation to protect this educational community and to maintain socially and educationally responsible behavior among its members. Consistent with its purposes, reasonable efforts are made to support the personal, academic and social development of those students who are held accountable for violations of University regulations.

The purpose of the Standards of Conduct is to set forth:

1. The rights and responsibilities of students;
2. The authority and responsibility of the University in maintaining discipline and in pursuing the central purpose of the University;
3. The general principles and policies upon which Willamette University operates;
4. The process for determining student accountability for violating these University regulations and standards; and
5. The guidelines for ensuring that this process is fair and based on tolerance, mutual respect and compassion.

II. Jurisdiction

The Willamette University Standards of Conduct apply to all University undergraduate and graduate students and student organizations.** "Students" includes persons enrolled in credit or non-credit courses or educational programs

offered through Willamette University; “student organization” includes any group of students that is officially recognized as an organization by the University. The term “student” throughout the Standards of Conduct shall refer to an individual student or student organizations. Student status, for purposes of enforcement of the Standards of Conduct, continues whether or not the University is in session and includes persons who were enrolled during the immediately preceding semester.

**The College of Law and Graduate School of Management subscribe to the principles of the Standards of Conduct. However, the implementation of these Standards, insofar as they are governed by the College of Law Student Grievance Procedure or Graduate School of Management Grievance and Complaint Procedures, shall be accomplished through those procedures.

III. Application of Law

The University does not seek to create an academic community detached from the reach of civil authorities, social customs, or the important responsibilities of citizenship. The University’s judicial system is not a substitute for any civil or criminal court proceedings. Students on and off campus are subject to Federal, State, and local laws, as well as University rules and disciplinary action when their conduct violates institutional standards. Students do not surrender their constitutional rights as citizens by becoming members of the Willamette community.

Willamette University is required by the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, as a condition of receiving funds or any other form of financial assistance under any federal program, to certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. At a minimum, the University must annually distribute the following to each student and employee.

Standards of Conduct

continued

1. Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of drugs and alcohol by students and employees on University property or as any part of University Activities;

2. A description of the applicable legal sanctions under local, State, and Federal law for unlawful possession, use, or distribution of illicit drugs and alcohol;

3. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;

4. A description of any drug and alcohol counseling, treatment, or rehabilitation programs that are available to students and employees; and

5. A clear statement that the University will impose sanctions on students and employees (consistent with local, State, and Federal law) and a description of these sanctions, up to and including expulsion or termination of employment and referral for prosecution for violations of the Standards of Conduct.

IV. Student's Rights and Responsibilities

A. Student Rights

1. Students have a right to pursue an education free from discrimination based upon sex, race, cultural background, religion, social or political creed, marital status, age, sexual orientation or physical handicap.

2. Students have a right to fair and impartial academic evaluation.

3. Students have a right to be free from disclosure of information about their views, beliefs and political association which professors or administrators acquire in the course of their work as advisors and counselors.

4. Students have a right to have the University maintain and protect the confidential status of all personal and academic records except as directed by appropriate legal authority.

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

6. Students have a right to organize and join associations to promote interests held in common with others.

7. Students have a right to peaceful protest on University premises. This protest may not interfere with entrance to and exit from campus facilities, unreasonably disrupt the educational process, or damage property.

8. Individual students, student groups, and campus organizations have a right to invite to the campus and hear any persons, or to view films or other media of their own choosing, subject to University requirements regarding reasonable time, place and manner for the use of its facilities.

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

10. Students have a right to a press free of any censorship.

11. Students have a right to an environment conducive to intellectual freedom and a campus characterized by safety and order.

12. Students have a right to reasonable privacy. A minimum of 24 hours notice shall be given before entry of a private room in campus residences by University employees except in emergencies where there is a reasonable fear of imminent danger to life, safety, health, or property (please refer to section K of the Terms and Conditions for Room and Board for the other exceptions).



Standards of Conduct

continued

13. Students have a right to a confidential disciplinary process.

B. Student Responsibilities

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

2. Students are responsible for maintaining an atmosphere that promotes respect for learning and human dignity.

V. General Student Conduct Regulations

The University may take disciplinary action against a student or student organization that willfully engages or attempts to engage in any of the actions listed below. The University may take disciplinary action against a student organization when the alleged violation may reasonably be held to be a collective act of that organization.

1. Academic cheating and plagiarism;

2. Falsification, forgery, unauthorized alteration, or misuse of University documents, records, keys, student identification or combination door locks;

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. Deliberately lying, fraudulent withholding of information or misrepresentation in any transaction with the University, whether oral or written;

5. Damage, destruction, theft, or misuse of University property or personal property located on the University campus;

6. Unauthorized entry or use of University owned or controlled property, facilities, equipment or resources;

7. Conduct which threatens the health or safety of any person on University property or at University-sponsored activities;

8. Lewd or indecent conduct on University property or at University-sponsored activities;
9. Acts that threaten, intimidate, harass, degrade or disgrace another;
10. Possession, use or threatened use of firearms, ammunition, explosives, or any other objects as weapons on University property or at University-sponsored activities;
11. Possession, sale or unauthorized use of narcotics or illegal drugs on University property or at University-sponsored activities;
12. Possession or use of alcoholic beverages on University property or at University-sponsored activities, except as authorized by University policy (see Alcohol Policy);
13. Disorderly conduct (including disorderliness resulting from drunkenness), unreasonable noise, or behavior which results in material inconvenience, annoyance, or alarm;
14. Tampering with fire fighting equipment, turning in a false alarm, or engaging in behavior which constitutes a fire hazard;
15. Making annoying phone calls, misusing or abusing of University telephone equipment;
16. Violation of any published University policy or procedure (e.g., including, but not limited to Residence Life policies, catalogs);
17. Failure to comply with the terms of any sanction imposed in accordance with these Standards of Conduct.

VI. Enforcement Procedures

A. Informal Resolution:

Willamette community members are encouraged to resolve differences, conflicts and misunderstandings directly and informally. In most instances conflicts can be resolved by directly approaching the individual(s) involved. This includes any community member, such as students, residence staff, University employees, faculty members and administrators. If the

Standards of Conduct

continued

discussion results in a resolution, this resolution shall be put in writing at the request of either party.

B. Formal Resolution:

When it is alleged that a student has violated the General Student Regulations, and the violation is one which cannot be resolved informally, the formal resolution process begins.

C. Academic Violations:

Alleged academic violations will be governed by the Dean of the appropriate college for formal resolution.

D. Non-Academic Violations:

All alleged non-academic violations will be governed by the following process:

Students who have questions about the Formal Resolution Process may have them answered by the Assistant Director of Student Activities, any Resident Director, or the Office of Residence Life. Each of these persons is knowledgeable about the process, and will act as an advisor for students who request information.

VII. Administrative Hearing

An Administrative Hearing is conducted by the Dean of Residence Life, or his/her designee*. The student who is alleged to have violated a University policy or regulation will be notified in writing of the alleged violation with an Appointment Letter. The Appointment Letter shall require the student to schedule an appointment within two working days. The appointment must be made with the administrator designated on the Appointment Letter. The scheduled appointment must be held within five working days from the date of the Appointment Letter. Should a student or representative fail to schedule an appointment, or fail to appear at the scheduled appointment, the hearing will be held in his/her absence.

The hearing will be conducted by the administrator. During this hearing the following will occur:

1. The administrator will explain the process, and ask the accused student(s) if s/he has any questions about the process.
2. The administrator will review the information received about the incident.
3. The student(s) will then have an opportunity to present information in defense.
4. When all of the information has been presented, the administrator will render a decision.
5. If a violation of University policy or regulations is found, the administrator will make a decision about the appropriate sanction.
6. The sanction(s) will be discussed with the student(s), and a follow-up letter will be sent to confirm the decision.
7. The process for appeal will be explained and the student(s) will be asked if there are any questions about the process.

Appeal Procedure

Students have the right to appeal an Administrative Hearing decision to the Standards of Conduct Committee (Standards Committee). Appeals must be filed with the Vice President for Student Affairs within three working days from the date of the follow-up letter.

The Standards Committee will determine the appropriateness of the administrative decision based on a preponderance** of the evidence available through testimony and exhibits.

*The Greek Ethics Board may hear cases involving Greek-related issues when deemed appropriate by the Dean of Residence Life.

**Preponderance of Evidence - Evidence which is of greater weight or more convincing than the evidence which is offered in opposition to it; that is, evidence which as a whole shows that the fact sought to be proved is more probable than not. Black's Law Dictionary, 1983.

VIII. Standards Committee

The Standards Committee shall be governed

Standards of Conduct

continued

by a commitment to fair process, education and prevention.

The Standards Committee shall meet at a regular time designated prior to committee appointments. People unable to meet at this time should not be nominated to the Committee.

A. Membership

The Standards Committee shall be comprised of three faculty, two staff/administrators, and five students. Student members shall be nominated by their respective student governing associations: three students nominated by A.S.W.U.; one student nominated by the Student Bar Association; and one student nominated by the Associated Students of the Graduate School of Management. Staff and administrators shall be nominated by the Vice President for Student Affairs. Faculty will be nominated by the Academic Council. Committee members will then be appointed annually by the President of the University.

Standards Committee members may serve for a maximum of three consecutive years. A faculty or staff/administrator member shall be selected by the Committee to serve as chairperson and conduct the hearings according to Standards Committee procedures.



B. Alternate membership

When the student government, Academic Council, and the Vice President for Student Affairs nominate persons to serve on the Committee, alternate members will also be nominated. One alternate from each category will be nominated and appointed. In the event of absence, unavailability, or disqualification of any member, alternate members will serve to assure full Committee membership. Alternate members will be selected from the same group, i.e., students replace students, staff replace staff, etc. Alternate members may participate in Committee meetings, but will not be present at actual hearings, unless they are serving as alternates.

C. Temporary Disqualification

The Committee shall consider, upon request of the accused student or any Committee member, the temporary disqualification of a Committee member. Disqualification will be on any grounds that will serve the interest of fairness.

D. Quorum

A quorum shall consist of the Chairperson and six members. The six members shall consist of a minimum of three students and three faculty/staff. A quorum is required for any official business of the Standards Committee.

E. Standards Committee Procedures

1. At least three days prior to a hearing, the student(s) will receive a written notice of the alleged violation. The notice will also contain the time, date and place of the hearing. Requests for postponement will be considered, if extraordinary circumstances exist.

2. Either party may review all information to be submitted at the hearing, including a list of witnesses. Parties shall not discuss the substance of the case with Committee members prior to the hearing.

3. The student may elect not to appear at the hearing; however, the hearing will then be conducted in the student's absence.

Standards of Conduct

continued

4. During the hearing, either party may be assisted by an advisor of his or her choice. The parties, and/or their advisors, may appear in person, hear all testimony, present any relevant information, call witnesses, and ask questions of any person present at the hearing. A decision to appear does not obligate either party to testify. Failure to testify will not be held against either party.

5. Hearings will be conducted in an informal manner with appropriate regard for the conduct of a fair, sensitive, and respectful process.

6. The Chair of the Committee is responsible for scheduling the hearing and notifying the participants. The secretary to the Vice President for Student Affairs will be available to assist the Chair with these responsibilities.

7. The Chair of the Committee shall make a tape recording of the hearing. The student may listen to the tape recording in the presence of the Chair.

8. The Chair may only vote either to create or break a tie.

9. After all information has been presented, the Committee will meet in private to discuss the case and reach a decision. Finding of violation of a University policy or regulation shall be based upon a preponderance of evidence.

10. The Committee will first determine the guilt or innocence of the accused party(s). If the accused party is found guilty, the Committee may affirm the Administrative sanction or substitute the appropriate sanction.

11. All statements, information, or comments given during the hearing will be held in strictest confidence by Standards Committee members.

12. After the hearing, the Chair of the Committee shall notify both parties in writing of the Committee's findings.

13. If immediate removal from campus is warranted, such removal will take effect im-

mediately upon actual notice to the student. This notice shall be accompanied by notice of a hearing before the Standards Committee as provided for in paragraph #1 above.

F. Appeals to the Vice President for Student Affairs

Students may appeal the decision of the Standards Committee to the Vice President for Students Affairs based on one of the following criteria:

1. Procedural error which was significant and prejudicial;
2. Significant new evidence which was not part of the Administrative Hearing;
3. The penalty imposed is clearly excessive.

The Vice President will review the information from the Standards Committee hearing and determine if one of the criteria for appeal exists. If so, the Vice President will then either affirm, or alter the decision of the Committee.

IX. Immediate Removal From Campus

If the presence of a student poses a potential threat to the physical safety or emotional well-being of a member or members of the Willamette community, the Vice President for Student Affairs may remove the student from campus pending decision by the Standards Committee. The procedure for such removal is specified in Standards Committee Procedure #13.

X. Sanctions

1. **Warning:** The student is given written notice, which becomes part of the University record, that future violations of the Standards of Conduct may result in the imposition of more serious sanctions.

2. **Community Service:** The student is required to render a designated number of hours of labor in the service of the academic or off-campus community.

3. **Restitution:** The student is required to reimburse for personal injury costs or replace

Standards of Conduct

continued

or restore damaged, stolen, or misappropriated property.

4. Fine: The student is required to pay a designated amount of money to the University as penalty for a violation.

5. Disciplinary Probation: The student's participation in University life is placed on provisional status, with or without loss of designated privileges.

6. Suspension: The student's participation in University life is severed including denial of enrollment, attendance and other University privileges, loss of all fees and academic credit for the semester in which the suspension takes place. As applied to student organizations, this sanction is equivalent to loss of University recognition and all privileges associated with such recognition.

7. Expulsion: The student's participation in University life is severed indefinitely, including denial of enrollment, attendance and other University privileges, loss of all fees and academic credit for the semester in which the expulsion takes place.

8. Other: In consultation with the student involved, the Standards Committee may impose other sanctions as deemed appropriate and reasonable.

XI. Publication and Revision of the Standards of Conduct

The Standards of Conduct will be published in the annual Student Handbook. Additional copies will be available in the Office of Student Activities.

Proposed revisions to the Standards of Conduct may be submitted by any member of the University community to the Vice President for Student Affairs who will refer the proposed revision to the University Student Affairs Committee for action.

Recommended revisions of the Standards of Conduct by the University Student Affairs Com-

mittee will be forwarded to the Vice President for Student Affairs for approval, publication and implementation.

XII. Student Grievance Procedures

1. Students who believe that a faculty or staff member has violated their rights have the responsibility to discuss thoroughly their complaint with that faculty or staff member. Students in the College of Law shall be governed by the College of Law Student Complaint Procedure.

2. In the case that students and the faculty or staff member involved are unable to resolve their differences, students should then discuss the complaint with the immediate supervisor of the faculty or staff member. After the initial meeting, the faculty or staff member, the superior and the student may meet if all parties agree.

3. If students are not satisfied by steps 1 and 2, they should submit a written complaint to the Dean of Residence Life, if the matter is non-academic, or the Dean of the College if the matter is academic. In cases involving rights or a matter which is not readily categorized as either academic or nonacademic, the Dean of Residence Life and the Dean of the College will review the situation together and decide which classification is most appropriate. The Dean of Residence Life will appoint someone other than a member of the teaching faculty upon request of the student to assist in drafting the complaint. Upon receipt of the written complaint, the 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 who serves as Chairperson. The student and faculty or staff member are each entitled to four preemptory challenges. Copies of the complaint will be sent by the appropriate Dean, to the faculty or staff member involved, the superior, the student, and the members of the Grievance Board.

Standards of Conduct

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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 Chairperson. 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 15 class 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, taped transcripts 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 the 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 Chairperson of the Grievance Board may be filed within five class days after the receipt of the recommendation. Upon receipt of the written appeal, the Chairperson 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 s/he believes his/her rights were violated.

Standards of Conduct

continued

Office of Student Activities University Center, phone 6463

Cesie Delve Scheuermann, Director

Located on the main floor of the University Center, the Office of Student Activities is committed to developing and maintaining high-quality programs, services, advising, and leadership opportunities for Willamette students. Staff members work with students, faculty, and administrators to develop programs and policies which enhance the quality of campus life.

Student Activities coordinates educational and social programs such as Opening Days, Parent and Family Weekend, a speaker series (Educational Programs Committee), Freshman Glee, the Leadership Challenge program, trips

Student Activities



Student Activities

continued

off-campus through Off-the-Block, and Understanding Gender Perspectives.

In addition, Student Activities is the home of the Community Outreach Program (COP). In an effort to live out the University's motto, "Not Unto Ourselves Alone Are We Born," COP encourages students, faculty, and staff to give back to the surrounding community by tutoring local elementary school children, building a house for Habitat for Humanity, or working with developmentally disabled adults.

Student Affairs

Office of Student Affairs University Center, phone 6447

Frank Meyer, Vice President for Student Affairs

Student Affairs is the major administrative unit responsible for facilitating students' intellectual, emotional, social, spiritual, and physical growth outside the classroom within the University environment. Students are viewed as maturing adults who are encouraged to assume major responsibility for their personal growth and development. An anticipated outgrowth of these efforts is to increase students' ability to become well-informed, responsible, and contributing members of Willamette University and society as a whole.

The following departments constitute Student Affairs: Admissions, Athletics, Campus Safety, Counseling and Career Development, Health, International Student Affairs, Multicultural Student Affairs, Residence Life, and Student Activities.

**Tokyo International University of America
(TIUA)**

Kaneko Hall, phone 3300

Koichi Mera, Vice President/Dean

Ryuji Torihara, Executive Director

TIUA is an independent university and part of TIU, Kawagoe, Japan. The students are sent from TIU in Japan, and stay here for 11 months for English, Liberal Arts and American Studies.

**Tokyo
International
University of
America**



Approximately half of the Japanese students live on the Willamette campus and, in turn, Willamette students live on the TIUA campus. TIUA holds two seats in the ASWU Senate.

Transportation

Amtrak Station

13th & Oak SE, 588-1551

Cherriots Bus Station

183 High NE, 588-2877

Greyhound Station

450 Church NE, 362-2428

HUT Airport Limousine, Inc.

Salem Airport, 2990 25th SE, 363-8059

Transportation

University Center

University Center
phone 6463

Cesie Delve Scheuermann, Director

The University Center is the campus gathering place. It offers a place to relax, study, be entertained, buy books, check mail, get a drink, cash a check, get information, or just watch TV. The popular Bistro Willamette, a student-run cafe, is a great place to catch up with friends and is on the first floor of the UC. The other gathering place for a quick bite to eat is the Cat Cavern located on the second floor.

The UC also is the home of many offices and services you will need during your time at Willamette. These include the Associated Students of Willamette University (ASWU), Student Publications, the Relaxation Room, the Womyn's Center, Campus Mailroom, Campus Bookstore, Financial Aid, Admissions, Residence Life, Student Activities and the University Center, Multicultural Affairs, International Student Affairs, and the Vice President for Student Affairs.



The University Center Information Desk, located on the second floor, is the place to go to find out about campus activities, cash a check, make photocopies, buy tickets to on-campus and some off-campus events, make local calls at no charge, or get supplies to make a banner for your organization.



**University
Center**
continued

**University Relations
Waller Hall, phone 6340**

Barbara Mahoney, Vice President for University Relations

The University Relations Office serves as liaison with the University's external constituencies: alumni, parents, donors, foundations, corporations, media, and the public. It has responsibility for all aspects of development: raising the funds necessary to meet operating expenses, enhance programs, build capital projects, and increase the endowment. Through the Office of News and Publications, it coordinates communication with people important to Willamette.



**University
Relations**

