

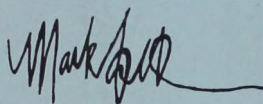
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1988 ▶ 89 STUDENT HANDBOOK.

WILLAMETTE IS
1988-89 STUDENT HANDBOOK.

APRIL 10, 1988

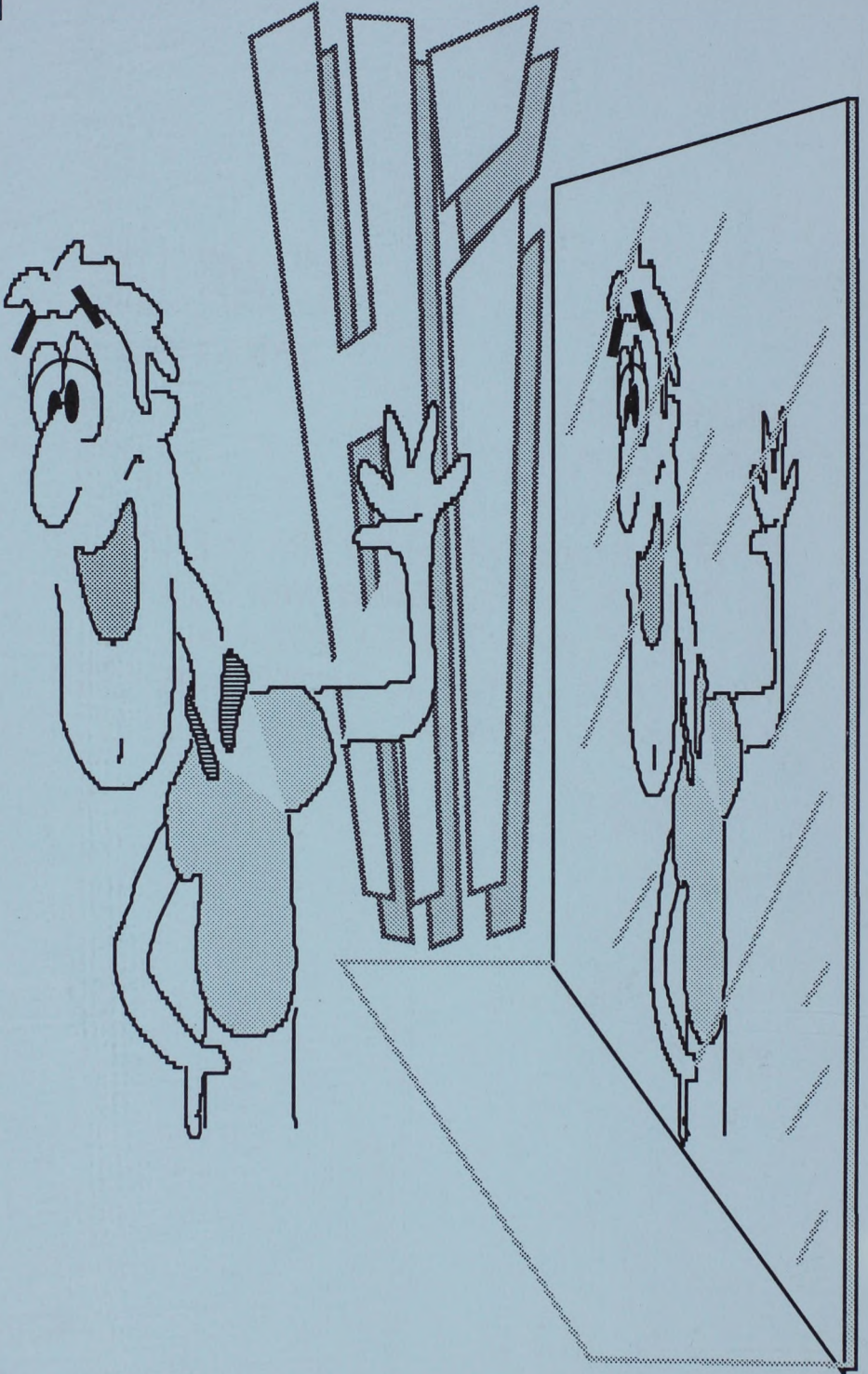
WILLAMETTE YOU
SALEM, OREGON

IT WAS THE SUMMER OF THE NEW BLUE CAR,
THE NEW BLUE SONGS, THE LADY WITH THE BLUE
LIPS, AND THE BLUEBERRY AND CINNAMON
MUFFINS. AND, OH YES, THE SUMMER WE WROTE
A NEW STUDENT HANDBOOK.



MFW

MARK FINK
MATTHEW FERRANTO
EDITORS





WHO

- Who is who 1
- Who to phone 5



WHAT

- Academic 14
- Athletic 18
- Communications 21
- Campus Life 25
- Performing Arts 27
- Service and Support 29
- Spiritual 32
- Student Government 35



WHERE

- To turn: on campus 47
- Places and Facilities 57
- To walk: off campus 71



WHEN

- The Academic Year 93
- Months and memos 95
- Past and Present 115



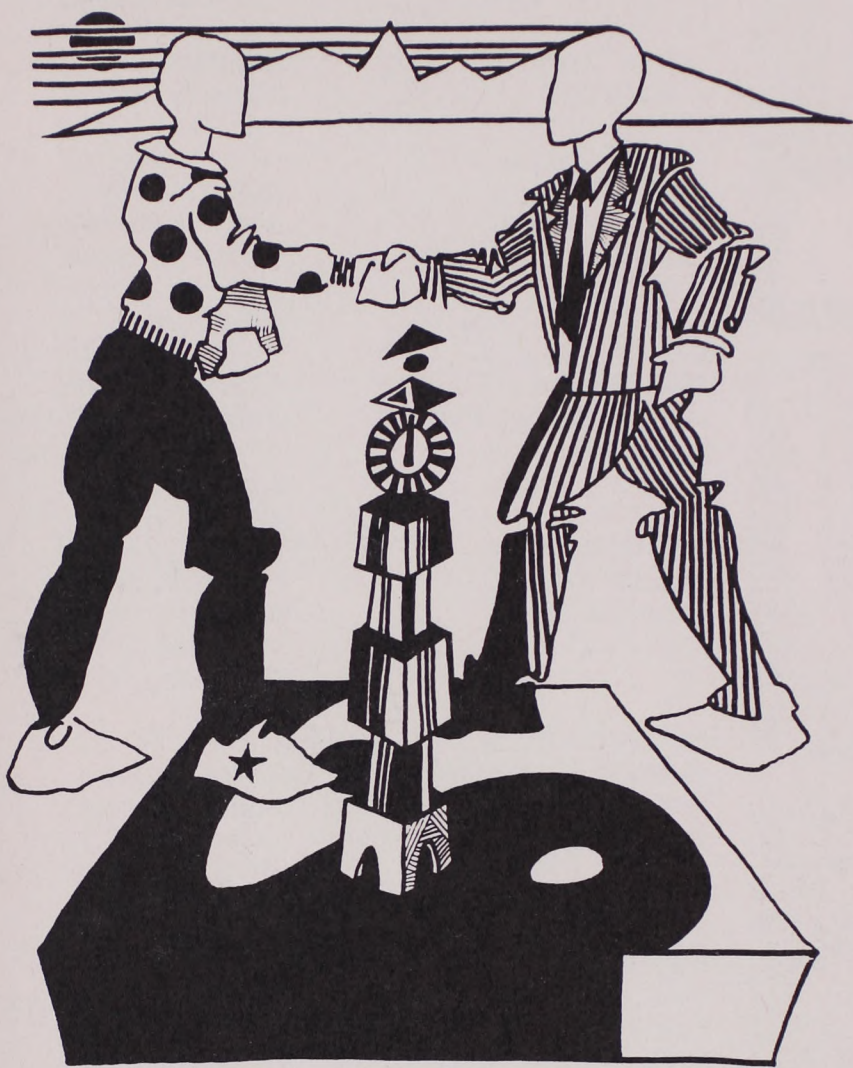
WHEN IN DOUBT

- Alma Mater 118
- Constitution and Bylaws 119
- Standards of Conduct 146
- Alcohol Policy 167
- Sexual Harassment Policy 175
- Office of Residence Life Housing Contract 177
- Roommates 187
- Mental Health 189
- Alcohol 190
- Drugs 196
- Eating Disorders 198



INDEX 201

C O N T E N T S



WHO

WHO'S WHO · WHO TO CALL



W
H
O

I
S

W
H
O

ANDERSON, GwenEllyn
Counselor
Bishop, Room 20
x6422/x6471

BIER, Walt
Stadium Manager
x6330

BIGLER, Bruce
Director, Physical Plant
x4281/x6127

BLETTEL, Susan
Art Director
Doney Basement
x6014/4264

BRADFORD, Mary
Catering /Cash Manager,
Marriott Food Service
x4260

CAGLE, Russell
Head Athletic Trainer
Sparks Center
x6420

CARSON, Julie Ann
Dean, College of Liberal Arts
Smullin 115
x6285

DAVENPORT, Holli
*Secretary to the Chaplain/
Facilities Scheduler*
University Center
x6213

CARROLL, Thelma
*Associate University
Registrar*
University Center
x4464/6206

ELLIOTT, Sidney
*Assistant Director,
Student Activities*
University Center
x4469/6463

FREEMAN, Brenda
*Director, University Center
and Student Activities*
University Center
x6463

GARLAND, Ken
*Assistant Football Coach,
Instructor*
Sparks Center
x6420

GARTNER, Ruth
*Manager, Special
Services*
Physical Plant
x6003

GREINER, Joyce
*Intercultural Coordinator,
Minority Affairs*
University Center
x4360

GUILLEN, Mary
Coordinator, Work Study
University Center
x6273/4467

HALL, Madonna
Student Accounts Clerk
Bishop 7
x4354



HALL, Richard
*Vice President for
Academic Affairs*
University Center
x6374

HARDIN, Brian W.
*Vice President for
Financial Affairs*
Bishop 14
x6210

HEDEEN, Denise
Assistant Controller
Bishop
x4356

HELGERT, Margaret
A.N.P.
Health Center
x6062

HILDEBRANDT, Laura
*Manager, Accounting
Office*
Bishop
x4347

HOFF, Dawn E.
Assistant to the President
University Center
x6209

HOLLAND-BRANDT, Janet K.
Student Loan Officer
Bishop
x6210/4355

HUDKINS, Teresa
Director, Admission
University Center
x6303

HUDSON, Jerry
University President
University Center
x6209

JAMES, Gordy
Director, Sparks Center
Sparks Center
x6063

KOELLMANN, Linda
*Executive Secretary to the
President*
University Center
x6209

LIEPINS, Nicholas
*Director, University
Computing*
Computer Center
x6004

LIMPER, Leslie
*Coordinator, Student
Financial Aid*
University Center
x6273

LOERS, Deborah
Director, Counseling Center
Bishop
x6471

LORD, Richard
*Associate Dean, College of
Liberal Arts*
Smullin
x6285

LUTZ, Cathie
Recruitment Coordinator
Bishop
x6471

**MAHONEY, Barbara**

Director, Alumni Relations
University House
x6340

MEYER, Franklin

Vice President for Student Affairs
University Center
x6447

MORANDI, Marti

Director, Media Services
x6054/x4450

NOBLE, Tony

Facilities Coordinator
University Center
x6463

NORTON, Nancy

Coordinator, Career Development
Bishop 20
x6471

O'BRIEN, Betty

Director, News and Publications
Doney Basement
x6014

OLSON, Robert

Controller, Business Office
Bishop 10
x4342/6210

PIERSON, Tim

Director, Residence Life
University Center
x6212

ROY, Jennifer

Director, Health Center
Bishop
x6062

SHIELDS, Sue

Manager, Bookstore
University Center
x6315

STOUT, Ross

*Director, Campus Safety/
Purchasing*
Gatke Hall
x6911

STROBEL, Brett

*Student Activities Secretary/
Facilities Scheduler*
University Center
x4441/6463

SUBY-LONG, Sallie

*Associate Director,
Residence Life*
University Center
x6212/x4445

SUMNER, James

Dean, University Admissions
University Center
x6303

SUTTON, Randy

*Marriott Food Service
Manager-Doney, Lausanne,
Shepard, Lee, Wish*
x6005/4210

TRENBEATH, Bill

Director, Athletics
University House
x6217

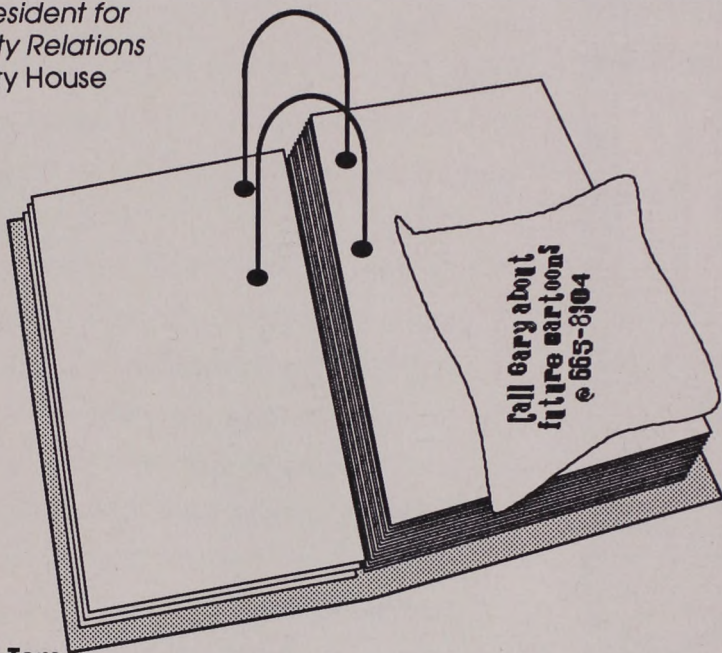


WALLACE, Charles Jr.
University Chaplain
University Center
x6213

YOCOM, Richard (Buzz)
Assistant to the President/Registrar
University Center
6209

WERONKO, Sandra
University Librarian
Library
x6312

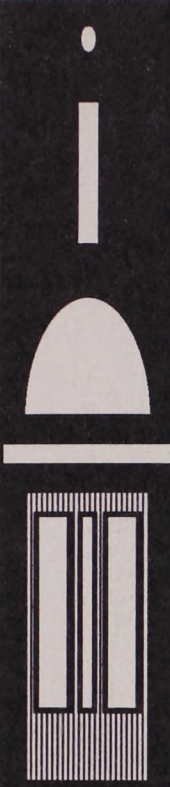
WHIPPLE, Jerry
Vice President for
University Relations
University House
x6340



WINTER, Tom
Food Service Director,
Marriott Food Service
x6005

WILLIAMS, Don
Stage Manager
Smith Auditorium
x6434

WOODLAND, James
Director, Financial Aid
University Center
x6273



W
H
O

T
O

P
H
O
N
E

Academic Affairs Office	6347
Accounting	4020
Accounts Payable	4020
Admissions, Office of	6303
Alpha Chi Omega Sorority	6008
Alumni Records	4413
Alumni Relations	6340
Art Gallery	4212
A.S.W.U.	6058
Athletics/PE Office	6420
Assistant Director	6063
Cage	6219
Director	6392
Intramurals	6063
Pool/Building Information	6976
Racquetball Reservations	6219
Atkinson Graduate School	6440
Admissions/Placement	6440
Dean	6440
Faculty Secretary	6440
Baxter Hall	6076
Baxter Kitchen	4222
Belknap Hall	6236
Beta Theta Pi	6039
Biology Department	6482
Bistro Willamette	6134/2233
Bookstore	6315
Business Office	6210
Accounting	4020



Cashier	4350
Controller	4342
Payroll	4351
Personnel	6210
Student Accounts	4345
Student Loans	4355
Campus Safety	6911
Career Development	6471
Cashier	4350
Center for Dispute Resolution	6046
Chaplain	6213
Chemistry Department	6335
Chemistry Stockroom	4277
CLA (See Liberal Arts, College of)	
<i>Collegian</i>	6053
Collins Science Center	6013
Computer Center	6004
Computer Science Department	6077
Copy Center	4250
Counseling Services	6471
Delta Gamma Sorority	6009
Delta Tau Delta Fraternity	6041
Doney Hall	6048
Doney Kitchen	4210
Earth Science Department	6390/6487
Eaton Hall	6061
Economics Department	6060



Education Department	6343
English Department	6455
Environmental Science Department	6390
Facilities Reservations	6213

Faculty Department Heads:

American Studies	6313	Mr. James Bjorkquist
Art	6277	Ms. MaryAnn Johns
Biology	6842	Dr. Grant Thorsett
Chemistry	6334	Dr. Frances Chapple
Computer Science	6122	Dr. George Struble
Earth Science	6487	Dr. Gilbert LaFreniere
Economics	6306	Dr. Russell Beaton
Education	6343	Dr. Joanne Engel
English	6280	Dr. Kenneth Nolley
Environmental Sci.	6390	Dr. Peter Eilers
Foreign Language	6256	Ms. Marta Velez
History	6297	Dr. George McCowen
International Studies	6264	Dr. Ted Shay
Mathematics	6484	Mr. Stephen Prothero
Music	6259	Dr. Martin Behnke
Music Therapy	6450	Dr. Myra Staum
Philosophy	6198	Dr. Sally Markowitz
Physical Education	6218	Ms. Cheryl Brown
Physics	6373	Mr. Maurice Stewart
Political Science	6220	Dr. Robert Hawkinson
Psychology	6427	Dr. Mary Ann Youngren
Religion	6368	Dr. Charles Wallace
Sociology	6293	Dr. Walter Gerson
Speech/Comm.	6281	Dr. Don Swanson
Theater	6222	Dr. William Iron

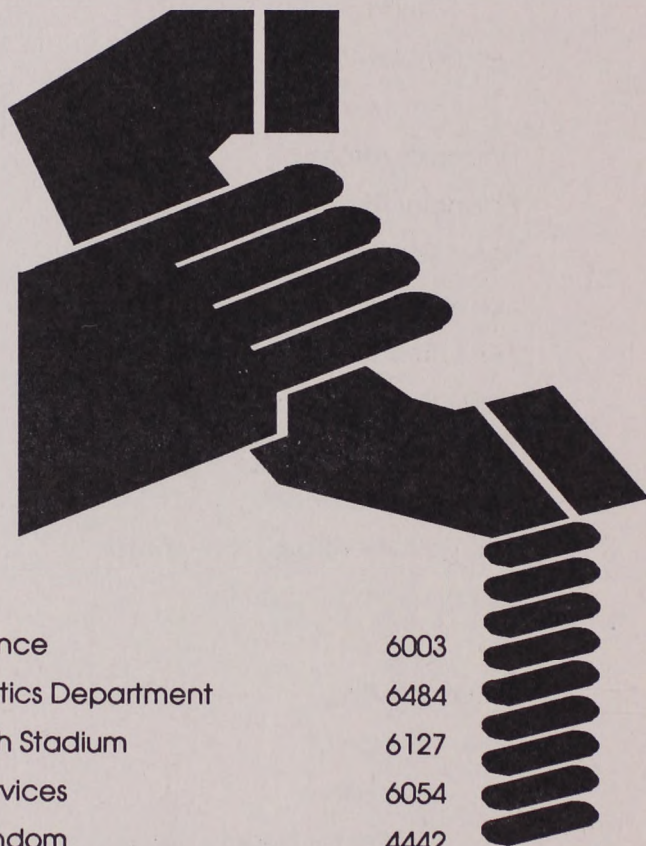


Faculty Secretaries:

Art	6394
Athletics	6420
Collins Hall	6013
Eaton Hall	6061
Education	6343
Foreign Language	4246
Music	6255
Smullin	6060
Smullin	6077
Theatre	6222
Financial Affairs	6210
Financial Aid	6273
Food Service	6005
Foreign Language	4246
GSM (See Atkinson Graduate School)	
Hallie Brown Ford Gallery	4214
Health Center	6062
History Department	6297
Intercultural Affairs Coordinator	6463/4360
Kappa Sigma Fraternity	6042
KWU	6666
Lausanne Hall	6049
Law, College of	6380
Admissions	6282/4782
Center for Dispute Resolution	6046
Dean	6402
Development	6492
Law Review	4335
Library	6386
People's Law School	4339
Third World Students	4334



Women's Law Caucus	4339
Lee House	6050
Liberal Arts, College Of	6285
Library, Mark O. Hatfield	6312
Circulation	6018
Librarian	6312
Other Services	6312
Mail Room	4472



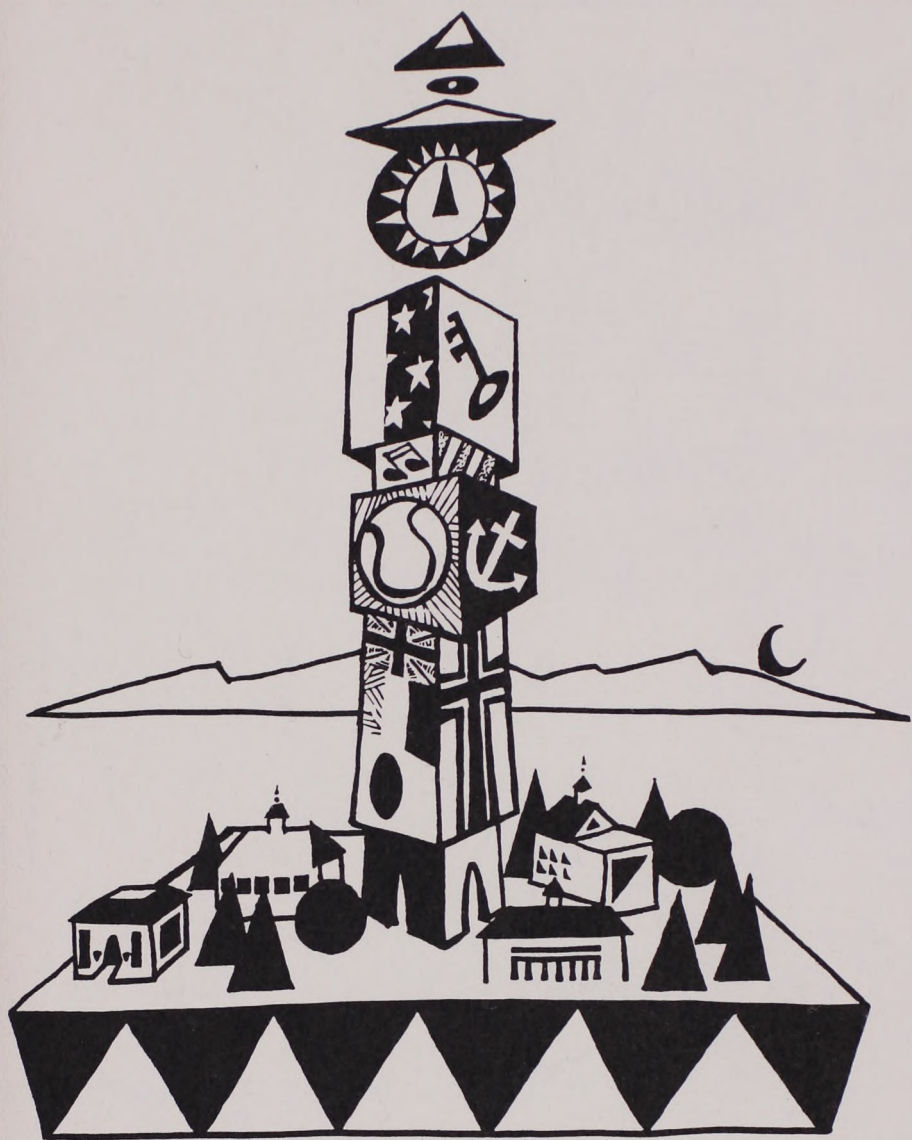
Maintenance	6003
Mathematics Department	6484
McCulloch Stadium	6127
Media Services	6054
MemoRandom	4442
Metanoia House	6043
Model United Nations	6261
Music Department	6255
News/Publications Office	6014
Panhellenic	6212



Payroll	4351
PE (See Athletics)	
Philosophy Department	6429
Physical Plant	6003/4281
Physics Department	6373
Pi Beta Phi Sorority	6010
Political Science Department	6060
President's Office	6209
Psychology Department	6427
Purchasing	6055
Racquetball Court Reservations	6219
Registrar's Office	6206/4390
Associate University Registrar	4464
Receptionist	4390/6206
Transcript Secretary	4390
Recorder	4466
Registrar	6209
Teacher Placement	6206
Veteran's Benefits	4465
Residence Life, Office of	6212
Shepard House	6051
Sigma Alpha Epsilon Fraternity	6044
Sigma Chi Fraternity	6045
Smith Auditorium	6434
Sociology Department	6195
Sparks Center	6392
Speech/Communication	6281
Sports Information Director	6110
Student Accounts	4354
Student Activities Office	6463

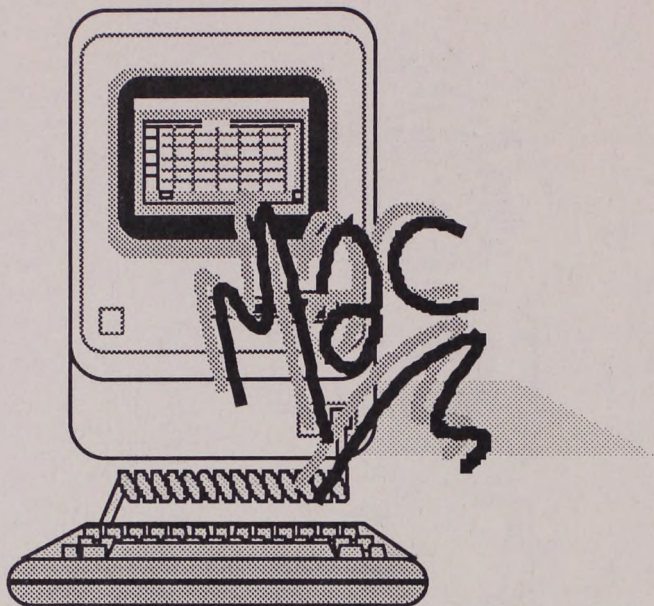


Student Affairs	6447
Student Body Offices (See A.S.W.U.)	
Student Loans	4355
Student Publications	6053
Summer Conferences	6162
Switchboard	0/6300
Teacher Placement (See Registrar's Office)	
Theater Department	6222
Box Office	6221
University Center	6267
Information Desk	6267
Facilities Reservations	6213
University Relations	6340
Veteran's Benefits (See Registrar's Office)	
Vice President For:	
Academic Affairs	6374
Financial Affairs	6210
Student Affairs	6447
University Relations	6340
Wallulah	6053
Walton Hall	6285
Willamette Food Service	6005
W.I.S.H.	6052
Work Study	4467
York	4203



WHAT

Programs and organizations





Organizations

Association of Computing Machinery (ACM)

Dr. George Struble

x6122

- ACM is a professional organization for Computer Science majors as well as interested students and faculty. They arrange activities for people interested in computing and computer science.

Cardinal Roundtable

Dr. Charles Wallace

x6213

- The Roundtable is a bi-monthly reading of poetry or prose conducted by Willamette students, faculty and staff.

Economic Student Association (ESA)

Dr. Richard Gillis

x6307

- The ESA promotes the study of economics through speakers and special projects.

English Majors Club

Dr. Wilbur Braden

x6307

- This club studies a variety of literature and literary styles through guest speakers and authors and coordinates an annual trip to the Ashland Shakespeare Festival.



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Forensics

Dr. Don Swanson
x6244

- Competitors learn the fundamentals of persuasion and public speaking through weekly practice sessions in debate, oral interpretation, and various individual events.

Model United Nations

Dr. Robert Dash
x6060

- Model UN participants research and prepare for participation in conferences with other schools across the nation.

Philosophy Club

Dr. Tomas Talbott
x6429

- The Philosophy Club provides students and faculty faculty the opportunity to discuss philosophical ideas in a non-classroom setting. Guest speakers and presentation of papers are often part of the this club's activities.

Phi Alpha Delta

Dr. Robert Hawkinson
x6220

- This club gives interested undergraduates an opportunity to learn about law and the legal profession.



Honor Societies

- Various honor societies exist for the recognition of outstanding scholarly achievements. For more information on membership, call the Registrar's office at x6206.



Alpha Kappa Nu **AKN**

- Alpha Kappa Nu is a senior honor society for those graduating in the top ten percent of their class.

Alpha Lambda Delta **ALD**

- Alpha Lambda Delta is a national Freshman honor society for those with a minimum 3.5 Grade Point Average.

Dobro Solvo

- Dobro Solvo recognizes excellence in the study of Slavic languages and literature.

Kappa Delta Pi **KDP**

- Kappa Delta Pi is a national honor fraternity in education.

Mortar Board

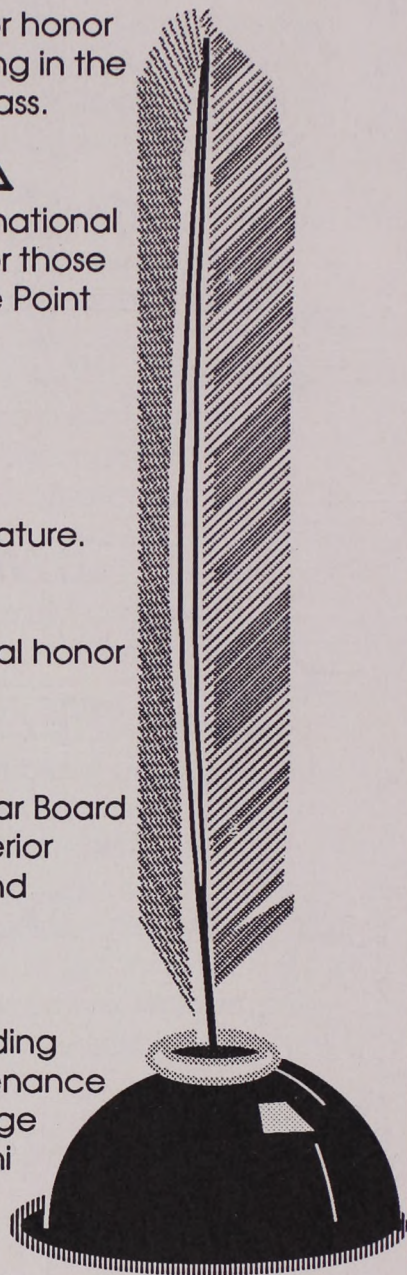
- A national honorary, Mortar Board recognizes seniors for superior scholarship, leadership, and service to the University.

Mu Phi Epsilon **MΦE**

- Demonstration of outstanding musical ability and maintenance of a high scholastic average are qualifications of Mu Phi Epsilon.

Omicron Delta Kappa **ODK**

- Honoring Juniors and Seniors who have attained excellence in scholastic and extracurricular endeavors, Omicron Delta Kappa is a national organization.





Order of Omega Ω

- A national honorary which recognizes Greek students who have excelled in academics, campus involvement, and community service, Order of Omega is open to Juniors and Seniors.

Phi Eta Sigma $\Phi\eta\Sigma$

- Freshmen who have earned a 3.5 G.P.A. or better are eligible for this honorary.

Phi Sigma Iota $\Phi\Sigma I$

- Phi Sigma Iota is open to advanced students in any of the romance languages who maintain a high scholastic average.

Pi Gamma Mu $\Pi\Gamma\mu$

- Pi Gamma Mu encourages undergraduate study and scholarship in the social sciences.

Pi Kappa Delta $\Pi\kappa\Delta$


- Pi Kappa Delta recognizes outstanding participation and achievement in forensics competition.

Pi Kappa Lambda $\Pi\kappa\Lambda$

- Outstanding scholastic achievement and musical performance ability are requirements for entrance into Pi Kappa Lambda.

Psi Chi $\Psi\chi$

- Psi Chi is a national scholastic honorary in psychology.



Varsity Sports

Men's Sports

- Men's sports are open to all undergraduates; they compete within the Pacific Northwest Intercollegiate Athletic Association, the National Association of Intercollegiate Athletics (NAIA), and the National Collegiate Athletic Association (NCAA), Division III.
- Baseball
- Basketball
- Cross Country
- Football
- Golf
- Soccer
- Tennis
- Swimming and Diving
- Track and Field

Women's Sports

- Women's sports are open to all undergraduates and compete within the Women's Conference of Independent Colleges, the NAIA and the NCAA, Division III.
- Basketball
- Cross Country
- Soccer
- Softball
- Swimming and Diving
- Tennis
- Track and Field
- Volleyball



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Club Sports

Lacrosse

Jerry Cook, C170

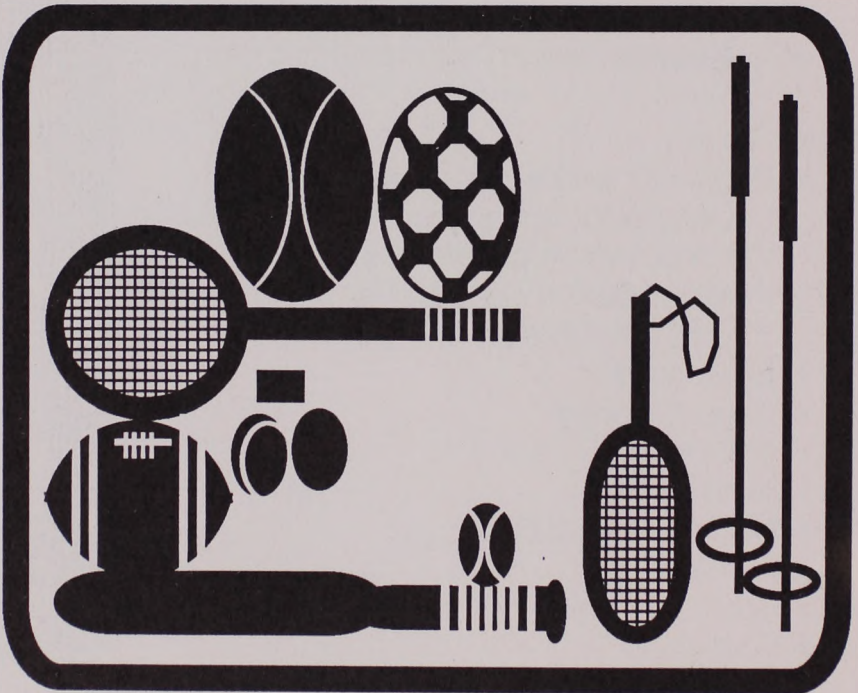
- The Lacrosse club is organized and run by students; they compete against such PAC 10 schools as Oregon, Washington and Washington State, as well as with smaller colleges in this region.

Fencing

Michael Lockhart, E268

James Ciarritaro, 588-9066

- The Fencing Club is organized and run by students; they compete both individually and as a team. Yearly dues and a passing grade in Fencing are required for entry.





Intramurals


Gordie James
x6063

- The entire Willamette community, including undergraduates, GSM and Law students, faculty, and staff, is welcome to field teams in a variety of sports.
- An organizational meeting for Intramural Coordinators will take place on September 1 to schedule and plan events for the coming year.
- Badminton
- Basketball - team and 3 on 3
- Cross Country
- Flag Football
- Golf
- Racquetball
- Softball
- Swimming
- Tennis
- Track and Field
- Weightlifting

Willamette Outdoors

Mike Smith, C124

- Willamette Outdoors is a "non-membership" student organization whose purpose is to help students enjoy the outdoors, to promote environmental awareness, and to have fun through activities such as hiking, kayaking, rafting, biking, and beach trips.



Greek Life

The Greek community plays an integral part of life at Willamette. The members of the five fraternities and three sororities are involved in every aspect of campus life.

Interfraternity Council (IFC)

Dave Robertson, *President*, A258

- IFC coordinates events and activities related to Greek life, serves as the governing body for the fraternities, and represents the interests of the fraternities at Willamette.

Beta Theta Pi Fraternity $\text{B}\Theta\text{P}$

Jeff Adams, *President*, x6627

Brad Leutwyler, RD, x6835

Delta Tau Delta Fraternity $\Delta\text{T}\Delta$

John Duarte, *President*, x6041

Todd Plimpton, RD, x6787

Kappa Sigma Fraternity $\text{K}\Sigma$

Rick Spoonemore, *President*, x6042

Doug Hormann, RD, x6861

Sigma Alpha Epsilon Fraternity $\Sigma\text{A}\text{E}$

Div Manula, *President*, x6044

Chris Bick, RD, x6961

Sigma Chi Fraternity ΣX

Michael Ballantyne, *President*, x6045

Jody Brion, RD, x6752



Panhellenic Council

Elizabeth Domagalski, *President*, E296

- Panhellenic coordinates events and activities related to the Greek system, manages rush, serves as a liaison to IFC, faculty, staff, and students, and represents the sororities.

Alpha Chi Omega Sorority AXΩ

Sharon Viereck, *President*, x6741

Barbara Schmotzer, *House Director*, x6739

Delta Gamma Sorority ΔΓ

Melissa Gardner, *President*, x6621

Della Danner, *House Director*, x6829

Pi Beta Phi Sorority ΠΒΦ

Nancy Olson, *President*, x6629

Phyllis Mueller, *House Director*, x6852



Each of the eleven residence halls offers diverse educational programs, as well as spontaneity, which promote social interaction outside of the classroom.

Independent Hall Association (IHA)

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

**Baxter Hall**

Janine Pringle, RD, x6544

Lobby x6050

Belknap Hall

Suzanne Colwell, RD, x6204

Lobby x6236

Doney Hall

Cecily Peterson, RD, x6683

Lobby x6048

Lausanne Hall

Lindsay Partridge, RD, x6767

Lobby x6049

Lee House

Steve Rucker, RD, x6921

Lobby x6050

Matthews Hall

Suzanne Colwell, RD, x6204

Metanoia House

Marjean Rich, RD, x6949

Lobby x6043

Shepard House

Monica Elliott, RD, x6991

Lobby x6051

University Apartments

Laurie Fakkema, RD, 362-5514

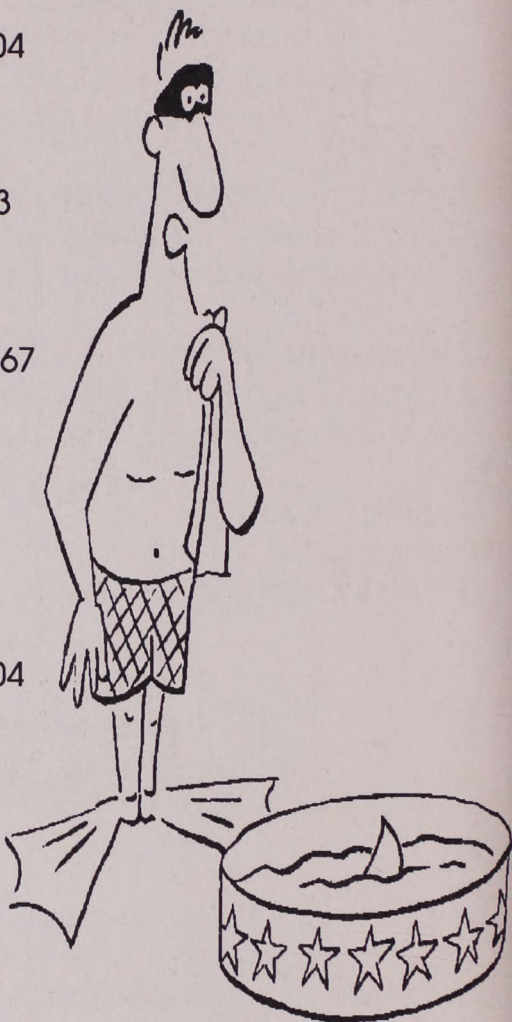
Willamette International Studies House (WISH)

Pushker Renjen, RD, x6750

Lobby x6052

York House

Shawn Chen, RD, x6375





Alcohol Consumption Education (ACE)

Advisor

- ACE is a campus-wide program dedicated to promoting a responsible attitude toward drinking. This organization sponsors educational activities which teach students about the physical effects and myths which surround alcohol use.
- ACE advisors and hall representatives plan various activities and programs, and attendance at ACE-sponsored seminars is required before campus residents can serve alcohol at social events.

Bistro Willamette

Aaron McGrath and Bill Wilkerson, *Managers*

Ground Floor, University Center

x6134/2233 (CAFE)

- The Bistro is a student run cafe serving coffees, teas, juices, snacks, and dessert specialties.
- Special events and performances, as well as art displays, are scheduled throughout the year and contribute to the Bistro's informal atmosphere.

Nutrition Awareness Program (NAP)

Marjean Rich, *Coordinator*

Shepard Dining Room

x6991

- Not only an eating program, but a learning center as well, the Nutrition Awareness Program stresses the relationship between a lifelong commitment to good health and an awareness, of the related ecological and nutritional issues.
- Offering vegetarian entrees, a salad bar, fresh fruit and juices, as well as sponsoring guest speakers and events, NAP seeks to foster an attitude of responsible personal consumption.

The Collegian

Paul Owen, *Editor*

Timothy C. Hawkins Publications Room

Doney Basement

x6053

- The *Collegian* is an informative newspaper which is published weekly. Students perform all aspects of production, including writing, reporting, photography, advertising and layout.

Jason

Anne Le Warne, *Editor*, D248

Timothy C. Hawkins Publications Room

Doney Basement

- The *Jason* is Willamette's literary and arts magazine; it contains poetry, prose, and visual artwork and is published each spring. A student editorial staff selects works and designs the magazine.

Jason II

Dr. Frances Chapple, *Advisor*

x6334

- This publication is an annual volume of outstanding student academic essays and papers compiled by a student editorial board.

Wallulah

Timothy C. Hawkins Publications Room

Doney Basement

- The Willamette yearbook records the year from Opening Days to graduation and is published each fall. A student staff writes, designs, and compiles the book.



KWU: Willamette University Radio

Evan Rice, *General Manager*

Top Floor, University Center

Studio x6666

Office x6188

- 660 AM, KWU offers both music and entertainment as well as the opportunity for students to familiarize themselves with various aspects of broadcast media.



Band

Dr. Martin Behnke, *Director*
Fine Arts 225
x6255

- This group explores a wide range of significant styles and usually takes a yearly concert tour.

Choir

Dr. Wallace Long, *Director*
Fine Arts 146
x6320

- Willamette's Choir engages in both acapella and instrumentally accompanied works in a wide range of styles and tours the Western States annually.

Intime

- Intime offers student performers an opportunity to showcase their talents for the Willamette community.

Jazz Ensemble

Dr. Martin Behnke, *Director*
Fine Arts 225
x6255

- This ensemble studies various modern musical styles in both rehearsal and performance.

Madrigal Singers

Dr. Wallace Long, *Director*
Fine Arts 146
x6320

- Madrigal singers specialize in classical and Madrigal works. Each year this group hosts a Madrigal dinner open to the Willamette and Salem community.



Opera Theater

Julio Viamonte, *Director*
Fine Arts 205
x6454

- This group presents an annual operatic production with a full orchestra.

Willamette Community Orchestra

Bruce McIntosh, *Director*
Fine Arts 222
x6255

- This orchestra performs major works of symphonic music with an emphasis on rehearsal technique and small ensemble skills.

Willamette Community Choir

Dr. Wallace Long, *Director*
Fine Arts 146
x6320

- The choir draws its membership from both the Willamette and Salem communities and concentrates on performing masterworks at a concert each semester.

Willamette Singers



Dr. Wallace Long, *Director*
Fine Arts West
x6320

- The Willamette Singers are members of the University Choir who present an annual music program and occasionally tour with other groups.

Will U. Dance?

Susan McFadden, *Coordinator*, G222
Melissa Gardner, E225

- This dance group creates and performs dances for the Willamette and Salem communities through a yearly concert on campus and smaller occasional performances around town. It is open to students and community members.



Campus Resources

Bearcat Council

Darien Loiselle

x6340

- The Council is a service organization which promotes communication between alumni and current students.

Circle K

Beth Delsman

x6228

- Emphasizing service, leadership development, and fellowship, Circle K assists and sponsors projects for the benefit of the community, university and other charitable organizations.

Hawaiian Club

Melanie Ono, C260

- The significant number of Islanders at Willamette share their spirit and culture with the community, especially through an annual luau.

Intercultural Student Organization (ISO)

Hung La

x6041

- ISO is open to all students interested in learning about different cultures and backgrounds; cultural events, programs, and service projects take place throughout the year.



Students Outside Mainstream Parameters (STOMP)

Kevin Turner
399-0501

- For students of the "non-traditional" age of 25 years or older, STOMP provides contact and support and seeks to educate the campus to the presence and needs of such students.

Willamette International Student Association (WISA)

Liliana Zakaria, F136

- WISA strives to create cultural awareness of international students within the Willamette community, as well as to help international students adjust to life and academics in the United States.

Willamette University Volunteers (WUV)

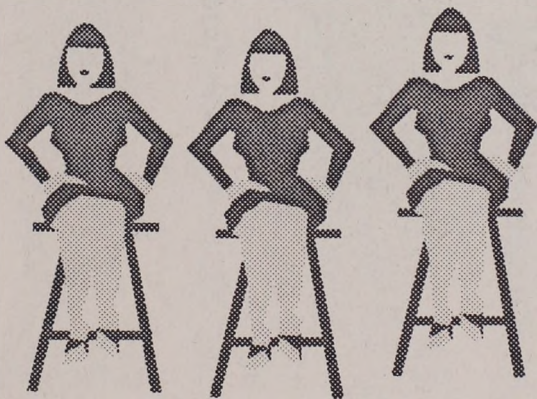
Susanne Williams, F350

- WUV is committed to work for people by linking potential volunteers with coordinators and organizations in the Salem community.

Women's Center

Laura Struble, F285

- The Women's Center encourages appreciation and understanding of the importance of women's perspectives in our society. It is a source and clearing house for information on women's events.



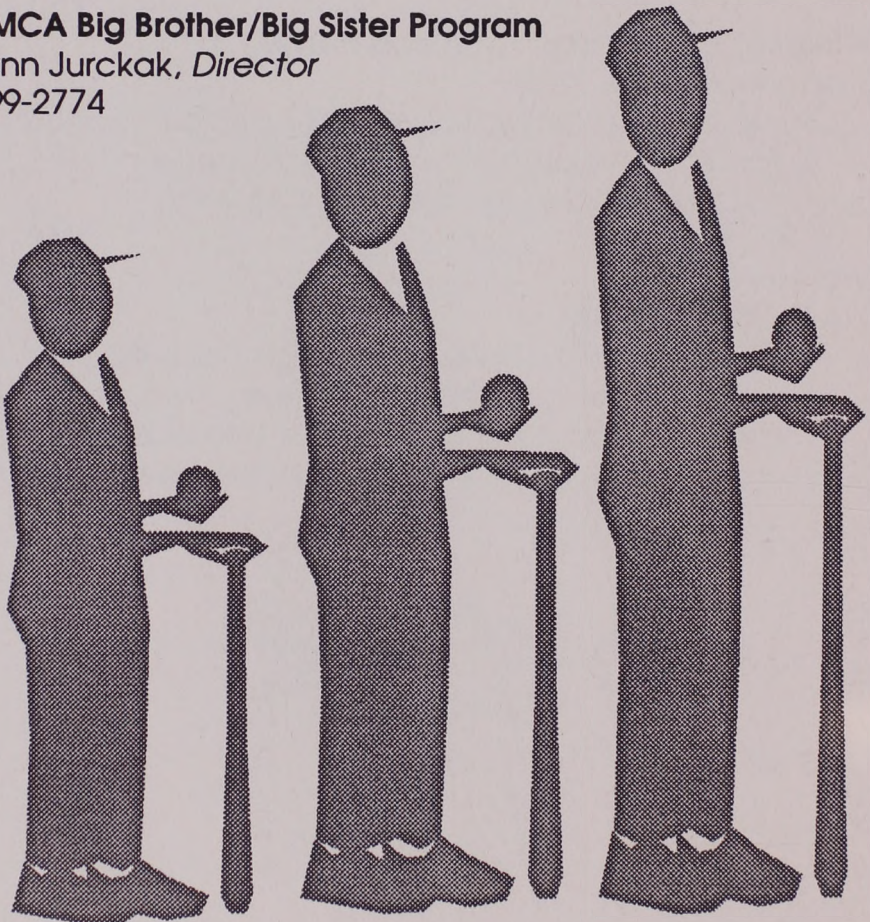


Community Resources

Marion County Department of Human Resources
Diane Clayton, *Volunteer Supervisor*
373-1561

Marion and Polk Counties Food Share
Margret Grant, *Director*
581-3855

YMCA Big Brother/Big Sister Program
Lynn Jurckak, *Director*
399-2774



Campus Ambassadors Christian Fellowship

Dan and Vicki Barram, 364-4522

Susie and Matt Lundquist, D253

- The Ambassadors seek to encourage Willamette community members to integrate faith in Christ into their lifestyle through monthly celebrations, speakers, retreats, and famine relief projects.

Intervarsity Christian Fellowship (IVCF)

Clyde Ohta, 585-0253

Britt Olsen, D255

Whitney Hunter, E237

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

Jewish Student Union

Rabbi Bruce Diamond

Temple Beth Sholom

362-5004


- The Jewish student union meets for fellowship and plans campus celebrations of Jewish holidays and festivals.

Latter Day Saints Student Association (LDSSA)

Dale Kirby

364-0022

- The LDSSA seeks to help students maintain a spiritual perspective during their pursuit of secular studies through weekly scripture groups and social gatherings.



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Maranatha Campus Ministry

- The ministry seeks to promote an awareness of Christianity on the Willamette campus and provide a place for students to grow in Christian maturity.

Newman Community

Fr. Mike Maslowsky 581-1623

Kevin Zerzan, E251

- The "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.

Rejoice

Beth Kahler, E193

- Rejoice meets Wednesdays at 9:30 p.m. in the Alumni Lounge for singing and Christian fellowship.

Campus Crusade For Christ

Greg and Debbie Sherwood, 371-7392

Darrin McFarland, G117

- The Crusaders provide an opportunity to hear the good news of Christ and enjoy fellowship through weekly meetings and small group Bible studies.

Fellowship of Christian Athletes

Coach Joe Broeker, x6424

Coach Debbie Adams, x6011

Darrin McFarland, G117

- Fellowship gathers weekly for a variety of programs and social functions; it focuses on the special spiritual needs of the athletic community.



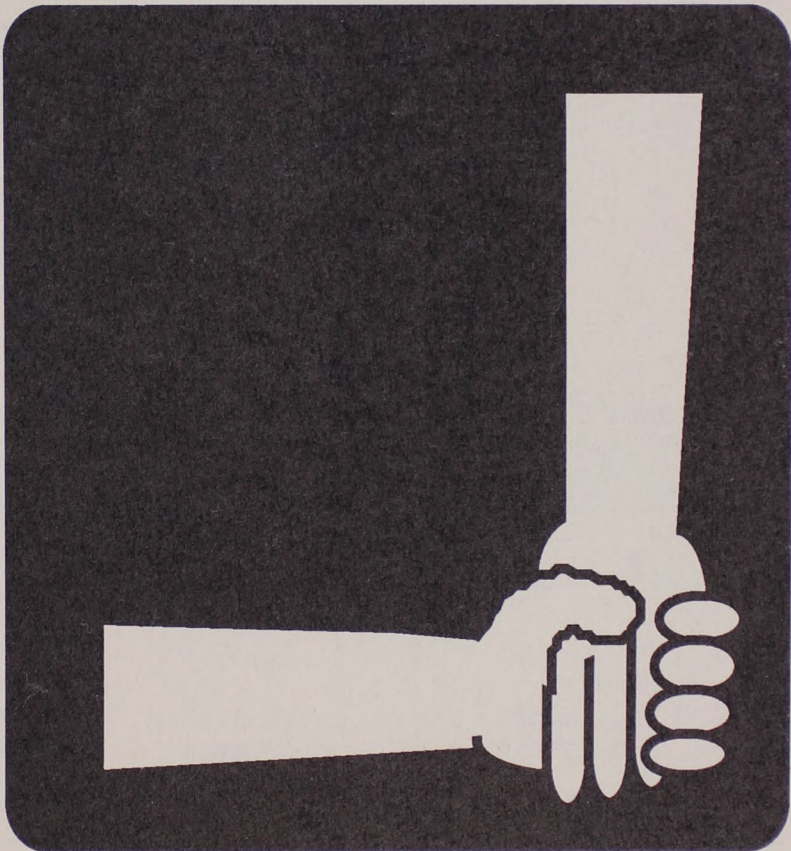
International Students Incorporated (ISI)

Harvey Ratzlaff, 390-0114

Bill Baskett, 371-7788

Liliana Zakaria, G113

- ISI is a Christian friendship organization offering services to international students of all religions and nationalities and introducing Americans to international students in hopes of building friendships and a "home away from home." They conduct Bible studies, social outings, and conference studies.





Student Government

ASWU

- The Associated Students of Willamette University is comprised of all undergraduates who have paid their student body fees.
- Campus-wide elections are held each spring to choose student body officers.

Greeks/Off Campus/ Residence Halls

- Each group chooses 1 or 2 Senators, depending on membership.
- Off campus students choose 5 Senators.

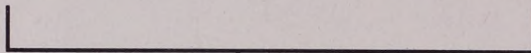


ASWU Officers

President Mark Yaconelli	Vice President Cindy Ziel
Treasurer E. Joe Kipp	Secretary Deborah Bellemore

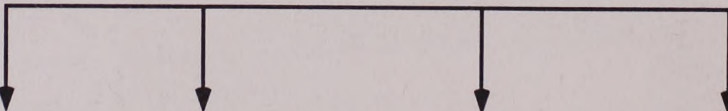
Senators

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



Senate

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



ASWU Boards

- Activities
- Awards
- Collegian
- Elections
- Finance
- Publications

Trustee Committees

- Academic Affairs
- Campus Religious Life
- College of Liberal Arts
- Development & University Relations
- Facilities
- Student Affairs

Faculty Committees

- Academic Council
- Academic Programs
- Academic Status
- Admissions
- Off Campus Studies
- Student Affairs

Campus Committees

- Alumni Board of Directors
- Educational Programs
- Financial Aid
- KWU
- Parking Review Board
- Standards of Conduct
- University Center Advisory



This section is meant to familiarize every student with the committee system here at Willamette University. The numerous committee positions make it possible for many students to become involved in the decision-making process. This benefits the University around us today and shapes the future of our school. Serving on any of the committees is an excellent means to voice your concerns and serve the student body as a whole. To apply for any of these positions, just answer the following questions on a typewritten statement or pick up an application at the ASWU Office.

Name; Box Number; Phone Number; Residence; Class Standing; Committee Position(s) desired; 1) Why are you interested in serving on a committee? 2) What role would you hope to pursue on this committee? How do you plan to carry out this role? 3) What kind of time commitments do you currently have? Do you foresee any additional ones? 4) What background experience do you have which could be applied to the committee position?



ASWU Senate

The Senate is the decision-making body which has ultimate authority over all student-oriented areas. Final recommendations and resolutions come from this group composed of representatives of all the living organizations and off-campus students. The only group which can overturn a decision of the Senate is a majority vote of the student body. All aspects of student life are discussed at weekly meetings in the Autzen Senate Chambers. Senate minutes are sent to all Senators to be posted all over campus and copies are available in the mailroom. All Senate meetings are open to the Willamette community. Weekly reports from each of the Executive Officers and updates from the various committees, editors and managers are made periodically. Senator elections are handled every semester



by their representative living organizations with 70 or fewer residents having one representative; those with more than 70 have two. Off-campus students have five representatives.

ASWU Boards

Activities

- This group plans social and cultural events for the current and following years. Members are asked to help staff dances and programs.
- Student membership: *Eight*; Time Commitment: *Weekly*; Chairperson: *Cindy Ziel, Vice President*.

Awards

- This committee selects seniors with a superior record of service to the University to receive certificates and keys upon graduation and recommends names for the recipients of a number of other awards.
- Student membership: *Eight students nominated in the spring*; Time commitment: *Weekly in March and April*; Chairperson: *One of the student members*.

Collegian

- This board will monitor the practices and quality of the Collegian. This group also chooses the Collegian editor for the following year. They also consider complaints and maintain the policy manual.
- Student membership: *Three Collegian Staff members, one ASWU Senator, The ASWU President, Darkroom Manager, Faculty Advisor, The ASWU Treasurer, (non-voting), and three students-at-large*; Time commitment: *Monthly and on call*; Chairperson: *Collegian Editor*.



Elections

- Appointing students to the various committees and running elections are the responsibilities of this group. Student appointments recommended by this group must ultimately be confirmed by the Senate. Members also work at the voting polls, count ballots, and make decisions concerning election violations.
- Student Membership: *Two elected ASWU Senators, five students appointed by the ASWU Secretary and approved by the Senate; Time Commitment: Weekly; Chairperson: Deborah Bellemore, ASWU Secretary.*

Finance

- The Finance Board presents the yearly budget to be approved by the Senate. Nearly \$90,000 in student body fees are allocated to over 60 ASWU related accounts. Recommendations are also made to the Senate on special funding requests received during the fiscal year.
- Student Membership: *Two elected ASWU Senators, six students appointed by the ASWU Treasurer and approved by the Senate, and the Publications Chairperson; Time Commitment: Weekly; Chairperson: E. Joe Kipp, Treasurer.*

Publications

- This group selects an editor for each of the ASWU publications (except for the *Collegian*). In addition, they consider complaints against any of the publications and maintain a cooperative effort among all of the publications.
- Student Membership: *Three students in addition to the ASWU President, ASWU Treasurer, Wallulah Editor, Jason Editor, and Darkroom Manager; Time Commitment: Weekly; Chairperson: One of the non-publications members.*



Campus Committees

Alumni Board of Directors

- The students of this committee work closely with the Alumni Office in coordinating and organizing activities for the Alumni throughout the year. The students work in sub-committees to bring in the perspective of the present student.
- Student Membership: *Two*; Time Commitment: *Quarterly*; Chairperson: *Barbara Mahoney, x6340*.

Educational Programs

- This committee schedules activities and events promoting cultural, spiritual, and psychological growth. With approximately a \$28,000 budget from ASWU, debates, artists, and guest speakers are organized by this committee. Special requests are considered during the year.
- Student Membership: *Four*; Time Commitment: *Weekly*; Chairperson: *One of the Student Members*.

Financial Aid

- This group reviews the University's Financial Aid program and makes recommendations for changes in its policies.
- Student Membership: *One*; Time Commitment: *Quarterly*; Chairperson: *Jim Woodland, x6273*.

Parking Review Board

- This committee reviews the written statements of people contesting their parking tickets or University parking regulations.
- Student Membership: *Three*; Time Commitment: *Monthly*; Chairperson: *Ross Stout, x4911*.

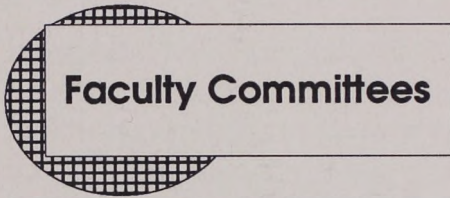


Standards of Conduct

- Members make decisions regarding violations of the University Standards of Conduct. Prior knowledge of the Standards of Conduct Code is advisable.
- Student Membership: *Five*; Time Commitment: *Monthly*; Chairperson: *Russ Cagle, x6212*.

University Center Advisory

- This advisory committee meets to discuss programming and set up operating hours for the University Center. It also determines which groups may use the University Center and if there will be a rental fee.
- Student Membership: *Three*; Time Commitment: *Monthly*; Chairperson: *Brenda Freeman, x6463*.



Faculty Committees

Academic Council

- This committee makes recommendations on: academic standards for the admission, retention, and graduation of students; academic policies and programs necessary to achieve the educational aims of the University; curricular and methods of instruction necessary to implement these policies; and regulations for the conduct of intercollegiate activities.
- Student Membership: *Three*; Time Commitment: *Weekly*; Chairperson: *Suresht Bald, x6060*.

Academic Programs

- Recommendations from this committee go to the Academic Council for proposals on new or revised courses and academic policies.
- Student Membership: *Three*; Time Commitment: *Weekly*; Chairperson: *Christine Gentzkow, x6253*.



Academic Status

- Members make decisions with regards to student petitions for waivers of academic policies and procedures; administer College of Liberal Arts policies on the academic status of students in areas of warning, probation, and dismissal; recommend policies for academic honors for graduation and external fellowships; and advise the Registrar on matters concerning permanent student records.
- Student Membership: *Three*; Time Commitment: *Weekly*; Chairperson: *Mike Dunlap, x6165*.

Admissions

- This committee advises the College of Liberal Arts Admissions Office in formulating standards and policies in the recruitment and admission of students; assists in articulating the description and image of Willamette, as expressed orally and in publications to prospective students and the public; and promotes a cooperative involvement in student recruitment among faculty, students, and administrative offices in support of the Admissions effort.
- Student Membership: *Two*; Time Commitment: *Weekly*; Chairperson: *Steve Prothero, x6484*.


Off Campus Studies

- This group makes recommendations to the Academic Council on programs occurring off the main Willamette Campus. Off campus studies include foreign and domestic programs, internships and independent study programs.
- Student Membership: *Two*; Time Commitment: *Weekly*; Chairperson: *George McCowen, x6297*.



Student Affairs

- This committee plays a key role in initiating, formulating, and/or amending policies, programs, and regulations relating to student life outside academic programs.
- Student Membership: *Five*; Time Commitment: *Weekly*; Chairperson: *Frank Meyer, x6447*.



Trustee Committees

Academic Affairs

- This committee reviews and evaluates the academic purposes and policies of the University; University policies and decisions on faculty employment; promotions, tenure, salary increments, leaves of absence, and sabbatical leaves; and any requests by a committee of the colleges or the Board to review policies or programs.
- Student Membership: *One*; Time Commitment: *Quarterly*; Staff Liaison: *Sam Hall, x6374*.

Campus Religious Life

- Developing broad policies to encourage a deeper religious life in the University community and seeking to enrich the relationship with the Oregon-Idaho Conference of the United Methodist Church are the goals of this committee.
- Student Membership: *One*; Time Commitment: *Quarterly*; Staff Liaison: *Charles Wallace, x6213*.



College of Liberal Arts

- The areas of concern for this committee include: Academic purposes, policies and programs of the College; Academic standards and policies for admission, retention and graduation of students; and curricular planning, placement and development of program enrichment.
- Student Membership: *Two*; Time Commitment: *Quarterly*; Staff Liaison: *Dean of the College of Liberal Arts, x6285.*

Development and University Relations

- The responsibilities of this committee range from evaluating alumni and parent affairs, University publications, publicity, information services, public relations, financial aid and general financial promotion and development (including gifts to the several annual funds for endowment and capital) to planning and implementing fundraising programs necessary to achieve long and short range financial goals of the University.
- Student Membership: *One*; Time Commitment: *Quarterly*; Staff Liaison: *Jerry Whipple, x6340.*

Facilities

- This committee meets to discuss the general campus development plan. They oversee the construction and renovation of major projects, report on the condition of buildings and grounds, and review, evaluate and make recommendations on maintenance policies and practices.
- Student Membership: *One*; Time Commitment: *Quarterly*; Staff Liaison: *Brian Hardin, x6210.*

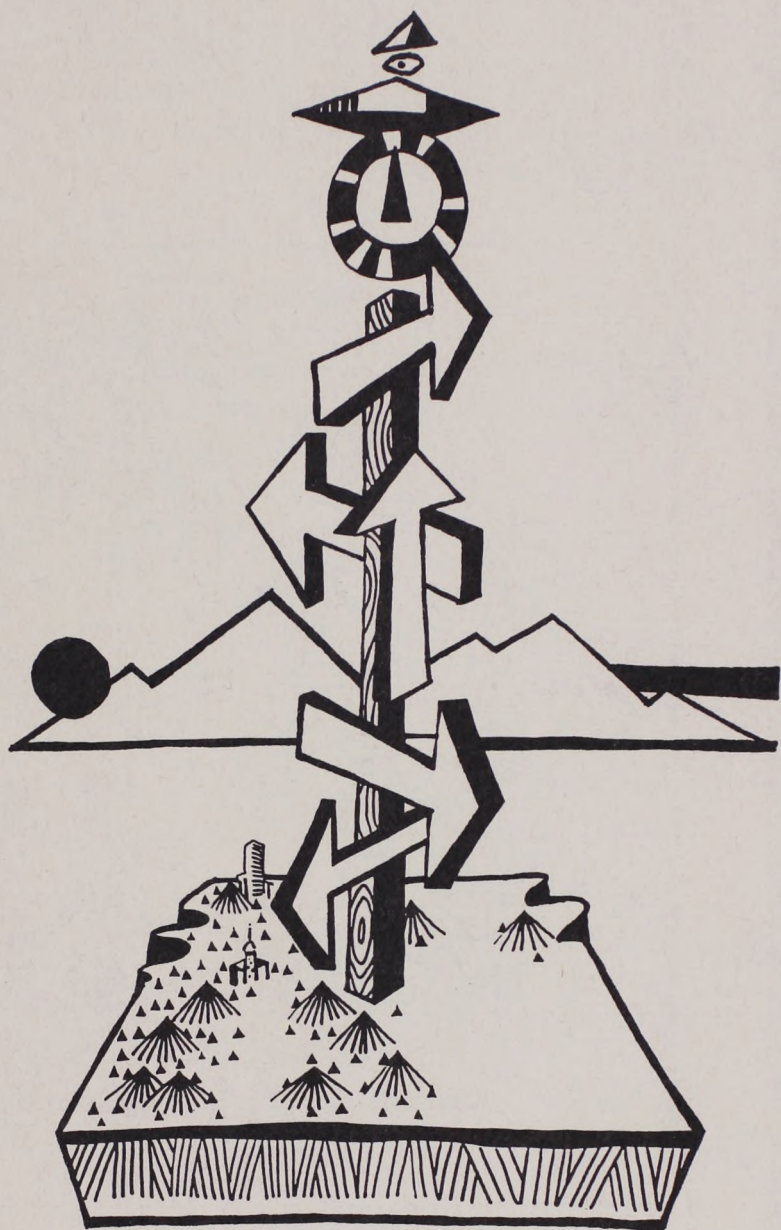


Student Affairs

- Reviewing and evaluating purposes, policies, and programs related to student life and studying policies legislated by the Campus Committee on Student Affairs are the topics of interest for this committee.
- Student Membership: *One*; Time Commitment: *Quarterly*; Staff Liaison: *Frank Meyer, x6447*.

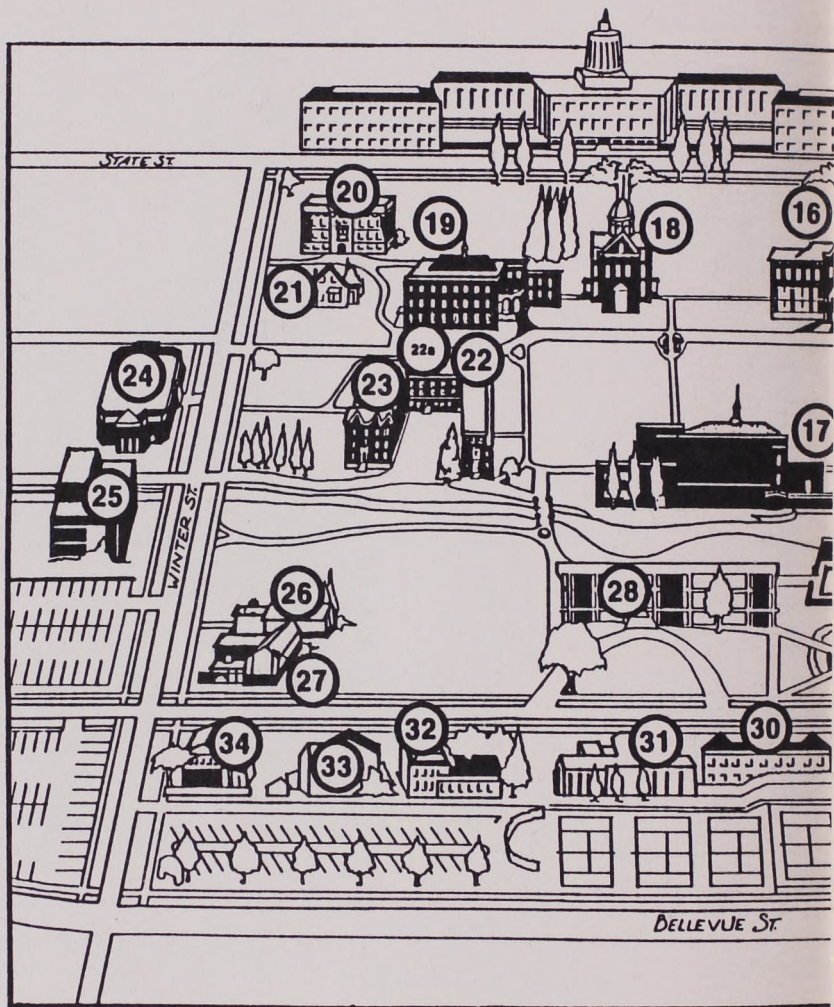




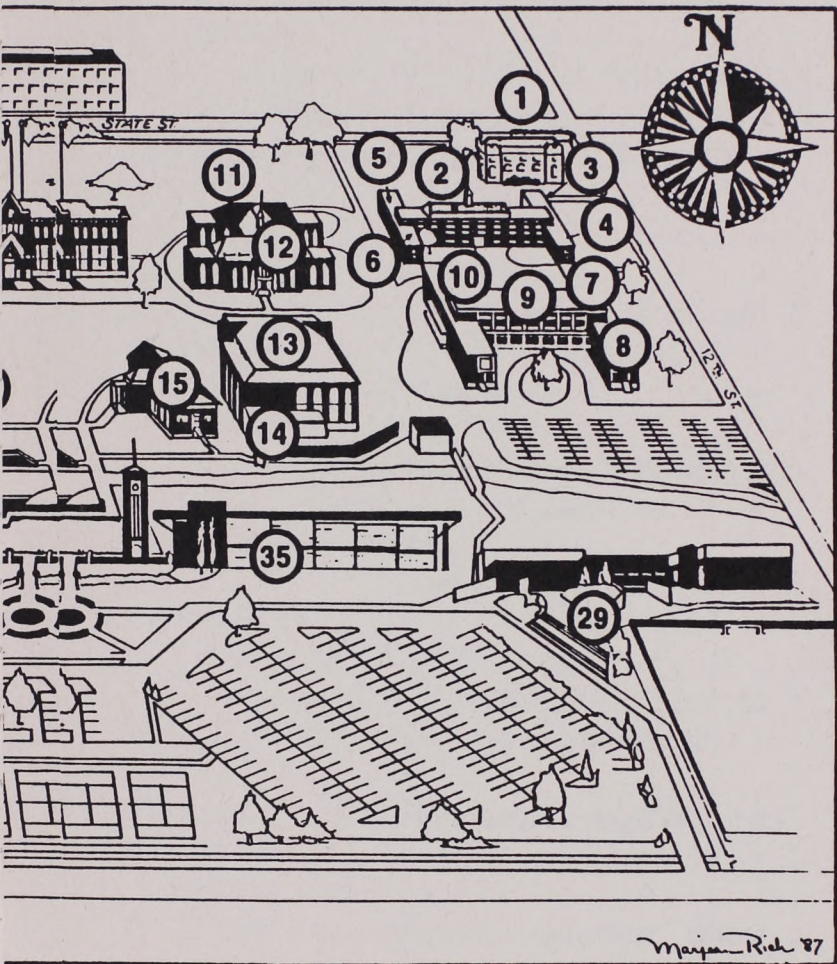


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1. **Gatke Hall**

- Moved to its present location in 1938. Named in honor of Willamette Historian and Political Science Professor Robert Gatke.
- Campus Safety Office.
- News and Publications Office.

2. **Baxter Hall**

- Built in 1948. Named in honor of Dr. Bruce R. Baxter, President of Willamette from 1934-40.
- Coed, 115 residents.

3. **Metanoia House**

- Founded in 1988.
- Coed, 32 residents.

4. **Sigma Alpha Epsilon Fraternity**

- 32 residents.

5. **Beta Theta Pi Fraternity**

- 32 residents.

6. **Sigma Chi Fraternity**

- 32 residents.

7. **Kappa Sigma Fraternity**

- 32 residents.

8. **Delta Tau Delta Fraternity**

- 32 residents.

9. **Matthews Hall**

- Constructed in 1961. Named in honor of Mathematics Professor James T. Matthews.
- Coed, 95 residents.



10. **Belknap Hall**
 - Completed in 1961. Named in honor of Dr. Lewis Franklin Belknap, a prominent Methodist Minister.
 - Coed, 75 residents.

11. **Smullin Hall**
 - Renovated in 1988. Named for Oregon and California broadcasting executive William B. Smullin '29.
 - Political Science Department.
 - Economics Department.
 - Psychology Department.
 - Sociology Department.
 - Speech/Communication Department.
 - Mathematics Department.
 - Computer Science Department.
 - Offices of the Dean and Associate Dean of the College of Liberal Arts.
 - Computer Center.

12. **Walton Hall**
 - Constructed in 1967. Named in honor of the late financier William S. Walton.
 - Foreign Language Department.

13. **Willamette Playhouse**
 - Built in 1923. Converted from gymnasium use in 1974 for theater productions. Renovated 1979.
 - Theater Department.

14. **Maintenance shops**



15. **Bishop Center**

- Completed in 1955. Named to honor Board of Trustee member C.P. Bishop and his wife, Fannie Kay Bishop.
- Medical Services.
- Counseling.
- Career and Life Planning.
- Business Office.
- Office of the Vice President for Financial Affairs.

16. **Eaton Hall**

- Built in 1909, and renovated in 1982. A gift from A.E. Eaton.
- History Department.
- Religion Department.
- English Department.
- Philosophy Department.
- Education Department.

17. **Smith Auditorium and Fine Arts Building**

- Completed in 1955. Named in 1970 in honor of President Emeritus G. Herbert Smith who served Willamette from 1942-69.
- 1,250 seat auditorium.
- Music Department.

18. **Waller Hall**

- Completed in 1867, this is the oldest building on campus. Named in honor of the Rev. Alvan Waller, a former Business Agent for Willamette who raised funds for the building.
- Chapel.



19. **E.S. Collins Science Center**
- Completed in 1941. Wing addition in 1962; renovated in 1981. A gift from lumberman Everell S. Collins.
 - Biology Department.
 - Chemistry Department.
 - Earth Science Department.
 - Physics Department.
20. **Art Building**
- Renovated in 1977, this structure was home to the old College of Music. Built in 1905.
 - Hallie Brown Ford Art Gallery.
 - Art Department.
 - Sculpture, painting and printmaking studios.
21. **University House**
- Moved to campus in 1938.
 - Alumni Relations Office.
 - University Relations Office.
22. **Doney Hall**
- Built in 1955, with wing addition in 1967. Named in honor of Willamette President Carl Gregg Doney (1915-34).
 - Coed, 110 residents.
- 22a. **Doney Basement**
- Marriot Food Service Office.
23. **Lausanne Hall**
- Constructed in 1920. Named for the sailing ship that brought many of the early pioneers to the Oregon territory. Renovated in 1985.
 - Coed, 120 residents.
 - Environment geared toward intensive study.
 - Basement houses the student publications offices for the *Collegian*, *Wallulah*, and the *Jason*, as well as the University's Media Center.

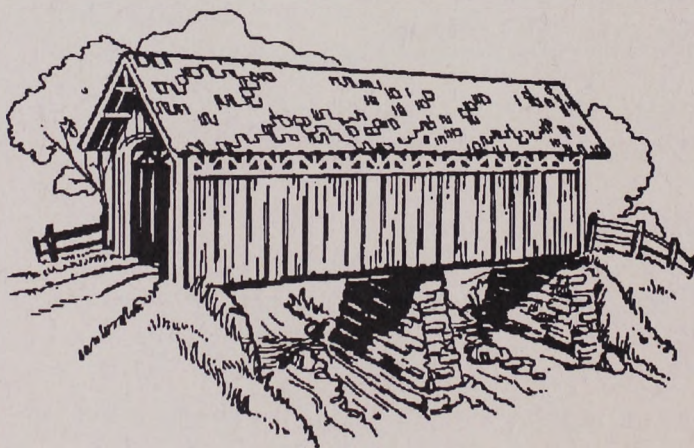


24. **Collins Legal Center**
 - Completed in 1967. Named in honor of alumnus, lumberman, and former Chairman of the Board of Trustees, Truman Wesley Collins.
 - College of Law.
 - Center for Dispute Resolution.

25. **Seeley G. Mudd Building**
 - Built in 1975 from a gift made by the Seeley G. Mudd Foundation.
 - Atkinson Graduate School of Management.
 - Word Processing Center.

26. **York House**
 - Constructed in 1959. Named in honor of Emily J. York, Willamette's first graduate in 1859.

27. **Lee House**
 - Completed in 1959. Named in honor of Lucy Anna Lee, only daughter of Willamette University founder Jason Lee.
 - Coed graduate student housing for 24 residents.





28. **Putnam University Center**

- Built in 1970. Named in honor of Oregon Journalist George Putnam.
- Student Government offices.
- Marguerite A. Will Bookstore.
- Student Lounge.
- Conference Rooms.
- Cat CavernSnack Bar.
- Bistro.
- Mailroom.
- Office of Admission.
- Financial Aid Office.
- Registrar's Office.
- Office of Residence Life.
- Student Activities Office.
- Office of the Vice President for Academic Affairs.
- Office of the Vice President for Student Affairs.
- Office of the President.
- KWU Radio Station.

29. **Lestle J. Sparks Physical Education and Recreation Center**

- Built in 1974. Named in honor of a Professor of Physical Education and coach who was associated with Willamette from 1916-1979.
- Edwin E. and June Woldt Cone Fieldhouse.
- Chester Henkle Gymnasium.
- Swimming Pool Complex.
- Handball and racquetball courts.
- Assorted sports facilities and equipment.

30. **Willamette International Studies House (W.I.S.H.)**

- Built in 1965.
- Focus on foreign languages and cultures.
- Coed, 37 residents.



31. **Alpha Chi Omega Sorority**
 - 48 residents.

32. **Delta Gamma Sorority**
 - 48 residents.





33. **Pi Beta Phi Sorority**
- 48 residents.
34. **Shepard House**
- Completed in 1963. Named in honor of the first teacher in the Oregon Mission, Cyprus Shepard.
 - Coed, 46 residents.
35. **The Mark O. Hatfield Library**
- Built in 1986. Dedicated in honor of Oregon's senior Senator, a Willamette alumnus, teacher, administrator, and Life Trustee.



Academic Affairs Office

Top Floor, University Center

8-12, 1-5, Monday-Friday

Dr. R.S. "Sam" Hall, *Vice President for Academic Affairs*
x6374

- This office oversees the academic needs of the College of Liberal Arts, College of Law, and Atkinson Graduate School of Management.

Admissions Office

Ground Floor, University Center

8-12, 1-5, Monday-Friday

Jim Sumner, *Dean of Admissions*
x6303

- This office is responsible for student admission into the College of Liberal Arts.
- The Admissions Office also arranges campus tours and special programs for prospective students.

Associated Students Of Willamette University (A.S.W.U.)

Top Floor, University Center

open all day

Mark Yaconelli, *President*

Cindy Ziel, *Vice President*

Deborah Bellemore, *Secretary*

E. Joe Kipp, *Treasurer*

x6058 (A.S.W.U.)

Hotline, x2798

- This office coordinates many of the campus activities and plans policy-making strategies.
- Students can obtain information here about current happenings on campus, committee applications, and senate minutes.
- **All students are welcome to discuss any concerns with one of their elected officers.**



Marguerite A. Will Bookstore

Ground Floor, University Center

8:30-4:30, Monday-Friday

10:00-4:30, Saturday

Sue Shields, *Director*

x6315

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

Business Office

Bishop Center

8-12, 1-5, Monday-Friday

Cashier's Window is open: 9-12, 1-3, Monday-Friday

Brian Hardin, *Vice President for Financial Affairs*

Bob Olson, *Controller*

x6210

- The cashier, student accounts, phone service, loan office, payroll and accounting operations are located here.
- The Business Office handles phone bills, tuition payments, refunds, paychecks, emergency loans, and check cashing (up to \$50.00).

Campus Safety/Purchasing

Main Floor, Gatke Hall

8-12, 1-5, Monday-Friday

Ross Stout, *Director*

x6000

24 Hour Emergency Hotline, ext. 6911

- Campus Safety's goal is to ensure a safe and secure environment that allows the academic achievement of students to advance unimpaired.
- The staff provides assistance, information and advice on crime prevention, fire safety, parking and other 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 escorts on campus, and the opening of locked doors.
- **Call 6911 if you are suspicious of any person or incident and believe a potential problem may result.**

Career Development Center

North Wing, Bishop Center
8-12, 1-5, Monday-Friday
Nancy Norton, *Director*
x6471

- The Career Development Library has information on career options and vocational interest - testing, as well as application materials for a wide variety of graduate school entrance exams.
- The Career Development Center provides information on internships, part-time, summer and full-time job opportunities; assists students in developing careers; and conducts workshops which teach effective resume writing and interview skills.
- All counseling services are free, as are most career materials.

Cat Cavern

Main Floor, University Center
7:30-3:30, Monday-Friday
x4999

- The Cat Cavern's snack bar is open during the hours listed above. Sandwiches, drinks, and vending machines can be found here.
- The Cat is a wide-open space which provides a pleasant social and study atmosphere.



Office of the Chaplain

Main Floor, University Center

8-12, 1-5, Monday-Friday

Dr. Charles Wallace Jr., *University Chaplain*

x6213

- 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 worship services, retreats, speakers, and films, provides counseling, and advises many of the religious groups on campus.
- Worship services are ecumenical in nature and open to students of all denominations and faiths.
- This office is responsible for planning the University Convocation series and organizing the Roundtable, which consists of faculty, students and staff, and takes place throughout the year.
- A library of catalogs for graduate schools of religion is maintained in the office for use by students considering a church vocation.

Computer Center

Smullin Hall

open 24 hours

Nick Liepins, *Director*

x6004

- The Computer Center has PRIME terminals, and many microcomputers, including the Leading Edge, Apple and Macintosh clusters.
- You cannot reserve computer time, it is available on a first come, first served basis.
- Throughout the day there is an assistant on duty who can help you with problems or answer questions you might have pertaining to the subject at hand.



Counseling Center

North Wing, Bishop Center

8-12, 1-5, Monday-Friday

Deborah Loers, *Director*

x6471

- 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.
- Professional yet informal and personal consultations can be arranged for individuals, couples, or small groups to discuss a wide variety of subjects. Concerns may include stress, relationship problems, depression, loneliness, anxiety, grief and loss, sexuality, confusion or indecision about a personal choice, or any other problem a person is encountering.
- The Counseling Staff emphasizes that a student need not have a pressing problem to use their services; casual discussions are encouraged.

Dean's Office, College of Liberal Arts

Walton Hall

8-12, 1-5, Monday-Friday

Dr. Julie Ann Carson, *Dean, College of Liberal Arts*

Dr. Richard Lord, *Associate Dean, College of Liberal Arts*

x6285

- This office is responsible for implementing academic programs proposed by the various campus and faculty committees.
- Several of Willamette's student internships and study abroad programs are coordinated through this office.



Financial Aid Office

Ground Floor, University Center
8:30-12, 1-4:30, Monday-Friday
Jim Woodland, *Director*
x6273

- Financial aid is granted 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 financial aid form (FAF) on file to establish need. The FAF must be renewed each year in early February to receive aid for the next school year.
- Appointments are advisable, but walk-ins are accepted if no other appointments are scheduled.

Geo. H. Atkinson Graduate School of Management

Seeley G. Mudd Building
8-12, 1-5, Monday-Friday
Dr. David Puryear, *Dean*
Lori Schmidgall, *Director of Admission*
x6440

- The Graduate School of Management (G.S.M.) was created in 1974 to educate future executives in industrial settings, corporations, and other organizations.
- The G.S.M. is dedicated to helping students become innovative problem solvers, versatile managers, leaders, and creative entrepreneurs in public, private, and non-profit sectors.



Health Center

Bishop Center

8-12, 1-5, Monday-Friday

Jennifer Roy M.S. A.R.N.P., *Director*

x6062

- The Health Center provides comprehensive medical care for Willamette students. The medical staff treats illnesses, injuries, allergies and personal health concerns.
- Routine health maintenance services such as physical examinations, paps, weight control, and birth control are also available through the Health Center.
- Examinations by the staff are available at no cost to students.
- Year-round health insurance is available to all full-time students. Premiums are included in the fee schedule every semester.
- Pamphlets and information about health care concerns are available in the self-care area. Over-the-counter medicines are free, and Medical instruments to check blood pressure, weight, and temperature can be utilized by students.
- **Medical appointments should be made in advance, but anyone with a medical emergency is urged to come right in.**
- **Students needing care on weekends or in the evenings may go to the Salem Memorial Hospital Emergency Room (370-5283) or one of Salem's emergency medical clinics.**

College of Law

Truman Wesley Collins Legal Center

8-12, 1-5, Monday-Friday

Robert Misner, *Dean*

Judy Basker, *Assistant Dean and Director of Admissions*

x6380

- Founded in 1883, it is the oldest law school in the



Northwest. Since its founding, the College of Law has been dedicated to the education of students for all branches of practice under the highest standards of academic and professional excellence.

- A relatively new development at the College of Law is the establishment of a Center for Dispute Resolution, the first such center in the Northwest.

Mark O. Hatfield Library

8 a.m.-11 p.m. Monday-Thursday

8 a.m.-9 p.m. Friday

10 a.m.-9 p.m. Saturday

12 p.m.-11 p.m. Sunday

Sandy Weronko, *University Librarian*

x6312

- The library's holdings exceed 200,000 books, periodicals, reels and scores.
- The library has a computerized index catalog as well as a 24 hour study room.
- Reserve materials can be checked out at the circulation desk.
- A current Willamette ID card is required to check out books.
- If you need a book the library does not carry, there is an Inter-Library Loan System which can be used to meet your needs.
- There are numerous individual and group study rooms, as well as audio/visual rooms spread throughout the second floor of the building.
- The Hatfield Room is also located here, displaying Senator Hatfield's public papers, academic regalia and other miscellaneous memorabilia.

Mailroom

Ground Floor, University Center

10-3 p.m., Monday-Friday

x4472

- You can send and receive on and off campus



mail here. U. S. Mail leaves campus at 3 p.m. Monday-Friday; UPS is delivered at 1 p.m.

- Stamps, Next Day Air and Second Day Air, as well as certified and registered mail are also offered during business hours.

Maintenance/Physical Plant

Maintenance Buildings

8-12, 1-3:30, Monday-Friday

Bruce Bigler, *Director*

x6003

- Once room repairs have been channelled through the Office of Residence Life, Willamette's maintenance personnel are assigned the task and are more than willing to go out of their way to see to it the job gets done right.
- If you notice anything out of place or broken on campus, notify this office immediately.

Marriott Food Service

Basement, Doney Hall

8-5, Monday-Friday

Tom Winter, *Director*

x6005

- If you live on campus, you will need a meal sticker for your identification card to eat at any of the residence halls.
- Marriott caters special meals for students, faculty and staff for all occasions.
- If you only eat on campus every once in a while, special meal plans are available.

Minority Affairs Office

Top Floor, University Center

8-12, 1-5, Monday-Friday

Joyce Greiner; *Minority Student Coordinator*

x6463

- Support services for minority, handicapped, and



non-traditional age students can be found here.

- Services include academic and personal advising, tutoring, and assistance with special concerns.
- The Minority Student Coordinator also advises ethnic student organizations and develops ethnocultural activities.

News/Publications Office

Second Floor, Gatke Hall

8-12, 1-5, Monday-Friday

Betty O'Brien, *Director*

x6014

- The News/Publications Office publishes the official course catalogs for the College of Liberal Arts, Atkinson School, and the College of Law; as well as the *Willamette Scene*, and also releases information to the press about the University.
- With your authorization, hometown press releases are sent out about you and your accomplishments throughout the year.

President's Office

Top Floor, University Center

8-12, 1-5 p.m., Monday-Friday

Dr. Jerry E. Hudson, *University President*

x6209

- The President's Office serves as a liaison between the University's various constituencies.

Registrar's Office

Ground Floor, University Center

8:30-12, 1-4:30, Monday-Friday

Richard A. Yocom, *Registrar*

x6206

- 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 error exists.

- Information concerning the General Education Program, major requirements, and graduation are found here.
- Drop/Add cards, Change of Adviser forms, transcripts and petitions for graduation, declaring majors/minors, and for contesting grades, may all be acquired at this office.

Office of Residence Life

Main Floor, University Center

8-12, 1-5, Monday-Friday

Dr. Tim Pierson, *Director*

Sallie Suby-Long, *Associate Director*

x6212

- 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 organizations.
- For additional information concerning residence life at Willamette, your R. A. can be a valuable resource. This person should have the answers to all your questions, whether they pertain to pets or vacation periods.

Lestle J. Sparks Center

7 a.m.-10 p.m., Monday-Friday

12-9 p.m. Saturday and Sunday

Gordy James, *Director*

x6063

Cage/Reservations, x6219

- Sparks facilities include a swimming pool, racquetball courts, weight room, locker rooms, training room, classrooms, the Physical Education Department, Henkle Gym, and Cone Field House.



Office of Student Activities

Main Floor, University Center

8-12, 1-5, Monday-Friday, and during scheduled activities

Brenda Freeman, *Director of Student Activities*

x6463

- This office strives to improve the quality of campus life by working with students and faculty to develop programs, policies, and procedures which encourage exploration of individual values; support diversity of interests and backgrounds; strengthen community development and acceptance of responsibility as a community member; foster development of interpersonal skills and relationships; and create opportunities for new experiences.

Office of Student Affairs

Top Floor, University Center

8-12, 1-5, Monday-Friday

Frank Meyer, *Vice President for Student Affairs*

x6447

- The Office of Student Affairs' main goal is to facilitate students' intellectual, emotional, social, spiritual, and physical growth within the college environment.

George Putnam University Center

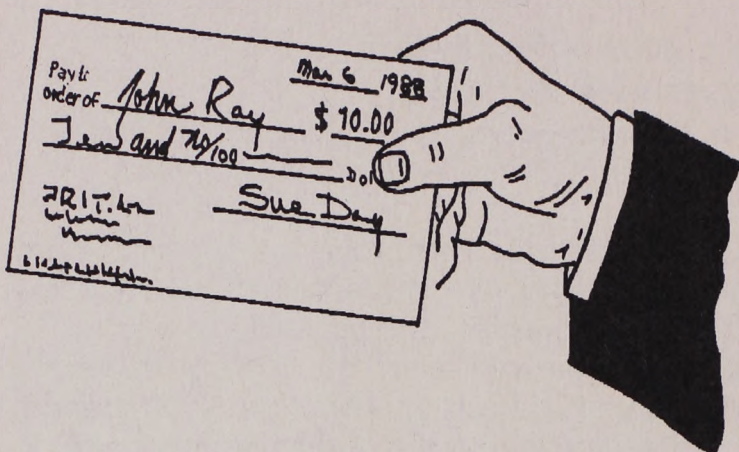
8 a.m.-11 p.m., Monday-Friday

9 a.m.-11 p.m., Saturday

10 a.m.-11 p.m., Sunday

Information Desk, x6267

- The University Center is literally the "center" for information and events.
- The information desk is the place to go for any information relating to University activities and events.



- At the U. C. you can cash checks (one party, up to \$20.00), drop off posters, make copies, check out conference rooms, and see the monthly calendar of events.
- Convocations, receptions, banquets, meetings, dances, and movies are scheduled throughout the year to keep students, faculty and staff members educated and entertained.
- Books, mail, food, organizers, and administrators can all be found throughout this building.

University Relations

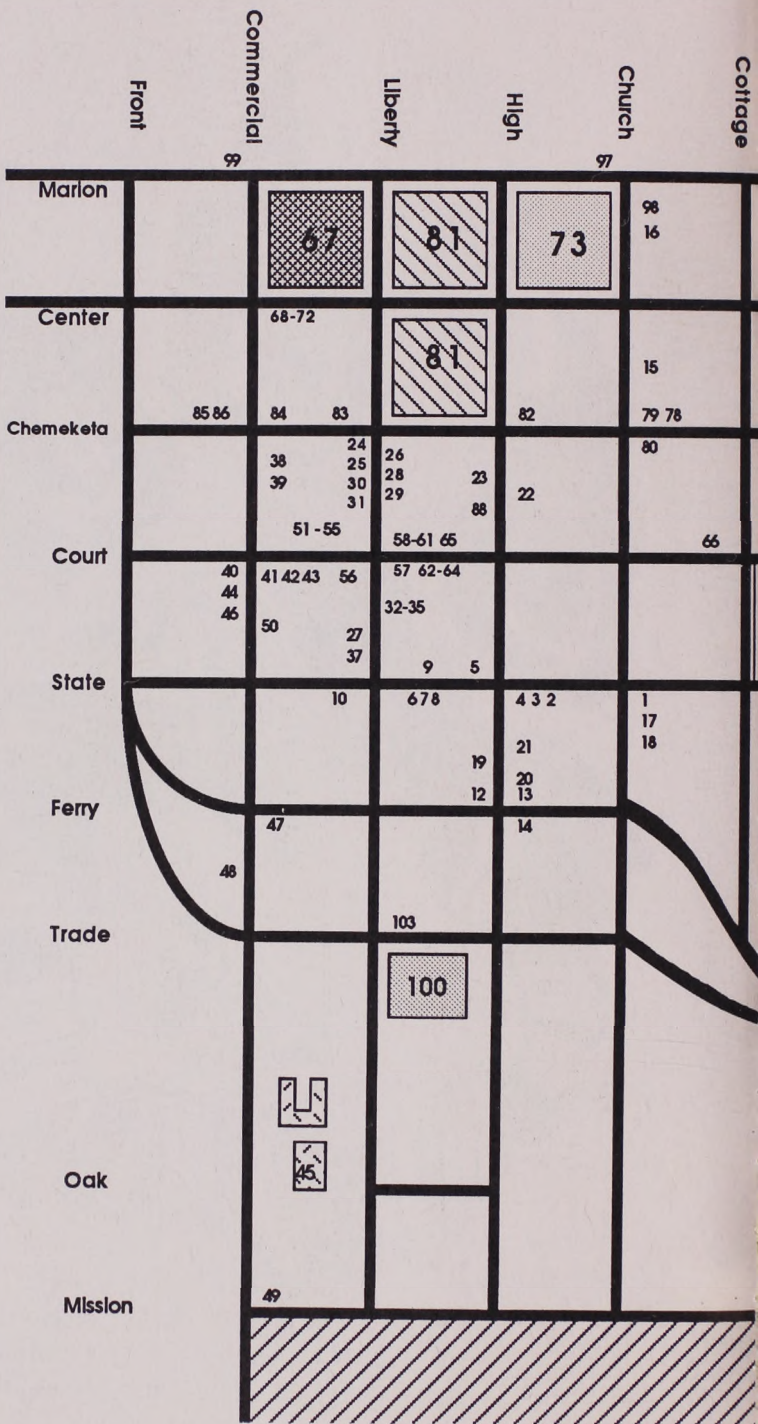
University House

8-12, 1-5, Monday-Friday

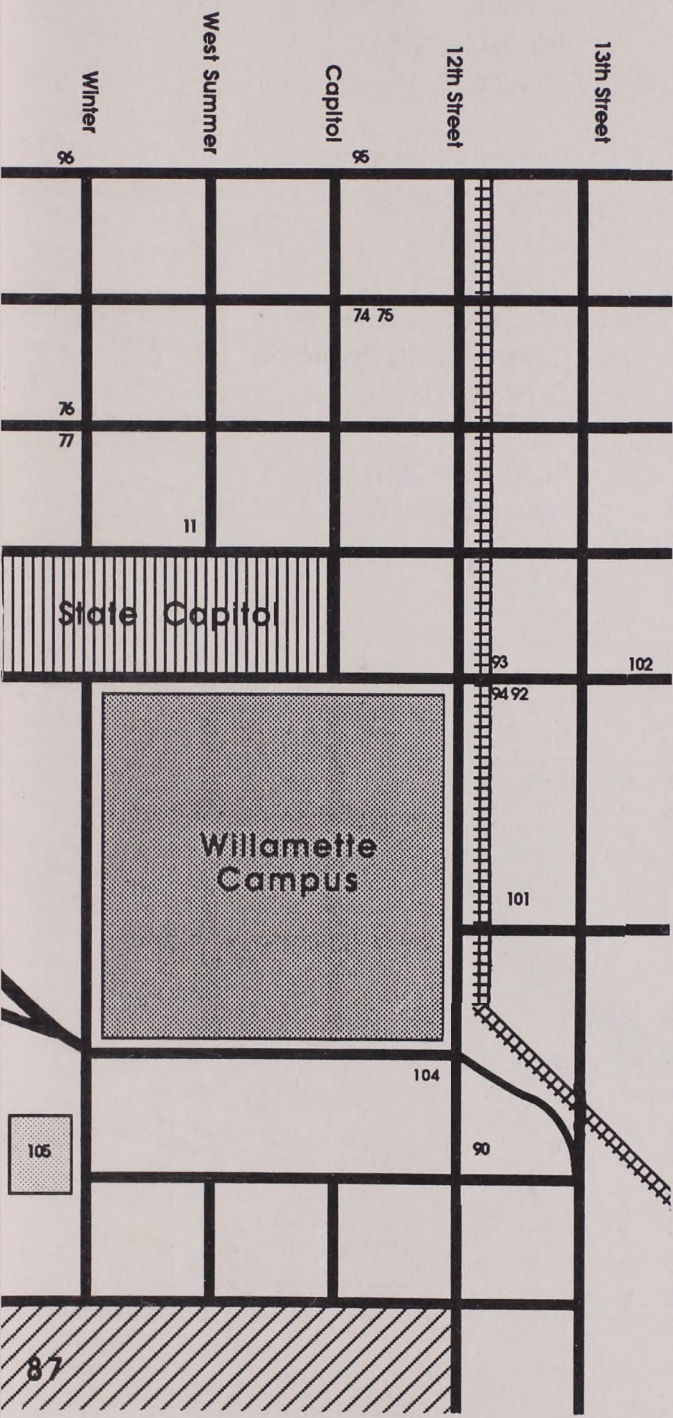
E. Jerry Whipple, *Vice President for University Relations*
x6340

- The University Relations Office serves as the liaison between the University, the Alumni Board of Directors, and 15,000 Alumni.
- This office sponsors and coordinates academic, educational and social programs with alumni clubs across the nation, publishes the *Willamette Scene*, and organizes Commencement Weekend.
- Parent Relations/Development, and News and Publications are two more important functions of the University Relations Office.





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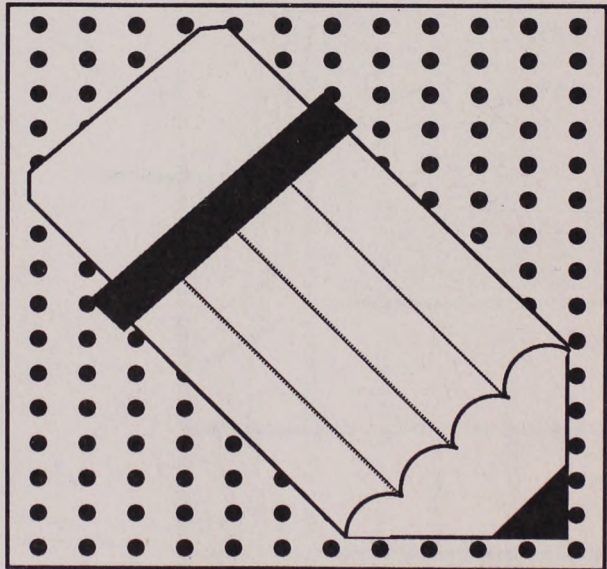
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27. Creative Cache
145 Liberty N.E.
364-7465

81. Beard's Frame Shop
Salem Centre
581-7440

84. Art Decor Gallery
Chemeketa Parkade
378-0876

87. Bush Art Center
600 Mission S.E.
581-2228



4. Razzle Dazzle Card Company
508 State
588-7177
23. Mr. Mystic's Magic Corner
245 High N.E.
364-1487
28. Other Lands
234 Liberty N.E.
399-0994
38. Captain Albert Goodthings
254 Commercial N.E.
364-6511
54. William's Hallmark
357 Court N.E.
363-9496
55. Balloon Kapers
399 Court N.E.
581-9874
56. Made in Salem
Reed Opera House
399-8197
56. Greek Imports
Reed Opera House
363-6790
81. Xanadu
Salem Centre
371-9262
81. Bon Vivant
Salem Centre
371-3314



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1. First United Methodist Church
600 State
364-6709

76. St. Joseph's Catholic Church
721 Chemeketa N.E.
581-1623


77. First Presbyterian
770 Chemeketa N.E.
363-9234

96. St. Mark's Lutheran
790 Marion
588-0141

97. First Christian
685 Marion N.E.
363-9273

99. First Baptist Church
395 Marion N.E.
364-2285

5. Morry's Ltd.
101 High N.E.
370-9744
43.& Old Lace
320 Court N.E.
585-6010
56. Angie's Boutique
Reed Opera House
588-1577
56. Your \$10 Store
Reed Opera House
1-800-422-5622
59. Tanya Menci Boutique
421 Court N.E.
364-4221
81. Brooks
Salem Centre
364-7442
81. Jay Jacobs
Salem Centre
371-1767
81. The Limited
Salem Centre
363-8224
84. Shryocks
Chemeketa Parkade
363-9292
100. Your Place
Pringle Plaza
399-7459



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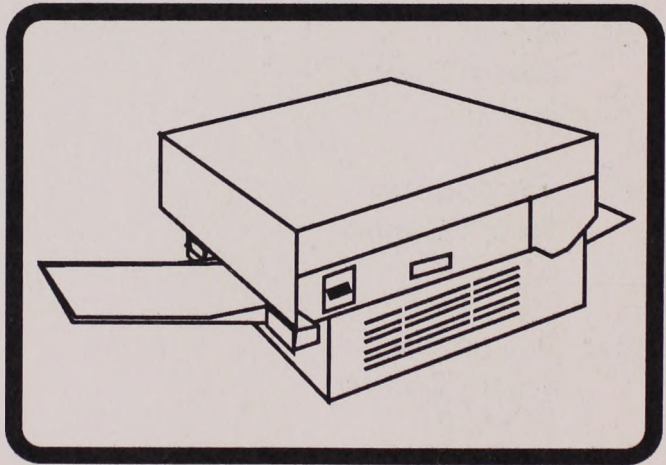


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8. Cooke Stationery
370 State
581-1404

12. Salem Blue
475 Ferry
363-6097

92. Kinko's Copies
1220 State
364-7442




29. Metropolitan Store
160 Liberty N.E.
363-8940
67. Payless Discount Drug Store
435 Liberty N.E.
585-4301
73. Meier and Frank
400 High N.E.
363-2211
81. Nordstrom
Salem Centre
371-7710
81. Mervyn's
Salem Centre
362-8800
83. JC Penney
305 Liberty N.E.
585-4535
95. Sears
550 Capitol N.E.
363-9191



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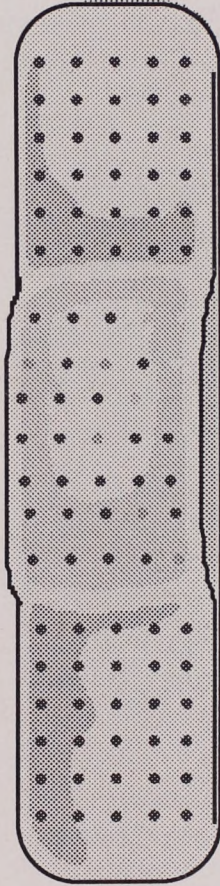


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52. Academy of Hair Design
305 Court N.E.
585-8122
56. The Curlery
Reed Opera House
585-7066
56. Sundance Tanning Centre
Reed Opera House
581-4826
60. Beautifully Nailed
423 Court N.E.
362-3840
71. Hair Hair Hair
394 Center N.E.
399-9999
79. Downtown Barbers
617 Chemeketa N.E.
363-1221
82. Creations Unlimited
320 High N.E.
585-4348
84. Harvey Loveall Haircare
Chemeketa Parkade
363-2355

105. Salem Hospital
665 Winter S. E.
Emergency: 370-5373
Information: 370-5200



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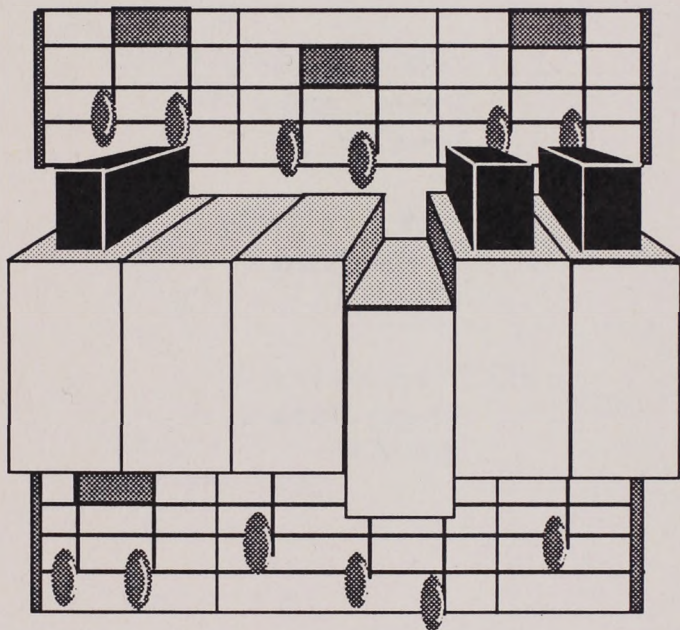


21. Oasis Records
154 High S.E.
399-9041
32. Shogren's Electronics
170 Liberty N.E.
399-1465
39. Rockola Records
220 Commercial N.E.
362-9950
49. Opus One Records
778 Commercial S.E.
362-1788
51. Oregon Sound
343 Court N.E.
378-7425
64. Ranch Records
482 Court N.E.
362-8515
68. Western Pianos and Organs
388 Commercial N.E.
364-2066
81. Radio Shack
Salem Centre
393-1655
81. Tilt Video
Salem Centre
581-1060

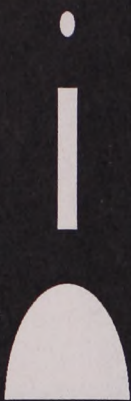
81. Musicland
Salem Centre
370-9665

85. ABC Music
263 Chemeketa N.E.
363-1641

86. Paramount Records
311 Commercial N.E.
585-9109



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2. Capitol News Center
546 State
371-3750

11. Oregon State Library
Corner of Court and Summer
378-4277

29. Book World
220 Liberty N.E.
399-7073

45. Salem Public Library
585 Liberty S.E.
Hours: 588-6281
Information: 588-6052

81. Waldenbooks
Salem Centre
363-6767

100. Jackson's Books
Pringle Plaza
399-8694

100. The Book Habit
Pringle Plaza
581-3637



6. Tahiti Restaurant
380 State
581-4978

9. Little King's Restaurant
349 State
362-0481

10. Videl's Dining and Cocktails
356 State
399-9209


13. Ferry Street Cafe
IRA's Alley and Shops
535 Ferry S.E.
581-5779

13. Patty's Old Tyme Pizza
IRA's Alley and Shops
180 High S.E.
362-6278

13. La Margarita Restaurant and Grill
IRA's Alley and Shops
545 Ferry S.E.
362-8861

13. Croissant & Co.
IRA's Alley and Shops
190 High S.E.
362-7323

16. Red Dragon
448 Church N.E.
581-2655



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17. The Terrarium
156 Chuch N.E.
363-1611
19. BBQ Pit
159 High S.E.
363-5083
24. Golden Crown
365 Liberty N.E.
362-9560
25. See's Candies
355 Liberty N.E.
362-9532
26. Nopps Golden Pheasant Restaurant
248 Liberty N.E.
362-9560
30. Straight From New York Pizza
233 Liberty N.E.
581-5863
31. Euphoria Cafe
399 Court N.E.
399-8356
34. Jonathan's Oyster Bar
445 State
588-9744 / 362-7219
37. Ramblin's Subs
135 Liberty N.E.
363-0675
40. Night Deposit
195 Commercial N.E.
585-5588

47. Black Angus
220 Commercial S.E.
585-1011
48. Magoo's Tavern
275 Commercial S.E.
363-1936
53. Court Street Dairy Lunch
347 Court N.E.
363-6433
56. Via Florencia
Reed Opera House
363-7578
58. Yogurt Grove
405 Court N.E.
585-3031
62. Casey's Hot Dogs Co.
466 Court N.E.
399-0643
65. The Beanery
545 Court N.E.
399-7220
70. China Best Restaurant
364 Center N.E.
581-1668
72. Breaktime
395 Liberty N.E.
370-7712
74. McDonald's
110 Center N.E.
363-5314



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- 75. Coffeetime
1146 Center N.E.
363-0816

- 78. Maxine's Home Cooking
635 Chemeketa N.E.
362-3354

- 81. Garden Gourmet
Salem Centre
371-7960

- 81. Cindy's Cinnamon Rolls
Salem Centre
364-9325

- 81. Euphoria Chocolate Company
Salem Centre
362-5451

- 84. Hot Dogs Unlimited
Chemeketa Parkade
363-2530

- 90. La Casa Real
698 12th Street
588-0700

- 93. A&W Restaurant
110 12th Street N.E.
364-9306

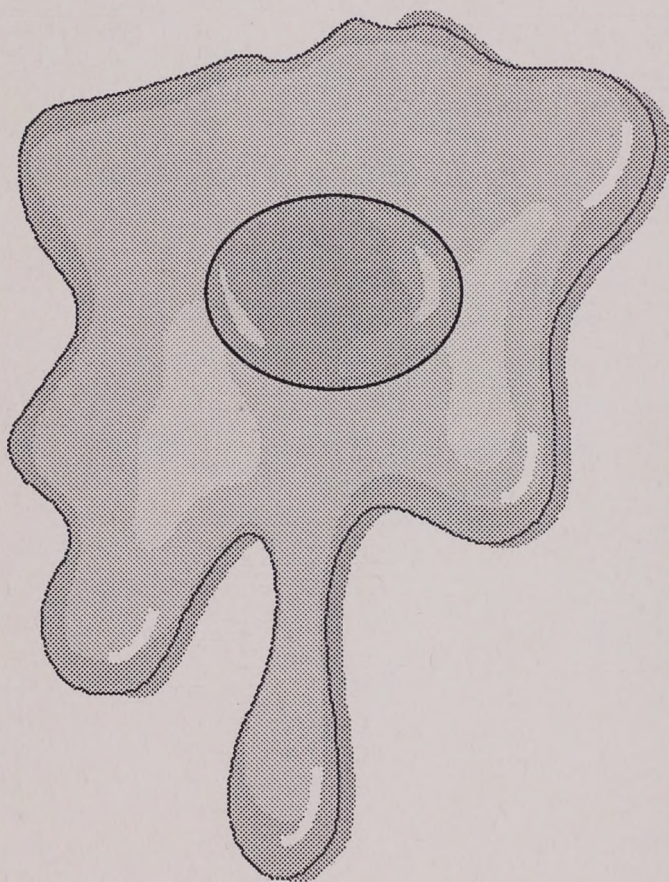
- 94. Brice's
1210 State
371-9320

- 100. Rich Garden Restaurant
Pringle Plaza
585-6184

100. Tudor Rose
Pringle Plaza
588-2345

102. Arctic Circle
1411 State
585-4251

103. J.B.'s Restaurant
260 Liberty S.E.
581-2622



104. The Ram
515 12th S.E.
363-1904

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7. Bill Beard Sporting Goods
372 State
363-3111

14. Phidippides Shoe Store
554 Ferry S.E.
399-7057

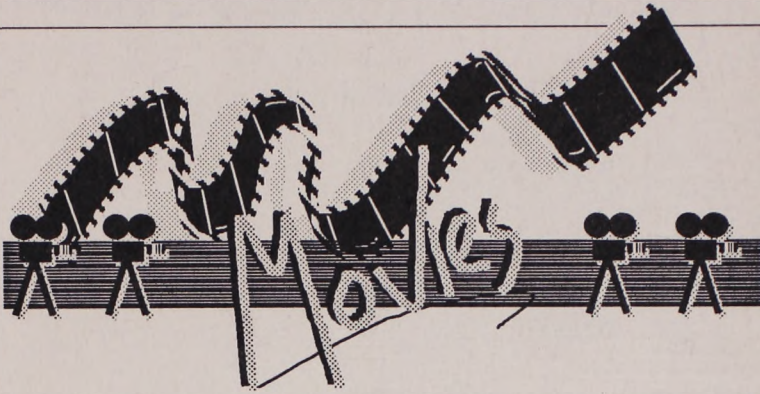
43. Bike Peddler
174 Commercial N.E.
399-7741

46. Scott's Cycle
147 Commercial S.E.
363-4516

52. Anderson's Sporting Goods
340 Court N.E.
364-4400

88. Zero Gravity Skate Shop
181 High S.E.
378-7079

100. McNeese's Fly Fishing Shop
Pringle Plaza
588-1768



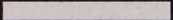
- 3. Capitol Theatre
542 State
363-5050

- 20. Elsinore Theatre
170 High S.E.
581-8810

- 100. Salem Cinema
Pringle Plaza
378-7676



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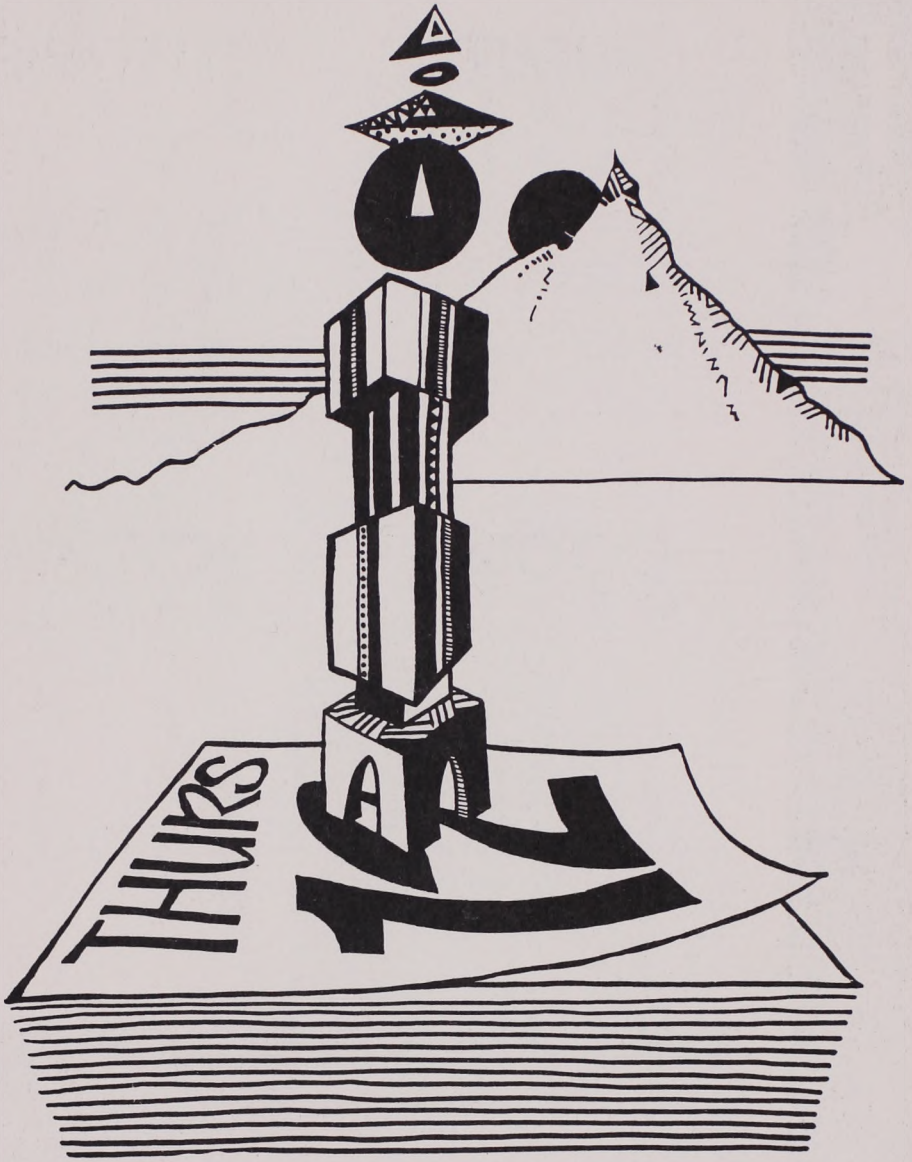


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15. Greyhound Bus Station
450 Church N.E.
362-2428

22. Cherriots
216 High N.E.
588-2877

101. Amtrak
105 Liberty N.E.
588-0834



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AUGUST

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SEPTEMBER

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OCTOBER

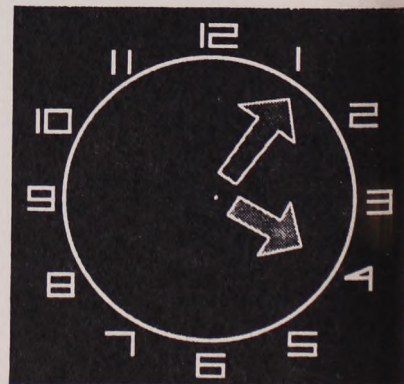
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DECEMBER

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JANUARY

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FEBRUARY

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MARCH

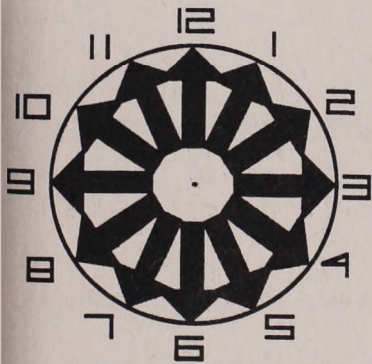
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APRIL

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MAY

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AUGUST

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Opening Days
Begin
CLA Fee
Payment

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IFC/Sorority
RUSH begins

CLA Classes
Begin

CLA Course
Registration for
new students

ASWU
Coffeehouse
Cat



memo:

SEPTEMBER

SUN. MON. TUE. WED. THUR. FRI. SAT.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 IFC/Sorority RUSH	2 ASWU Movie 6 and 9 pm Smith	<input type="checkbox"/>
4	5 LABOR DAY	6	7	8	9 Faculty Recital 8pm Smith	10
11	12 ROSH HASHANAH	13	14 ASWU/Faculty Get-together 4:30 pm Cat	15 Royal Lichtenstein Circus, 4pm Brown Field	16 Joan Ogard Concert 8pm, Smith	17
18	19	20	21 YOM KIPPUR	22 Wordsworth Lecture by Prof. Bowers 3 pm Hatfield	23	24 ASWU Beach Party All day Oregon Coast
25	26 SUCCOTH	27	28 Oregon Symphony 8 pm Smith	29 William Sloan Coffin 8 pm Smith	30	<input type="checkbox"/>



memo:



OCTOBER

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memo:

DECEMBER

SUN.

MON.

TUE.

WED.

THUR.

FRI.

SAT.

					1 Expressions Smith	2 ASWU Movie 6 and 9 pm Cat	3 ASWU Christmas Dance 6 pm Cat
4 Band/Choir Concert 8 pm Smith	5	6	7 Rotary Pops Concert 7 pm Smith	8	9 CIA Classes END	10 Shakespeare Readers Theater 8 pm Hatfield	
11 WU Community Orchestra 8 pm Smith Study Day	12 Finds begin	13 Finds	14 Study Day	15 Finds	16 Finds	17 Finds End	
18	19	20	21	22	23	24	
25 CHRISTMAS DAY	26	27	28	29	30	31	



memo:



JANUARY

SUN. MON. TUE. WED. THUR. FRI. SAT.

1 NEW YEAR'S DAY	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16 CLA Course Registration	17 CLA Classes begin	18 Oregon Symphony Pops 8 pm Smith	19	20 Cardinal Roundtable Noon, Cone	21 ASWU Movie 6 and 9 pm Smith
22	23 School of Theological Studies 7 pm University Center	24	25	26 College Bowl Cat	27	28
29	30 Friends of the Library Book Sale 9 am Dining Rooms 1 and 2	31				



memo:

FEBRUARY

SAT.

FRI.

THUR.

WED.

TUE.

MON.

SUN.

4

College Forensics Tournament all day

11

8th Annual WU Jazz Festival all day

18

25

Jazz in the Cat 8 pm University Center

3

Black Tie Affair Portland

10

17

ASWU Movie 6 and 9 pm Smith

24

2

Lincoln Mayorga Concert 8 pm Smith

9

Maya Angelou 8 pm Smith

16

Expressions Alumni Lounge

23

1st Annual Pacific Rim Conference through 25

1

Oregon Symphony 8 pm Smith

8

Women's Week Coffeehouse 7 pm Cat

15

22

Distinguished Artist Series Musical 8 pm Smith

7

14

21

28

6

School of Theological Studies 7 pm UC

13

20

27

5

College Forensics Tournament 8 am

12

19

ASWU Coffeehouse 8 pm Cat

26

WU Community Orchestra 3 pm Smith

memo:



MARCH

SUN. MON. TUE. WED. THUR. FRI. SAT.

			1 Band Concert 8 pm Smith	2 Oral Interpretation Festival 8 am Hatfield	3 Oral Interpretation Festival 8 am Hatfield	4 WU Poetry Workshop all day Smullin
5 Will U Dance? Concert 2 pm Smith	6 Glee Week	7	8	9	10 Senior Skills 7 pm Smith	11 Freshman Glee Dance Cone
12 Salem Concert Band 7:30 pm Smith	13 Blue Monday	14	15	16	17 SPRING BREAK BEGINS	18
19 PALM SUNDAY	20	21	22	23	24	25
26 EASTER	27 CIA Classes Resume	28	29 Byron Pezzone Concert 8 pm Smith	30	31 ASWU Movie 6 and 9 pm Smith	



memo:

APRIL

SUN. MON. TUE. WED. THUR. FRI. SAT.

						1 Student Entrepreneur Association Conference all day
						8 Greek Week Social Event 7 pm
						15 International Extravaganza 1 pm Jackson Plaza
						22 Hawaiian Club Annual Luau Cone
						29 OMEA State Solo Contest all day Smith
					7 Mid Valley Arts: Tandy Beal & Co. 8 pm Smith	14 Jazz in the Cat 8 pm University Center
					6 Expressions 8 pm Smith	21
					5 Oregon Symphony Pops 8 pm Smith	20
					12	19 Kurt Vonnegut 8 pm Smith
					4 Greek Week Banquet 4 pm Cat	27
					3 Greek Week	26 Opera Performance 8 pm Smith
					10 International Awareness Week	25
					9 Kristi Smith Voice Recital 3 pm Smith	18
					16 WU Community Orchestra 7 pm Smith	17 Salem Community Concert 8 pm Smith
					23/30	24



memo:



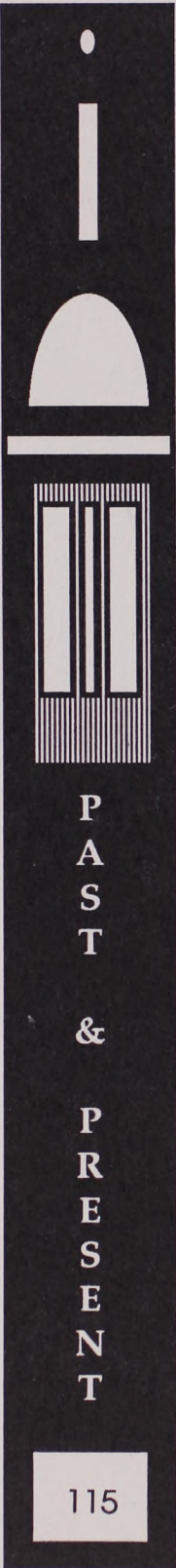
MAY

SUN. MON. TUE. WED. THUR. FRI. SAT.

<input type="checkbox"/>	1 ASWU Splash all day Cone	2 CLA Classes End	3 Oregon Symphony 8 pm Smith Study Day	4 Study Day	5 Finals	6 Finals
7 Study Day	8 Finals	9 Finals	10 Finals End	11	12	13 Senior Honors Recital 3 pm Smith
14 Baccalaureate 11 am Smith Graduation 3 pm McCulloch	15	16	17	18	19	20
21	22	23	24	25	26	27
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memo:



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 on February 1, 1842, a body of bylaws was adopted and a Board of Trustees appointed.

The state 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 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 was 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 Geo. 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 on a campus that has expanded to 57 acres.

With continuing commitment to providing a challenging curriculum, dedicated faculty, and excellent facilities, Willamette is moving forward to meet the demands of the modern world. In the years to come, Willamette is certain to be viewed as one of the finest universities in the nation.



WHEN IN DOUBT

Old Historic Temple

Words by Perry Reigleman, '12
Music by F.S. Mendenhall,
Dean of the School of Music

There's an old Historic Temple
Rising grandly through the years
Where the oaken-hearted fathers
Drew their strength for strong careers;
Down the years its portals open,
Gather wise ones to its fold;
Breathed the spirit of the Westland,
Card'nal emblem 'bossed with gold.

Dear old School: How strong we love thee!
'round thy mem'ries how we cling!
Glad some hearts beneath thy shadow,
loyal hearts to thee we bring.
Old Willamette how we cherish
All thy legends and thy lore,
Born upon the calm Pacific,
Guides us onward evermore.

Spirit of the Golden Westland,
breathing through the fathers tears,
Tells the story of the temple,
bids us hope a down the years,
Sing, oh, sing of old Willamette
Sing while hearts are young and true:
Sea to sea the chorus swelling,
Dear old school, our W.U.



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PREAMBLE

We, the students of Willamette University, recognizing the collective responsibility of the University community in student life and affairs, in order to provide an organization for the control of all matters of general student concern, do hereby constitute the Associated Students of Willamette University.

ARTICLE I Organization

- Sec. 1. The name of this organization shall be the Associated Students of Willamette University.
- Sec. 2. All registered students of the liberal arts college of Willamette University shall be members of the Association upon payment of the student body fee.
- Sec. 3. Meetings of the Association shall be held upon the call of the President on her/his own initiative, upon the request of the Senate or upon petition of fifty members of the Association in which they state the objective of the desired meeting.
- Sec. 4. Twenty-four hours notice shall be given for all meetings.
- Sec. 5. Thirty-three percent of the members of the Association shall constitute a quorum.

ARTICLE II Officers

- Sec. 1. The officers of the Association shall consist of the President, Vice President, Secretary, and Treasurer, all of whom shall be students during a term of office one year to run from April to April and an additional three week transition period.

ec. 2. The President shall serve as the chief executive officer. He/she shall be responsible for the efficient management of the student body at all functions. The President shall also stand ready to answer to the Senate on any matter. She/he shall present special messages and make any proposals to the Senate when necessary. The President may, in consultation with the Senate, establish presidential commissions to deal with issues he/she deems of priority, consistent with the provisions for Ad-hoc committees found elsewhere in the ASWU Constitution and Constitutional Bylaws. Such committees shall report to her/him directly, and the President shall then report their activities to the Senate. He/she shall be an ex-officio member of all committees. She/he shall also sit as a student member of the Board of Trustees. He/she shall preside at all Senate meetings.

Sec. 3. The Vice President shall assume the duties of the President in the absence of that officer. She/he shall serve as chairperson of the Activities Board and shall be one of the members of the Finance Board. He/she shall make an inventory of all activity related materials at the beginning of her/his term of office and shall be the custodian of such properties. He/she shall see that all ASWU activities are publicized.

Sec. 4. The Secretary shall keep a record of all meetings of the Senate and shall be responsible for the codification and maintenance of all proposals pertaining to student government. The Secretary shall also see to it that a videotaped recording is made of all meetings of the Senate and that such recordings are kept on file in the student body office to be readily accesible to any member of the ASWU.



The Secretary shall perform the task personally or shall appoint another person to make such recordings. The recordings will be kept for a minimum of one year. (This was Article V, Section 2, paragraph A, Constitutional Bylaw) The Secretary shall further be responsible for seeing that secretaries are appointed to all student government committees and that minutes are maintained in the student body office. The Secretary shall be in charge of the ASWU Elections Board and all activities managers' applications. She/he shall require a one page typewritten summary from each manager at the termination of the managership as well as any other pertinent information to be kept on file. He/she shall be ultimately responsible for all managership programs.

Sec. 5. The Treasurer shall keep a record of all ASWU expenditures, shall act as chairperson of the Finance Board and shall serve as the financial advisor to all ASWU activities. She/he shall propose to the Senate an annual budget as recommended by the Finance Board at the beginning of fall semester. He/she shall further be responsible for presenting to the Senate at the beginning of Spring semester income and expenses for that semester in accordance with the annual budget. A regular statement and account of the receipts and expenditures shall be published monthly.

Sec. 6. The membership of the Executive Committee shall consist of the student body officers: President, Vice President, Secretary, and Treasurer. The President will serve as presiding officer.

A Meetings of the Executive Committee shall be called by the President as required for the efficient discharge of ASWU responsibilities.



- B. The Executive Committee shall establish an agenda for the coming Senate meeting.
- C. This Committee shall have the power to set student body administrative policy and discuss overall policies in the individual areas of the respective student body officers in order to function as a unified group.
- D. The ASWU Executive Committee shall be responsible for fostering the communication of student body business activities and policies to the entire student body.
- E. The Executive Committee shall be ultimately responsible to see that all the committees appointed either under the jurisdiction of the Bylaws or the Senate fulfill their duties.
- F. The Executive Officers, with the consent of the Executive Committee, shall be the only representatives of the student body authorized to enter ASWU into any binding contractual agreement involving a financial obligation on the part of the student body. This authority may not be delegated to any other group or individual. Purchases made and signed for on standing credit accounts shall not be considered contracts. Only those people authorized by the Executive Committee may sign for charges. Financial obligations and contracts entered into by the Executive Officers which extend past their term of office must first be presented to Finance Board. Requests that are reviewed favorably by the Finance Board shall be recommended to the Senate for approval.



ARTICLE III

Established Procedures

- Sec. 1. The Associated Students of Willamette University recognize the responsibility of students to participate in the formulation of
- 1) Standards and rules governing student conduct,
 - 2) Academic regulations, and
 - 3) Administrative regulations according to procedures established by the Senate, Faculty, Administration and Board of Trustees of Willamette University.
- The Senate has the authority to appoint committees and make recommendations over all matters of policy affecting student life and affairs.

- Sec. 2. Students shall serve on faculty and trustee committees and attend faculty and trustee meetings in numbers established by the faculty and trustees respectively, and shall submit reports of those meetings at the request of the Senate. Students serving on faculty and trustee committees shall be appointed by the Senate.

ARTICLE IV

Senate

- Sec. 1. The following shall be voting members: Officers, Representatives of Living Organizations and Representatives of Off-campus students. The President shall only vote in case of a tie.
- Sec. 2. Composition of the Senate.
- A Living Organizations of 1-70: One representative. Living Organizations of 71 and above: Two representatives. Off-campus: Five representatives.
 - B. Senators shall be elected by procedures determined by their living organization. Off-campus senator

elections shall be conducted by the Elections Board at the beginning of each semester.

- C. Each senator shall be a member of the Living Organization they represent.

Sec. 3. Responsibilities

A The Senate shall enforce the Constitution and Bylaws and shall approve appointments for ASWU Activities, Committees and Boards by a majority vote.

B. The Senate shall act as ultimate authority over all ASWU activities. This power may not be delegated to any other committee or board.

C. The Senate shall have the power to investigate and report on any area of student life and shall make any necessary recommendations to the proper person(s) or committee(s).

Sec. 4. Any individual or group of individuals may petition the Senate on any matter of student interest. The Senate shall consider all petitions and make recommendations.

Sec. 5. Senate meetings shall be open to all students and other members of the Willamette community unless otherwise specified. In the event of a closed meeting, a Senate-approved statement must be published. Notification of a closed meeting must be publicly posted at least twenty four hours before the meeting.

Sec. 6. Recall Procedures

A The Senate shall have the power to remove any officer of the ASWU or Senate-appointed manager. Removal proceedings will begin upon presentation of a petition signed by



fifty percent of the Senate membership and stating the cause for the intended proceedings. A hearing, scheduled for seven days after the presentation of the petition, will be presided over by a chairperson elected by the Senate. The hearing may be public or private, according to the defendant's discretion. The Senate shall vote following the hearing. A three-fourths majority vote of the entire Senate membership is required for removal from office.

- B. Any member of the Senate shall be authorized to report to the Senate any chairperson or committee member, previously approved by the Senate, who has demonstrated inadequate participation in their assigned position. The member in question will then be asked to show cause to the Senate why he/she should remain in the position to which she/he was appointed. The Senate may, by a three-fourths majority vote, declare the seat vacant. A new member shall then be appointed according to duly constituted procedures.

ARTICLE V

Elections

Sec. 1. ASWU Elections

- A ASWU Elections shall be held in April, the date to be recommended by the Elections Board and approved by the Senate. All candidates for elective office shall submit a petition of candidacy to the Secretary at least one week prior to the elections. All due-dates will be posted by the Secretary.
- B. The Australian ballot system will be used for all elections.

- C. All members of the Association shall be entitled to vote upon presentation of an ASWU student body card.
- D. All officers shall be elected by a majority vote. If no candidate receives a majority, the Secretary shall call a new election within one week. At this election, only the names of the two candidates receiving the highest number of votes shall appear on the ballot.
- E. All vacancies which may occur in an ASWU elective office shall be filled according to ASWU election procedures.
- F. All candidates for ASWU office shall be full-time students in good standing, as defined by the University Registrar's Office.
- G. The Secretary must certify the legality of all candidates. Any challenge to the legality of a candidate must be made before the primary begins, otherwise all candidates shall be considered legal.
- H. Challenges or complaints during the elections shall be handled by the Secretary and the Elections Board according to the procedures outlined in the Bylaws.

ARTICLE VI

Funds

- Sec. 1. Income of the Association shall be derived from money received in the form of fees paid upon registration at Willamette University and from other such receipts as may result from the activity program of the Association.
- A Student body fees are \$37.50 per semester.
 - B. Each individual student shall pay an additional fee of \$2.50 per semester to a Willamette University radio station.



- Sec. 2. Funds of the Association shall be administered by the Finance Board as outlined in the Bylaws.
- Sec. 3. The listing of budgetary allocation is as follows:
- A. The following shall be the breakdown of the ASWU budget:

Reserve	2.5%
Administrative Fee	1.25%
Unallocated	96.25%
 - B. Unallocated funds shall be administered upon recommendation of the Finance Board and with the consent of the Senate as outlined in the Bylaws. Ultimate authority to approve, attach or modify any budget shall be vested in the Senate.
 - C. The Senate shall guarantee reasonable publication costs of all official ASWU publications after submission of their budgets to Finance Board.

ARTICLE VII
ASWU Publications Board

- Sec. 1. The official publications of the Association shall be such publications as approved by the Senate as recommended by the Publications Board.
- Sec. 2. The policies of the official publications of the Association, with the exception of the *Collegian*, shall be administered by the Publications Board as provided for in the Bylaws with ultimate responsibility vested in the Senate.

ARTICLE VIII
ASWU Collegian Board

The policies of the *Collegian* shall be administered by the *Collegian* Board as provided for in the

Bylaws, with ultimate responsibility vested in the Senate.

ARTICLE IX ASWU Bylaws

The Senate shall vote on proposed Bylaws and Bylaw revisions at each of two meetings at least one week apart. If the motion does not pass the preliminary vote by a simple majority it shall not be brought up for the final vote. Upon final vote the motion must be passed by two-thirds of all votes cast. The proposed Bylaw(s) shall appear in a student publication after the preliminary vote and prior to the final vote.

ARTICLE X Initiatives of the Associated Students of Willamette University

- Sec. 1. The Associated Students of Willamette University shall have the ability to make declarations of sentiment as an Association on a given issue through the initiative process.
- Sec. 2. Initiatives shall be placed before the ASWU upon the presentation to the Secretary of a petition signed by not less than twenty-percent of the student body.
- Sec. 3. The proposed initiative shall be posted for not less than one week and shall appear in a student publication.
- Sec. 4. The proposed initiative shall be considered approved by the ASWU upon receiving two-thirds of all votes cast at the subsequent student body vote.

ARTICLE XI Amendments to the Constitution

- Sec. 1. Amendments to the Constitution or replacement of the Constitution shall be



recommended to a student body referendum upon majority approval of the Senate or upon presentation to the Senate of a petition signed by not less than twenty-percent of the student body.

- Sec. 2. Prior to the referendum, the proposed changes must be posted for less than a week and appear in a student publication. At a subsequent election, they must be passed by two-thirds of all votes cast, provided a duly-constituted election is held as provided for in Article V.
- Sec. 3. The proposed changes shall be ratified upon receiving two-thirds of all votes cast at the subsequent student body referendum.

ARTICLE XII

Ratification of the Constitution

This Constitution shall go into effect upon passage by a two-thirds majority vote of the Associated Students of Willamette University.

Ratified January 1980.



Constitutional Bylaws

ARTICLE I

Committees of the Senate

- Sec. 1. The Senate may establish Ad-hoc committees for the purpose of dealing with certain issues.
- A Ad-hoc committees shall be established by a simple majority vote of the Senate.
 - B. Membership shall be open to any member of the ASWU.
 - C. Operating Procedures:
 - 1. Ad-hoc committees shall be directly responsible to the Senate.
 - 2. Any Ad-hoc committee member may apply to be the chairperson of the committee.
 - D. Ad-hoc committees may be disbanded by a majority vote of the Senate.

ARTICLE II

Activities Board

- Sec. 1. Membership of the Activities Board shall consist of the ASWU Vice President (who shall act as chairperson), ASWU Treasurer (who shall act as a non-voting financial advisor), two ASWU senators elected by the Senate, and five students recommended by the Vice President and confirmed by the Senate.
- Sec. 2. The Activities Board shall sponsor all-campus events within the limits of the ASWU budget.
- Sec. 3. Appeals of the decisions of the Activities Board shall be referred to the Senate, which shall be vested with ultimate authority.



Sec. 4. The inter-living organization council is a committee of the Activities Board and shall be composed of the Presidents and Social Chairpersons of each respective living organization. The ASWU Vice President shall act as chairperson and insure that the council meet a minimum of once a month. The purpose of this council is the promotion of interaction among living organizations.

ARTICLE III Publications Board

Sec. 1. Voting members of the Publications Board shall consist of the *Jason* Editor, the *Wallulah* Editor, the Darkroom Manager, the ASWU Treasurer (who shall act as a non-voting financial advisor), the ASWU President, and three at-large member unaffiliated with ASWU publications, appointed by the Elections Board and approved by the Senate.

Sec. 2. The Board shall meet monthly, with other meetings to be called at the discretion of the Publications Board Chairperson.

Sec. 3. Duties

A. The Publications Board shall regulate and coordinate the various Publications under its authority as so designated in these Bylaws.

B. Appeals of the decisions of the Publications Board shall be referred to the Senate.

C. The Publications Board shall determine necessary qualifications for appointive positions.

D. The Publications Board shall recommend students who have





applied for the various positions under its authority to the Senate for confirmation. The following nominations must be submitted to the Senate prior to the last Monday in April: *Wallulah* Editor, *Jason* Editor and Darkroom Manager.

- E. The Publications Board shall submit its budget to the Finance Board for approval.
- F. The Publications Board shall submit nominations to fill vacancies occurring during the academic year to the Senate for confirmation.
- G. The Publications Board shall be responsible for writing and reviewing a policy manual which shall be presented to the Senate.
- H. The Publications Board shall be responsible for upholding the standards of publication as stated in its policy manual.
- I. Publications Board members not meeting these standards shall be subject to removal upon a two-thirds vote of the Publications Board with a concurring three-fourths majority vote of the entire Senate membership.

ARTICLE IV ***Collegian* Board**

- Sec. 1. Voting members of the *Collegian* Board shall consist of three *Collegian* staff members, one ASWU Senator, the ASWU President, the Darkroom Manager, the Faculty Advisor and three at-large members unaffiliated with the *Collegian*, recommended by the Elections Board and approved by the Senate. The ASWU Treasurer will serve as a non-voting financial advisor. The *Collegian* Editor(s) shall serve as chairperson, voting only in the case of a tie.



Sec. 2. The *Collegian* Board shall submit its budget to the Finance Board for approval.

Sec. 3. The following statement shall be printed on the masthead of the *Collegian*: "The contents of this publication are the opinions and responsibility of the staff of the Willamette University *Collegian*, and do not necessarily reflect the policy of the ASWU or Willamette University."

Sec. 4. The Board will be responsible for writing and reviewing a policy manual.

A The *Collegian* Board shall be responsible for upholding the maintenance of the standards of publication as stated in its policy manual.

B. *Collegian* Board members, including editors, not meeting these standards shall be subject to removal upon a two-thirds majority vote of the *Collegian* Board with a concurring three-fourths majority vote of the entire Senate membership.

Sec. 5. The Board shall review all grievances related to the *Collegian*.

Sec. 6. Editor Selection

A The *Collegian* Board shall submit a nomination for the position of *Collegian* Editor to the Senate by the last Monday in April. A simple majority vote is needed in the *Collegian* Board to nominate. A three-fourths majority vote of the present and voting Senators is required for rejection of a recommendation.

B. If the recommendation is rejected by the Senate, the *Collegian* Board shall submit another nomination at the next meeting of the Senate. The Senate



shall not have the authority to appoint a person who has not been recommended by the *Collegian* Board.

Article V Finance Board

- Sec. 1. The membership of the Finance Board shall consist of the ASWU Treasurer (who shall act as chairperson), the ASWU Vice President, two ASWU senators elected by the Senate, and five students recommended by the Treasurer and confirmed by the Senate.
- Sec. 2. The Finance Board shall have held open hearings to consider various requests from student activities for portions of unallocated funds. Requests that are reviewed favorably by Finance Board shall be recommended to the Senate for approval.
- Sec. 3. An ASWU budget shall be prepared by the Finance Board and submitted to the Senate as follows:
- A. At the beginning of the Fall semester, the Finance Board shall present its final recommended ASWU budget to the Senate for approval.
 - B. Upon a majority vote of the Senate, the ASWU budget shall be approved.
- Sec. 4. The Finance Board shall have the power to review the expenditure programs of all ASWU-supported activities.
- A. Prior to the second Friday of the Fall semester of each year, all ASWU-supported activities shall place on file with the Finance Board individual budgets of said activities. Said budget must contain the beginning balance and current year's allotment, as well as

estimated expenditure by major purpose and estimated balance at the end of the school year.

B. Unused funds for one school year shall be returned to the unallocated fund.

ec. 5. The Finance Board shall be charged with the responsibility of controlling funds so that all expenditures are charged to the proper activity fund and that budgeted allotments are not exceeded. Appeals from decisions of the Finance Board may be made to Senate.

ec. 6. Meetings of the Finance Board shall be at least once a month, with other meetings to be called at the discretion of the Treasurer.

Article VI Elections Board

ec. 1. Membership of the Elections Board shall consist of the ASWU Secretary (who shall act as chairperson), two Senators elected by the Senate, and five students recommended by the Secretary and approved by the Senate.

ec. 2. The Board is authorized to assist the Secretary in the administration of elections. All operations of the Board shall be in accordance with the following election rules.

A. It is the responsibility of the Elections Board to make the following items available to all students no less than one week prior to the date petitions are due:

- 1) the election rules,
- 2) all dates pertaining to the campaign and elections,
- 3) a petition, and
- 4) a record of expenditures form.

B. Qualified candidates shall have their name appear on the ballot by



submitting a petition signed by no less than 100 students. There is no limit on the number of petitions a student may sign.

- C. Campaigning will be limited to seven consecutive days.
- D. A spending limit will be set by the Elections Board prior to the date petitions are made available. Donated products will be included as expenditures at the market value to be determined by the Elections Board.
- E. At the discretion of the Elections Board, publicity materials shall be made available to all candidates in a equitable fashion.
- F. The Elections Board shall insure that all candidates participating in Willamette off-campus study programs are provided with the same opportunities and resources as other candidates.
- G. Any additional campaign guidelines shall be set at the discretion of the Elections Board.

Sec. 3. Conflicts of interest.

- A In the event that the Secretary becomes a candidate for ASWU elected office, she/he shall recommend a member of the Elections Board to serve as chairperson of the Board for the duration of the election. The Secretary shall not in any way participate in the administration of that election.
- B. In the event that a member of the Elections Board becomes a candidate for ASWU elected office, he/she shall not participate in the administration of that election.

Sec. 4. Appeal and hearing process.

- A After being notified of a violation of the election rules, the Elections Board



- chairperson shall call a meeting of the Board within twenty-four hours.
- B. Only duly-appointed and confirmed members of the Board will be permitted to hear and rule on the violation.
 - C. After reading and discussing the violation alleged in the complaint, the Board will hear from both the originator of the complaint and the defendant. Witnesses may be called as necessary.
 - D. After viewing all evidence, the Board will meet in closed session to decide the guilt or innocence of the defendant.
 - E. A decision of guilt requires a two-thirds vote of the Board.
 - F. A statement concerning the findings of the Board shall be issued following the hearing.
 - G. If a candidate is found guilty, she/he may be subject to at least one of the following penalties:
 - 1. Removal from the election, and all votes for said candidate counted as void.
 - 2. Name removed from the ballot, but candidate to participate as a write-in candidate.
 - 3. A public statement, approved by the Elections Board, be made by the candidate.
 - 4. Any other penalties the Elections Board deems appropriate.
 - H. Any candidate found guilty has the right to appeal the decision of the Elections Board to the Senate.
 - 1. All appeals must be made to the Elections Board Chairperson within twenty-four hours of the Elections Board's decision.
 - 2. The Elections Board Chairperson will present the appeal to the Senate at its next meeting. The Senate will



follow the same procedure outlined in Section 4 of this Article.

3. A three-fourths vote of the Senate is required to over-ride the decision of the Elections Board.
4. If the election is to take place before the Senate's consideration of the appeal, the election will be postponed until after the Senate rules on the appeal. During this period, the original campaign schedule will remain in effect. Pending the Senate's ruling on an appeal, the defendant will not be forced to withdraw from the election.

Sec. 5. The Elections Board shall assume these additional responsibilities:

- A. Recommending to the Senate students to serve on ASWU Boards, campus, faculty, and trustee committees. The power to recommend students to ASWU Boards shall not extend to the Activities and Finance Boards.
- B. Maintaining contact with the various other committees of the ASWU and University, coordinating information, enforcement of committee reports to the Senate, and monitoring the performance of appointments.
- C. The Elections Board may also develop additional qualifications for ASWU appointments not already stipulated in the Constitution and Bylaws.

ARTICLE VII Managerships

Sec. 1. All applications for management of ASWU activities shall be handled by the ASWU Secretary. He/she shall establish the procedures involved in petitioning.

Sec. 2. The Senate will be responsible for setting up and maintaining the various managerships.

Sec. 3. Managers accountable to the Senate.

Sec. 4. Duties.

- A. It shall be the responsibility of the Secretary to prepare outlined duties for each managership at the beginning of the school year.
- B. The managers shall be responsible for keeping the Senate informed of their progress.
- C. It shall be the requirement for managers to submit a one-page typed summary of their managership to the Secretary to be kept on file along with the manager's budget and other useful information.

Sec. 5. Financial Mismanagement.

- A. The Executive officer(s) and/or financial manager of any group, activity or organization wishing to receive ASWU financial assistance will assume responsibility for the appropriate expenditure of any funds provided. These individuals will be liable for any misappropriation of student body monies or overcharging of student body accounts.
- B. The Finance Board shall recommend appropriate action to the Senate in the event of financial mismanagement.
 1. The individual(s) responsible for overcharging or misappropriation will be accountable for duly compensating the ASWU Treasury.
 2. If necessary, ASWU reserves the right to seek legal redress where this would be more expedient than sanctions which might be imposed



through the University's judicial process.

ARTICLE VIII Awards Committee

- Sec. 1. The Elections Board shall recommend a student to the Senate for approval as chairperson for the ASWU Awards Committee. The chairperson will not be a member of the senior class.
- Sec. 2. The ASWU Awards chairperson shall recommend to the Senate for approval eight student members and two additional members selected from the administration, faculty, or staff.
- Sec. 3. The committee shall award ten "keys" and twenty-five "certificates" to senior members of the student body who have made exceptional contributions to the University. The Committee shall be responsible for the selection of any additional awards as requested by the University or as deemed appropriate.

ARTICLE IX Campus, Faculty, and Trustee Committees

- Sec. 1. The following numbers of students will serve on these campus, faculty and trustee committees:
- A. Trustee Committees.
 - 1. Board of Trustees (1) (ASWU President)
 - 2. Academic Affairs (1)
 - 3. Campus Religious Life (2)
 - 4. College of Liberal Arts (2)
 - 5. Development and University Relations (1)
 - 6. Facilities (1)
 - 7. Student Affairs (1)

- B. Faculty Committees.
 - 1. Academic Council (3)
 - 2. Academic Programs (3)
 - 3. Academic Status (3)
 - 4. Admissions (2)
 - 5. Off campus Studies (2)
 - 6. Student Affairs (5)
- C. Campus Committees.
 - 1. Alumni Board of Directors (2)
 - 2. Educational Programs (5) (Including ASWU Vice President, one will serve as chairperson)
 - 3. Financial Aid (1)
 - 4. Parking Review Board (3)
 - 5. University Center Advisory (3)
 - 6. University Standards of Conduct (5)

Sec. 2. Appointments to campus, faculty, and trustee committees shall be nominated to the Senate for confirmation by the Elections Board according to the following procedures.

- A. All applicants shall be reviewed carefully and objectively.
- B. Applicants will be interviewed by the Elections Board if a majority of the board feels it is necessary
- C. The board will follow this procedure when making recommendations to the Senate:
 - 1. The names of the applicants shall be read to the Senate.
 - 2. The Elections Board chairperson shall move for the Senate to appoint one of the applicants to the position in question.
 - 3. During the discussion period, the chairperson will briefly outline the recommended applicant's qualifications along with the reason(s) the committee selected this applicant over the others.



4. If the Committee's recommendation is rejected by the Senate, the issue shall be referred back to committee.

Sec. 3. Committee representatives shall be appointed before the last Senate meeting of the year. Appointments will be for one academic year unless the representative is unable to fulfill the obligation. The Elections Board may at its discretion, reserve one or more position(s) on any committee to be recommended for appointment in the Fall. All committee replacements must be approved by the Senate.

ARTICLE X Rules of Order

Sec. 1. The ASWU President shall appoint one student to serve the Senate as the official parliamentarian. The parliamentarian will use "Robert's Rules of Order" as the official authority governing procedure at meetings of the Senate, except when otherwise outlined by the Constitution or Bylaws.

ARTICLE XI Co-curricular Groups

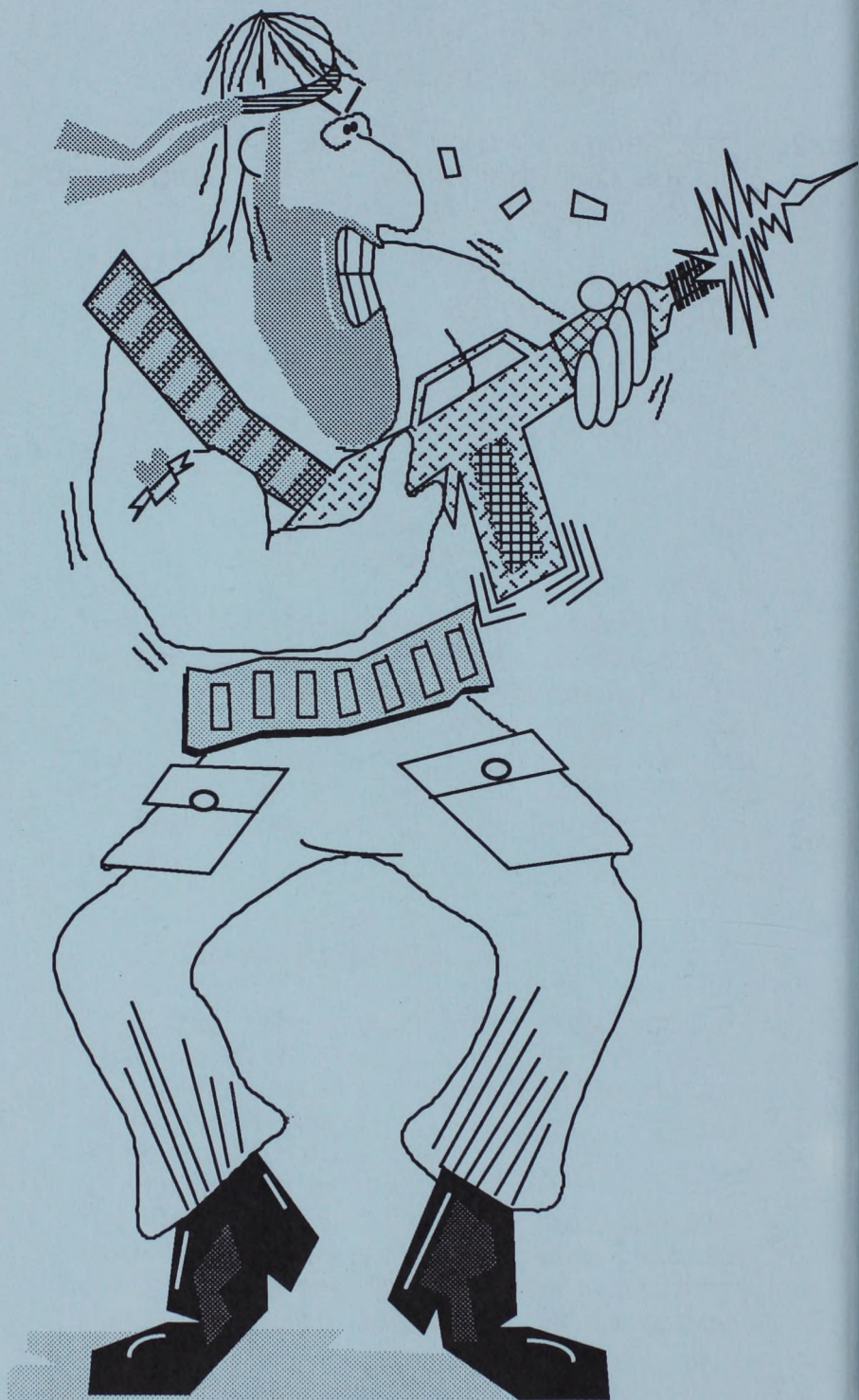
Sec. 1. Co- and extra-curricular campus groups shall register with the ASWU Secretary. Information required for registration will be:
A) Name of group,
B) primary contact, and
C) purpose or area of concern.
The Secretary will draw up a registration form and will be responsible for the verification of said forms within the first three weeks of each semester. New groups

may register at any time.

Sec. 2. The Secretary shall provide a list of groups to the publisher of the *Fusser's Guide* and *Student Handbook* for inclusion therein.

Updated July 1986.

Updated April 1988.



Willamette University Standards of Conduct

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 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;
5. The guidelines for ensuring that this process is fair and based on tolerance, mutual respect and compassion.





JURISDICTION

The Willamette University Standards of Conduct apply to all University undergraduate and graduate students, and student organizations. "Student" includes any person enrolled in a credit or non-credit course or educational program 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 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.²

APPLICATION OF LAW

The University does not seek to create an academic community which is 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.

STUDENTS' 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.

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.

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. Deliberate 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 firefighting 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 handbook, catalogs);

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

ENFORCEMENT PROCEDURES

Informal Resolution:

All members of the University community are encouraged to informally resolve differences, misunderstandings, conflicts or violations of person, property or policy in a manner befitting the educational purpose of the University.

Informal resolution entails discussion between conflicting parties (e.g., a student and an individual instructor, a student and any University administrator or another student). If the informal discussion results in a resolution, such resolution shall be in writing at the request of either party. Only when such



an informal agreement cannot be reached should a member of the University community initiate formal proceedings concerning an alleged infraction of the Standards of Conduct.

Formal Resolution:

Formal resolution proceedings are initiated through the University Standards Committee by completing a Violation of University Standards of Conduct form obtainable in the office of Student Affairs. The purpose of the Standards Committee is to provide a fair hearing of grievances and to render sanctions if appropriate. The Committee's actions shall be governed by a commitment to fair process, education and prevention.

Membership:

The Standards Committee, which represents the University, shall be comprised of three faculty and seven students appointed annually by the President of the University. Student members shall be nominated by their respective student governing associations: five students nominated by A.S.W.U.; one student nominated by the Student Bar Association; one student nominated by the Associated Students of the Graduate School of Management. Faculty are appointed by the President of the University upon recommendation by the Vice President for Student Affairs and the Vice President for Academic Affairs.

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

Disqualification:

The Committee shall consider requests from the student charged with a breach of the Standards of Conduct or any Committee member for the temporary disqualification from the Committee of any member. Any disqualification will be based on the grounds that such disqualification would serve better the interest of fairness.

Alternate Members:

In the event of absence, unavailability or



disqualification, the President of the University may appoint alternate members (students to replace students and faculty to replace faculty) to assure full committee membership. Student alternates shall be appointed from a list provided annually by the respective student body associations.

Quorum:

A quorum shall consist of the Chairperson and six members or alternates.

Standards Committee Procedures:

1. At least three days prior to a hearing before the Standards Committee, a student charged with breach of the Standards of Conduct will receive, in person or by certified mail, a written notice of the charge, and the time, date and place of the hearing. The student may request of the Standards Committee Chair a reasonable postponement of the hearing date.

2. If immediate removal from campus is warranted, such removal will take effect immediately 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.

3. The student may review in advance all information, including a list of witnesses, to be submitted at the hearing. During the hearing, the student may be assisted by an advisor of his or her choice (e.g., a fellow student, friend, faculty member, legal counsel, administrator).

4. The student and/or advisor may appear in person, hear all testimony, present any relevant information, call witnesses, and ask questions of any person present at this hearing. A decision to appear does not obligate the student to testify. Failure to testify will not be held against the student.

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

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



7. The Chair of the Standards Committee is responsible for scheduling the meeting and notifying the participants. The clerical staff of the Vice President for Student Affairs Office will be available to assist the Chair with these responsibilities.

8. The University Official (e.g., faculty member, administrator or their respective delegate) is responsible for presenting information related to the case. The University Representative shall not discuss the substance of the case with the Standards Committee prior to the hearing.

9. After all information has been presented, the Standards Committee will meet in private to discuss the case and reach a decision. Findings of violation of these Standards of Conduct shall be based upon a preponderance of evidence. Findings and sanctions imposed by the Standards Committee require an affirmative vote of six members of the Committee.

10. Only after the Standards Committee has determined that the student has violated the Standards of Conduct may information concerning the student's past record of violations of the Standards of Conduct be presented by the University Representative for the Committee's consideration in determining an appropriate sanction. The student has the right to attend this presentation. Neither the student nor the University Representative shall be present when decisions of responsibility and sanctions are discussed.

11. The Chair of the Standards Committee shall make a tape recording of the hearing. The student may listen to the tape recording in the presence of a University staff member.

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

13. After the hearing, the Chair of the Standards Committee shall notify, in writing, the student of the committee's findings, the rationale for the findings, the sanctions and rationale for sanctions.

14. The Chair of the Standards Committee shall prepare a written statement of the findings and sanctions which shall be made available to the University community by the Vice



President for Student Affairs by posting on the official University bulletin board. Copies of the statement may be obtained in the office of the Vice President for Student Affairs. This statement shall exclude information that could tend to reveal the identity of the involved parties.

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 #2.

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 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.

APPEAL PROCESS

A student may appeal an action of the Standards Committee to the University Student Affairs Committee. The University Student Affairs Committee's decision shall be final.

1. The appeal is based on:

- a) a procedural error in the proceedings which was significant and prejudicial;
- b) significant new evidence which was not part of the original University Standards Committee hearing;
- c) the penalty imposed is clearly excessive.

2. All appeals will be submitted in writing to the University Student Affairs Committee through the Office of Student Affairs within three class days of receipt of the Standards Committee's findings and sanctions.

3. Upon review of the case, the University Student Affairs Committee may:

- a) affirm the Standards Committee findings;
- b) refer the case to the University Standards Committee for further investigation and factual determination; or
- c) change the University Standards Committee action.

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 Affairs.



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

STUDENT GRIEVANCE PROCEDURES³

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 one and two, they should submit a written complaint to the Director 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 Director of Residence Life and the Dean of the College will review the situation together and decide which classification is most appropriate. The Director 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.

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 fifteen 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, tape 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 for 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 he/she believes his/her rights were violated.

The Family Educational Rights and Privacy Act

PURPOSE

The Family Educational Rights and Privacy Act, Public Law 93-380, effective November 19, 1974, is intended to ensure students the right to inspect and review 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.

DEFINITIONS

1. Student:

a. For the purposes of access to records refers only to individuals currently enrolled at Willamette University.

b. For purposes of release of information from student records refers to any person who previously has earned academic credit at Willamette University.

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

2. Educational Records: Official data, including information directly related to student, that are maintained by any unit of Willamette University with the exception of:

a. 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.

b. Personal records, maintained by administrators,



teachers, and supervisors, which are not accessible to others except substitutes.

3. Access:

a. A student is entitled to review educational records with a member of the faculty of the department maintaining the file.

b. 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.

c. 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.

4. Custodian of Student Records: The officially designated University coordinator for student educational record information appointed by the President of the University.

5. 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.

INSTITUTIONAL OPERATING POLICY

1. 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. Student will not be given access to parent's financial statements or to confidential letters and statements of recommendations placed in a student file prior to January 1, 1985.

2. 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.

3. 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.

4. 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.

5. 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.

6. 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 information⁵ from educational records may be provided a third party only if a student signs a University release form. Signed release forms will be placed in the student files maintained by the department furnishing the information.

Information contained in student educational records will be released to:

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



HEARINGS AND APPEALS

1. Hearing to Challenge Content of Student Record:

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

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

c. 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.

d. 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.

2. 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.



INVENTORY OF STUDENT RECORDS

The following is a list of departmentally maintained educational records:

1. College of Law:
 - a. Application
 - b. Grades
 - c. Law School Data Assembly Report (LSDAR)
 - d. Placement information
 - e. Receipts of tuition payment
 - f. Recommendation forms
 - g. Undergraduate transcript
2. Financial-Business Office:
 - a. All records pertaining to student accounts, including contract when applicable.
3. Graduate School of Management:
 - a. Application
 - b. Brief essay
 - c. Grades
 - d. Information Card
 - e. Placement information
 - f. Receipts of tuition payment
 - g. Recommendations
4. Health Services:
 - a. Individual health forms (records of any physical abnormalities or contagious diseases)
 - b. Individual insurance policies
 - c. Record of visits and/or medication
5. Publicity and Information Office:
 - a. Registration cards
6. Registrar and Admission Office
 - a. Activities reference sheet
 - b. Admission information
 - c. Application to University
 - d. College Board scores
 - e. Correspondence concerning student
 - f. Grade lists
 - g. Grade Point standing
 - h. Graduation requirements and petitions
 - i. Letters of recommendation (prior to admission)



- j. Notification of probationary status (if any)
- k. Potential admission
- l. Requirements summary
- m. Social security income status
- n. Teacher placement files
- o. Veterans classification
- p. Record of University withdrawal

7. Office of Residence Life:

a. 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.

8. Student Financial Aid Office:

- a. Award letter
- b. Correspondence with the student or parents
- c. Financial aid application
- d. Financial aid worksheet
- e. Loan file
- f. Need computation by CSS
- g. Parents (or Student's) Confidential Statement

End notes:

1. Willamette University Student Affairs Committee, May, 1985.
2. The College of Law subscribes 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 and the College of Law Complaint Procedures, shall be accomplished through those procedures.
3. Willamette University Student Affairs Committee, November 6, 1975.
4. Willamette University Student Affairs Committee, November 6, 1975.



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



GLEE FIGHT!

CLASS of eighty 9.

Willamette University Alcohol Policy

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:

- 1) to promote responsible behavior and attitudes among all members of the University community;
- 2) to educate students concerning the use and effects of alcoholic beverages in order to encourage responsible decision-making;
- 3) to help individuals experiencing difficulties associated with the use of alcohol.

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.

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 appendix A "Excerpts from Criminal Code of Oregon, 1985," and the published document University Standards of Conduct, available from the Director of Residence Life or the Director of Student Activities.



WILLAMETTE UNIVERSITY 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.

All incoming students shall participate in alcohol education program sponsored by Alcohol Consumption Education (A.C.E.) and offered each fall during Opening Days. All living organizations shall sponsor one alcohol education program each semester. By the third week of classes fall semester, all living organizations must have scheduled their alcohol education program with A.C.E. Fall semester education programs must be completed by Thanksgiving vacation.

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 a member 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 their 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., where 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 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 Head Resident prior to submitting the form to the Director of Residence Life.

h. The Director of Residence Life, or designate, in consultation with the Head Resident and the sponsors of the event, must 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 must 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

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 Director of Student Activities.

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 Director of Student Activities.

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 Director 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 Director 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 Director of Residence Life.



c. Referral to the Director 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 Director or the 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 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 Director 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 Director 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, 1982
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 of licensed premises by person under 21.

(1) No Person under the age of 21 years shall attempt to purchase, 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.

Sexual Harassment Policy

This institution reaffirms the principle that its students, faculty, and staff have a right to be free from sex discrimination in the form of sexual harassment by any member of the academic community.

Sexual harassment is defined as an attempt to coerce an unwilling person into a sexual relationship, or to subject a person to unwanted sexual attention, or to punish a refusal to comply or to create a sexually intimidating, hostile, or offensive working or educational environment. Sexual Harassment is understood to include a wide range of behaviors, from the actual coercing of sexual relations to the unwelcomed emphasizing of sexual identity. This definition will be interpreted and applied consistent with accepted standards of mature behavior, academic freedom, and freedom of expression.

Sexual harassment in any situation is reprehensible; it is particularly damaging when it exploits the educational dependence and trust between students and faculty. When the authority and power inherent in faculty relationships to students, whether overtly, implicitly, or through misinterpretation, is abused in this way, there is potentially great damage to individual students, to the persons complained of, and to the educational climate of the institution. While a particular interaction must be offensive and unconsented to be defined as harassment, faculty members and other individuals in positions of authority should be sensitive to the questions about mutuality of consent that may be raised and to the conflicts of interest that are inherent in personal relationships where professional and educational relationships are also involved.

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Individuals who believe they have been sexually harassed may obtain redress through the established informal and formal procedures of the institution. To complain of inappropriate actions students should first contact Frank Meyer, Vice President for Student Affairs. Complaints about sexual harassment will be responded to promptly and equitably. The right to confidentiality of all members of the academic community will be respected in both informal and formal procedures, insofar as possible. This policy explicitly prohibits retaliation against individuals for bringing complaints without a written, signed complaint. An individual found to be guilty of sexual harassment is subject to disciplinary action for violations of this policy, consistent with existing procedures.

Office of Residence Life Terms and Conditions for Room and Board 1988-89

I. Food Service

The University shall provide meals on a regular basis beginning with the first day of classes for undergraduate and graduate students each semester. Nineteen meals per week are served. 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. No refund will be made for missed meals, and meals that are not eaten are not transferrable to others. Arrangement of special diets may be made with the Food Service Office in Doney Hall or at the University Health Center. Food, china, silver and glassware may not be removed from the dining rooms.

The student will be assessed a charge of \$5.00 for the replacement of a damaged meal sticker or \$2.00 for the replacement of a damaged meal sticker upon presentation of the damaged sticker.

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 telephone.

A. Eligibility

Only students of Willamette University or others authorized by the University may reside in



campus residences. Change from full-time status to part-time **does not** constitute cancellation of the contract. 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 1987-88 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. By moving into a residence hall without a signed contract, the student obliges 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 students orientation and for returnings students at 10 a.m. the day prior to the first full day of classes. Occupancy ends 24 hours after the last final. The period of occupancy for graduate students begins the day prior to orientation and ends 24 hours after the last final. This 24 hour time allowance may vary at Christmas break. The period of occupancy excludes Christmas break. **Residents are required to vacate their rooms not 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 remain on campus to participate in Commencement activities.

2. Student employees or volunteers brought to the campus prior to the beginning of classes to assist orientation of new students or to participate in the residence staff workshop.

3. By special written authorization from the Director 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, the students who have not arrived in their assigned spaces will be classified as "no-shows". Contracts for "no-shows" may be cancelled and the spaces reassigned 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 in the Office of Residence Life. Priority for residential assignments for new students is based on the date the enrollment deposit is received by the Admissions Office. This date establishes the order in which preferences are granted and spaces are assigned. Types of accommodations and requested roommate preferences are honored whenever possible.

If a vacancy occurs in a multiple occupancy room, the remaining student(s) will be given 3 options in the following order:

1. Select a roommate of his/her choice within three days of the vacancy occurring.

- 2a. Accept a roommate referred by the Office of Residence Life, or

- 2b. Agree to move to another open space in a double



or larger room.

4. Continue to occupy the room as a single at the single rate.

Rooms larger than doubles cannot be secured as singles unless options 1 and 2 are not available.

In the event of unforeseen emergencies or other situations a residence or portion thereof may be closed 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.

Failure to comply with the instructions from the Director 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, 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 shall be released from his/her contract if written notification is provided to the Director of Residence Life thirty (30) days prior to the proposed cancellation date.

In the event of cancellation to move off campus, the student involved shall forfeit \$150 due under the Terms and Conditions For Room and Board. The \$150 forfeit fee will not be assessed to a junior or senior moving off campus if the contract is cancelled by June 15, 1988.

The contract cannot be cancelled at the end of the first semester unless the student qualifies under the condition 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 with the building or taken from the residences without the written authorization of the Director of Residence Life.

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 ordinary wear and tear. 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 are unknown, or if known, they refuse to pay for damages assessed. Damage or loss within student rooms is the joint responsibility of the students assigned.

H. Loss of or Damage to Personal Property

The University is not liable for the loss of money or valuables, damage to any resident's property, or personal injury sustained on the premises.

I. Keys

Students are responsible for picking up their room and outside door keys from the Office of Residence Life. During the year, students losing their room key will be charged \$25 to recore the lock and \$5 for the replacement of the key. Students are also responsible for returning their room and outside door keys to the Office of Residence Life. Failure to return a room key will result in a \$25 charge to recore the lock for security of the next resident. Replacement cost for a room key and an outside door key is an additional \$5 each.

J. Assignment of Contract

This contract is not assignable nor can space be subleased.

K. Guests

Students will be responsible for payment of all charges related to the presence of guests in their rooms, and for insuring that their guests comply with housing policies



and general campus rules and regulations. Guests are limited to no more than 3 consecutive nights on campus. The guest policy is in no way intended to provide the opportunity for or encouragement of cohabitation. Separate guest rooms can be rented through the Office of Residence Life.

L. 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 purposes of maintenance, in case of emergency and during fire drills, to insure compliance with health standards or if there is reasonable cause to believe there have been violations of University policy or state or federal law.

M. Vacation Periods

Some residents wish to remain on campus 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 Christmas vacation. Unauthorized individuals found within secured residences during these vacation periods will be considered trespassers.

N. 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.

Ultimately the responsibility for personal safety and the security of personal belongings rests with the individual student. Storage of belongings outside the academic year will be only at the individual's risk.

Miscellaneous

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

1. The use of electrical equipment such as electric fry pans, sunlamps, hot plates, or any type of exposed burners or open flame devices.

2. The sale of alcoholic beverages, and the use, sale or possession of narcotics and other illicit drugs. The use or possession of alcoholic beverages is permitted only as outlined in the Standards of Conduct of Willamette University.

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

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

5. Gambling in University residences or elsewhere on campus.

6. Possession of dangerous weapons, firearms, nunchakus, knives, explosives including fire crackers, or dangerous chemicals.

7. The installation of outside antennas of any kind, except as authorized by the Office of Residence Life.

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

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

10. Water beds; and lofts not in compliance with the Office of Residence Life loft policy.

11. The painting of student rooms except with approval from the Office of Residence Life.

12. Cohabitation.



13. Noise which significantly disturbs other residents.

14. Tampering with fire alarms and fire fighting equipment. Violations will result in disciplinary action and a fine.

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

16. 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 dining halls, classrooms, or any other residence hall/campus facility.





R O O M M A T E S



Roommate Relationships

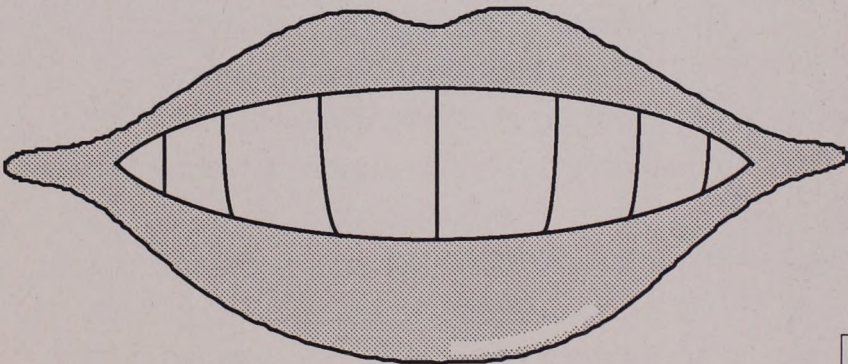
Successful roommate relationships develop out of good communication about those “little things” that can be irritating to others. The Morse Complex Staff at Emporia State University suggests that you must meet with your roommates and discuss the items below. Decide how you feel about each question and try to come to a workable compromise with your roommates. If you need help, see your Residence Assistant.


- What time do your roommates prefer to go to bed?
- How frequently do your roommates plan on cleaning the room?
- Do your roommates study with or without music?
- What room temperatures do your roommates prefer?
- Do your roommates smoke? In the room?
- Do your roommates enjoy borrowing your things? With or without your permission?
- What time do your roommates get up in the morning?

- Do your roommates plan on entertaining guests often?
- Do your roommates stay out late at night frequently?

Here are some basic survival tips which can help you get you through the school year free from hassle...

- If it doesn't concern you, don't mess with it.
- If you want to borrow it, ask first; be sure to return it quickly.
- If you make a mess, clean it up.
- If you use it, take care of it.
- If it belongs to somebody else and you want to use it, get permission.
- If you unlock it, lock it.
- If you turn it on, turn it off.
- If you open it, close it.
- If you break it, repair it.
- If you can't fix it, call someone who can.
- If you don't know how to operate it, leave it alone.
- If you move it, put it back.





S tress and Depression

Living with roommates, as well as college life in general, can be a stressful situation. You or your roommates may at times suffer from mild depression, characterized by irritability, a general slowing down, neglect of responsibilities and appearance, a change of appetite, and most of all, an overwhelming feeling of sadness.

Good news....you need not suffer...or, at least, you need not suffer alone. The following is a list of suggestions for dealing with your own depression. It is suggested that you TALK TO SOMEONE about how you feel....your roommate, your Resident Assistant, or even make an appointment to see a counselor at the Health Center.

Things to Consider

1. Talk to someone.
2. Plan activities such as jogging or walking.
3. Schedule specific times to worry.
4. List all of your anxiety provokers.
5. Develop specific plans for the future.
6. Try and stop condemning yourself for past human mistakes.
7. Imagine the worst and decide that you can handle it.
8. Try not to exaggerate the situation.

MYTHS

Why bother to debunk a bunch of harmless myths about drinking? Because they're not so harmless. For instance? A guy thinks it's okay to smash down 8 or 10 beers every night because "it's only beer." He could develop a serious drinking problem without even knowing it.

We have nine million alcoholic Americans. It's become a national plague. Yet in some other societies where they don't share our misconceptions about drinking, alcoholism is rare. The more we know about drinking, the better we can handle it and the better we can decide whether, where, when, why, how much, and with whom to drink.

What constitutes a drinking problem?

The following characteristics are symptoms of problem drinking:

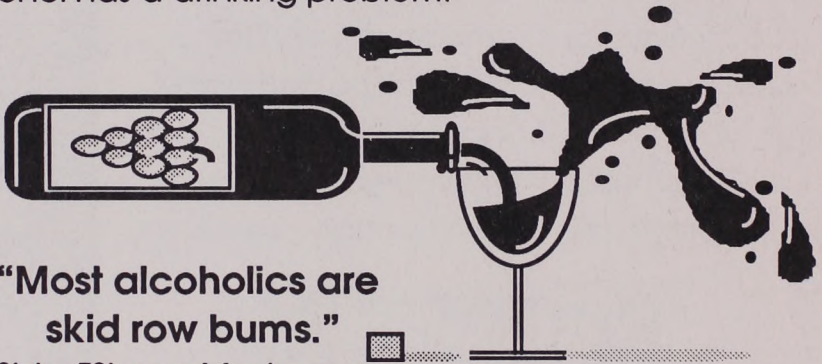
1. Anyone who must drink in order to function or to "cope" with life has a severe drinking problem.
2. Anyone who by his own personal definition, or that of his family and friends, frequently drinks to a state of



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intoxication has a drinking problem.

3. Anyone who goes to work intoxicated has a drinking problem.
4. Anyone who is intoxicated while driving a car has a drinking problem.
5. Anyone who sustains a bodily injury which requires medical attention as a consequence of an intoxicated state has a drinking problem.
6. Anyone who comes into conflict with the law as a consequence of an intoxicated state has a drinking problem.
7. Anyone who, under the influence of alcohol, does something he avows he would never do without alcohol has a drinking problem.



“Most alcoholics are skid row bums.”

Only 3% to 5% are. Most

alcoholic people (about 70%) are married, employed, regular people. All kinds of people.

“Very few women become alcoholics.”

In the 1950’s there were 5 alcoholic men to every woman.

Now the ration is about 3 to 1.

“Most alcoholics are middle-aged or older.”

A University of California research team has found that the highest proportion of drinking problems is among

men in their early twenties. The second highest incidence occurs among men in their 40's and 50's.

**“You are not an alcoholic unless
you drink a pint a day.”**

There's no simple rule of thumb. Experts have concluded that how much one drinks may be far less important than when, how, and why he drinks.

**“The drunk tank is a good cure
for alcoholism.”**

Nonsense. Alcoholism is an illness, and can be treated successfully. We don't jail people for other illnesses. Why for alcoholism?

“I don't know any alcoholics.”

Maybe you just don't know any alcoholics. Some of your best friends may have drinking problems. They don't seem “different.” And they usually try to hide their illness, even from themselves. About 1 of every 10 executives has a drinking problem.

**“The really serious problem in our
society is drug abuse.”**

Right. And the number one drug problem is alcohol abuse. About 300,000 Americans are addicted to heroin. But about 9,000,000 are addicted to alcohol. It's not even close.

“Drug?” “Drug.”

Alcohol is a drug, all right. If you don't believe it, ask your doctor.



"People get drunk...or sick.. from switching drinks."

That shouldn't really make much difference. What usually causes an adverse reaction to alcohol is how much you drink...and when and why.



"It's only beer."

Sure. Just like it's only bourbon, or vodka or gin. One beer or one glass of wine is equal to the average "highball." The effect might be a little slower, but you'll get just as drunk on beer or wine as on "hard" liquor.

"I drive better after a few drinks."

In most states, the legal definition of "driving under the influence" is a blood alcohol level of 0.10%. But scientific tests have proven that even professional drivers' abilities diminish sharply at levels as low as 0.03% to 0.05%...just a few drinks. Not only that, but judgement is affected, too. So people think they're driving better than ever while they're really driving worse.

"Alcohol is a stimulant."

It's about as good a stimulant as ether. Alcohol acts as a depressant on the central nervous system.

"What a man! Still on his feet after a whole fifth."

When we stop thinking it's manly to drink too much, we have begun to grow up. It's no more manly to over-drink than it is to over-dose.

“Drinking is a sexual stimulant.”

Contrary to popular belief, the more you drink, the less your sexual capacity. Alcohol may stimulate interest in sex, but it interferes with the ability to perform.

“I’m just a social drinker.”

Just because you never drink alone doesn’t mean you can’t have a drinking problem. Plenty of “social drinkers” become alcoholic.

“People are friendlier when they are drunk.”

Maybe. But they’re also more hostile, more dangerous, more criminal, and more suicidal. Half of all murders are alcohol-related. One third of all suicides are related to alcohol as well.

**“Give her some black coffee,
that will sober her up.”**

Sure, in about five hours. Cold showers don’t work either. Only time can get the alcohol out of the system, as the liver metabolizes the alcohol. Slowly. There’s no way to hurry it.

“The best cure for a hangover is...”

Everybody has his favorite. But they all have one thing in common: They don’t work. What works? Preventative medicine. If you don’t drink too much, you won’t get a hangover.

“All the publicity about drinking and driving is...”

True. At least half the fatal highway accidents involve drinking.



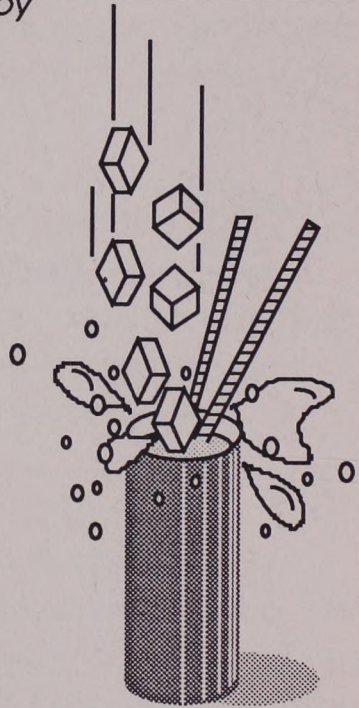
“If parents don’t drink, the children won’t drink.”

Sometimes. But the highest incidence of alcoholism occurs among the offspring of parents who are either teetotalers...or alcoholics. Perhaps the extremism of the parents’ attitudes is an important factor.

“It’s rude to refuse a drink.”

Nonsense. What’s rude is trying to push a drink on someone who doesn’t want it.

This information was furnished by the United States Jaycees in conjunction with the Texas Commission on Alcoholism.



Responsible Drug Use

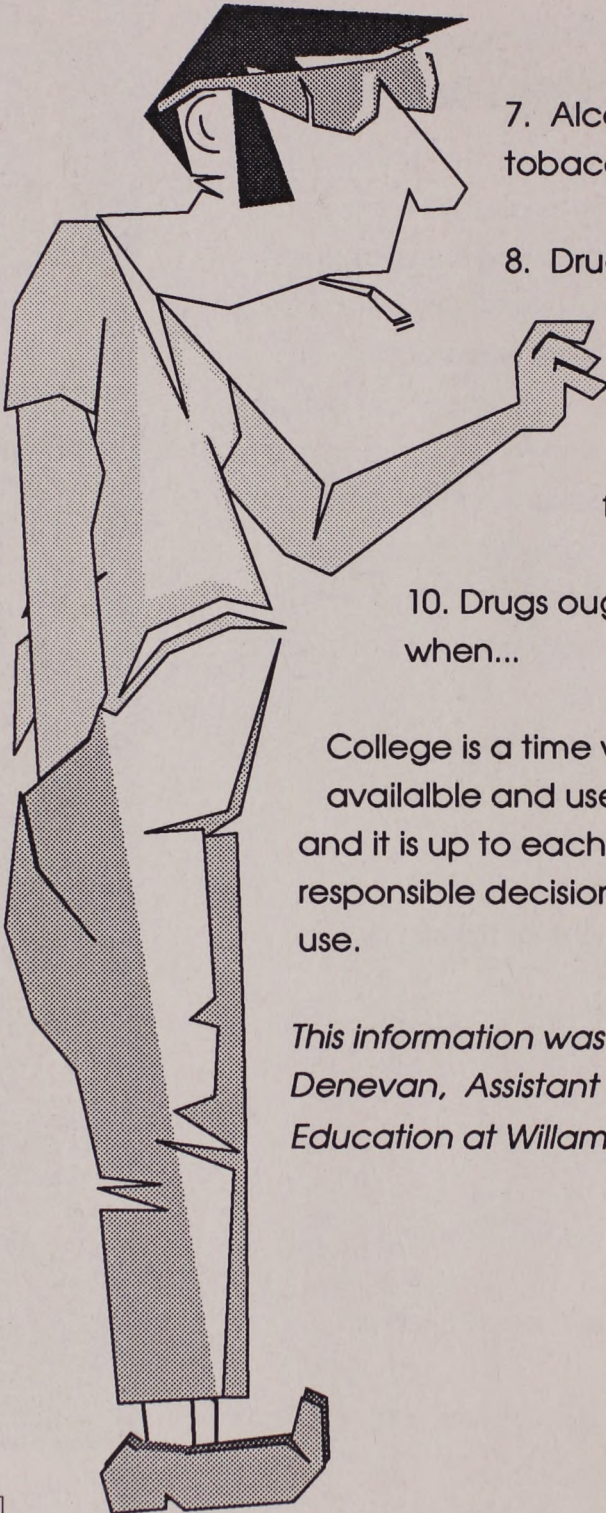
Drugs are a part of almost everyone's lifestyle and readily available to us in our environment. It is possible for many reasons to slide from responsible use to misuse or abuse of any of the wide variety of drugs which we use. For most of us, the choice of which drug to use and when to use it is an individual one and cannot be taken lightly. An individual's ability to make decisions is important and should be used appropriately when considering the use of drugs.

Listed below are ten questions which clarify each individual's stand regarding drug abuse:

1. The thought of taking drugs...
2. Being around drug users...
3. I see drug taking as...
4. The right to use drugs...
5. Drug abuse begins when...
6. The appropriate age for people to use drugs is....



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7. Alcohol, caffeine and tobacco are drugs when...

8. Drug users should...

9. Drugs ought to be prohibited from use when...

10. Drugs ought to be used when...

College is a time when drugs are available and used in high quantities, and it is up to each individual to make responsible decisions regarding their use.

This information was furnished by Jim Denevan, Assistant Professor of Physical Education at Willamette University.

What is Anorexia Nervosa?

It is a serious, life-threatening disorder of deliberate self-starvation with wide ranging physical and psychiatric components. The term, "anorexia nervosa," is a misnomer as it means lack of appetite due to nerves. In actuality, the reverse is true. The person is obsessed with the idea of eating food, but because of emotional problems, she denies her hunger and does not eat, and /or binges, then vomits or takes laxatives.

What are the symptoms?

1. 20% to 25% body weight loss
2. Lack of menstrual periods
3. Hyperactivity
4. Distorted body image
5. Food binges followed by fasting, vomiting, or using laxatives.
6. Excessive constipation
7. Depression
8. Loss of hair (head)
9. Growth of fine body hair
10. Intolerance to cold temperatures
11. Low pulse rate



What is Bulimia?


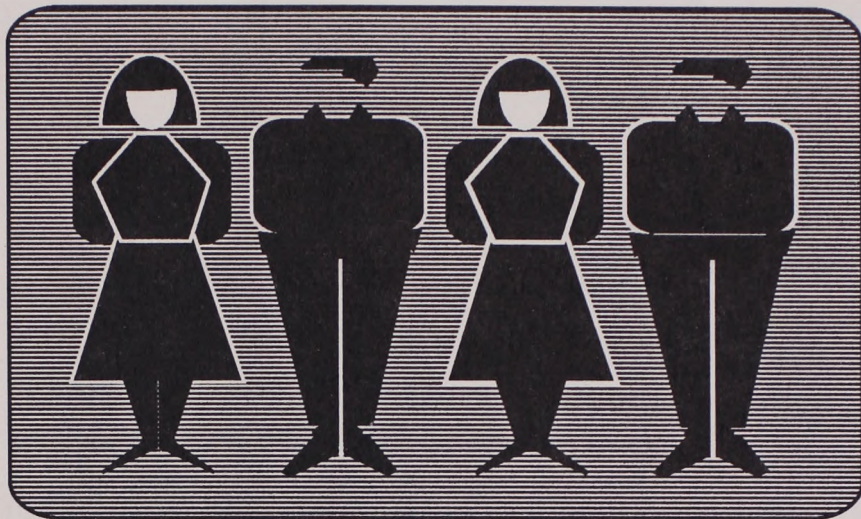
Recurrent episodes of binge eating, followed by self-induced vomiting or purge by laxatives, diuretics, or excessive exercise.

What are the symptoms?

1. Inconspicuous binge eating
2. Menstrual irregularities
3. Swollen glands
4. Frequent significant weight fluctuations due to alternating binges and fasts.
5. Fear of inability to stop eating voluntarily.

What are the consequences and treatments?

Some will recover completely, some will lead a borderline existence, and some will die. The best approach is the combination of medical treatment and psychotherapy for the patient as well as counseling for parents, spouses and siblings. Participation in a self-help group is an adjunct to medical and psychiatric care.



Who are susceptible to these diseases?

The illness usually occurs during adolescence and young adulthood and is the aftermath of a diet. It mainly affects white females from middle and upper class families. The parents are usually conscientious, educated, well-meaning people who are high achievers themselves. In many cases, one of the parents is overly concerned about eating patterns and is likely to be a perfectionist.

This overview was prepared by the American Anorexia/Bulimia Association, Inc. Teaneck, New Jersey.



I N D E X

Academic Affairs Office	57
Admission Office	57
Alcohol	190
Alcohol Consumption Education (ACE)	24
Alcohol Policy	167
Alma Mater	118
Alpha Chi Omega Sorority	22, 55
Alpha Kappa Nu	16
Alpha Lambda Delta	16
April Highlights	111
Art-Off Campus	73
Art Building	52
Associated Students Of Willamette University (ASWU)	57
ASWU Boards	37
Association of Computing Machinery	14
Atkinson Graduate School of Management	62
August Highlights	95
Band	27
Baxter Hall	23, 49
Bearcat Council	29
Belknap Hall	23, 50
Beta Theta Pi Fraternity	21, 49
Bishop Center	51
Bistro Willamette	24
Bookstore, Marguerite A. Will	58
Business Office	58
Campus Map	47-48
Campus Ambassadors	32
Campus Committees	39
Campus Crusade For Christ	33
Campus Safety/Purchasing	58
Cardinal Roundtable	14
Cards and Gifts	74
Career Development Center	59
Cat Cavern	59
Chaplain, Office Of	60
Choir	27
Churches	75
Circle K	29
Clothing	76
Club Sports	19, 20
College of Law	63
<i>Collegian</i>	25
Collins Legal Center	53
Collins Science Center	52
Computer Center	60
Constitution, ASWU	119



Copying and Paper	77
Counseling Center	61
Dean's Office, College of Liberal Arts	61
December Highlights	103
Delta Gamma Sorority	22, 55
Delta Tau Delta Fraternity	21, 49
Department Stores	78
Dobro Solvo	16
Doney Hall	23, 52
Drugs	196
Eating Disorders	198
Eaton Hall	51
Economic Student Association	14
English Majors Club	14
Faculty Committees	40
Fall 1988 Calendar	93
February Highlights	107
Fellowship of Christian Athletes	33
Financial Aid Office	62
Forensics	15
Gatke Hall	49
Greek Life	21
Hair Care	79
Hawaiian Club	29
Health Center	63
Honor Societies	15
Hospital, Salem	80
Independent Hall Association (IHA)	22
Intercultural Student Organization	29
International Students Incorporated	34
Interfraternity Council (IFC)	21
Intime	27
Intramural Sports	20
January Highlights	105
<i>Jason</i>	25
<i>Jason II</i>	25
Jazz Ensemble	27
Jewish Student Union	32
KWU	26
Kappa Delta Pi	16
Kappa Sigma Fraternity	21, 4
Latter Day Saints Student Association	32
Lausanne Hall	23, 52
Lee House	23, 53
Library, Mark O. Hatfield	55, 64
Madrigal Singers	27
Mailroom	64
Maintenance Department/Physical Plant	50, 65



Maranatha Campus Ministry	33
March Highlights	109
Marion County	
Department of Human Resources	31
Marion and Polk County Food Share	31
Marriott Food Service	65
Matthews Hall	23, 49
May Highlights	113
Mental Health	189
Metanoia House	23, 49
Minority Affairs Office	65
Model United Nations	15
Mortar Board	16
Mu Phi Epsilon	16
Mudd Building	53
Music and Video	81-82
Newman Community	33
News/Publications Office	66
November Highlights	101
Nutrition Awareness Program	24
October Highlights	99
Off-campus Map	71-72
Omicron Delta Kappa	16
Opera Theater	28
Order of Omega	17
Panhellenic Council	22
Phi Alpha Delta	15
Phi Eta Sigma	17
Phi Sigma Iota	17
Philosophy Club	15
Pi Beta Phi Sorority	22, 55
Pi Kappa Delta	17
Pi Kappa Lambda	17
Pi Gamma Mu	17
President's Office	66
Psi Chi	17
Reading	83
Registrar's Office	66
Rejoice	33
Residence Halls	22
Residence Life	67
Restaurants	84-88
Roommates	187
Senate	36
September Highlights	97
Sexual Harassment Policy	175
Shepard House	23, 55
Sigma Chi Fraternity	21, 49



Sigma Alpha Epsilon Fraternity	21, 49
Smith Auditorium and Fine Arts Building	51
Smullin Hall	50
Sparks Center	54, 67
Spring 1989 Calendar	94
Sporting Goods	89
Standards of Conduct	146
Student Activities	68
Student Affairs	68
Student Government	35
Students Outside Mainstream Parameters	30
Theaters	90
Transportation	91
Trustee Committees	42
University Apartments	23
University Center	54, 68
University House	52
University Relations	69
Varsity Sports	18
Waller Hall	51
<i>Wallulah</i>	25
Walton Hall	50
Who to Phone	5
Who's Who	1
Willamette Community Choir	28
Willamette Community Orchestra	28
Willamette International Students Association	30
Willamette International Studies House	23, 54
Willamette Playhouse	50
Willamette Singers	28
Willamette University Volunteers	30
Women's Center	30
YMCA Big Brother/Little Sister Program	31
York House	23, 53

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CAMPUS X SAFETY.

WILLAMETTE UNIVERSITY

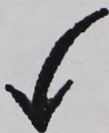
Standards of Conduct

*Revision of pages 146-156 of
1988-1989 Student Handbook*

September 1988

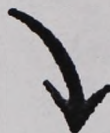
INFORMAL

Academic
Violations



COLLEGE
DEAN

Non-Academic
Violations



ADMINISTRATIVE
HEARING



Appeal

STANDARDS OF
CONDUCT COMMITTEE



Appeal Based on 3
Specific Criteria.

VICE-PRESIDENT FOR
STUDENT AFFAIRS

Willamette University Standards of Conduct


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 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;
5. The guidelines for ensuring that this process is fair and based on tolerance, mutual respect and compassion.



JURISDICTION


The Willamette University Standards of Conduct apply to all University undergraduate and graduate students and student organizations.** "Students" includes any person enrolled in a credit or non-credit course or educational program 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 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.

APPLICATION OF LAW

The University does not seek to create an academic community which is 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.

**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.



STUDENTS' 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.

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.

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. Deliberate 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 firefighting 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 handbook, catalogs);

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



ENFORCEMENT PROCEDURES

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

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.

Academic Violations

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

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 questions 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.

Administrative Hearing

An Administrative Hearing is conducted by the Director 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

**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.

testimony and exhibits.

Standards Committee:

The Standards Committee shall be governed 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.

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.

Alternate membership

When student governments, 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.



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.

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.

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.

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 clerical staff of 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 the 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 immediately 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.

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 in the proceedings 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.



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.

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 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.

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 Affairs.

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

End note:

1. Willamette University Student Affairs Committee, May, 1988.

