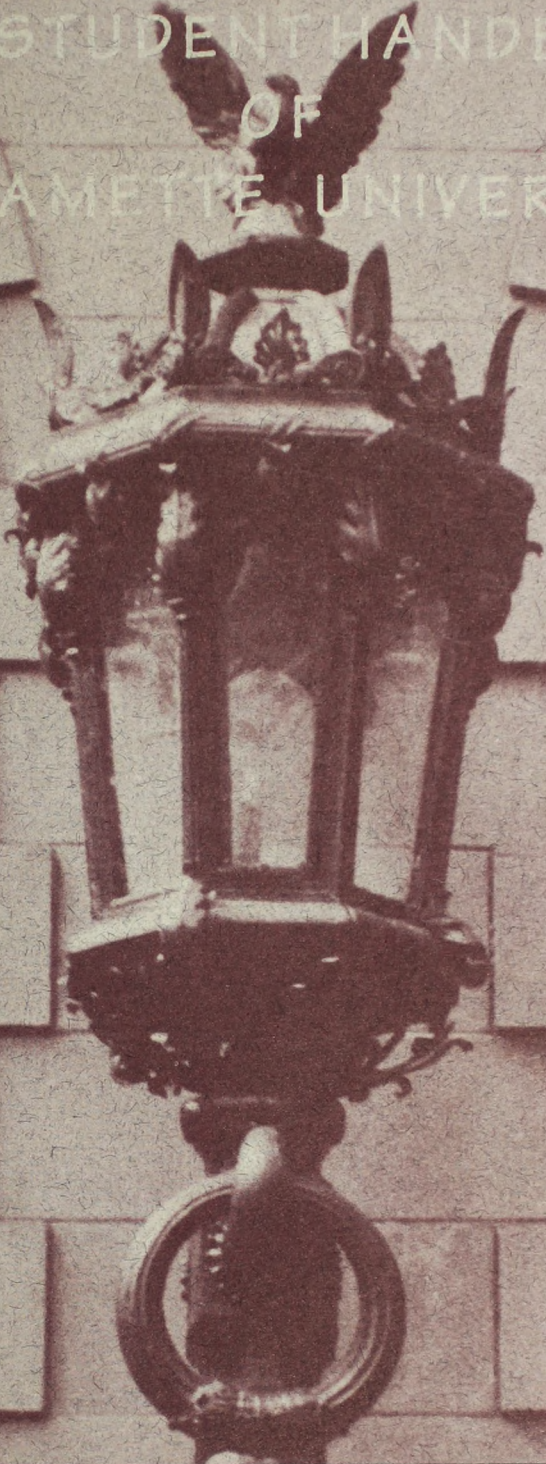


THE STUDENT HANDBOOK
OF
WILLAMETTE UNIVERSITY



1992-1993

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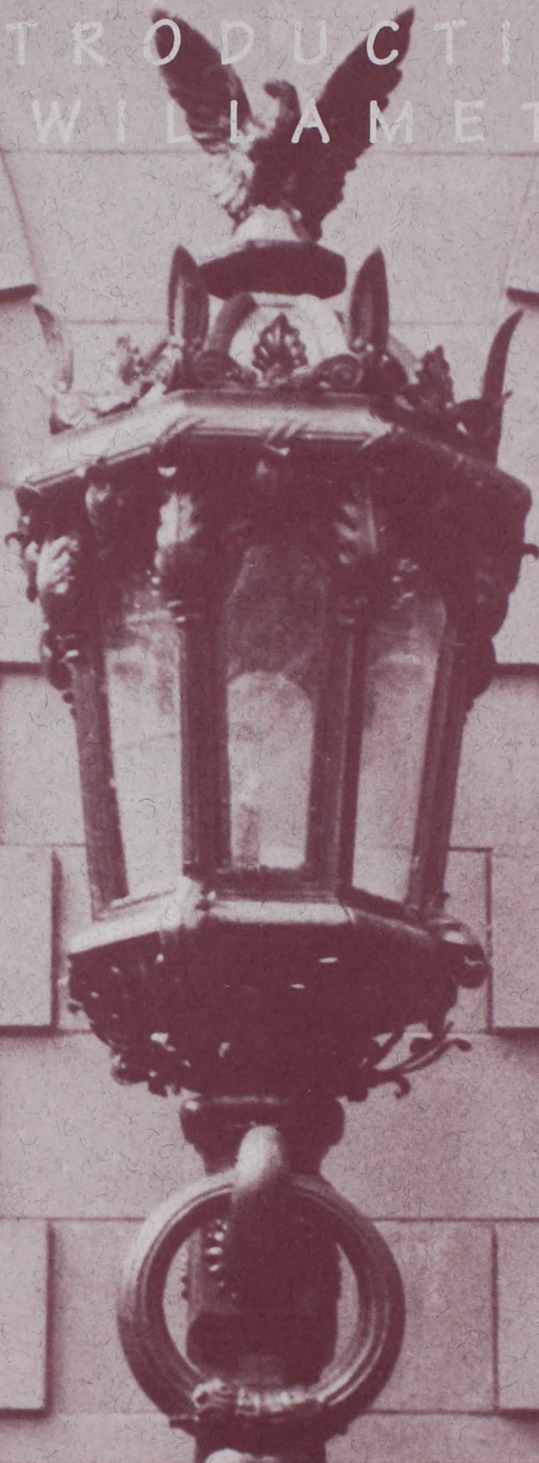


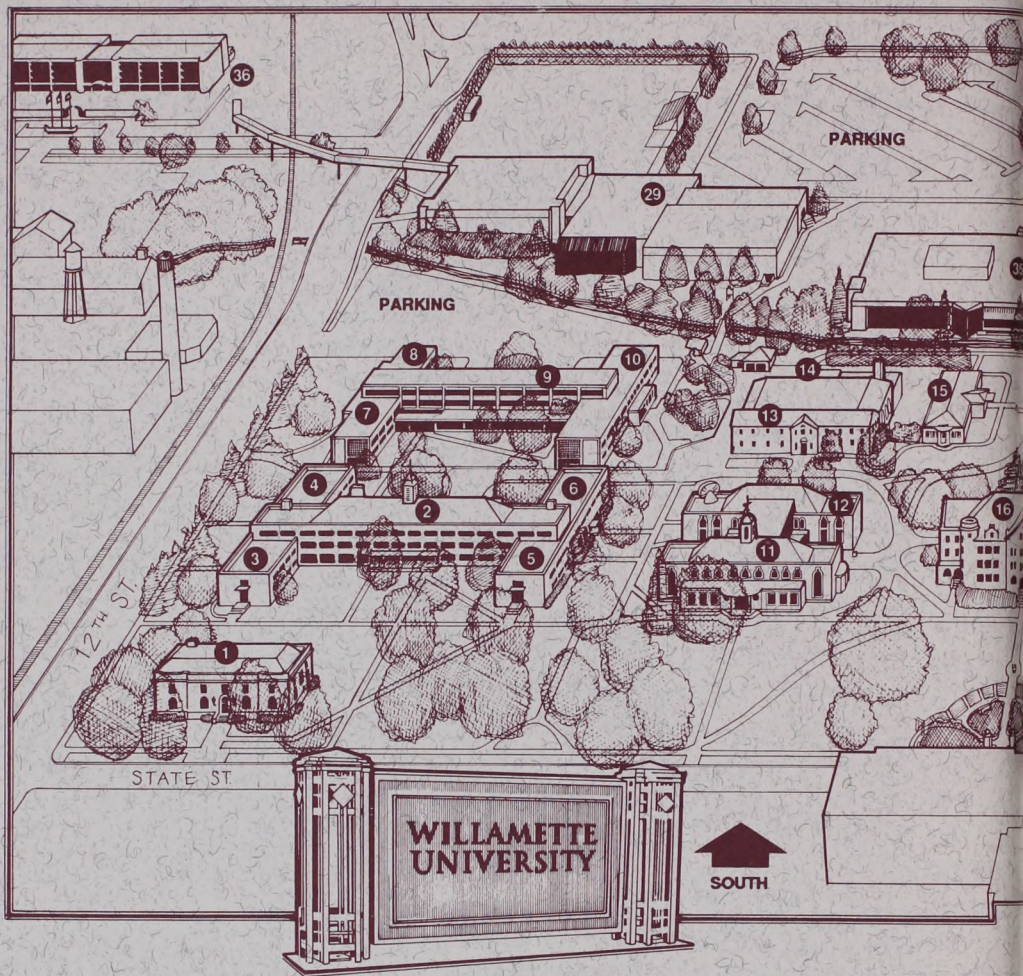
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INTRODUCTION
TO WILLAMETTE

SECTION ONE





UNIVERSITY MAP KEY

1. Gatke Hall

Houses:

Campus Safety, Purchasing,
M.A.T. Program

History:

Originally U.S. Post Office;
moved to campus in 1938. Named
for political science professor Rob-
ert Gatke.

2. Baxter Hall

Houses:

116 co-ed residents.

History:

Constructed 1948, renovated
1987. Named for Dr. Bruce Baxter,

University President 1934-1940.

3. Phi Delta Theta

President: Ryan Scott

Houses:

31 residents. Fraternity mem-
bers on first floor; upper classmen
on second floor.

History:

Chapter re-established 1991.

4. Sigma Alpha Epsilon

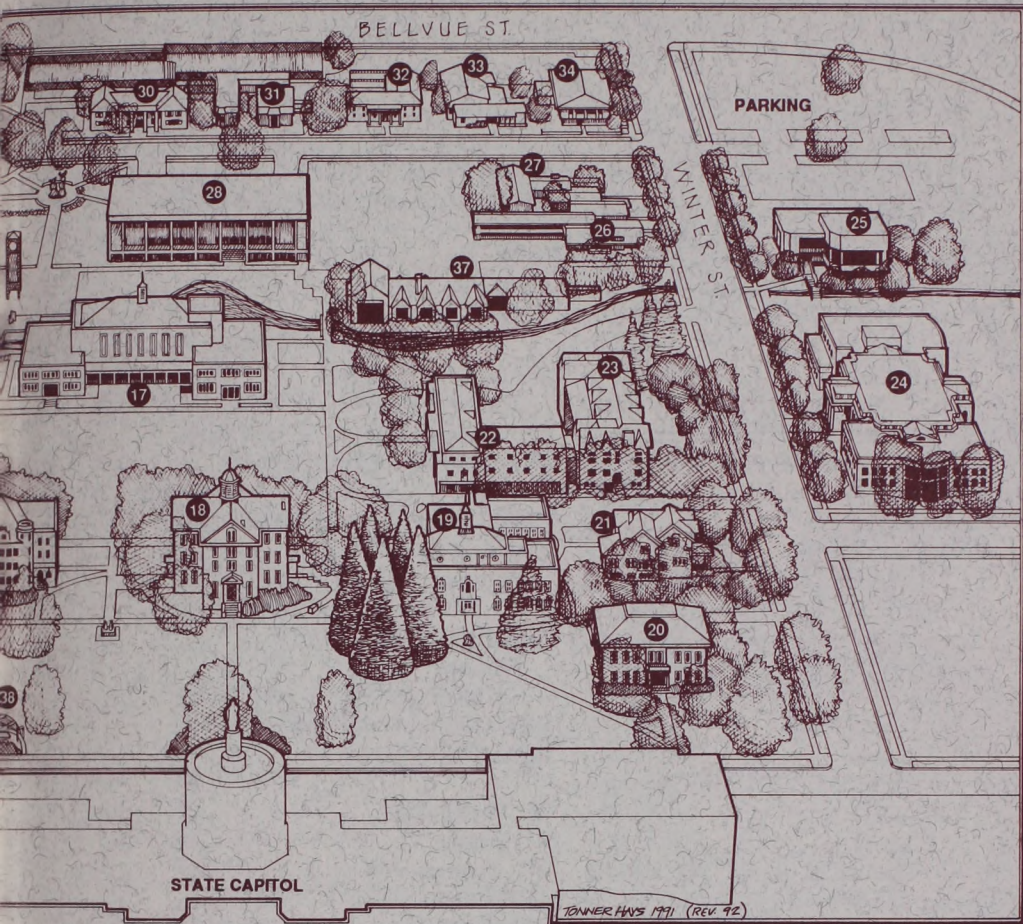
President: Tim Bernasek

Houses:

32 fraternity members.

History:

Chapter founded 1949.



5. Beta Theta Pi

President: Chris Simmons

Houses:

32 fraternity members.

History:

Chapter founded 1947.

6. Sigma Chi

President: Marty Evans

Houses:

32 fraternity members.

History:

Chapter founded 1947.

7. Kappa Sigma

President: Derek Finck

Houses:

32 fraternity members.

History:

Chapter founded 1961.

8. Delta Tau Delta

President: Ken Chew

Houses:

30 fraternity members.

History:

Chapter founded 1962.

9. Matthews Hall

Houses:

90 co-ed residents.

History:

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

10. Belknap Hall

Houses:

75 co-ed residents.

History:

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

11. Smullin Hall

Houses:

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

History:

Constructed 1938, renovated 1988; formerly University library. Named for Willamette alumnus William B. Smullin.

12. Walton Hall

Houses:

Foreign Languages, Language Learning Center.

History:

Constructed 1967. Named for financier William S. Walton.

13. Playhouse

Houses:

Kresge and Arena Theatres, Box Office, Theatre Department.

History:

Constructed 1923, converted Theatre 1974, renovated 1977.

14. Physical Plant

Houses:

Grounds, Maintenance, House-keeping & Custodial Staffs and Recycling.

History:

Constructed 1946, renovated 1969.

15. Bishop Center

Houses:

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

History:

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

16. Eaton Hall

Houses:

Education, English, History, Philosophy, Religion.

History:

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

17. G. Herbert Smith Auditorium and Fine Arts Building

Houses:

1,250-seat Auditorium, Music Department.

History:

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

18. Waller Hall

Houses:

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

History:

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

19. E.S. Collins Science Center

Houses:

Biology, Chemistry, Environmental Science, Physics.

History:

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

20. Art Building

Houses:

Art Department, Hallie Brown Ford Gallery

History:

Constructed 1905, renovated 1977.

21. University House

Houses:

Center for Dispute Resolution

History:

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

22. Doney Hall

Houses:

110 co-ed residents.

History:

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

23. Lausanne Hall

Houses:

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

History:

Constructed 1917, renovated 1985. Named for ship that brought many pioneers to the Oregon Territory.

24. Truman Wesley Collins Legal Center

Houses:

Law School

History:

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

25. Seeley G. Mudd Building

Houses:

Geo. H. Atkinson Graduate School of Management.

History:

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

26. York House

Houses:

30 co-ed residents, single rooms.

History:

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

27. Lee House

Houses:

24 co-ed graduate residents.

History:

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

28. George H. Putnam University Center

Houses:

Admission, A.S.W.U., Bistro, Bookstore, Student Activities, Financial Aid, Information Desk, International and Multicultural Student Affairs, Mail Services, Collegian, Wallulah, Jason, Residence Life, V.P. for Student Affairs, Travel Center, Office for Students with Disabilities Community Outreach Program.

History:

Constructed 1970. Named for the Oregon Statesman editor.

29. Lestle J. Sparks Physical Education and Recreation Center

Houses:

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

History:

Constructed 1974. Named for the Willamette professor and coach,

who served the school from 1916-1979.

30. Willamette International Studies House (WISH)

Houses:

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

History:

Constructed 1965.

31. Alpha Chi Omega

President: Angela Namenuk

Houses:

48 sorority members.

History:

Chapter founded 1944.

32. Delta Gamma

President: Abby Karcich

Houses:

48 sorority members.

History:

Chapter founded 1945.

33. Pi Beta Phi

President: Lesil McGuire

Houses:

48 sorority members.

History:

Chapter founded 1944.

34. Shepard House

Houses:

45 co-ed residents.

History:

Constructed 1963. Named for Cyrus Shepard, first teacher in the Oregon Mission.

35. Mark O. Hatfield Library

History:

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

36. Tokyo International University of America (TIUA)/Kaneko Hall

Houses:

Co-ed residents, TIUA Administration Offices, Classrooms.

History:

Constructed 1989.

37. Goudy Dining Commons

Houses:

Central dining facility.

History:

Constructed 1992. Named for benefactor & Willamette alumnus Grace Goudy.

38. Sesquicentennial Rose Garden

History:

Planted 1992 in honor of Willamette's 150th anniversary.

THE HISTORY OF WILLAMETTE

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

Within a few years, the slowly

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

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

The school was known at first as the Oregon Institute. After a territorial government had been established, a charter was granted to the institution in 1854 under the name of "Wallamet University." The original building (first occupied by the Institute in 1844) was a three-story frame structure which served the community as well as the school, since it was considered the most imposing edifice in the Northwest. It housed the first session of the legislature to meet in Salem 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 George H. Atkinson Graduate School of Management began classes in 1974.

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

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

LEXICON & TRADITIONS

Access Code

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

A.S.W.U.

Associated Students of

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

Atkinson Lecture Series

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

Barney the Bearcat

School mascot; a mystery animal to everyone.

Bistro Willamette

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

Blue Monday

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

Bush Park

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

C.L.A.

College of Liberal Arts; the undergrads.

The Cat Cavern

Snack bar/study area/hang-out; located on main floor of the U.C.

The Collegian

Weekly, student-produced,

campus newspaper.

Convocation (Convo)

A weekly, hour-long presentation addressing concerns and interests of the Willamette community.

E.P.C.

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

F.A.E.

Fine Arts East; the east hall of Smith Auditorium.

F.A.W.

You guessed it!

Freshman Glee

The king of all Willamette traditions; a challenge set forth by the Freshman class each year. Now in its 85th year, Glee began as a singing competition and has evolved into an all-campus competition between classes, judged on marching, singing, original music, and formations. Sub-themes are decided upon each year by Glee managers. Each class is allowed one week to practice; the week culminates on Glee Night, with classes performing in front of an audience of 2,000 people, in hopes of winning the Glee banner.

Fusser's Guide

Willamette's own "white pages"; telephone numbers and addresses of virtually every person on campus, from students to staff.

Greek

Persons affiliated with one of the campus fraternities or sororities.

G.S.M.

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

Haseldorf

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

Hudson, Jerry

President of the University.

Hudson's Bay

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

I.F.C.

Interfraternity Council; the governing body of campus fraternities.

Jackson Plaza

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

Jason

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

Late-Night Breakfast

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

Law School

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

Memorandum

Weekly flyer containing information about coming events, guest

speakers, etc. You can pick up a copy by the mailboxes in the U.C. and at select places around campus.

Mill Stream

The stream that cuts its way through campus.

Millstreaming

The act of throwing somebody into the Mill Stream.

Non Nobis Solum Nati Sumus

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

Non-Trad

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

Panhellenic

Panhellenic Association; the governing body for campus sororities.

Parents' and Family Weekend

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

The Quad

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

R.A.

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

R.D.

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

Rain

Salem's longest season.

The Ram

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

R.H.A.

Residence Hall Association; the governing association for non-Greek residents (Independents).

Rush

The Greek system of recruiting new members.

Senior Skits

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

Sorority Row

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

Sparks

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

Special Deposit

The \$50 you initially pay the University as insurance against any-

thing "special" you might do.

Star Trees

The five pines located northeast of Collins Hall that form a star in the sky when viewed from the center; originally called the Temple of the Centuries. Planted in 1942.

Thetford Lodge

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

Thompson's

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

T.I.U.A.

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

U.C.

Putnam University Center; the huge building located between Mill Stream and Sorority Row; home to the Cat Cavern, Bistro Willamette, campus mail services, admissions, financial aid, etc. See Offices section for more information.

Wallulah

Willamette's yearbook.

Willamette Dialogue

Yearly journal of student scholarship; features student papers on a variety of subjects.

W.I.S.A.

Willamette International Students Association.

PHONE INFORMATION AND FREQUENTLY CALLED NUMBERS

Campus Phones

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

You can call across campus free of charge using any of the campus phones. You must first dial 9 for off-campus calls. Also, for what it's worth, on-and-off-campus calls ring differently on your phone. When you receive an off-campus call you hear a doubling ring, whereas on-campus calls produce a single ring.

All campus phone numbers are called extensions and can be reached on campus by simply dialing the four digits. Things get a bit more tricky when trying to reach an extension from off campus. Extensions beginning with a 4 cannot be

reached from off-campus at all. All other extensions can be dialed from off-campus by first dialing the appropriate prefix. These prefixes are: 370 for 6000 extensions; 375 for 5000 extensions; and 373 for 3000 extensions.

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

Frequently Phoned Numbers

Alpha Chi	6008	Environmental		Pi Beta Phi	6010
Art Dept.	6136	Science Dept.	6390	Political Sci. Dept.	6060
ASWU	6058	Events Line	6818	Psychology Dept.	6077
Athletics Dept.	6420	Facilities		Purchasing	6055
Baxter Hall	6076	Scheduling	4442	Registrar	6206
Belknap Hall	6236	Financial Aid	6273	Religion Dept.	6368
Beta Theta Pi	6039	Food Service	6005	Residence Life	6212
Biology Dept.	6482	Health Center	6062	Shepard House	6051
Bistro	6134	History Dept.	6061	Sigma Alpha	
Bookstore	6315	Kappa Sigma	6042	Epsilon	6044
Campus Safety	6911	Lausanne Hall	6049	Sigma Chi	6045
Chaplain	6213	LRG	6054	Sociology Dept.	6195
Chemistry Dept.	6418	Library	6312	Speech Communi-	
Collegian	6053	Mail Room	4472	cation Dept.	6281
Computer Center	6004	Maintenance	6003	Student Accounts	4354
Copy Center	6717	Math Dept.	6077	Student Activities	6463
Dean, CLA	6285	Multicultural		Student Loans	4355
Delta Gamma	6009	Affairs	4004	Telephone Problems/	
Delta Tau Delta	6041	Music Dept.	6255	Questions	6210
Doney Hall	6048	NAP	6186	Theatre (tickets)	6221
Earth Science Dept.	6487	Panhellenic	6212	Travel Center	6388
Economics Dept.	6060	Payroll	4351	UC Desk	6267
Education Dept.	6343	Philosophy Dept.	6416	WISH House	6052
English Dept.	6455	Physics Dept.	6373		

CAMPUS CALENDAR

SUNDAY	MONDAY	TUESDAY
		1 ~C.L.A. Classes Begin ~Registration for returning students, 8:00am-Noon
		SEPTEMBER
6	7	8
	LABOR DAY, NO CLASSES	
13 ~Pi Phi Arrowspike Volleyball Tournament, all-day, Quad	14 ~Last day to add classes, to drop without a "W" grade, and to designate credit/no credit	15
20	21	22
27	28 ~Atkinson Lecture: Mark Russell, 8pm, Smith Auditorium	29
4 ~Friends of Deepwood Tour of Waller Hall ~Salem Community Orchestra, 7pm, Smith Auditorium	5	6
11 ~Parents/Family Weekend	12 ~D.A.S.: Jeffrey Kahane, 8pm, Smith Auditorium	13

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2	3	4	5
9	10 ~Convocation: Parker Palmer, 11:20am, Cone Chapel ~Collins Legal Center Rededication, 3pm, Smith Auditorium	11	12 ~Pi Phi Arrowspike Volleyball Tournament, all-day, Quad ~Student Activities Fair, Noon-4pm, Jackson Plaza
16	17	18	19 ~Football vs. Simon Fraser, 1pm, McCulloch Stadium
23	24 ~Delta Gamma Anchor Splash	25 ~Delta Gamma Mr. Anchor Splash Pageant, 7pm, Cat CAVERN	26
30	1 OCTOBER	2	3 ~Choral Leadership Workshop, 9-4pm, Smith Auditorium
7	8	9 ~Jazz Night, 7pm, Smith Auditorium ~Parent's/Family Weekend	10 ~Football vs. EOSC, 1pm, McCulloch Stadium ~Parent's/Family Weekend
14	15 ~Convocation/Educational Programs Committee Debate, 11:20am, Cone Chapel ~Faculty Recital: Valerie Macintosh, 8pm, Cone Chapel	16 ~Board of Trustees Meeting, 2pm, Willamette Room ~Dance Concert, Smith Auditorium	17 ~Dance Concert, Smith Auditorium

SUNDAY	MONDAY	TUESDAY
18 ~Dance Concert, Smith Auditorium	19	20
25	26 ~Greek Week Begins	27 ~Greek Week
1 ~Faculty Recital: Hauff, Cone Chapel	2	3
NOVEMBER		
8	9	10
15 ~Oregon Symphony Family Concert, 2:30pm, Smith Auditorium	16 ~E.P.C.: Affirmative Action, Linda Chavez and Julian Malreaux 7:30pm, Smith Auditorium	17
22 ~Salem Community Orchestra: Bach Magnificat, 7pm, Smith Auditorium	23	24
29	30	1 DECEMBER

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>21</p> <p>~Classified Staff Luncheon, Noon, Dining Rooms 1&2</p> <p>~Woodwind Quintet Recital, 8pm, Hatfield Room</p>	<p>22</p>	<p>23</p> <p>~High School Speech Tournament</p> <p>MID SEMESTER DAY: NO CLASSES</p>	<p>24</p> <p>~High School Speech Tournament</p> <p>~Football vs. Oregon Institute of Technology, 1pm, McCulloch Stadium</p>
<p>28</p> <p>~Atkinson Lecture: Isabel Allende, 8pm, Smith Auditorium</p> <p>~Greek Week</p>	<p>29</p> <p>~Greek Week</p>	<p>30</p> <p>~Greek Week</p>	<p>31</p> <p>~Greek Week</p>
<p>4</p>	<p>5</p>	<p>6</p> <p>~Last day to drop full semester classes</p>	<p>7</p> <p>HALLOWEEN</p>
<p>11</p>	<p>12</p>	<p>13</p>	<p>14</p> <p>~Opera Recital, 8pm, Smith Auditorium</p> <p>~Football vs. Linfield, 1pm, McCulloch Stadium</p>
<p>18</p> <p>~Classified Staff Luncheon, Noon, Dining Rooms 1 and 2</p>	<p>19</p> <p>~Academic advising for Spring semester begins</p>	<p>20</p> <p>~Wind Ensemble/choir Concert, 7:30pm, Smith Auditorium</p>	<p>21</p>
<p>25</p>	<p>26</p> <p>THANKSGIVING</p>	<p>27</p> <p>UNIVERSITY HOLIDAY: NO CLASSES</p>	<p>28</p>
<p>2</p> <p>~Jazz Night, 7pm, Smith Auditorium</p>	<p>3</p>	<p>4</p>	<p>5</p> <p>~College of Liberal Arts Advance Course Registration, 8am-Noon, Cat</p>

SUNDAY	MONDAY	TUESDAY
6	7	8
13 ~Willamette Master Chorus: Family Concert, 3pm, Smith Auditorium	14	15
STUDY DAY 20 ~Holiday Break begins	FINAL S 21	FINAL S 22
HANUKKAH 27	28	29
3	4	5
10	11	12
17	18 ~C.L.A. Fee Payment, 8am-5pm, Cone Field House MARTIN LUTHER KING, Jr. DAY	19 ~C.L.A. Classes Begin

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
9 ~Oregon Symphony, 8pm, Smith Auditorium	10 ~Convocation: Lessons and Carols, 11:20am, Cone Chapel	11 ~Lessons and Carols, 8pm, Cone Chapel ~Classes end	12 ~John Doan: A Victorian Christmas, 8pm, Smith Auditorium
16 ~Classified Staff Luncheon, Noon, Cat	17	18	STUDY DAY 19 ~Messiah Sing Together, 7pm, Smith Auditorium
STUDY DAY	FINALS	FINALS	FINALS
23	24	25	26
30	CHRISTMAS EVE 31	CHRISTMAS 1	2
		JANUARY NEW YEAR'S DAY	
6	7 NEW YEAR'S EVE	8	9
13	14	15	16
20 ~Oregon Symphony Pops, 8pm, Smith Auditorium	21 ~Convocation:Chamber Choir, 11:20am, Cone Chapel	22 ~Intercollegiate Forensics Tournament	23 ~Intercollegiate Forensics Tournament ~Martin Luther King Jr. Celebration

SUNDAY	MONDAY	TUESDAY
24 ~Intercollegiate Forensics Tournament	25	26
31 ~Founder's Day Worship Service, 3:30pm, Cone Chapel	1 ~Last day to add classes, to drop without a "W" grade, and to designate credit/no credit	2
FEBRUARY		
7	8	9
14	15	16
21	22	23
28 ~Salem community Orchestra Concert, 7pm, Smith Auditorium	1	2
MARCH		
7 ~Freshman Class Glee Practice, Evening, Cone Field House	8 ~Glee Practices, 5-7am, 12:15-1:15pm, 4-5pm, 8-10pm	9 ~Glee Practices, 5-7am, 12:15-1:15pm, 4-5pm, 8-10pm

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27 ~Oregon Symphony, 8pm, Smith Auditorium	28 ~E.P.C.: Jonathan Kozol, 7:30, Smith Auditorium	29 ~Board of Trustees Meeting at Salishan	30 ~Board of Trustees Meeting at Salishan
3	4	5	6
10	11	12	13 ~WU Invitational Jazz Festival, all day, Smith Auditorium
17	18 ~OLAPC Job Fair	19 ~New Music Concert, 8pm, Smith Auditorium ~OLAPC Job Fair	20
24	25	26 ~Jazz Night, 7pm, Smith Auditorium	27
ASH WEDNESDAY			
3 ~President's Concert, 8pm, Smith Auditorium	4	5	6
10 ~Glee Practices, 5-7am, 12:15-1:15pm, 4-5pm, 8-10pm	11 ~Glee Practices, 5-7am, 12:15-1:15pm, 4-5pm, 8-10pm	12 ~Glee Practices, 5-7am, 12:15-1:15pm, 4-5pm, 9-11pm ~Senior Skits, 7pm, Smith Auditorium	13 ~Glee Practices, 8am-Noon ~Freshman Glee, 7pm, Cone Field Houses

SUNDAY	MONDAY	TUESDAY
14	15 ~Glee Bet Pay-Offs, 11:20am, Jackson Plaza	16 ~E.P.C.: Ernest Boyer, 7:30, Smith Auditorium
21	BLUE MONDAY 22	23
SPRING BREAK 28	SPRING BREAK 29	SPRING BREAK 30
SPRING BREAK 4 ~CLA Fall Preview Day, 1-5pm	5	6
11 ~Easter Lessons and Carols, 3:30 pm, Cone Chapel	12 ~Academic advising for Fall semester begins	13
18	19	20
25 ~Salem Community Orchestra Concert, 7pm, Smith Auditorium	26	27

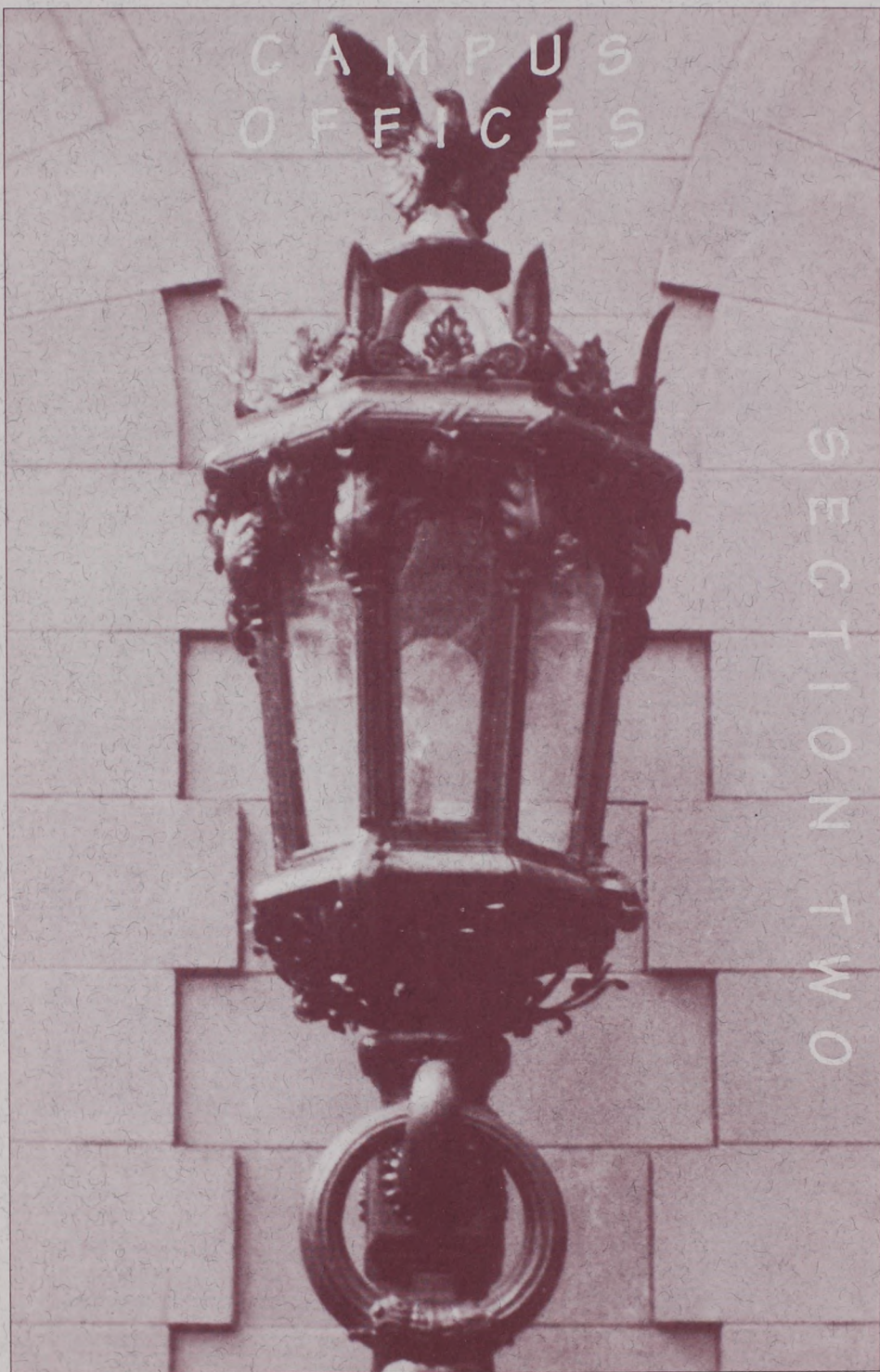
WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
17 ~Classified Staff Luncheon, Noon, Dining Rooms 1 and 2 ~Woodwind Quintet Recital, 8pm, Hatfield Room	18 ~No Convocation, 11:20 classes from Blue Monday rescheduled	19 ~Spring Break Begins, 5pm	20 SPRING BREAK
24 SPRING BREAK	25 SPRING BREAK	26 SPRING BREAK	27 SPRING BREAK
31 SPRING BREAK	1 SPRING BREAK	2 SPRING BREAK ~Last day to drop full semester classes	3 SPRING BREAK ~International Extravaganza, Noon-5pm, Jackson Plaza (Cat Cavern if rain)
7	8 APRIL	9	10
14	15	16	17
21 ~Classified Staff Luncheon, Dining Rooms 1 and 2	22 ~Senior Reception, 5:00pm, Alumni Lounge ~Honors and Awards, 6:30pm	23 ~Jazz Night, 7pm, Smith Auditorium	24 ~CLA Advance Course Registration, 8am-Noon, Cone Field House ~Faculty Retirement, 5:30pm, Cat Cavern
28	29	30	1 MAY

SUNDAY	MONDAY	TUESDAY
2	3	4 ~CLA classes end
9	10	11
CLA STUDY DAY MOTHER'S DAY 16 ~Baccalaureate, 11am, Smith Auditorium ~Commencement, 3pm, McCulloch Stadium	CLA FINALS 17	CLA FINALS 18
23	SUMMER BREAK 24	SUMMER BREAK 25
SUMMER BREAK 30	SUMMER BREAK 31	SUMMER BREAK
SUMMER BREAK	MEMORIAL DAY SUMMER BREAK	

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
5	6	7	8 ~Willamette Master Chorus Concert, 8pm, Smith Auditorium
CLA STUDY DAY 12	CLA STUDY DAY 13	CLA FINALS 14 ~Board of Trustees Meeting, all day, UC ~Class Reunions begin 5pm	CLA FINALS 15 ~Senior Honors Recital, 2pm, Smith Auditorium
CLA FINALS 19 ~Oregon Symphony Pops, 8pm, Smith Auditorium	20	21	ALUMNI DAY 22
SUMMER BREAK 26	SUMMER BREAK 27	SUMMER BREAK 28	SUMMER BREAK 29
SUMMER BREAK	SUMMER BREAK	SUMMER BREAK	SUMMER BREAK

CAMPUS
OFFICES

SECTION TWO



CAMPUS OFFICES

Below is a list of many of the offices on campus that can be of help to students. Whether you need a question answered about your phone bill or just want to know how to pay for school, someone listed here will know, or will be able to find out.

Academic Administration Office **Waller Hall, phone 6374**

Todd Hutton, Vice President for Academic Administration

The Academic Administration Office oversees the Mark O. Hatfield Library, Academic and Administration Computing, Registrar's Of-

face, Learning Resource Center, Language Learning Center, Office of Financial Aid, Summer Conferences, Academic Grants and Research, and Smith Auditorium.

Academic Computing **Smullin, phone 6004**

Keiko Pitter, Director, Academic Computing/User Services

The Academic Computing Department of the Willamette Integrated Technology Services has one microlab with 30 IBM-compatible PCs and the Computer Center has one microlab with 30 IBM-compatible PCs and one with 26 Macintoshes. Both labs are networked and connected to an Ethernet network that is supported by a SUN 4/470 server, Sparks 1+ server, and a Sequent parallel processor server. Printing can be accomplished on the network on either of two laser printers or on several dot-matrix printers. Lab assis-

tants are on duty 8 a.m. through 11 p.m.



Accounting Office **Waller Hall, phone 6104**

Bob Olson, Controller
Laura Hildebrandt, Accounting Office Manager

The Accounting Office handles payroll processing, check cashing

(up to \$50), disbursement of funds to students and vendors, phone payments and student account payments.

Office of Admission **University Center, phone 6303**

James Sumner, Dean of University Admissions

This office is responsible for all student admission into the College of Liberal Arts, including the Master of Arts in Teaching (MAT) Program. The office also arranges cam-

pus tours, special programs, overnight visits, meals, and class visits for prospective students. The Office of Admission is located in Office #1 on the ground floor of the Putnam Center.

Business Office **Waller Hall, phone 6210**

Brian Hardin, Vice President for Financial Affairs

This office handles Thetford

Lodge reservations, phone bills, and insurance information.

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

Charles Wallace, Jr., University Chaplain

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

The Chaplain sponsors the University Convocation series, worship services, retreats, speakers, and films. The office also provides counseling, advises a discussion group ("The Seekers"), and serves as University liaison with various denomi-

national and parachurch ministries on campus. Worship services in Cone Chapel, Waller Hall, are rooted in Willamette's Methodist heritage, but are ecumenical in nature and open to students of all denominations and faiths. Cone Chapel is open mornings for private prayer and meditation.

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

Office of the Dean of the College of Liberal Arts **Smullin, phone 6285**

Julie Ann Carson, Dean
Ken Nolley, Associate Dean

This office is responsible for implementing academic programs proposed by the various campus and faculty committees. The Un-

dergraduate Research Program, domestic off-campus programs (e.g. Washington Semester) and Willamette's student internships are coordinated through this office.

Center for Dispute Resolution **University House, phone 6046**

Professor Eric Holmes, Interim Director

The Center for Dispute Resolution of the Willamette University College of Law is dedicated to the creation and enhancement of opportunities for our student and faculty to study the appropriateness of various methods of dispute resolution. The Center facilitates this study by encouraging faculty and student

research, both traditional and empirical, and by encouraging the use of dispute resolution concepts and practices in the traditional law school curriculum. The Center serves the broader community by advancing the understanding of dispute resolution through publications, lectures, symposia, and other external activities.

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

James Woodland, Director

Financial aid is awarded in the form of scholarships, grants, loans, and work study in packages that the Financial Aid Office determines will best meet the needs of the student. The University distributes financial aid on the basis of need with

some exceptions based on academic excellence and/or activity achievement. Each applicant must have a completed Singlefile Form on file to establish need. The Singlefile Form must be renewed each year in early February to receive aid for the next school year.

George H. Atkinson Graduate School of Management

Seeley G. Mudd Building, phone 6440

G. Dale Weight, Dean

The Atkinson Graduate School of Management was created in 1974 to educate future executives in industrial settings, corporations, not-for-profit agencies, and other orga-

nizations. The Atkinson School is dedicated to helping students become innovative problem-solvers, versatile managers, leaders, and creative entrepreneurs in public, private, and non-profit sectors.

Office of International Student Affairs **University Center, phone 4004**

Donna McElroy, Director

The Advisor provides support and leadership to international students and groups and works closely with students, faculty and administrators, promoting programs that enhance awareness and appreciation of cultural diversity.



Loans and Student Accounts Office **Waller Hall, phone 3008**

Denise Hedeem, Assistant Controller

The Loan Office disburses bank loans and Perkins Loans to students, as well as awarding and collecting

emergency loans (up to \$500). The Student Accounts Office is responsible for billing and collecting tuition and room and board charges.

Office of Multicultural Student Affairs and **Office of Disabled Student Services** **University Center, phone 6265**

Joyce Greiner, Director

This office offers programs, activities, counseling and other services for all ethnic, non-tradition-

ally aged, gay, lesbian and bisexual students, and students with disabilities.

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

Jerry Hudson, University President
The President is the Chief Executive Officer of the University.

He and his staff serve as a liaison between the University's various constituencies.

Registrar's Office **Bishop, phone 6206**

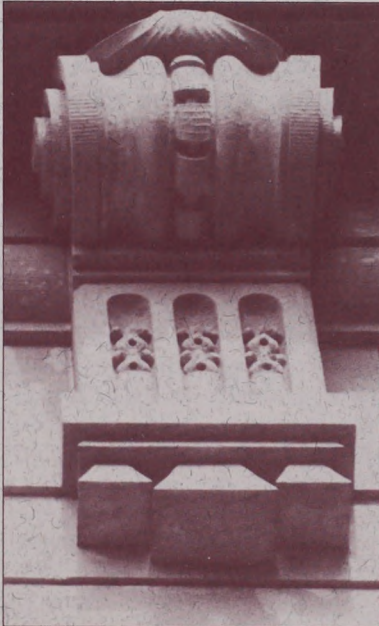
Paul J. Olsen, University Registrar
The Registrar's Office maintains the official academic records for all students of the University.

Students are responsible for verifying the accuracy of their transcripts and petitioning for changes in their official records if an error exists.

Information concerning the General Education Program, major requirements, and graduation are available here.

Drop/Add cards, Change of Advisor forms, Petitions for Graduation, and forms for declaring majors/minors and contesting grades may all be acquired at this office.

Veteran forms/information and Teacher Placement information are also available at this office.



Office of Residence Life

University Center, phone 6212

Director, TBA

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 Resident Assistant/Resident Director can be a valuable resource. This person should have the answers to many of your questions.

Office of Student Activities

University Center, phone 6463

Cesie Delve Scheuermann, Director

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

Student Activities coordinates educational and social programs such as Opening Days, Parents' and Family Weekend, a speaker series, Freshman Glee, the Leadership

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

In addition, Student Activities is the home of the Community Outreach Program (COP). In an effort to live out the University's motto, "not unto ourselves alone are we born," COP encourages students, faculty, and staff to give back to the surrounding community by tutoring local elementary school children, building a house for Habitat for Humanity, or working with developmentally disabled adults.

Office of Student Affairs

University Center, phone 6447

Frank Meyer, Vice President for Student Affairs

Student Affairs is the major administrative unit responsible for facilitating students' intellectual, emotional, social, spiritual, and physical growth outside the classroom within the University environment. Students are viewed as maturing adults who are encouraged to assume major responsibil-

ity for their personal growth and development. An anticipated outgrowth of these efforts is to increase students' ability to become well-informed, responsible, and contributing members of Willamette University and society as a whole.

The following departments constitute Student Affairs: Admissions, Athletics, Campus Safety, Counseling and Career Develop-

ment, Health, International Student Affairs, Multicultural Student Af-

fairs, Residence Life, Student Activities.

Tokyo International University of America (TIUA) Kaneko Hall, phone 3300

Yukihiko Kawashima, Dean
Ryuji Torihara, Executive Director
TIUA is an independent sister university and part of TIU, Kawagoe, Japan. The students are currently enrolled at TIU in Japan, and come here for 11 months for

English and Liberal Arts Studies.
Approximately half of the Japanese students live on the Willamette campus and, in turn, Willamette students live on the TIUA campus.

TIUA holds two seats in the ASWU Senate.

University Relations Waller Hall, phone 6340

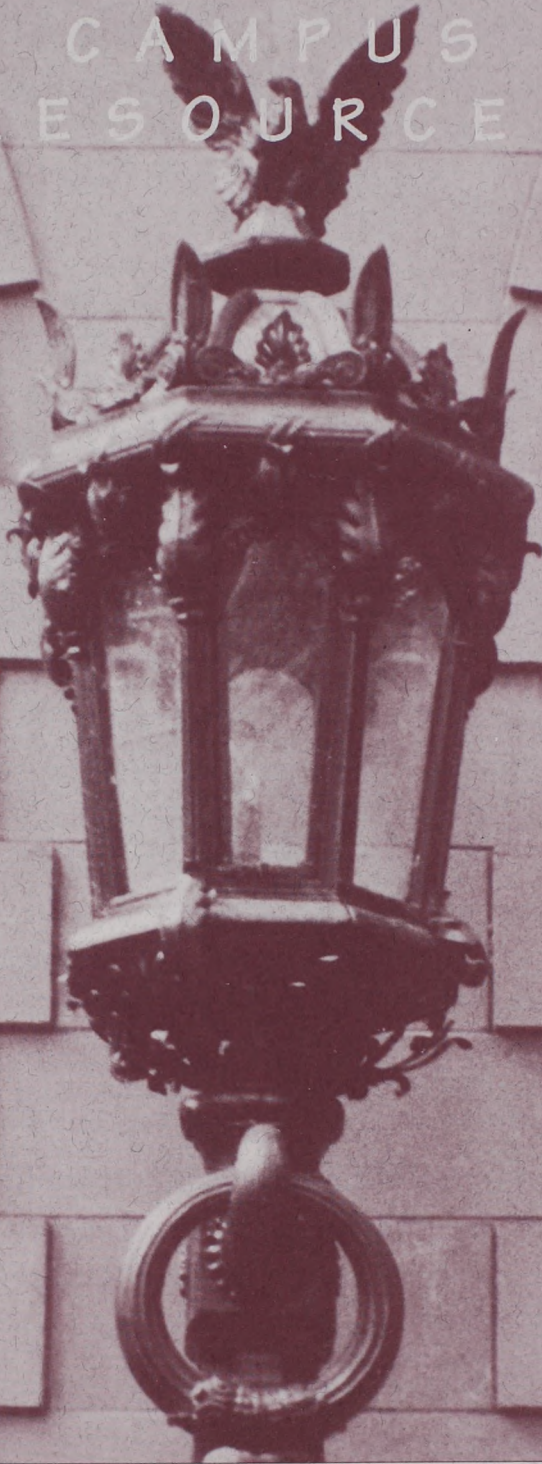
Barbara Mahoney, Vice President for University Relations

The University Relations Office serves as liaison with the University's external constituencies: alumni, parents, donors, foundations, corporations, media and the public. It has responsibility for all

aspects of development: raising the funds necessary to meet operating expenses, enhance programs, build capital projects and increase the endowment. Through the Office of News and Publications, it coordinates communication with people important to Willamette.

CAMPUS
RESOURCES

SECTION THREE



CAMPUS RESOURCES

The people and places listed below go to great lengths to help you. Whether your needs are small, like the need for a morning cup of java, or large, like a need for personal counseling, look here to fill them.

Bistro Willamette

University Center, phone 6134

Scott Myers, Sarah Barsness, and Eric Perryman, Co-Managers

Come in and whoop it up over a cup of Joe with friends, fellow students, faculty (and even law students). Have a scone shaped like Ronald Reagan's head or a bagel to help you make it through the day. We offer a wide range of menu items from festive desserts to lunch and

dinner entrees. The coffee's always hot and if you stay long enough maybe, just maybe, you'll see the University's President stroll by and disappear behind a building. The Bistro is also a great place to work. It's an ideal every Willamette student should aspire to meet. So come in and help Scott, Sarah and Eric keep the place out of debt.

Bon Appetit Food Service

Goudy Dining Commons, phone 6005

Brian Wilbur, General Manager

The Bon Appetit food service provides total food service for the University. All your catering needs (coffee services, receptions, parties, special meals), and special items such as cakes or food baskets are

available. Your student ID is your meal card. Off-campus meal plans are also available during registration and in the Food Service Office, located in the new Goudy Dining Center.

Marguerite A. Will Bookstore

University Center, phone 6315

Don Beckman, Director

The Bookstore sells all required textbooks and supplies. In addition to these items, it also carries maga-

zines, stationery, clothing, personal supplies, and a selection of leisure reading materials.

Campus Safety

Gatke, phone 6055, 24-hour hotline x6911

Ross Stout, Director

Campus Safety's goal is to ensure a safe and secure environment that allows the academic achievement and advancement of students.

The staff provides assistance, information and advice on crime prevention, fire safety, parking, and other information regarding campus security issues. Safety officers

will intervene in social activities only when behavior becomes self-destructive, hazardous, or bothersome to others. Campus Safety provides other useful services such as cam-

pus escorts and vehicle jump-starts, lockouts, etc. Call x6911 if you are suspicious of any person or incident and believe a problem may occur.

Career Development Center **Bishop, phone 6471**

Nancy Norton, Career Development Coordinator

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

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

agency" for letters of recommendation, current resumes, course listings, etc.

Each semester, alumni come to campus to discuss their careers based on their majors. Anyone may attend. Juniors and seniors are encouraged to participate in March's Alumni Career Mentor Day.

Every February the Career Center, in cooperation with the Oregon Liberal Arts Placement Consortium, participates in a two-day Career Information and Job Fair. Students can talk with, and even interview with, employers for summer, internship, and full-time job possibilities. The 1993 Fair will be Feb. 18 and 19.

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

Cat Cavern **University Center, phone 6407**

The Cat Cavern's snack bar is open weekdays, 7:30 a.m. to 3:30 p.m. Available in the Cat are hot meals, cold sandwiches, salad bar, and a wide choice of beverages.

The Cat is a wide-open space which provides a pleasant atmosphere for eating, studying, and socializing.

Community Outreach Program **University Center, phone 6463**


Kent Koth, Coordinator

Carrie Barnes and Lisa Tran, Student Assistants

The Community Outreach Program is a consortium of student-initiated, community-based volun-

teer organizations. The program is facilitated by a staff coordinator with the assistance of a twenty-member student committee. Opportunities for volunteer involvement are the Elementary Mentoring Project, Devereaux Library Tutoring Project,





Salem Outreach Shelter, Habitat for Humanity, Best Buddies and more.

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

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

Copy Center **Waller Hall, phone 6717**

Pat Archambault, Supervisor

The Copy Center prints nearly all the one-color printing on campus. They can print black on a variety of colors, stocks, and sizes of papers; they also fold, collate, cut, staple, punch holes, spiral bind, do

hot binding for booklets, and make pages into notepads. Personal printing also is available. Most jobs are finished within the same day as ordered. The Copy Center offers two deliveries of departmental work per day at 9:30 a.m. and 2:30 p.m.

Counseling Center **Bishop, phone 6471**

Deborah Loers, Director

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

A licensed, professional staff offers consultations for individuals, couples, or small groups to discuss a wide variety of subjects. Concerns may include stress, relationship problems, academic problems, grief and loss, sexuality, confusion or indecision about a per-

sonal choice, or any other problem a person is encountering. Evaluation for medication is also available.

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

Call for an appointment or for more information.

Health Center **Bishop, phone 6062**

Jennifer Roy, Director

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

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

area offers a limited supply of Tylenol, aspirin, decongestants and bandaids.

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

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

When the Health Center is

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

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

Language Learning Center Walton Hall, phone 4001

The Language Learning Center is an individual study lab featuring 25 audio listening carrels, video and multimedia stations and tri-

standard video equipment. These facilities are available to all students and faculty except during scheduled classes.

Learning Resource Center Lausanne Basement, phone 6054

Marti Morandi, Director

The Learning Resource Center provides audiovisual equipment for campus residences through the Office of Residence Life. Fraternities and sororities must make arrange-

ments directly with the Center. Transparencies, photocopies, audio tapes, video duplication (within copyright laws), and 35mm film are available along with many other audiovisual supplies.

Mark O. Hatfield Library phone 6312

Larry Oberg, University Librarian

The Library's holdings exceed 200,000 books, periodicals, microforms, music scores, and audiovisual materials. It is also a depository for many federal government

publications. It has an online catalog as well as a 24-hour study room. There are numerous individual and group study rooms, as well as audiovisual rooms throughout the second floor of the building. The Hatfield Room is located on the second floor; it is used for small recitals and lectures. Reserve materials can be checked out at the circulation desk. A current Willamette ID card is required to check out library materials. An interlibrary loan system can be used if you need a book or article the library does not own.



Mail Services

University Center, phone 5472

Sharon Earll, Supervisor

Students can send and receive on- and off-campus mail while attending Willamette. Outgoing mail leaves campus promptly at 3 p.m. Monday through Friday. Services offered include: UPS pick-up and

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

Purchasing

Gatke, phone 6055

Ross Stout, Director

Students are able to purchase computers, and some software, at

educational discounts. Literature and assistance is available, if needed, in choosing a computer or printer.

Campus Recycling

Shepard, phone 4506

Natalie Severson, Director

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

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

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

1. Each residence will elect a Recycling Representative that will be part of the campus recycling program. If a representative is not appointed within the first month of each semester that building's recycling will

not be picked up.

2. All pick-ups are provided by the Physical Plant and Campus Recycling. There is a regular schedule that consists of monthly, biweekly, and weekly pick-ups.

3. Special recycling needs may be arranged through Campus Recycling.

4. Recycling is provided for special events. Call the office to make arrangements.

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

6. Cardboard is picked up daily by the Physical Plant. Please call Campus Recycling for the location of the nearest cardboard drop-off area.

University Center phone 6463

Cesie Delve Scheuermann, Director

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

The UC also is the home of many offices and services you will need during your time at Willamette. These include the Associated Students of Willamette University (ASWU), Student Publications, the Relaxation Room, the Womyn's Center, Campus

Mailroom, Campus Bookstore, Financial Aid, Admissions, Residence Life, Student Activities and the University Center, Multicultural Affairs, International Student Affairs, and the Vice President for Student Affairs.

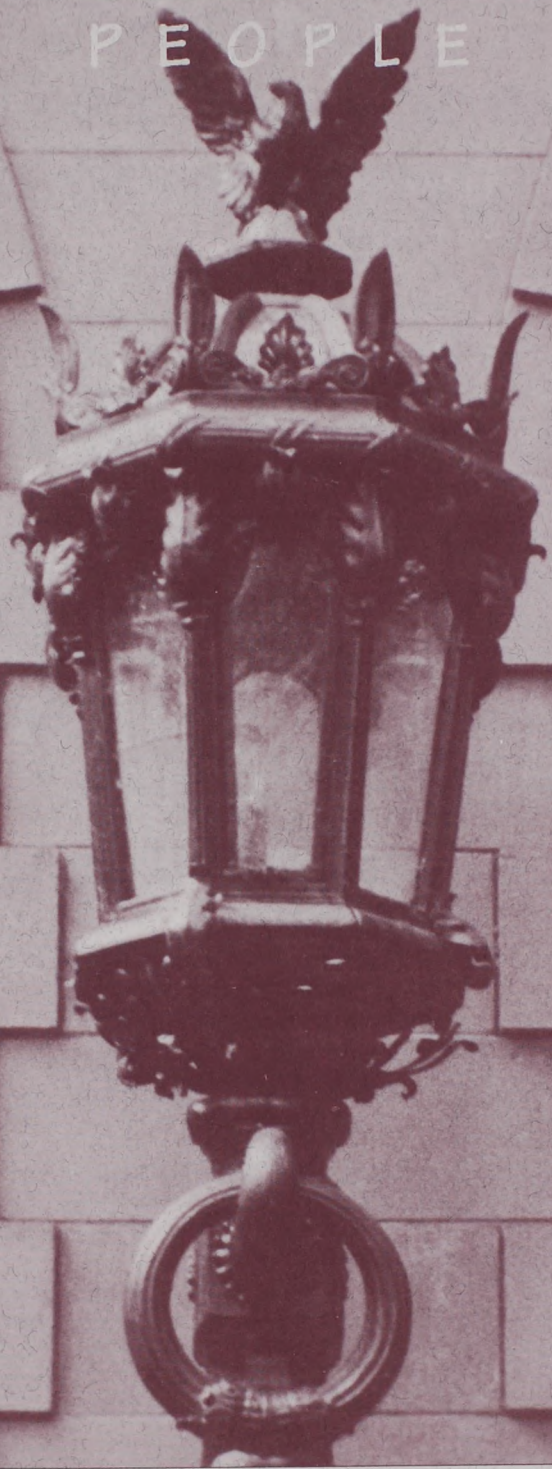
The University Center Information Desk, located on the second floor, is the place to go to find out about campus activities, cash a check, make photocopies, buy tickets to on-campus and some off-campus events, make local calls at no charge, or get supplies to make a banner for your organization.

If you need a meeting room, want to read the newspaper, or just want to drink a cup of coffee, the UC is definitely the place to be.



PEOPLE

SECTION FOUR



CAMPUS ADMINISTRATORS AND DEPARTMENT CHAIRS

Sometimes you need to speak to someone at the top, and this list is designed for that purpose. Although it isn't all inclusive it should help you find most of the people you need to see. Whether you want to complain, or praise, or just get your major declaration signed look for that important person here first.

Campus Administrators

Academic Administration

Vice President for Academic Administration
Todd Hutton, x6209

Academic Grants and Awards

Director of Academic Grants and Awards
Patricia Alley, x6246

Admissions Office

Dean of University Admission
James Sumner, x6303

Bookstore

Bookstore Director
Donald Beckman, x6315

Business Office

Controller/Budget Director
Robert Olson, x6104

Campus Safety

Director of Campus Safety
Ross Stout, x6911

Counseling and Career Center

Director,
Deb Loers, x6471

Chaplain's Office

University Chaplain
Charles Wallace, x6213

Computer Center

Director of Academic Computing
Keiko Pitter, 375-5427

Dean's Office

Dean of the College of Liberal Arts
Julie Ann Carson, x6285

Dispute Resolution

Director of the Center for Dispute Resolution
Ross Runkel, x6411

Financial Aid

Director of Financial Aid
James Woodland, x6273

Graduate School of Management

Dean of the Atkinson School
Dale Weight, x6440

Health Center

Director of the Health Center
Jennifer Roy, x6062

International Education

Director of International Education
Richard Yocom, x6209

International Student Affairs

International Student Advisor
Donna McElroy, x4004

Law Library

Law Librarian
Richard Breen, x6386

Law School

Dean of the College of Law
Robert Misner, x6402

Library

University Librarian
Larry Oberg, x6312

Multicultural Affairs

Director of Multicultural Affairs
Joyce Greiner, x6265

News and Publications

Director of News and Publications
Betty O'Brien, x6278

Physical Plant

Director of Physical Plant
Lewis Kanthack, x6003

President's Office

President
Jerry Hudson, x6209

Purchasing Department

Director of Purchasing
Ross Stout, x6000

Registrar

University Registrar
Paul J. Olsen, x6206

Residence Life

Associate Director of Residence Life
Edward Bell III, x6212

Services for Students with Disabilities

Director of Services for Students with Disabilities
Joyce Greiner, x6265

Student Activities

Director of Student Activities
Cesie Delve Scheuermann, x6463

Student Affairs

Vice President for Student Affairs
Frank Meyer, x6447

Summer Conferences

Director of Summer Conferences
Marjorie Patton, x6162

Tokyo International University of America

Dean of Tokyo International University of America
Yukihiko Kawashima, 373-3321

University Center

Director of the University Center,
Cesie Delve Scheuermann, x6463

University Relations

Director of Alumni and Parent Relations
James Booth, x4411



College of Liberal Arts Departmental Chair List

American Studies

Jim Bjorkquist, x6313,
Box D-228

Art

Mary Ann Johns, x6277

Biology

Scott Hawke, x6181,
Box D-147

Chemistry

David Goodney, x6418,
Box D-140

Computer Science

Jim Levenick, 6486,
Box D-186

Earth Science

Peter Eilers, x6390,
Box D-133

Economics

Tom Hibbard, x6317,
Box D-165

Education

John Tenny, x6343,
Box D-218

English

Carol Long, x6270,
Box D-167

Environmental Science

Gil LaFreniere, x6487,
Box D-166

Foreign Language

Ron Loftus, x6275,
Box D-170

History

Robert Lucas, x6196,
Box D-174

International Studies

Christine Gentzkow, x6253,
Box D-136

Mathematics

Richard Iltis, x6077,
Box D-155

Music

Richard Stewart, x6378,
Box D-201

Music Therapy

Myra Straum, x6450

Philosophy

Lou Goble, x6002,
Box D-162

Physical Education

Cheryl Brown, x6218

Physics

Roberta Bigelow, x6330,
Box D-105

Political Science

Robert Dash, x6262,
Box D-121

Psychology

Mary Ann Youngren, x6427,
Box D-216

Religion

David McCreery, 375-5490,
Box D-112

Sociology

James Bjorkquist, x6313,
Box D-228

Speech

Catherine Collins, x6281,
Box D-117

Theatre

Christopher Harris, x6222,
Box D-217

RESIDENCE HALL STAFF

Listed here are some people you should know if you live on campus. They're the people in charge of your home away from home. If you have a problem with another resident, a broken wellness wheel or a question, feel free to contact any of these people.

Alpha Chi Omega Lobby Phone 370-6008

House Director:

Barbara Schmotzer
370-6739, Box H-226

Baxter Hall Lobby Phone 370-6076

Resident Director:

Jason Kim
370-6544, Box H-236

Yuki Agoot

Rm. 309, 370-6635, Box F-262

Pete Goertzen

Rm. 325, 370-6685, Box C-232

Resident Assistants:

Tor Bell
Rm. 213, 370-6557, Box A-213

Elizabeth Kellman

Rm. 408, 370-6501, Box B-210

Belknap Hall Lobby Phone 370-6236

Resident Director:

Brian Peterson
Matthews Apt., 370-6204, Box
H-239

Linda Conway

Rm. 110, 370-6566, Box F-322

Resident Assistant:

Jane Reinke

Rm. 218, 370-6020, Box E-216

Sr. Resident Assistant:

Beta Theta Pi Lobby Phone 370-6039

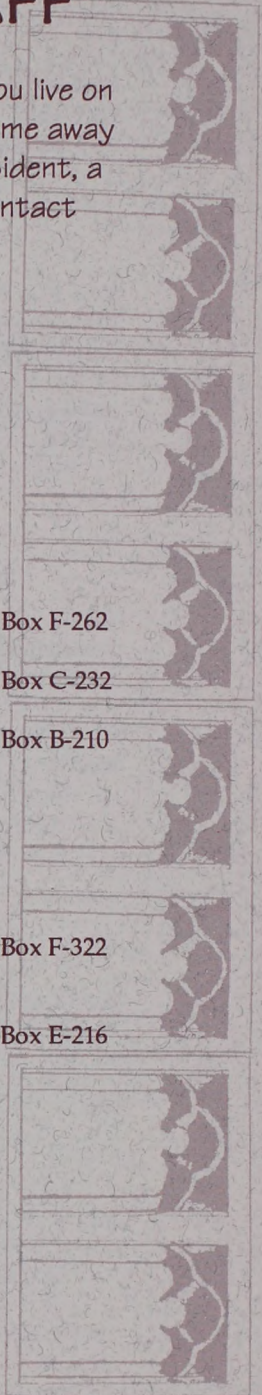
Resident Director:

Chris Naftzger
370-6835, Box H-233

Delta Gamma Lobby Phone 370-6009

House Director:

Della Danner
370-6829, Box H-227



Delta Tau Delta
Lobby Phone 370-6041

Resident Director:
Tom Rask
370-6786, Box H-237

Doney Hall
Lobby Phone 370-6048

Resident Director:
Anna Liotta
370-6683, Box H-235

Sam Iverson
Rm. 216, 370-6969, Box E-184
J.J. Crow
Rm. 314, 370-6581, Box H-121

Resident Assistants:
Ann Marie Alden
Rm. 122, 370-6071, Box B-159

Kaneko Hall
Lobby Phone 373-3501

Resident Director:
Katherine Morrow
373-3316, Box H-232

Laurie Pederson
Rm. 310, 373-3261, Box B-241
Ben Carson
Rm. 327, 373-3273, Box B-203
Andreas Luehring
Rm. 412, 373-3292, Box B-258
Elaine Schuckman
Rm. 430, 373-3381, Box C-136

Resident Assistants:
Matthew Long
Rm. 209, 373-3228, Box E-154
Rothmony Nuon
Rm. 227, 373-3219, Box F-299

Kappa Sigma
Lobby Phone 370-6042

Resident Director:
Rob Patridge
370-6861, Box H-240

Lausanne Hall
Lobby Phone 370-6049

Resident Director:
Anna Liotta
Doney Apt., 370-6683,
Box H-235
Sr. Resident Assistant:
Jen Sah
Lausanne Apt., 370-6767, Box
A-258

Resident Assistants:
Pete Straumfjord
Rm. 206, 370-6959, Box H-209
Kira Haller
Rm. 307, 370-6668, Box B-157

Lee House
Lobby Phone 370-6050

Resident Director:
Anne Murray
370-6949, Box H-231

Matthews Hall
(No Lobby Phone)

Resident Director:
Brian Peterson
Matthews Apt., 370-6204, Box
H-239

Resident Assistants:
Jennifer Bone
Rm. 213, 370-6569, Box A-173
Todd Rygh
Rm. 312, 370-6883, Box F-195

Phi Delta Theta
Lobby Phone 370-6043

Resident Director:
Brian Thomas
370-6921, Box H-234

Resident Assistant:
John Van Doornick
Rm. 209, 370-6872, Box C-174

Pi Beta Phi
Lobby Phone 370-6010

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

Shepard House
Lobby Phone 370-6051

Resident Director:
Del Clark
370-6785, Box H-241

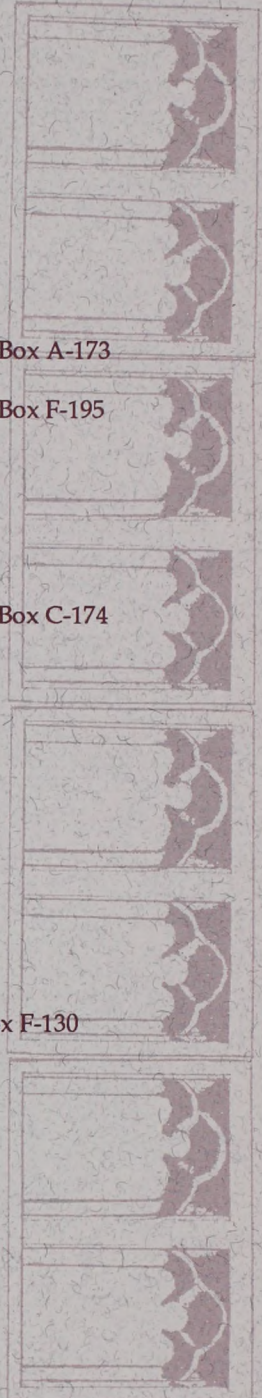
Resident Assistant:
Tracy Erfling
Rm. 4, 370-6583, Box F-130

Sigma Alpha Epsilon
Lobby Phone 370-6044

Resident Director:
Marty Steingrebe
370-6961, Box H-244

Sigma Chi
Lobby Phone 370-6045

Resident Director:
Mike Sommerfeld
370-6752, Box H-243



**University Apartments
(Haseldorf)**

Resident Director:

Donna Andrew-Tuthill (Steve)
Apt. 102, 391-5610, Box H-238

Resident Assistant:

Kevin Morrison
Apt. 305, 363-9163, Box G-109

Willamette International Studies House (WISH)

Lobby Phone 370-6052

Resident Director:

TBA
370-6750, Box H-242

Resident Assistant:

Rob Craven
Rm. 15, 370-6520, Box H-104

York House

Lobby Phone 370-6442

Resident Director:

Anne Murray
Lee Apt., 370-6949, Box H-231

Sr. Resident Assistant:

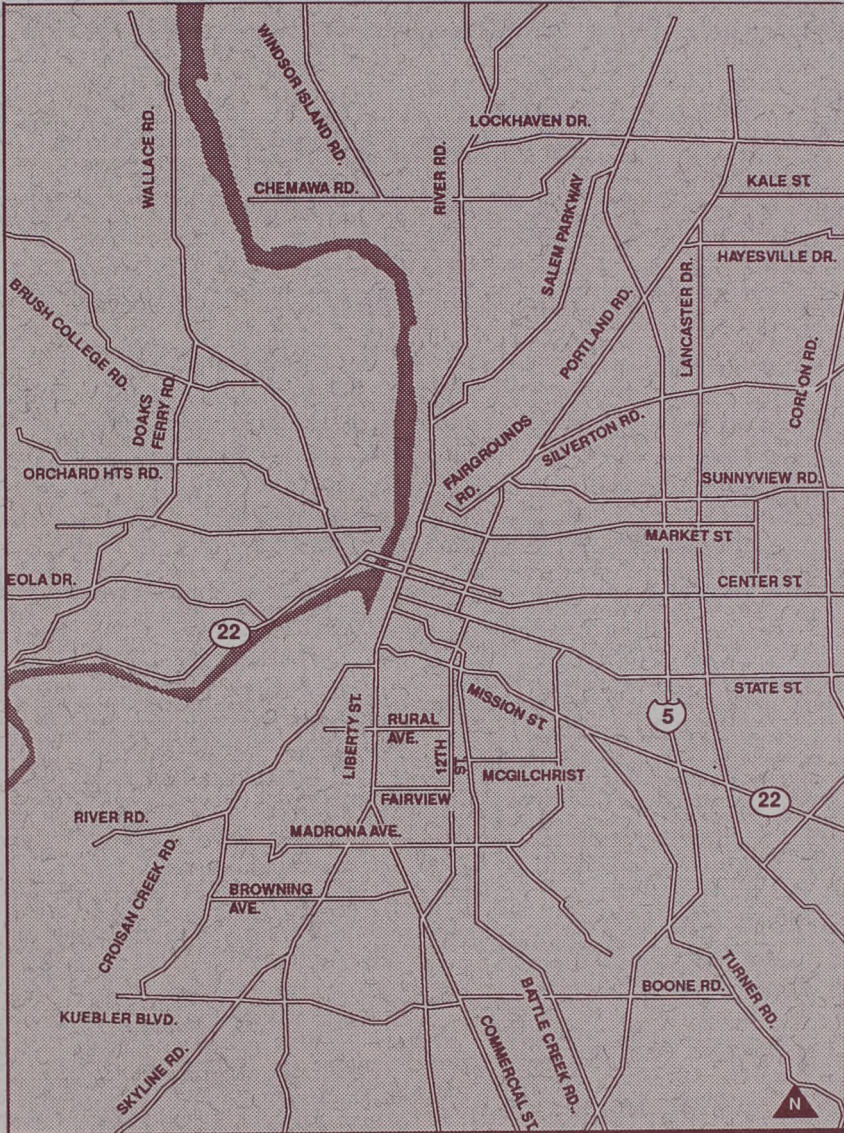
Daniel Bunten
Apt., 375-5330, Box B-279

ON THE TOWN

SECTION FIVE



GREATER SALEM AREA



ON THE TOWN

These listings are intended to serve as a resource for the Willamette student looking for consumer goods, entertainment, or a night out on the town in Salem. It is by no means a complete list, but rather a sampling of what Salem has to offer, with an emphasis on downtown and the Willamette University area.

SHOPPING MALLS

SALEM CENTRE

401 Center St. N.E.

Also called the "Nordstrom Mall"; located downtown and connected by a series of skybridges.

Department Stores:

J.C. Penney
Nordstrom
Mervyn's
Meier and Frank

Apparel:

Athletic Express
Brooks Fashions
Casual Corner
Centerville Western Store
Deb Fashions for Her
The Gap
Jay Jacobs
Just Petites
Lane Bryant
The Limited
Men's Wearhouse
Mostly Tops
Mr. Rags
The Pro Image
Romance Lingerie
Sockeyes
Vanity
Woman's World

Books:

Waldenbooks

Cameras, Computers, Music, Electronics:

Babbage's
Expressly Portraits
Kit's Camera

Fastback Photo
Musicland
Radio Shack

Fabric & Sewing:

House of Fabrics

Florists & Plants:

Jary's Flowers

Food:

Avant Garde Bistro
Baskin Robbins
Bon Vivant Cafe
The Bree'z
Broiler Works
Canton Express
Cindy's Cinnamon Rolls
Euphoria Chocolate Co.
Fresh Fruit and Yogurt
HoneyBaked Ham
La Margarita Express
Mrs. Field's Cookies
Muffin Break
Orange Julius
Pretzel Express
Salem Healthfood
Sbarro Italian Eatery
Subway

Gifts, Greeting Cards, Novelty:

Bon Vivant
Chuckles Cards and Gifts
Latham's Luggage and Gifts
Made in Oregon

Mark's Hallmark
Xanadu

Haircare and Cosmetics:

Mr. & Mrs. Hair Clinic
Perfect Look
Regis Hairstylists
Willoughby's Beauty Products

Home Furnishings and

Housewares:

Beard's Frame Shoppe
Bon Vivant
Merlo's Cutlery
Soap Opera Bath Boutique
Woodseller North

Jewelry and Accessories:

Carimar

Claire's Boutique
Fred Meyer Jewelers
Harry Ritchie Jewelers
Samuel's Jewelers
Van Auer Jewelers

Shoes:

Arbuckle's Naturalizer
Footlocker
Gary's Florsheim Shoes
Kinney Shoes
Shoe Tree
Volume Shoe Source

Toys and Games:

Creative Pastimes
Kay-Be Toys
Tilt Video

LANCASTER MALL

831 Lancaster Drive N.E.

A more typical, suburban mall. Anchored by four department stores: Sears, Montgomery Ward, The Bon Marche and Emporium. Houses approximately 120 other establishments.

OTHER DOWNTOWN SHOPPING

Anderson's Sporting Goods

241 Liberty NE

Balloon Kapers

456 Court NE
(Cards and gifts)

Bookworld of Salem

220 Liberty NE

Creative Cache

145 Liberty NE
(Art & craft supplies)

Jackson's Books

320 Liberty SE

**Les Newman's Work & Outdoor
Clothing**

179 Commercial NE

Metropolitan Store

160 Liberty NE

(A wonderful mish-mash in the old "five-and-dime" tradition; you never know what you'll find here, from day-old bread to crystal vases to hardware to office supplies. There's even furniture upstairs!)

Mr. Mystic's Magic Corner

245 High NE

Oasis Records

154 High SE

Opus One Records

778 Commercial NE

Paramount Records

311 Commercial NE

Payless Discount Drugs

435 Liberty NE

Razzle Dazzle

508 State
(Cards and gifts)

Rosebud & Fish

524 State
(Alternative & inspirational books, tapes & CDs, notecards, etc.)



THRIFT STORES

**American Cancer Society
Discovery Shop**

241 Commercial NE

Goodwill Industries

2655 Portland Rd. NE

Humane Society Shop

233 Commercial NE

St. Vincent de Paul Stores

1550 Fairgrounds Rd. NE

1590 12th St. SE

Salvation Army Thrift Stores

162 Lancaster Dr. NE

1085 Broadway NE

The Tweak Shop

315 State St. NE

(Women's clothing and accessories only. A one-woman operation, open Mon., Thu., Fri. & Sat. afternoons only. Hard to spot - look for the purple door. It's worth the extra effort.)

Union Gospel Mission

345 Commercial NE

Veteran's Rehab & Thrift Center

1122 12th St. SE

ANTIQUE STORES

...And Old Lace

320 Court NE

Antique Village

211 Commercial NE

Earle Antique Company

223 Commercial NE

Engelberg Antiks II

148 Liberty NE

Razzle's Antiques

1790 Center NE

(Lots of fun 1950s kitsch and vintage furniture.)

RESTAURANTS AND FAST FOOD

A & W

110 12th NE, 364-9306

Alessandro's Park Plaza

325 High SE, 370-9951

Arbor Cafe

380 High NE, 588-2353

Arctic Circle

1411 State, 585-4251

Beasma's

377 Court NE, 371-4808

Black Angus

220 Commercial SE, 585-1011

Bob's Burger Express

1415 Capitol NE, 363-8983

Burger King

3530 Commercial SE, 362-9680

Busick Court Restaurant

250 Court NE, 370-8107

Croissant & Co.

190 High SE, 362-7323

Dairy Queen

1412 Capitol NE, 362-9984

DaVinci's

180 High SE, 399-1413

Deli at Mission Mill

1313 Mill SE, 370-8855

Denny's

3155 Ryan Dr. SE, 585-8424

Dong Fong

3960 Center NE, 585-3011

The Golden Crown

365 Liberty NE, 362-9560

The Heritage Tree

574 Cottage NE, 399-7075

Kentucky Fried Chicken

3702 Commercial SE, 585-2424

Kwan's

835 Commercial SE, 362-7711

Kyoto Japanese Restaurant

1610 Lancaster Dr NE, 363-3552

La Casa Real

698 12th SE, 588-0700

La Estrellita

1111 Eggewater NW, 362-0522

La Margarita
545 Ferry SE, 362-8861

Little King Deli
349 State, 362-0481

Maria's Taqueria
477 Court NE, 371-8469

Mazzi's Italian Food
4250 Commercial SE, 364-3374

McDonald's
1110 Center NE, 363-5314

McGrath's Publick Fish House
350 Chemeketa NE, 362-0736

The Night Deposit
195 Commercial NE, 585-5588

Nopp's Family Dining
248 Liberty NE, 399-0100

Off Center Cafe
1741 Center NE, 363-9245

Old Europe Inn
2460 Commercial SE, 371-1850

Olive Garden Italian Restaurant
1302 Lancaster NE, 364-6885

Oyster Bar
445 State, 362-7219

Ram Border Cafe & Sports Bar
515 12th SE, 363-1904

Red Robin Burger & Spirits Emporium
3760 Center NE, 362-9666

Rock-n-Rogers ('50s diner)
1405 Broadway NE, 364-5734

Rockabilly's Family Steak House
3165 River Rd. N, 390-3740

Shanti
156 Church SE, 363-1611

Sizzler
3330 Commercial SE, 364-5964

Skipper's Seafood
2511 Commercial SE, 362-4717

Steamer's Restaurant & Lounge
3301 Market NE, 370-7997

Taco Bell
3402 Commercial SE, 585-6017

Taco Time
922 Lancaster NE, 364-9625

Tahiti Restaurant & Lounge
380 State, 581-4978

The Upper Deck
300 Liberty SE, 363-0549

Wendy's
2375 Commercial SE, 362-4031

WILLAMETTE-AREA PIZZA

*Delivery available

Casey's Pizza*
1648 Clay NE, 585-6086

Dr. Munchie's Incredible Pizza
1145 Commercial SE, 363-6402
831 Lancaster NE, 581-7963

Domino's Pizza*
1049 Commercial SE, 371-3559

Izzy's Pizza Restaurants
2990 Commercial SE, 581-9831
2205 Lancaster Dr NE, 399-0915

Little Caesar's
3771 Commercial SE, 371-4491

Pizza Hut*
3052 Lancaster NE, 588-7212
3302 Commercial SE, 364-7286
3278 Lancaster NE, 363-7414

Round Table*
3910 Center NE, 362-9988
4435 Liberty Rd S, 370-9316

Straight From New York Pizza
233 Liberty NE, 581-5863

Union Street Pizza an' More
630 Capitol NE, 364-3840

DOWNTOWN COFFEE HOUSES

The Beanery
545 Court NE, 399-7220

Governor's Cup Coffee Roasters
471 Court NE, 581-9675

Muir's Coffee & Deli
159 High SE, 364-8625

Starbucks Coffee Company
399 Court NE, 375-2156

BREW PUBS

Thompson Brewery & Public House

3575 Liberty Rd. S, 363-7286

Willamette Brew Pub

120 Commercial NE, 363-8779

MOVIE THEATERS

Elsinore Theater

170 High SE, 581-8810

One screen

(Historic downtown theater built in 1926. Second-run movies for \$1.50, all shows. Live organ music before first evening show.)

Keizer Cinemas

3555 River Rd. N, 393-7374

Three screens

Lancaster Mall Theatres

3790 D St. NE, 581-9300

Four screens

Salem Centre Movieland

Marion & High Sts., 588-3456

Seven screens

Salem Cinema

445 High SE, 378-7676

One screen

(Small, intimate, independently owned. Features movies that don't receive wide release, such as foreign and art films.)

Southgate Cinema World

3893 Commercial SE, 364-2226

Three screens

South Salem Drive-In

365 Lancaster SE, 581-7165

Four screens

\$6/carload, AM radio required.

TRANSPORTATION

Amtrak Station

13th & Oak SE, 588-1551

Cherriots Bus Station

183 High NE, 588-2877

Greyhound Station

450 Church NE, 362-2428

HUT Airport Limousine, Inc.

Salem Airport

2990 25th SE, 363-8059

ET CETERA

Bush's Pasture Park

Mission & High St.

Bush Barn Art Center

Historic Bush House

Deepwood Museum

McCulloch Stadium

Baseball Diamond

Mission Mill Museum

1313 Mill SE (at 12th St.)

Thomas Kay Woolen Mill

Pioneer Church

Jason Lee Home

Deli

Gift Shops

State Convention & Visitor's

Bureau

Salem Public Library

585 Liberty SE

State Capitol Building

Court Street between Waverly and Cottage

State Library

Court & Summer St.

STUDENT
ORGANIZATIONS

SECTION SIX



DIRECTORY OF STUDENT ORGANIZATIONS

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

ACADEMIC/HONORARY ORGANIZATIONS

Alpha Kappa Nu

Alpha Kappa Nu is a recognition society. Membership is limited to the top 10% of the graduation class or those who graduate Summa, Magna or Cum Laude.
Advisor: R.A. Yocum, x6209, Office of the President

Alpha Lambda Delta

Alpha Lambda Delta encourages superior scholastic achievement among students in their first year in institutions of higher education, to promote intelligent living and a continued high standard of learning, and to assist women and men in recognizing and developing meaningful goals for their roles in society. This organization is a national freshman honor society for those with a minimum 3.5 GPA.
Advisor: Sam Hall, x6435, D-143

Dobro Slovo

Dobro Slovo recognizes excellence in the study of Slavic languages and literature. Members of this honor society promote interest in Russian activities.
Advisor: Magda Schay, x6015, D-196

Mortar Board

As a national honorary society,

Mortar Board recognizes seniors for superior scholarship, leadership, and service to the University.

Advisor: Tony Noble, x6463

Mu Phi Epsilon

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

Advisor: Carole Stewart, x6255, Music Department

Omicron Delta Kappa

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

Contact: Amy Ellsperman, B-111

Order of Omega

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

Contact: Chris Simmons, F-113

Phi Alpha Delta Legal Society

This organization provides a forum for those students interested

in learning more about the legal profession. Activities include guest speakers and group discussions on the social impact of contemporary legal issues.

Advisor: Susan M. Leeson, x6038, D-169

Contact: Allen Perkins, C-170

Phi Delta Kappa

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

Advisor: Rich Biffle, D-118

Phi Eta Sigma

Phi Eta Sigma honors and recognizes exceptional scholastic achievement. It also seeks to emphasize those personal qualities which are essential to a successful and happy life. The person who

succeeds must possess three important qualities: a vigorous and disciplined mind; a strong and healthy body; and, above all, a noble, generous character.

Advisor: Sam Hall, x6435, D-143

Pi Kappa Lambda

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

Advisor: Richard Stewart, x6378, D-201

Contact: Teresa Hudkins, Fine Arts West 225

Psi Chi

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

Advisor: Loren McBride, x6425, D-178

Contact: Jayne Downing-Burnette, C-167

EDUCATIONAL AND SERVICE ORGANIZATIONS

Astronomy Club

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

Advisor: Maurice Stewart, D-200

English Majors Club

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

Advisor: Carol Long, x6270, D-171

Model United Nations

Participants of Model United

Nations research and prepare for conferences with other schools across the nation.

Advisor: Suresht Bald, x6261, D-177

Students Concerned About Rapid Environmental Destruction (SCARED)

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

Advisor: Todd Silverstein, D-125

Contact: Minda Hedges, F-298

Tabularium - Willamette's Historical Society

The Tabularium is open to those from each facet of Willamette life - students, faculty, staff, administration and alumni. The ultimate goal of this organization is to acquire a working knowledge of Willamette history. This is being accomplished

by gathering, collecting, cataloging and preserving artifacts and other material which can be considered historically valuable.

Advisor: Ellen Eisenberg, x6197, D-229

Contact: Christal Winesburgh, University Relations, x6340

MULTICULTURAL ORGANIZATIONS

American Indian Student Association

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

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

Black Student Organization

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

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

Contact: Cathy Marrs, F-232

Hawaii Club

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

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

Contact: Jennifer English, A-226

Unidos Por Fin

By promoting various films, speakers, and ethnic celebrations,

this club helps students maintain their Latino, Mexican, and Hispanic cultural identities. It also provides a supportive environment for Hispanic students through potlucks, trips, and other cultural gatherings.

Advisor: Robert Dash, B-201

Contact: Guadalupe Chavez, E-218

Willamette International Student Association (WISA)

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

Advisor: Donna McElroy, x6447, Office of International Student Affairs



PERFORMING ARTS ORGANIZATIONS

Chamber Choir

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

Advisor: Wallace Long, x6320, D-167 (on sabbatical)

Contact: Solveig Holmquist, Interim Director, x6255

University Choir

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

Advisor: Wallace Long, x6320, D-167 (on sabbatical)

Contact: Solveig Holmquist, Interim Director, x6255

Willamette Jazz Ensemble

The Willamette Jazz Ensemble is a curricular class which explores, studies, rehearses, and regularly

performs music for off campus audiences and the students of Willamette University. The Ensemble also hosts the Willamette Jazz Festival in February.

Advisor: Tom Wakeling, D-106

Willamette Singers

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

Advisor: Wallace Long, x6320, D-167 (on sabbatical)

Contact: Martin Behnke, x6259, D-106

Willamette University Wind Ensemble

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

Advisor: Martin Behnke, x6259, D-106

PRINT MEDIA ORGANIZATIONS

Collegian

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

Contact: Seth Schaefer, C-208

Darkroom

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

Contact: Mark Friel, B-294

The Jason

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

Contact: Steve Dutton, A-166

Wallulah

The Wallulah is Willamette's school yearbook. Involved in the Wallulah's production is theme de-

velopment, design layout, page arrangement and personal interviews.
Advisor: Wilbur Braden, x6233, D-111

Willamette Dialogue

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

Contact: Diane Bush, F-375

RELIGIOUS ORGANIZATIONS

Campus Ambassadors Christian Fellowship

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

Advisor: Dan Barram, 364-4522, D-153

Contact: Eric Wright, A-210

Fellowship of Christian Athletes

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

Advisor: Joe Broeker, x6424, Athletic Department

International Students Incorporated

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

Advisor: Charlie Wallace, x6213,

Office of the Chaplain

Contact: Buell Hadley, 363-7067

InterVarsity Christian Fellowship

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

Advisor: Charlie Wallace, x6213, Office of the Chaplain

Jewish Students Union

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

Advisor: Charlie Wallace, x6213, Office of the Chaplain

Contact: Amy Offenberger, B-126

Latter Day Saints Student Association (LDSSA)

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

Advisor: Dale Z. Kirby, 364-0022

Newman Community

Newman Community is the

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

Contact: Fr. Don Gutmann, St. Joseph, 581-1623

Rejoice!

This organization holds weekly meetings for singing and Christian fellowship.

Advisor: Charlie Wallace, x6213, D-219

Contact: Rhonda Mayhew, C-191

Seekers

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

Advisor: Charlie Wallace, x6213, D-219

SOCIAL/SUPPORT ORGANIZATIONS

Circle K

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

Advisor: Sharon Rose, D-211

Contact: Dori Olson, B-220

College Republicans

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

Contact: William Coffey, F-190

Gay and Lesbian Alliance (GALA)

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

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

Contact: Nathaniel Smith, H-111

Interfraternity Council (IFC)

The Interfraternity Council is a governing body of the existing fra-

ternities on the Willamette Campus. IFC sponsors a formal rush along with several other activities throughout the year.

Advisor: Ed Bell, x6212, Office of Residence Life

Contact: Mark Rochester and Anita Stacey, Office of Residence Life

Non-Traditional Students Association

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

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

Contact: Joyce Downing-Burnette, C-167

Off-The-Block

Off-The-Block is designed to give students access to off-campus programs and events, such as theater performances and sporting events.

Advisor: Scott Greenwood, x6463, Office of Student Activities

Contact: Tinh Nguyen, C-260

Panhellenic Council

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

Advisor: Ed Bell and Andrea Terry, x6212, Office of Residence Life
Contact: Winona Zeffiro, A-267

Residence Hall Association (RHA)

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

Advisor: Office of Residence Life, x5381

Contact: Kevin Christiansen, G-104

Willamette Community For Choice

This organization promotes

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

Contact: Maresa Kirk, x6312, Library Circulation

Contact: Jennifer Simpson, LAW146

Willamette Gaming Club

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

Advisor: Chris Harris, x6222, D-217

Contact: Peter Dudey, C-210

Womyn's Center

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

Advisor: Tony Noble, x6463, Student Activities Office

Contact: Kristy Billuni, G-136

SPORTS/RECREATIONAL ORGANIZATIONS

Fancy Footfalls

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

Advisor: Bill Braden, x6233, D-111

Contact: Heidi Crabtree, F-305

Lacrosse

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

Contact: Sam Williams, G-101

Rugby Team

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

Contact: James Walker, B-150

Contact: Vu Williams, F-120

Water Polo Club

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

Contact: Matt Boltz, F-159

Willamette Crew

Willamette Crew facilitates the sport of crewing and fosters inter-collegiate competition.

Advisor: Peter Harmer, Sparks

Contact: Andrew Premis, H-147

Willamette Outdoors

Willamette Outdoors provides

opportunities for students to explore and appreciate outdoor activities throughout the Pacific Northwest.

Advisor: Ed Bell, x6212, Office of Residence Life

Contact: Tor Bell, A-123

Willamette Racquetball

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

Advisor: Ed Bell, x6212, Office of Residence Life

Contact: Russell Allen, GSM A

Will U Dance?

Will U Dance? provides a co-curricular opportunity to learn and/or perform dances and also provides students with the opportunity to choreograph for themselves and/or their peers.

Advisor: Sue McFadden, x5305, D-214

Contact: Gillien Duvall, F-294

ATKINSON GRADUATE SCHOOL OF MANAGEMENT STUDENT ORGANIZATIONS

Associated Graduate Students of Management (AGSM)

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

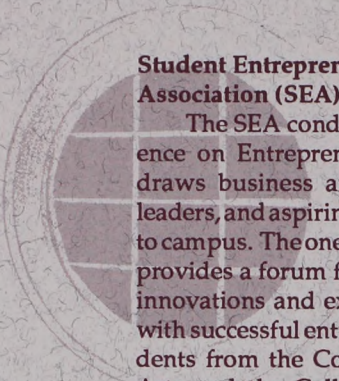
Contact: Beth Brinkman, GSM B

Joint Degree Association (JDA)

The JDA coordinates schedules

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


Contact: Doug Denney, GSM D



Student Entrepreneurship Association (SEA)

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

Contact: Rick Schulze, GSM S



International Graduate Students Association (IGSA)

The IGSA provides international students with collegial support as they adjust to a new culture and academic environment. IGSA also provides an ongoing forum to convey the special concerns of in-

ternational students to the Dean of the Atkinson School. IGSA works to foster an awareness of the Atkinson School among institutions of higher learning, corporations, and students in foreign countries.

Contact: Voralak Kosakul, GSM K

Society for Human Resource Management (SHRMPNPMA)

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

Contact: Thomas Goggins, GSM G

CAMPUS
POLICIES

SECTION SEVEN



WILLAMETTE UNIVERSITY POLICIES

This section is intended to familiarize Willamette University students with campus policies and with the school constitution and bylaws. It also serves as a valuable reference resource to campus organizations and to individual students.

ALCOHOL POLICY

I. Introduction

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

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

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

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

II. Education

The University acknowledges

a responsibility to educate the campus community regarding responsible alcohol use by creating programs and services to meet specific needs. In addition, efforts will be undertaken to ensure that Oregon State Law and University regulations are understood by all who are affiliated with Willamette. Individuals must recognize, however, that we must all assume responsibility for educating ourselves, since ignorance of laws and regulations is no excuse for irresponsible or illegal behavior.

III. Regulation

A. General Policies:

1. Alcohol may not be served or consumed in any outdoor areas of the campus.

2. Direct or indirect sale of alcohol is prohibited.

3. Alcoholic beverages will not be served or consumed at events where attendance is open to those other than invited members of the Willamette community and their guests.



4. Alcoholic beverages will not be mentioned or implied in publicity for an event.

5. Alcohol will not be the main focus of an activity.

6. Appealing, non-alcoholic beverages and food must be served at all activities while alcohol is being consumed or served. Food and non-alcoholic beverages (excluding mixers) must constitute at least one-third of the total refreshment budget for a particular activity. Food and non-alcoholic drinks must be displayed prominently with alcoholic beverages.

7. The area used for an activity at which alcohol is served or consumed will be cleaned by users immediately following the activity (or clear and specific arrangements must be made to have it done).

8. For a summary of Oregon State Law regarding the sale and consumption of alcohol, see endnote 2 "Excerpts from Criminal Code of Oregon, 1985," and the published document University Standards of Conduct, available from the Dean of Residence Life.

IV. Alcohol Policy Implementation Procedures

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

As student homes, University residence halls are in a unique position to offer students the opportunity to learn responsible ways of relating to one another. University residence halls include fraternity houses, sorority houses and independent residences. Among the serious educational and social issues facing students today is the intelligent and responsible use of alcohol by both the person who chooses to drink and the person who chooses not to drink. Students will be held directly responsible for

the destruction of personal or public property, the violation of the safety or rights of other persons, the violation of any state or federal law, or the violation of any other campus regulations which may occur while they are under the influence of alcohol. Such behavior will result in disciplinary action by the University or by local, state or federal law enforcement.

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

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

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

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

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

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

1) University events are planned for University students, therefore, non-university-age individuals (e.g., high school students)

may not attend University social events where alcohol is served.

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

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

4) Students are responsible for their guests.

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

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

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

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

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

f. The residence hall governing body must, by majority vote, approve any activity at which alcohol is to be served.

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

Residence Life.

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

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

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

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

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

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

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

5. Activities at which alcohol is served or consumed in non-residence hall facilities will be held primarily for and by members of the

Willamette community. Others wishing to serve alcohol in University facilities must receive specific clearance from the Dean of Residence Life.

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

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

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

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

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

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

c. Referral to the Dean of

Residence Life for further action may be made for any violation of the alcohol policy. As outlined in the University Standards of Conduct, either a hearing with the Dean of Residence Life or the University Standards of Conduct Committee will be held. When a referral for action is made, it would either be made after other avenues had been pursued or in response to a very serious violation. Therefore, the expectation would be that a penalty other than a warning would be in order.

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

D. Corrective Measures and Penalties.

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

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

2. Participation in an alcohol education course.

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

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

5. In the case of a group violation, requiring a minimum of 75% of all members of the living group

to participate in an alcohol education program.

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

7. Other: the University Standards of Conduct Committee or Dean of Residence Life may impose other penalties deemed appropriate and necessary including those outlined in the University Code of Conduct.

End notes:

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

²EXCERPTS FROM CRIMINAL CODE OF OREGON, 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 on licensed premises by person under 21.

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

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

PROCEDURE FOR SPONSORING AN EVENT WHERE ALCOHOL IS SERVED

I. Introduction

According to the Willamette University policy on Alcohol Consumption, any event where alcohol is served must be registered and confined to the approved space (i.e., any area other than a student's private room). For any event that is to be held in a living organization (i.e., residence hall, fraternity, sorority), the procedures outlined below must be followed. Any event not held in a living organization must be reviewed by the Dean of Residence Life.

II. Procedures

A. Familiarize yourself with

the University Policy on Alcohol in the Student Handbook.

B. In accordance with the policy, each living organization must have an alcohol education program given Fall Semester. To schedule an alcohol education program, you need to call the Alcohol Consumption Education (ACE) Office (ext. 6212). Again, please consult the Alcohol Policy for specific details.

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

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

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

Life by 5 PM on Wednesday.

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

G. Within two days after the event occurs, the sponsor(s), Resident Director and the Chapter or Hall President are to review the event. Problems, concerns, successes and changes for the next event should be discussed.

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

A.S.W.U. CONSTITUTION

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 general matters of student concern, do hereby constitute the Associated Students of Willamette University.

Article I Composition

Sec. 1. The name of this organization shall be the Associated Students of Willamette University (ASWU).

Sec. 2. All registered students of Willamette University College of Liberal Arts, students of Masters of Arts in Teaching, and students of Tokyo International University of America shall be members of the

Association upon payment of the student body fee.

Article II Meetings of the Association

Sec. 1. Meetings of the entire 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. 2. Twenty-four hours notice shall be given for meetings.

Sec. 3. Thirty-three percent of the members of the Association shall constitute a quorum.

Article III Officers

Sec. 1. The officers of the Association shall consist of the Presi-

dent, 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.

Sec. 2. The officers of the Association shall be accountable to the ASWU Senate.

Sec. 3. The President shall serve as the chief executive officer. The President shall stand ready to answer to the Senate on any matter. S/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 s/he deems of priority, consistent with the provisions for ad hoc committees found in the ASWU Constitutional Bylaws. Such committees shall report to her/him directly, and the President shall then report their activities to the Senate. S/He shall be an ex-officio member of all committees. S/He shall also sit as a student member of the Board of Trustees. S/He shall preside at all Senate meetings.

Sec. 4. The Vice President shall serve as chairperson of the Activities Board and shall be one of the members of the Finance Board. S/He shall take an inventory of all activity-related materials at the beginning of her/his term of office and shall be the custodian of such properties. S/He shall be responsible for creating the ASWU Activities Budget. S/He shall see that all ASWU activities are publicized. S/He shall assume the duties of the President in the absence of that officer.

Sec. 5. 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 gov-

ernment. The Secretary shall also see to it that a video-taped 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 accessible 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. In addition, tapes of three meetings from each of the prior three years of Senate, including the tape of the meeting to approve the budget, shall be kept. 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. S/He shall be ultimately responsible for all managership programs as specified in the ASWU Constitutional Bylaws. The Secretary shall serve as chairperson of the ASWU Elections Board and shall be in charge of all activities managers' applications. S/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. S/He shall be responsible for creating the ASWU office budget.

Sec. 6. The Treasurer shall keep a record of all ASWU expenditures, shall act as chairperson of the Finance Board, shall act as a member of the ASWU University Budget Committee, and shall serve as the financial advisor to all ASWU activities. S/He shall propose to the Senate an annual budget as recommended by the Finance Board at the beginning of Fall Semester. S/He shall see that all expenditures are charged to the proper activity fund and that budgeted allotments are

not exceeded. S/He shall also be responsible for presenting to the Senate at the beginning of Spring Semester a revised balance sheet for all ASWU accounts. The Treasurer shall present a written statement and account of the receipts and expenditures to the Senate monthly. S/He shall further notify all ASWU sponsored organizations when their account balances near 20 percent of their original allocation.

Sec. 7. 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.

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 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 Finance Board shall be recommended to the Senate for approval.

Article IV 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 be approved by the Senate to serve on and attend ASWU, Campus, Faculty, and Trustee committees and boards in numbers established by the respective committees and boards. These students shall submit reports of these meetings at the request of Senate.

Article V Senate

Sec. 1.

A. The following shall be voting members: ASWU Officers and Senators. The Chair shall vote

only in case of a tie.

B. Senators shall be representatives of Association members in Living Organizations and Association members living off-campus.

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. TIUA Students: One representative.

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. TIUA students shall be elected by procedures determined by the students of TIUA with the help of ASWU.

C. Each Senator shall be a member of the Living Organization they represent with the exception of Senators from TIUA, who must attend TIUA.

Sec. 3. Responsibilities.

A. The Senate shall enforce the Constitution and Bylaws.

B. The Senate shall be ultimate authority over all ASWU affairs. This power may not be delegated to any other committee or board. All ASWU Committees, Boards, and Officers shall be accountable to Senate.

C. Senate shall approve appointments for all ASWU Managerships, Committees, and Boards by a majority vote.

D. 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 address the Senate on any matter of student inter-

est. The Senate shall consider all concerns and make recommendations.

Sec. 5. Senate meetings shall be open to all members of the Association 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. Impeachment Procedures

A. ASWU Officers

The Senate shall have the power to impeach any officer of the ASWU. Removal proceedings will begin upon presentation of a petition to the Senate and to the officer in question signed by fifty-percent of the Senate membership and stating the cause for the intended proceedings. A hearing, scheduled for at least seven days and no more than fourteen days after the presentation of the petition, will be presided over by a chairperson elected by the Senate at a regularly scheduled meeting. 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. Committee and Board Members

The Senate shall have the power to remove any Senate-appointed manager, chairperson, or committee member. 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 his/her assigned position. The member in question will

then be asked to show cause to the Senate, at a regularly scheduled meeting, why s/he should remain in the position to which s/he was appointed. The Senate may, by three-fourths majority vote, declare the seat vacant. A new member shall then be appointed according to duly constituted procedures.

Article VI 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. Elections pertaining to vacated offices will not be held to this time-line.

B. The Australian ballot system will be used by the Secretary.

C. All members of the Association shall be entitled to vote upon presentation of a Willamette University College of Liberal Arts or Masters of Arts in Teaching student card or a Tokyo International University of America 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 as soon as possible 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 VII 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.

Sec. 2. Funds of the Association shall be administered by the Finance Board as outlined in the Bylaws.

Sec. 3. The listing of budgetary allocations is as follows:

A. The ASWU budget shall consist of 96.25% of the Student Body Fees (2.50% shall be taken for the reserve fees and 1.25% shall be taken out for administrative fees by the University).

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 a reasonable budget for the publication of all official ASWU publications after submission of their budgets to Finance Board.

Article VIII **ASWU Publications**

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 IX **ASWU Collegian**

The status of the *Collegian* as an independent organization is guaranteed by the Constitution of the Associated Students of Willamette University. The authority of Senate shall be limited to issues regarding the finance, distribution, and editor selection as specified by the Bylaws.

Article X **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 cast. The proposed Bylaw(s) shall appear in a student publication after the preliminary vote and prior to the final vote.

Article XI **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 XII **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 not 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 XIII **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.

Revised April 1989.

Revised November 1990.

Revised July 1991.

Revised June 1992.

A.S.W.U. BYLAWS

Article I

Committees of the Senate

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 chairper-

son and ensure 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 members 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 appointed persons.

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 to 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 review-

ing 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 Elections Board with the endorsement of the Treasurer and confirmed by the Senate.

Sec. 2. The Finance Board is charged with the responsibility for distributing ASWU funds. The fol-

lowing shall be a general guideline for the distribution of said funds.

A. It is the responsibility of the Finance Board to make the following items available to all students not less than one week prior to the date the funding request forms are due:

1. All dates pertaining to the budget process (budget timeline).

2. Funding Request Forms.

3. Details of the budgeting process.

4. Statements of group eligibility for receiving ASWU monies.

B. All eligible groups shall have the opportunity to appear before the Finance Board to formally present their Funding Request Form.

C. Funding Request Forms that are reviewed favorably by the Finance Board shall be recommended to the Senate for approval.

D. Decisions in regard to submitted Funding Request Forms shall be explained in writing to each respective organization.

E. Appeals of decisions made by the Finance Board may be made directly to the Senate.

F. All Finance Board meetings will be open to interested persons, subject to closure by a majority vote of Finance Board.

Sec. 3. An ASWU line-item 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 Senators present, 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.

Sec. 5. The Finance Board, in consultation with the Treasurer, shall be responsible for creating and adopting a Finance Code consisting of but not limited to the following:

A. Working Definitions (i.e., suitable documentation; general ledger; journal entry; etc.).

B. General Procedure (i.e., requesting a check; processing a check request form; deposits; transfers between accounts; etc.).

Sec. 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

Sec. 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.

Sec. 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 election, 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 lim-

ited 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 an equitable fashion.

F. The Elections Board shall ensure 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 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 a member of the Elections Board becomes a candidate for ASWU elected office, he/she shall not participate in the administration of that election.

C. In the event of Elections Board members applying for committees, the following guidelines will be observed:

1. Once the committee interview process has begun, Elections Board members may not apply for a position unless there are no applications for that specific position.

2. After the application process has been closed, Elections Board members will be interviewed before non-Elections Board mem-

ber candidates will be considered.

3. Elections Board members applying for a committee will be permitted to sit in on interviews for non-Elections Board member candidates only if said candidates are applying for multiple committee positions in the same interview. When such multiple interviews occur, the ASWU Secretary or Elections Board chairperson will ensure that Elections Board committee candidates refrain from voting and asking interview questions regarding the position in which a conflict of interest may occur.

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 partici-

pate 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 Election 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 as outlined in Section 4 of this Article.

3. A three-fourths majority 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 the Finance Board shall be shared with the Treasurer inasmuch as the recommendation from Elections must be endorsed by the Treasurer. The power to recommend students to ASWU Boards shall not extend to Activities Board.

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 will be 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 Management.

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 deemed appropriate.

Article IX Executive Cabinet

Sec. 1. Permanent membership of the Executive Cabinet consists of the ASWU President, as chair; the Speaker of the Senate; the Executive Liaison; and representatives on Academics, University Development

and Campus Outreach; and two optional representatives as outlined in Section 2; recommended by the President, approved by Elections Board, and confirmed by Senate.

A. The Speaker of Senate is selected by Senate to represent their needs to the ASWU President. The Speaker of the Senate's responsibilities include: 1) Gathering input from senators regarding the facilitation, conduct, and concerns of Senate, 2) Reporting to the ASWU President and to Senate on the state of Senate, 3) Recommending improvements on the facilitation, conduct, or business of Senate, 4) Serving as Senate's representative on all ad-hoc committees unless Senate specifically recommends otherwise, and 5) Attending all meetings of the Executive Cabinet.

B. One member of the Executive Cabinet is designated as the Executive Liaison. S/He will attend committee meetings on the ASWU President's behalf, acting as her/his representative on that committee. The stipulations of the position include: 1) The Executive Liaison cannot represent the President on any ASWU committees, i.e., Activities Board, Publications Board, Collegian Board, Finance Board, or Elections Board, and 2) The committee chairperson must be contacted and give her/his approval before the Executive Liaison can serve as the ASWU President's representative to that committee.

C. One member of the Executive Cabinet is designated as the ASWU President's representative for Academics. The responsibilities include: 1) Calling meetings of all students who serve on academic committees with the intent of formulating a student academic agenda, 2) Reporting any important academic issues, proposals or

changes to the ASWU President and to Senate, and 3) Working with the ASWU President and students on academic committees to facilitate and initiate academic improvements at Willamette.

D. One member of the Executive Cabinet is designated as the ASWU President's representative for University Development. The responsibilities include: 1) Reporting on any important development issues, proposals, plans, or changes to the ASWU President and to Senate, 2) Gathering input from students on facilities and opportunity (such as foreign exchanges, internships, independent studies, etc.), and 3) Working with the ASWU President to facilitate and initiate development improvements at Willamette.

E. One member of the Executive Cabinet is designated as the ASWU President's representative for Campus Outreach. The responsibilities of the Campus Outreach representative include: 1) Reporting on any important issues, proposals, programs, or changes that relate to student organizations, community service, and social issues, 2) Gathering input from campus groups and organizations, and 3) Working with the ASWU President and these organizations to facilitate and initiate programs, projects, and policy changes.

Sec. 2. Additional positions of the Executive Cabinet, not exceeding two, may be established on a year-by-year basis. These positions may be established at the discretion of the ASWU President. Position recommendations can also be made by the Executive Cabinet and/or Senate. Students selected for these additional positions shall be recommended by the ASWU President, approved by Elections Board, and

confirmed by Senate.

Article X Campus, Faculty, and Trustee Committees

Sec. 1. The following number 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 (1)
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 (7)
(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)
7. KWU Policy Board (2)
8. University Safety
Committee (3)

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. All applicants must be of-

ferred an interview by Elections Board unless the applicant will be unable to attend an interview.

1. A majority of Elections Board must be present for each applicant's entire interview.

C. The Board will follow this procedure when making recommendations to the Senate:

1. The names of all 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 positions on any committee to be recommended for appointment in the Fall. All committee replacements must be approved by the Senate.

Article XI 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 XII 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.

Article XIII ASWU University Budget Committee

Sec. 1. Chairperson: The chairperson of the ASWU University Budget Committee will be selected in the first week of February by Elections Board and confirmed by Senate. His/Her term shall last one (1) year from the date of confirmation by Senate.

Sec. 2. Membership: Membership on the committee shall consist of the Chairperson, four (4) student members selected by the chairperson, recommended to Senate by Elections Board for approval, the ASWU Treasurer, and one (1) AWSU Senator appointed by Senate.

Sec. 3. Duties:

A. The ASWU University Budget Committee shall compose both a list of student priorities and specific requests pertinent to the Willamette University Operating budget. This list is to be approved by Senate in early October.

B. The ASWU University Budget Committee shall present these lists to the President of the

University and all other relevant Willamette University administrators.

C. The ASWU University Budget Committee shall meet at least once a month with other meetings to be called at the discretion of the chairperson.

D. The ASWU University Budget Committee shall be charged

with keeping the Senate informed on its progress at least once every month during the academic year.

Updated July 1986.

Updated April 1988.

Updated April 1989.

Updated November 1990.

Updated January 1991.

Updated June 1992.

DEFERRED RUSH POLICY

Rush for freshmen students will take place between the last day of Fall Semester and the second week-end of Spring Semester. At no time should rush activities compete with the daytime academic schedule, and every effort should be made to minimize or eliminate conflict with academic programs. Freshmen pledging a house may move into the house no sooner than the Fall Semester of the sophomore year with the following exception: freshmen pledges may replace an equal number of fraternity and sorority residents away from campus for the Spring Semester because of participation in University sponsored programs, i.e., foreign study, exchange programs, December graduation, etc. Sophomores, juniors, seniors and non-freshmen transfer students

pledging a house may move into the house immediately. Informal rush for freshmen students may occur only after the completion of formal freshman rush during the Spring Semester.

A formal rush program for transfer students and sophomores, juniors and seniors may be held, as mutually agreed upon by IFC/Panhellenic and the Office of Residence Life, any time after the beginning of the Fall Semester so long as conflict with academic programs is avoided. Students participating in this program may move into their houses immediately, if they wish. Informal rush for all other students may occur throughout the year.

Freshmen entering mid-year may rush at any time.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

I. Purpose

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

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

II. Definitions

A. Student:

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

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

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

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

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

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

C. Access:

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

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

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

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

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

III. Institutional Operating Policy

A. The Registrar will serve as the University Custodian of Student Records. Student requests to review educational records will be met within 45 days of the written request. Students will not be given access to parent's financial statements or to confidential letters and statements of recommendation placed in a student file prior to January 1, 1985.

B. Financial Statement of Parent or Guardian:

Students may review personal financial aid files, including confidential family financial information reported by the parent or guardian, provided that the parent or guardian indicates such permission on the Financial Aid Form prepared for the College Scholarship Service.

C. Confidential Materials:

Access is permitted to information placed in educational records after the effective date of the legislation, November 19, 1974 (except for the psychiatric and financial records noted in B,2a and b and C,2, and confidential letters and statements of recommendation placed in files prior to January 1, 1975). A student will be permitted to waive access to future confidential recommendations pertaining to admission, application for employment or receipt of honorary recognition.

Students will be permitted access to confidential letters of recommendation placed in files prior to the effective date only if the student arranges for the writer of the letter

to inform the Departmental Custodian of Student Records in writing of consent to the review.

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

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

D. Psychiatric, Medical and Psychological Records:

Students may designate a physician or other licensed medical and/or psychiatrist, medical or psychological counselor to examine files to ensure correct interpretation of data.

E. Access to Records Procedure:

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

A separate file of completed

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

F. Third Party Access to Information:

Third parties may gain access to information contained in educational records provided that a) written authorization is obtained from the student, and b) other individuals will not be permitted access to the information. All information given a third party must be accompanied by a statement that "In accordance with Public Law 93-380, access to information, without written student permission, is prohibited."

Personal information² from educational records may be provided to a third party only if a student signs a University release form. Signed release forms will be placed in the student files maintained by the department furnishing the information.

Information contained in student educational records will be released to:

1. Willamette faculty, administrators and staff;
2. accrediting organizations and educational testing agencies for the purpose of validity studies and for other uses consistent with the provisions of the Family Educational Rights and Privacy Act;
3. other individuals and/or agencies empowered by law; and
4. parents of dependent children as defined by income tax law.

Information will also be released at the discretion of the University in certain emergency situations. A student will be notified

when information is released in compliance with a judicial order or pursuant to a lawfully issued subpoena.

IV. Hearings and Appeals

A. Hearing to Challenge Content of Student Record:

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

2. The department custodian of the record in question may agree to the requested change in matters of fact³ after review of the file with the student. An administrative hearing may be requested by the student if the departmental custodian of the record disagrees with the contention of the student. Hearing requests should be directed to the Registrar as the University Custodian of Student Records.

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

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

Records will accompany the notice to the student.

B. Appeal of Hearing Decision:

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

V. Inventory of Student Records

The following is a list of departmentally maintained educational records:

A. College of Law:

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

B. Financial-Business Office:

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

C. Graduate School of Management:

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

D. Health Services:

1. Individual health forms (records of any physical abnormalities or contagious diseases)
2. Individual insurance policies

3. Record of visits and/or medication

E. Publicity and Information Office:

1. Registration cards

F. Registrar and Admission Office

1. Activities reference sheet

2. Admission information

3. Application to University

4. College Board scores

5. Correspondence concerning student

6. Grade lists

7. Grade Point standing

8. Graduation requirements and petitions

9. Letters of recommendation (prior to admission)

10. Notification of probationary status (if any)

11. Potential admission

12. Requirements summary

13. Social Security income status

14. Teacher placement files

15. Veterans classification

16. Record of University withdrawal

G. Office of Residence Life:

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

H. Student Financial Aid Office:

1. Award letter

2. Correspondence with the student or parents

3. Financial aid application

4. Financial aid worksheet

5. Loan file

6. Need computation by CSS

7. Parents' (or Student's)

Confidential Statement



End notes:

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

²Personal information includes all information about a student except the student's full name, campus or local address and telephone number, home address, and dates of attendance at the University. This information is routinely made available to the public by the University unless a student specifically requests that such information not be released.

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

AIDS (HIV-DISEASE) POLICY AND ADMINISTRATIVE GUIDELINES

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

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

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

The American College Health Association emphatically states that people with HIV-Disease are no threat to those with whom they go to class, share bathrooms, eat, work

or sit. Moreover, the disease is not transmitted through the use of swimming pools, whirlpools, saunas or telephones. HIV-Disease also cannot be transmitted by coughing or sneezing. Finally, medical researchers point out that no cases of HIV-Disease transmission by food, water, insects or casual contacts with others have been reported.

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

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

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

8. Personnel Coordinator

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

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

ADMINISTRATIVE GUIDELINES FOR THE WILLAMETTE UNIVERSITY AIDS (HIV-DISEASE) POLICY

I. STUDENTS

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

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

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

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

D. Decisions about residential

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

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

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

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

MEDICAL OR PSYCHOLOGICAL EMERGENCY

In case of a medical or psychological emergency in which a student appears to be at risk to him or herself or another, Residence Life staff, in consultation with senior

staff, will call for emergency assistance (9-911). The student will be transported to Salem Memorial Hospital for evaluation and determination of appropriate care.

All costs incurred are the responsibility of the student. Students are encouraged to purchase the

University's Student Accident and Sickness Insurance Plan if not covered by another policy.

NO-SMOKING POLICY

All University buildings, with the exception of student rooms in residence halls, shall be designated no-smoking areas (Lausanne Hall remains an entire non-smoking building). A non-smoking roommate will not be paired with a smoking roommate unless the non-smoker specifically requests it.

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

In the interest of health, the University discourages smoking entirely, but smoking is permitted

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

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

NON-DISCRIMINATION POLICY

Willamette University opposes discrimination in the recruitment and hiring of students and graduates based on sex, race, age, marital status, physical disabilities, sexual orientation, religion or national and ethnic origin. The University will not allow its facilities or services to be used by an organization that practices unlawful discrimination or whose employment practices violate the University's equal opportunity policy. In the case of employers who follow policies of legal discrimination but who do not practice a policy of equal opportunity, the University will permit employer information to be made available to assist students in making choices and contacting potential employers but will not permit on-campus interviews. Any complaints concern-

ing practices by employers during the recruitment and hiring process that are inconsistent with the terms of this policy should be reported to the Dean of the appropriate graduate school of the University or the Vice President of Student Affairs for the College of Liberal Arts who will investigate by following a procedure developed within each school.

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

PLAGIARISM/CHEATING POLICY

Learning requires careful thought, hard work, and diligent practice; it is not accomplished by copying the work of another. Plagiarism and cheating undermine the climate of intellectual integrity that is essential to an environment conducive to learning.

In the interest of fairness, in 1992 the College of Liberal Arts faculty adopted the following policy to address plagiarism and cheating.

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

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

DEFINITIONS AND PENALTIES

Cheating is any form of intellectual dishonesty or misrepresentation of one's knowledge. Plagiarism, a form of cheating, consists of representing someone else's work as one's own. As noted in Howell's Brief Handbook for Writers (Prentice Hall, 1989), "Plagiarism is the use of someone else's ideas or

words without giving credit. You are free to copy, paraphrase, summarize, and use source material as long as you document it."

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

I. Initial Determination and Penalty

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

1. Immediately meet with the student(s) involved, provide evidence of cheating or plagiarism, discuss the matter, determine whether an infraction has occurred, and decide on a penalty.

If the faculty member suspects plagiarism or cheating during a final exam period, and timely resolution is not possible, the professor shall assign the student(s) involved a grade of "T," and provide the student(s) with a written explanation. The faculty member shall meet with the student(s) no later than the first week of classes the following semester to complete the steps outlined in the paragraph above.

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

3. Upon receiving the form, the Dean may initiate further action.

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

II. Student Right to Appeal Initial Determination and Penalty

A student has the right to appeal the finding of plagiarism or cheating, or the severity of the penalty imposed by the faculty member, to the Academic Status Committee. Notice of an appeal must be filed with the chair of the Academic Status Committee within five work days of the date on which a copy of the form was delivered by the Dean to the student. The Dean of the College of Liberal Arts also may initiate a hearing by the Academic Status Committee if the Dean believes the report of plagiarism or cheating sufficiently egregious to warrant a hearing on whether the student should be suspended or dismissed from the college.

The Status Committee shall hold a hearing on the appeal or initiative from the Dean within five work days of receipt of the notice of appeal or initiative. The hearing shall be confidential; the student and faculty member may testify and present evidence. If the Status Committee determines that plagiarism or cheating did not occur, the form filed by the faculty member will be removed from the file maintained by the dean of the college. If the Status Committee determines that the penalty imposed by the faculty member should be reduced or increased it will substitute the new

penalty. If the Status Committee upholds the decision of the faculty member, the chair will record the decision on the form and return it to the dean to be placed in the student's file. The chair of the Status Committee will provide written notification of its action to the student, faculty member, and Dean.

III. Multiple Violations

If a student's file contains two forms following completion of steps I and II above, the Dean of the College will notify the chair of the Academic Status Committee. The Academic Status Committee will hold a confidential hearing within five work days to determine an appropriate penalty, which can include placing the student on academic suspension for a period of time or dismissing the student from the college. The student may testify at the hearing.

IV. Student Right to Appeal Penalties Imposed by Status Committee

A student has a right to appeal a penalty imposed by the Status Committee to the Academic Council. The student shall file notice of appeal with the chair of the Academic Council within five work days of the decision of the Status Committee. The Council will hear the appeal in a special, confidential session within five work days of the notice of appeal. The Academic Council may sustain the decision of the Academic Status Committee, or substitute a penalty it deems appropriate. The chair of the Academic Council will provide written notification of the Council's decision to the student, the faculty member, the chair of the Academic Status Committee, and the dean of the college.

As noted in the policy, a faculty

member is required to file a report concerning action taken in response to a problem with plagiarism or cheating. The student's signature is required on it as well as the faculty member's signature. The purpose of the student's signature is to verify that the student and faculty member discussed the matter, that the student knows the penalty the faculty member assessed, and that the form will be recorded in the office of the Dean of Liberal Arts.

V. Examples of Plagiarism and Cheating

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

In the course of preparing a paper, doing a homework assignment, preparing for an examination, or participating in a class activity, you may have questions about whether certain practices or conduct could be viewed as plagiarism or cheating. If you have questions, ask your professor! Faculty will respect your integrity for clarifying

uncertainties and showing interest in avoiding these problems. The danger lies in engaging in practices or conduct that later could be called into question.

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

E.g. 1: Student A and Student B are scheduled to take an in-class examination. Student B is not doing well in the class and fears flunking the course if unable to earn at least a C on the exam. The professor announced that students would not be allowed to use notes or books on the exam. Student A writes notes containing key concepts and formulas and affixes them to the bottom of a shoe that will be worn to the exam. Student A then sat in a location and position that allowed Student B to read the notes and formulas during the exam. Both Student A and Student B would be subject to penalties for cheating.

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

E.g. 3: Professor X assigned a set of homework problems and instructed students that they should neither give nor receive assistance

completing the problems because Professor X wanted to use the responses to evaluate student understanding of certain concepts. Student D was unable to complete three of the problems. Student D's roommate, Student E, also was in the class and completed the problems without difficulty. When Student E was out of the room, Student D looked at Student E's class notes and paper, then copied two answers. Student D would be subject to penalties for cheating.

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

E.g. 5: Student G found the following statement while doing research for a paper about law school: "The best way to prepare for the law is to come to the study of the law as a well-read person. Thus alone can one acquire the capacity to use the English language on paper and in speech and with the habits of clear

thinking which only a truly liberal education can give." (Felix Frankfurter, "Advice to a Young Man Interested in Going Into Law," in Ephriam London, ed., The Law as Literature (New York: Simon and Schuster, 1960), p. 725.) Student G wrote in the paper that "only a liberal education can give a person the habits of clear thinking required for law school," and did not cite Frankfurter. Student G would be subject to penalties for plagiarism for paraphrasing without citation, which is as unacceptable as word-for-word copying.

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

RESIDENCE HALL BILL OF RIGHTS

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

these rights carry with them a reciprocal responsibility on the part of the individual to ensure those same rights for other residents.

A. Primary rights of the individual include:

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

2. The right to sleep, the

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

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

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

of the primary rights defined above. These secondary rights include:

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

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

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

RESIDENCE ROOM LOCKOUT ENTRY POLICY

Campus Safety will provide students with entry into their residence room, or residence hall a maximum of three (3) times per academic year. This service will not be provided to anyone beyond these three times. Other options available to students who lock them-

selves out is to gain entry from their roommate, Resident Director, or Resident Assistant. Students requesting this service will be required to show their student ID card and sign a form at the time this service is provided.

SEXUAL HARASSMENT POLICY

I. Introduction

Willamette University is committed to creating and maintaining a community in which students, faculty, administrators, staff and other members of the community can work and live together in an envi-

ronment free of all forms of harassment, exploitation, intimidation and discrimination (according to current University policy, this includes, but is not limited to sex, race, age, marital status, disabilities, sexual orientation, religion, or national and eth-

nic origin). Harassment is demeaning to all persons involved, and subverts the mission of the University. It is unacceptable conduct and will not be tolerated.

Specifically, every member of the University community should be aware that the University is unequivocally opposed to sexual harassment. Sexual harassment is a form of sex discrimination which is illegal under both Oregon state and federal law; in particular, ORS 659.030 and Title VII of the Civil Rights Act of 1964, as amended, and Title IX of the Education Amendments of the Equal Employment Opportunity Act of 1972.

II. Definitions

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

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

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

D. A Respondent is the party answering a complaint.

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

F. The Hearing Board is any board specified in the Personnel Policies and Procedures for the three colleges; handbooks for Adminis-

trators, Administrative Staff, and Classified Personnel; and Student Standards of Conduct that may be used to resolve complaints related to this policy.

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

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

What is Sexual Harassment?

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

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

(1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement;

(2) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual;

(3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working, living, or academic environment.

Sexual harassment frequently involves a situation in which power inherent in a faculty member's or supervisor's relationship to his or her students or subordinates is unfairly exploited. While sexual harassment most often takes place in a situation of power differential be-

tween persons involved, sexual harassment may also occur between persons of the same status, i.e., student-student, faculty-faculty, staff-staff. The person exhibiting sexually harassing conduct need not realize or intend that the conduct is offensive for the conduct to constitute sexual harassment.

Consenting Relationships

Amorous relationships that might be appropriate in other circumstances are deemed extremely unwise when they occur between a member of the University and a person for whom he/she has a professional responsibility, for example, faculty, administrator, employee, advisor, coach, or residential staff member. Such relationships may also result in an appearance of unfair advantage accruing from the consenting relationship. The power differential inherent in such relationships may render any apparent consent void. It is incumbent upon those with authority not to abuse, or seem to abuse, the power with which they are entrusted. In the event that a sexual harassment complaint is subsequently filed, it will be exceedingly difficult for the Respondent to defend him or herself on the grounds of mutual consent.

WHAT TO DO IF YOU HAVE BEEN SEXUALLY HARASSED

I. Overview

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

II. Addressing Complaints of Sexual Harassment

A. Options Available

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

1. Discuss the issue with a counselor, advisor, professor, friend, etc.;

2. Speak directly to the harasser(s), identifying the incident(s), what was found objectionable, and, if desired, the remedy sought;

3. Write to the harasser, identifying the incident(s), what was found objectionable, and, if desired, the remedy sought;

4. Report the situation to the University official or supervisor most directly involved with the Respondent;

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

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

B. First Level Resolution

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

1. Vice President for Student Affairs;

2. Dean, College of Liberal Arts;

3. Dean, College of Law;

4. Dean, Atkinson Graduate School of Management;

5. Vice President for Academic Administration;

6. Vice President for University Relations;

7. Vice President for Financial Affairs;

8. Director of Personnel Services;

9. President in cases where a Senior Official is a Respondent;

10. Chairman of the Board of Trustees where the President is Respondent.

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

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

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

After a complaint has been investigated and an attempt at First Level Resolution completed, the Complaint Recipient should respect the wishes of the Complainant and normally should not pursue a complaint at Second Level Resolution without express permission of the

Complainant. However, the University may proceed without permission of the Complainant if: (1) repeated complaints about the Respondent have been received; or (2) the University is advised by legal counsel to do so.

C. Second Level Resolution

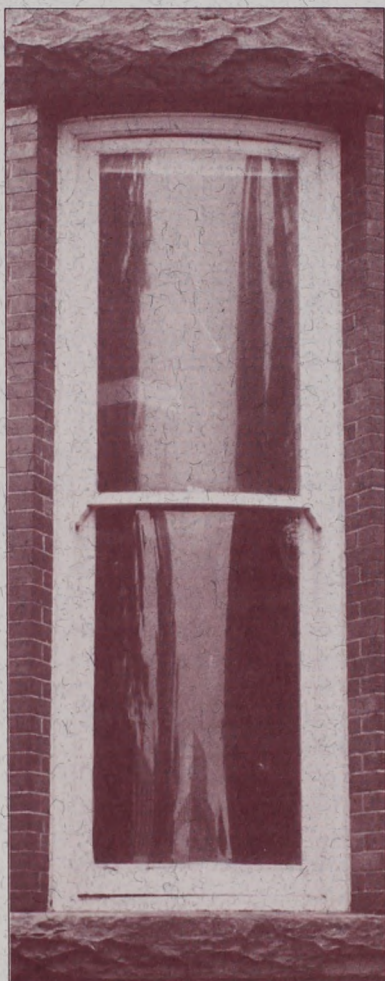
If the complaint cannot be resolved, the Complaint Recipient will ask the Complainant to submit a written complaint, including a statement describing the alleged incident(s) and, if desired, the remedy sought. The Respondent should be directed to reply in writing to the Complaint Recipient within 10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

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

III. Records

The Complaint Recipient should maintain a record of the investigation and disposition of a complaint. Upon completion of the process, the record should be forwarded to the Director of Personnel. The

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



after the date of disposition.

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

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

Release of personnel or academic records, including information concerning sexual harassment complaints, should be made in accordance with University procedures and applicable provisions of law.

End notes:

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

STANDARDS OF CONDUCT

I. Purpose

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

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

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

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

II. Jurisdiction

The Willamette University Standards of Conduct apply to all

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

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

III. Application of Law

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

tutional rights as citizens by becoming members of the Willamette community.

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

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

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

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

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

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

IV. Student's Rights and Responsibilities

A. Student Rights

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

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

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

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

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

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

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

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

9. Students have a right to be interviewed on campus by any

graduate or professional school or employer desiring to recruit at the University, subject to the requirements for the use of University facilities.

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

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

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

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

B. Student Responsibilities

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

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

V. General Student Conduct Regulations

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

1. Academic cheating and pla-

giarism;

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.

VI. Enforcement Procedures

A. Informal Resolution:

Willamette community members are encouraged to resolve differences, conflicts and misunderstandings directly and informally. In most instances conflicts can be resolved by directly approaching the individual(s) involved. This includes any community member, such as students, residence staff, University employees, faculty members and administrators. If the discussion results in a resolution, this resolution shall be put in writing at the request of either party.

B. Formal Resolution:

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

C. Academic Violations

Alleged academic violations will be governed by the Dean of the appropriate college for formal reso-

lution.

D. Non-Academic Violations

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

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

VII. Administrative Hearing

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

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

1. The administrator will explain the process, and ask the accused student(s) if s/he has any questions about the process.

2. The administrator will review the information received about the incident.

3. The student(s) will then have an opportunity to present informa-

tion in defense.

4. When all of the information has been presented, the administrator will render a decision.

5. If a violation of University policy or regulations is found, the administrator will make a decision about the appropriate sanction.

6. The sanction(s) will be discussed with the student(s), and a follow-up letter will be sent to confirm the decision.

7. The process for appeal will be explained and the student(s) will be asked if there are any questions about the process.

Appeal Procedure

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

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

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

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

VIII. Standards Committee:

The Standards Committee shall be governed by a commitment to fair process, education and prevention.

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

A. Membership

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

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

B. Alternate membership

When the student government, Academic Council, and the Vice President for Student Affairs nominate persons to serve on the Committee, alternate members will also be nominated. One alternate from each category will be nominated and appointed. In the event of absence, unavailability, or disqualification of any member, alternate members will serve to assure full Committee membership. Alternate members will be selected from the same group, i.e., students replace students, staff replace staff, etc.

Alternate members may participate in Committee meetings, but will not be present at actual hearings, unless they are serving as alternates.

C. Temporary Disqualification

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

D. Quorum

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

E. Standards Committee Procedures

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

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

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

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

to testify will not be held against either party.

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

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

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

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

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

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

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

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

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

F. Appeals to the Vice President for Student Affairs

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

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

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

IX. Immediate Removal From Campus

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

X. Sanctions

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

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

3. Restitution: The student is required to reimburse for personal injury costs or replace or restore damaged, stolen, or misappropriated property.

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

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

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

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

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

XI. Publication and Revision of the Standards of Conduct

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

Proposed revisions to the Standards of Conduct may be submitted by any member of the University

community to the Vice President for Student Affairs who will refer the proposed revision to the University Student Affairs Committee for action.

Recommended revisions of the Standards of Conduct by the University Student Affairs Committee will be forwarded to the Vice President for Student Affairs for approval, publication and implementation.

XII. Student Grievance Procedures

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

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

3. If students are not satisfied by steps 1 and 2, they should submit a written complaint to the Dean of Residence Life, if the matter is non-academic, or the Dean of the College if the matter is academic. In cases involving rights or a matter which is not readily categorized as either academic or non-academic, the Dean of Residence Life and the Dean of the College will review the situation together and decide which classification is most appropriate. The Dean of Residence Life will appoint someone other than a member of the teaching faculty upon request of the student to assist in drafting the complaint. Upon receipt of the writ-

ten 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 15 class days of receiving the response. After reading and discussing the complaint and the response, the Grievance Board may request personal interviews with the faculty or staff member and student involved and third parties who are knowledgeable about the matter. Request for a personal interview with the Committee may also be made by the faculty or staff member, or the student, or by the above-mentioned third parties. In the event that these interviews are conducted so that the parties appear separately before the Committee, taped transcripts of such interviews will be available to the faculty or staff member and student involved. If such interviews are not deemed necessary, the Grievance Board shall write a recommendation and rationale upon reading and discussing the initial written com-

plaint and response. Copies will be sent to the student, the faculty or staff member, and the superior.

6. If after ten days, the Grievance Board is aware that no action has been taken on its recommendation, it may forward its recommendation to other levels for further action (e.g., President, appropriate Vice President).

7. A written appeal to the Chairperson of the Grievance Board may be filed within five class days after the receipt of the recommendation. Upon receipt of the written appeal, the Chairperson of the Grievance

Board shall submit a copy of the original complaint, response, all testimony, Grievance Board recommendations and rationale, and the appeal to the President of the University.

8. All proceedings of a Grievance Board shall be kept confidential and not noted in the student's permanent record.

9. The student who desires to use the procedures must file a written complaint by the end of the next semester after the time s/he believes his/her rights were violated.

STUDENT ORGANIZATION AFFILIATION POLICY

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

1. The organization must have an advisor who is a member of the Willamette University faculty or administration.

2. The organization must complete a Student Organization Affiliation Form and update that form with the Office of Student Activities every year after official recognition.

3. The membership of the organization must be composed of at

least 50% Willamette University students.

4. The organization must have a current constitution on file with the Office of Student Activities.

5. In the initial year that any given student group seeks official recognition, the group must provide the Office of Student Activities with a petition signed by at least ten students who indicate an interest in becoming a member of the student organization.

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

a. Complete a new Organizational Affiliation Policy listing new officers.

b. Provide a copy of new constitution if any changes have been made.

c. Complete an Organizational Directory and Organizational Fair Information Form.

d. Meet with a representative of the Student Activities Office

to discuss the goals and structure of the organization.

For complete information and

forms regarding official student organization affiliation, see the Office of Student Activities.

OFFICE OF RESIDENCE LIFE TERMS AND CONDITIONS FOR ROOM AND BOARD

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

The student will be assessed a charge of \$7.50 for the replacement of a lost or stolen I.D. card. A complete description of the food service options will be available from the food service vendor.

II. Housing

Willamette University agrees to provide a residence hall room for the academic year or a portion thereof. As a part of room costs, the University will provide utilities, janitorial and maintenance services and housekeeping for public areas and restrooms. In addition, all students shall be provided with a bed and mattress, desk and chair, closet space, dresser, central room light and 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 or, if entered into after the start of the academic year, to the balance of the academic year. The University agrees to assign space and provide board only after the applicant has properly signed and returned the contract and preference card. By moving into a residence hall without a signed contract, the student obligates him/herself to all of the terms and conditions of the contract.

The period of occupancy for students who have made prior reservations begins for new undergraduate students with new student orientation and for returning students at 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 semester break. The period of occupancy excludes semester break.

Residents are required to vacate their rooms no later than noon the day following their last scheduled examination. Students will not be allowed to occupy a room prior to these official opening dates and after these official closing dates except under the following circumstances:

1. Graduating students, and other authorized persons 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 Dean of Residence Life or an authorized designate of the Office of Residence Life.

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

Rooms will be held for the first four class days of each semester unless prior arrangements have been made with the Office of Residence Life. After the fourth class day, the students who have not arrived in their assigned spaces will be classified as "no-shows". Contracts for "no-shows" will 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 non-performance 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 Admission Office. This date establishes the order in which 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:

1. Have two days to select a roommate or move to another open space in a double or larger room.

2. Accept a roommate referred by the Office of Residence Life at any time.

3. Move to a single room and pay the single rate.

Rooms larger than doubles cannot be secured as singles.

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

In the event of unforeseen emergencies or other situations, a residence or portion thereof may be closed or redesignated (i.e., men's wing changed to women's wing), and residents may be required to move from their originally assigned rooms. The University also reserves the right to immediately assign or

reassign space and/or students for the benefit of the individual students and/or the living unit. In addition, any resident who violates the contract and/or rules and regulations covered by the Terms and Conditions For Room and Board may be required to withdraw from housing accommodations by the Office of Residence Life.

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

E. Payment

The student agrees to pay room and board fees and properly billed charges (e.g., for damage, guests, lost keys, etc.) at the time(s) scheduled by the University. Room and board charges are to be paid each semester in advance unless a deferred payment plan is arranged with the Business Office. Failure to complete financial arrangements with the Business Office may result in the cancellation of the Residence Life Contract For Room and Board by the University.

F. Cancellation After Occupancy

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

and board charges which accrue against their accounts.

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

Application for a contract release does not imply automatic termination of the contract. The application will be reviewed and the resident will be notified as soon as possible. Residents are advised not to sign outside contracts or leases until they have been formally notified of their release.

The room and board contract is for the academic year or portion thereof if entered after the beginning of the academic year. However, a junior, senior, or other student who is 21 years old or older can be released from his/her contract if written notification is provided to the Dean of Residence Life. In the event of cancellation to move off campus, the student involved shall forfeit \$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 19, 1992.

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

G. Responsibility for Damage or Loss

Student rooms and the furnishings provided therein are to be used in the manner for which they are designed. No University property, including room and lounge area furnishings, may be moved within the building or taken from the resi-

dences without the written authorization of the Resident Director.

The University acknowledges that depreciation may occur to the building, room, furniture and equipment due to reasonable wear and tear caused by normal usage. However, the student specifically agrees that he or she will be liable for damage or other loss incurred to the building, room, furniture and equipment which is in excess of normal wear and tear. This will include 50% of the responsibility for unassigned glass breakage in a student room. At the discretion of the University, an entire living group or portion thereof may be charged for damages or loss to public areas of the building (including bathrooms) when the person(s) responsible is unknown. Damage or loss within student rooms is the joint responsibility of the students assigned.

H. 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 \$30 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 when they move out. Failure to return a room key within one week of moving will result in a \$30 charge to recore the lock for security of the next resident plus the \$5 replacement cost for the room keys. Replacement cost for a room key and an outside door key is an additional \$5 each. Card key replacements are \$7.50.

I. Assignment of Contract

This contract is not assignable nor can space be subleased.

J. Guests

Students will be responsible for

payment of all charges related to the presence of 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 three consecutive nights on campus. Consent to host a guest in an individual student room must be obtained by the roommate(s). 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.

K. Room Entry

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

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

L. Vacation Periods

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

M. Loss of or Damage to Personal Property

Willamette University is not li-

able or responsible in any way for the loss of or damage to money, valuables or other personal property of students or guests, or for personal injury sustained on the premises.

N. Insurance

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

O. Safety and Security

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

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

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

P. Storage

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

Q. Miscellaneous

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

1. Violations of the University Standards of Conduct or any local, state or federal laws.
2. The use of electrical equipment such as electric fry pans, sunlamps, hot plates, or any type of exposed burners or open flame devices.

3. Refrigerators larger than 3 cubic feet.

4. Cooking in student rooms.

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

6. 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 University's Standards of Conduct and in accordance with Oregon State law.

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

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

9. Gambling in University residences or elsewhere on campus.

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

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

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

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

14. Removing the beds.

15. Waterbeds.

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

17. The painting of student rooms.

18. Cohabitation.

19. Noise which significantly disturbs other residents.

20. Tampering with fire alarms and firefighting equipment. Violations will result in disciplinary action and a fine of up to \$250.

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

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

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

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

25. Using windows as exits (except in emergencies) or for throwing anything outside.

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

UNIVERSITY CENTER LOWER LOBBY USE POLICY

The George Putnam University Center allows off-campus and on-campus groups to use space in the University Center building under the following conditions:

I. Who May Reserve Space

The following categories of users may reserve space:

A. Students

1. Student Organizations - Any recognized club or group on campus.

2. Student Craftpersons - Those students selling hand-made and/or unique goods.

3. Other Student Vendors - Those students selling non-craft items.

B. Recruiters

Those organizations which are sponsored by the Career Development Center or the Office of the Chaplain, and are on campus seeking to recruit students for employment or graduate school.

C. Other Vendors

1. "Craftpersons" - Those individuals not associated with Willamette University who sell hand-made and/or unique goods.

2. Other - Other solicitors including credit card sign-ups.

II. What May Be Reserved

Three tables are provided on the first (lower) floor of the University Center:

A. One table is designated for Student Organizations and may be reserved only by student organizations (individual student vendors may reserve table 3).

B. One table is reserved for Recruiters. If no recruiter has reserved this space, it may be used by a student organization which reserves it through the Campus Scheduler.

C. One table is reserved for All Other Vendors (this includes individual students). If no vendor has reserved this space it may be used by a student organization

which reserves it through the Campus Scheduler.

III. How To Reserve

To reserve space in the University Center contact the Campus Scheduler at 370-6213.

A. Students

1. Student Organizations - may reserve space by contacting the Campus Scheduler.

2. Student Craftpersons - may reserve space by contacting the Campus Scheduler.

3. Other Student Vendors - may reserve space only if they have the sponsorship of an on-campus sponsor (recognized club or University department). That sponsor is responsible for the actions of the vendor while on campus.

B. Recruiters may reserve space by contacting the Career Development Center or the Office of the Chaplain to make arrangements for their visit.

C. Other Vendors

1. Craftpersons - may reserve space by contacting the Campus Scheduler.

2. Other - all other vendors who wish to reserve space will only be allowed to do so if they have the sponsorship of an on-campus sponsor (recognized club or University department). That sponsor is responsible for the actions of the vendor while on campus.

IV. Reservation Charges

A. Students

1. Student Organizations:
No charge

2. Student Craftpersons:
No charge

3. Other Student Vendors:
\$10.00 (one table/per day)

B. Recruiters:

No charge

C. Other Vendors:

\$25.00 (one table/per day)

V. Policies

A. The following policies apply to users of the University Center:

1. All vendors must stay behind their assigned table. Standing in front of the table or attempting to lure the customers up to their table is prohibited.

2. Vendors are limited to one table. No additional displays which extend beyond the table are allowed.

3. The name of the sponsoring organization must be prominently displayed at all times.

4. Vendors and/or craftpersons must not violate the educational mission of the University.

5. All vendors must fully disclose the terms and conditions of the product(s) or service(s) which they are representing; i.e., credit card solicitors must fully disclose all applicable credit terms.

6. Vendors will receive a copy of the confirmation and a copy of the Vendor Policy.

7. Any food items which are being sold must be made in an inspected kitchen, or clearly marked that it was made in a non-inspected kitchen.

8. Vendors who duplicate items which may be sold through the Willamette University Bookstore must have their product cleared for sale through the Bookstore Manager.

9. Use of Bookstore display windows is determined by the Bookstore manager or his/her designee.

10. Any violations of the Vendor Policy or misconduct by vendors should be reported to the Office of Student Activities which

will be responsible for the enforcement of the policy.

a. Vendors will first be asked to comply with University policies.

b. Further violations of

the policy or further misconduct will result in permanent dismissal from the campus.

11. All vendors must report to the Office of Student Activities to register and pay any necessary fees.

USE OF BUILDING EXTERIORS FOR PUBLIC ANNOUNCEMENTS

Signs are not to be placed on any of the following: lamp posts, bridges, trees, doors, or exterior walls of any University building.

People and organizations interested in posting material in academic buildings on the Willamette campus should contact the University Center Information Desk at 370-

6267 or the Office of Student Activities at 370-6463 for stamping prior to posting. To post flyers in the residence halls, contact the Office of Residence Life at 370-6212.

Posting flyers, signs, and banners on building exteriors and/or on the campus grounds without prior permission is prohibited.

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