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Student Handbook Central Washington State College

Central Washington University

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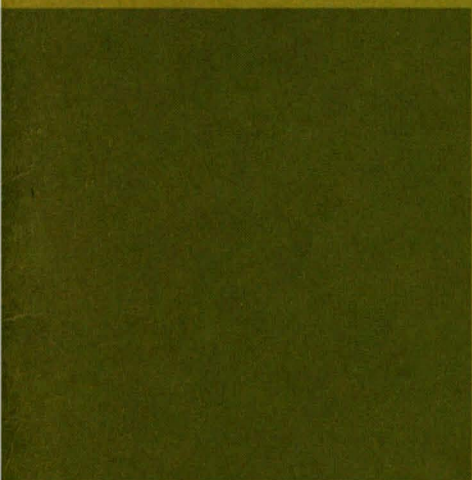
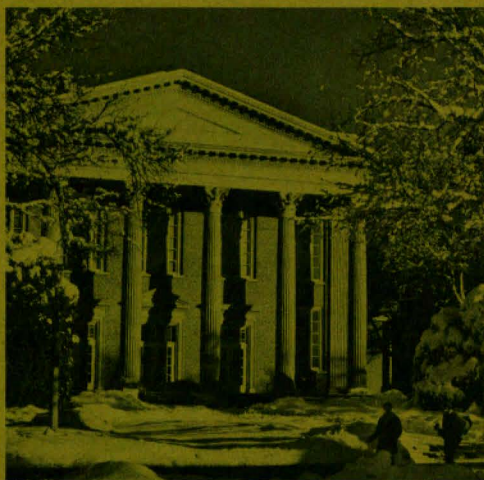
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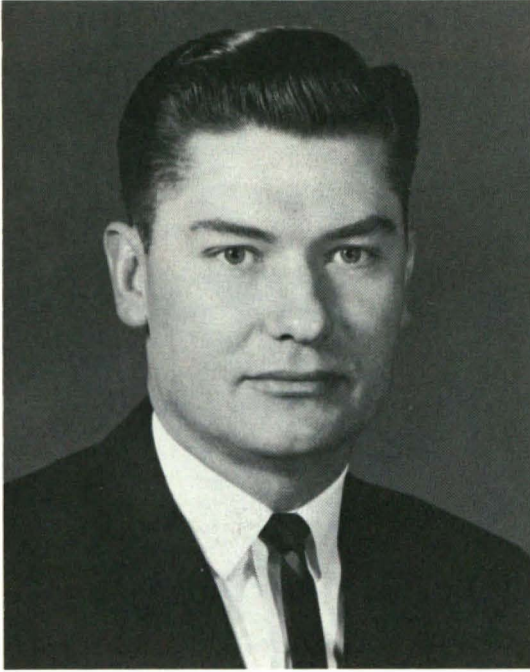
1970

* student handbook



CENTRAL
WASHINGTON
STATE COLLEGE

From President Brooks



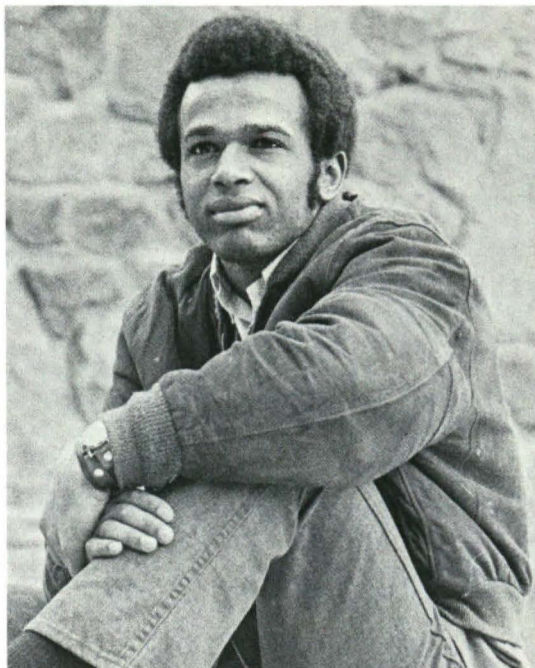
I am pleased to welcome you to Central. Our College is seventy-nine years old, a youngster when compared with some of the great universities of the world. But like these older universities, our main goal is to preserve our campus as a place of learning. Being part of this as a president, a faculty member, or as a student is, indeed, a great responsibility, especially during these turbulent times. In joining us, you become part of the effort to enhance learning and the traditions associated with it.

Repression of liberty and violation of individual rights are anathema to education as we have known it in America ever since the first college opened its doors. And yet, today, we hear of both, on and off campus. In the true spirit of learning and liberty we must preserve the rights of all members of our college community and allow each person, if he chooses, to be different. As a community devoted to learning we must continue to search out meaning and implication as reasonable men and women. We must regard this campus as a place where rights are protected as problems are solved without outside interference.

Join us, then, and accept responsibility. Help us make Central a place to remember with prideful nostalgia, that one might be heard to say, "It was all worthwhile."

Cordially,
James E. Brooks
President

From President Sims



Higher education is not an ivory tower of one's dreams. Higher education is society articulated to sophistication. This institution possesses the seeds of all social ills and ecological desecration. This institution reflects the attitudes of despotisms and inhumanity.

Your responsibility as a college student is a responsibility to all mankind. You can acquire a diploma and graduate a fool, attend all classes to learn nothing, or aspire to apply all good to all that is wrong today and tomorrow.

Sincerely,
Ron Sims, President
Associated Students
CWSC

Directory of Administrators and Offices

BOARD OF TRUSTEES

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 MRS. R. HUGH MINOR, Everett, Vice Chairman
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 DONALD JOHNSON, Longview

ADMINISTRATORS

| <i>Position</i> | <i>Office</i> | <i>Name</i> |
|--|--------------------------------|-------------------|
| President..... | Barge 301..... | JAMES E. BROOKS |
| Vice President for Academic Affairs..... | Barge 304..... | EDWARD HARRINGTON |
| Vice President for Business Affairs..... | 2nd Floor Mitchell Hall..... | STANFORD R. BOHNE |
| Dean of Students..... | Barge 103..... | Y. T. WITHERSPOON |
| Director of Student Conduct Programs..... | Barge 205..... | JACK R. SPITHILL |
| Dean of Men..... | Sue Lombard East..... | DON E. WISE |
| Dean of Women..... | Barge 102..... | MARYBELLE ROCKEY |
| Director of Placement..... | Barge 105..... | B. DEAN OWENS |
| Director of Counseling and Testing Services..... | Sue Lombard Annex..... | ROBERT S. MILLER |
| Director of College Union..... | Samuelson Union Bldg. 116..... | APP D. LEGG |
| Dean of Arts and Sciences..... | Barge 307..... | BERNARD MARTIN |
| Dean of Education..... | Barge 309..... | JOHN GREEN |
| Dean of Graduate Studies and Summer School..... | Barge 308..... | DALE COMSTOCK |
| Alumni Director..... | Edison 102..... | FREDERICK WOLFER |
| Assistant Attorney General..... | Barge 301..... | STEVE MILAM |

OFFICES

| | |
|---|--------------------------|
| Business Office..... | Mitchell Hall |
| College Medical Doctors..... | College Health Center |
| Director of Auxiliary Services..... | Barge 204 |
| Director of Financial Aids..... | Barge 209 |
| Director of Food Services..... | Holmes Dining Hall |
| Director of Housing..... | Barge 201 |
| Director of College Relations..... | Edison 106 |
| Director of Libraries..... | Bouillon Library 112A |
| Director of Physical Plant..... | Physical Plant |
| Honors Director..... | Edison 110 |
| Office of Continuing Education..... | Peterson Hall |
| Registrar and Director of Admissions..... | Mitchell Hall |
| Scheduling Center..... | Samuelson Union Building |
| Bookstore..... | Samuelson Union Building |
| Computer Center..... | Lind 108 |
| Data Processing..... | Barge 100 |
| Educational Opportunities..... | Alford Hall |
| Institutional Research..... | Edison 102 |
| KCWS Radio..... | Samuelson Union Building |
| Mail Room..... | Central Stores |

History

Central Washington State College was founded by the first Washington legislature in 1890 as Washington State Normal School. The school opened in 1891 with four faculty members and 86 students and occupied the second floor of the Washington Public School in Ellensburg. Presently Central has more than 475 faculty, 60 buildings, and a campus valued at more than \$70 million.

In 1933 the legislature authorized the college to grant the B.A. degree in Education. In 1937 the name was changed to Central Washington College of Education. The 1947 legislature authorized B.A. degrees in arts and sciences and the master of education degree. CWSC also offers the M.A. in art, English, and music, the M.Ed., and the M.S. in biology, chemistry, and psychology.

The latest name change—to Central Washington State College—was made in 1961. Dr. James Brooks, a graduate of Central, became the eighth president of the College in that year. The legislature authorized M.A. and M.S. degrees in 1963 and the B.S. degree in 1967. The enrollment now is approaching 8,000 students. The college now emphasizes the arts and sciences and professional education through the master's degree.

The Central Idea

CWSC is dedicated to offering students experiences which will help them better function within this society. To meet this goal students and faculty work together in developing programs and activities which best create these needed experiences. Participation in the development of these programs as well as participation in the programs is considered an integral part of the college experience and the Central Idea.

Through advisement, social activities, joint committee work, and informal discussions faculty and students are encouraged to develop and maintain personal relationships outside the classroom.

Central Washington State College maintains a reputation for friendliness and informality. This then is the Central Idea: Education with Purpose.

Central's reputation is enhanced by pleasant faculty-student relationships. Many faculty members maintain out-of-class contact with students through club and activity advisement, informal counseling of individual students, dormitory visitations, cooperative projects with associated students, participation in and chaperoning of student social activities, and the advisory program.

Associated Students of Central

Purpose of ASC

CWSC's Associated Students (ASC) is the representative of the student body. Its primary purposes are to afford students a mechanism for participation in political, social and educational areas of both our college and community.

Executive Officers

President (Ron Sims)—The President is the chief executive officer of the Associated Students and oversees all of its operation and activities. He is chairman of the Executive Board.

Administrative Vice President (John Drinkwater)—The Administrative Vice President shall be in charge of Personnel Matters and shall be chairman of the ASC Personnel Committee.

Executive Vice President (Tom Dudley)—The Executive Vice President is in charge of New Student Orientation, speaker programs and forums, and other projects assigned by the Executive Board. He is the chairman of the Legislature.

Social Vice President (Tony Ginn)—The Social Vice President is in charge of all ASC social and entertainment activities. He is the chairman of the Social Activities Council, which coordinates and directs on-campus social events.

Treasurer (Tom Moe)—The Treasurer oversees all financial matters of the ASC.

The President, Executive Vice President, Administrative Vice President, and the Social Vice President are elected by the Student Body. The Treasurer is appointed by the President with the approval of the Legislature.

Sub-Executive Officers

Publicity Director—The Publicity Director acts as the Information and Promotion Director for all ASC activities.

Legislature

The Associated Students Legislature (or student council) has general supervision of the affairs of the Association, and it is responsible for granting official status to other student organizations. Members are directly elected from districts based on population.

Standing Committees and Groups

Academic Standing Committee—(5 administrators, 12 faculty, 5 students). Serves as a final appeal board for students who have been suspended from college for academic difficulties.

Admissions, Matriculation, and Graduation Committee—(1 administrator, 2 faculty, 2 students). Makes recommendations to the Dean's Council on policy and procedure involving admission, matriculation and graduation.

Arts and Sciences Committee—(1 administrator, 5 faculty, 2 students). Assists with the study and development of curriculum and coordinates with the other curriculum committees on matters of mutual concern.

Assemblies and Lectures Committee—(2 administrators, 3 faculty, 1 student, SUB Assistant Director). Selects and schedules speakers and feature artists for all-college assemblies throughout the year.

Athletics Board—(5 faculty, 4 students). Acts on policies, procedures, and problems relating to the College athletic program.

Board of Publications—(4 students, 3 faculty, 7 ex-officio advisors and editors of Hyakem & Crier, Director of Student Union, Director of College Relations, Business Affairs Rep.). Determines policy, selects editors, and approves the annual budgets of the student publication.

Board of Trustees—The governing board of the college. Five citizen members appointed by the governor of the state. One faculty member and one student (Faculty Senate Chairman and ASC President) ex-officio. President of the College is the Secretary.

Bookstore Committee—(1 administrator, 4 faculty, 5 students, 1 ex-officio-business office representative). Advises the bookstore manager and informs him of student and faculty needs.

Campus Safety Committee—(3 administrators, 2 faculty, 7 civil service, 1 student). Upholds safety procedures on campus, inspects building to insure safety.

College Community Relations Committee—(6 students, 2 administrators, 4 community representatives). To help better the relations between the college and the community.

Dean's Council—(7 administrators, 1 administrator ex-officio, 1 student ex-officio). Exercises supervision over the academic process of the college.

Distinguished Visiting Professor Committee—Students to contribute suggestions as to a professor or professors they would like to have come to Central as a visiting professor.

Drug Advisory Committee—(2 administrators, 3 faculty, 5 students, 1 committee representative). Advises anyone with drug problems.

Education Department Program Committee—(6 faculty, 2 students). Sets up programs for the Education Department.

Educational Opportunities Program Board—(4 administrators, 6 faculty, 6 students, 4 representatives from each Community Council throughout the State, 2 community representatives). The Board is a policy-advisory group for the Educational Opportunities Program.

Elections Committee—(5 students, ASC President, ex-officio). In charge of all arrangements for all ASC elections.

Faculty Critique Committee—Conducts a poll of student opinions of attitudes toward faculty members.

Film Committee—(1 administrator, 1 faculty, 2 students). Acts in an advisory capacity to the Recreation Coordinator for the selection of films for showing throughout the year.

Finance Commission—(ASC Treasurer, Executive Vice President, 4 Legislators). Has charge of preparation of ASC regular budget and makes recommendations to legislature on all matters referred to it.

Food and Housing Sub-Committee—(7 administrators, 1 faculty, 2 students, 1 ex-officio Business Affairs Representative). Works with architects on designing and remodeling food services.

General Education Committee—(7 faculty, 2 students). Assists with the study of curriculum matters in General Education and coordinates with the other curriculum committees on matters of mutual concern.

Graduate Study Committee—(1 administrator, 6 faculty, 2 students). Assists with the study and development of curriculum proposals at the graduate level and coordinates with other curriculum committees on matters of mutual concern.

Homecoming Committee—Has charge of planning and executing all Homecoming weekend activities.

Honors Committee—(1 administrator, 4 faculty, 2 students). Advises and assists Director of the Honors Program with the development and implementation of the program.

Honor Council—(3 faculty, 6 students). Considers student discipline cases, serves as an appeal board for an individual who is dissatisfied with the recommendation of his Residence Hall Judiciary Board, handles serious infractions of the Honor Code, and possesses sole authority to interpret the ASC Constitution.

Library Advisory Committee—(9 students). Works with the Director of Library and his staff to improve the operations of the library.

Long Range Planning Committee—(7 administrators, 5 faculty, 1 trustee, 1 community rep., 1 student). Reviews periodically the long range plans for the college and makes recommendations.

Memorials, Gifts, College Building Names Committee—(2 administrators, 1 faculty, 3 emeriti, 2 alumni, 1 student ex-officio). Makes recommendations for the naming of college buildings, walkways, streets, malls, plazas, and athletic facilities and the appropriate memorials for the college.

New Student Orientation Committee—Committee has charge of developing program and schedule of new student orientation for the beginning of each quarter.

Parent's Weekend—This committee has charge of organizing activities for Parent's Weekend.

Pep Staff Election Committee—Holds try-outs for yell and song leaders for the following college year.

Personnel Committee—(7 students, 2 ex-officio students). Publicizes vacant positions in the ASC structure, screens applicants and recommends one applicant to the group or officer making the appointment.

President's Council—(8 administrators, 1 faculty member who is the Faculty Senate President, 1 student who is the ASC President). Advises the President and assists him in making policy decisions and coordinating and planning the operation of the entire college.

Recreation Advisory Board—(4 students, 2 faculty, 2 ex-officio-Director of Student Union and Recreation Coordinator). Acts as advisory committee to the Recreation Coordinator in improving and expanding campus recreation programs.

Religious Activities Board—(3 administrators, 23 ministers, 2 students). Recommends and reviews qualifications for recognition of religious organizations.

Samuelson College Union Board—(6 students, 3 faculty, 5 ex-officio—Director of the Student Union, Assistant Director of Student Union, Snack Bar Manager, ASC Social Vice President, Business Affairs Representative). Assists the Director of Student Activities and College Union in the policy and program planning.

Student Affairs Committee—(20 administrators, 2 students). Problem solving, policy making committee for students.

Student Village Advisory—(1 administrator, 5 faculty, 5 students). Deals with problems which arise in Student Village educational program.

Student Workers Union Committee—(11 students). Acts as a liason between the Student Workers Union and the ASC Legislature.

Symposium Committee—(Equal number of faculty and students). Plans the annual spring symposium; selects the speakers and plans with departments for other activities held in conjunction with the symposium.

Teacher Education Curriculum Committee—(7 faculty, 2 students, 1 graduate student). Assists with the study and development of curriculum and coordinates with the other curriculum committees on matters of mutual concern.

Traffic Committee—(1 administrator, 3 faculty, 4 students, 1 ex-officio—Business Office Representative). Recommends policies for parking fees, enforcement of regulations, and development of parking areas on campus.

Who's Who Selection Committee—(2 administrators, 2 faculty, 3 students). Selects students to represent CWSC in *Who's Who Among Students in American Colleges and Universities*.

World University Service Week Committee—Takes responsibility for planning and carrying out all WUS Week Activities and presents a written report and evaluation to the Legislature.

Campus Recreation Program

The Campus Recreation Program is open to all students, faculty, staff and dependents. The program is sponsored by the Associated Students and administered by the ASC Recreation Coordinator.

Each Saturday and Sunday facilities at Nicholson Pavilion are open to archery, badminton, basketball, gymnastics, handball, horseshoes, swimming, table tennis, trampoline, volleyball and weight training.

During each week specific times are scheduled for student swimming and family swimming at Nicholson Pavilion Pool.

Each Friday and Saturday the ASC Movie Program features academy award winning films at McConnell Auditorium and Hertz Recital Hall. Also on selected Sundays, an acclaimed international film is presented.

Fall and Winter quarters feature campus tournaments in billiards, bowling, bridge, chess and table tennis for both men and women; undergraduate and graduate students to select the Regional XIV Games Tournament team to represent Central Washington State College.

Summer Recreation Program

The Summer Recreation Program is open to all students, faculty, staff and dependents at Central Washington State College. The program is sponsored by the Associated Students of Central and administered by the ASC Recreation Coordinator.

The facilities at Nicholson Pavilion are open each weekday to archery, badminton, basketball, volleyball, croquet, gymnastics, handball, horseshoes, swimming, table tennis, trampoline, and weight training.

Each Friday and Saturday the ASC Summer Movie Program features academy award winning films on campus which are viewed at McConnell Auditorium and Hertz Recital Hall.

Children's programs include story time, Thursday afternoon movies and swimming instruction.

Workshops and instructional activities highlight the schedule throughout the week in art, bridge, fly tying, flower designing, golf, tennis, woodworking and swimming.

Summer tours of Washington enable students to become acquainted with this area.

League and tournament play spotlights participation in men's and women's bowling, mixed doubles bowling, men's slo pitch, billiards, chess, table tennis, women's badminton and mixed volleyball.

Intramural Athletics (Men)

The Physical Education Department administers an intramural (Men's Intramural Association) program for men. Objectives of the intramural sports program point toward the development of the total individual—physically, socially, emotionally, spiritually, and intellectually. Activities include touch football, basketball, slo-pitch, softball, volleyball, swimming, golf, track and field, handball, weight-lifting, cross country, basketball free throw, and Sigma Delta Psi (National Honorary Athletic Fraternity). Further information can be obtained at Room 108, Nicholson Pavilion, or contact Mr. Walter Tomashoff at 963-1751.

Varsity Athletics for Men and Women

A varsity athletic program provides wide opportunity for participation for both men and women. For details, phone the physical education department, 963-1911.

Women's Intramural Association

The intramural program is considered active competition between women living in dormitories and off-campus. Tournaments are offered each quarter in various activities, such as volleyball and basketball. Non-competitive swimming is offered weekly, and a variety of special events such as jogging, weight training, etc., are made available to women students. For further information contact Miss Erlice Killorn at 963-1941.

Women's Extramural Program

The extramural program is intercollegiate sports competition between skilled CWSC women's teams and other college and university teams in the Pacific Northwest. Extramural sports offered annually are: Field Hockey, Volleyball, Gymnastics, Badminton, Basketball, Tennis, and Track and Field. For further information contact Miss Erlice Killorn at 963-1941.

Crimson Corals is a synchronized swimming group. An annual water show is put on by the club every spring quarter. Also, Crimson Corals is CWSC's representative at International Aquatic Arts Association activities.

Orchesis, the Modern Dance Group, is open to all students, men and women, interested in participating in dance as a performing art. Each year the group presents a concert (usually Spring quarter) as well as studio nights during the year. For further information, please contact Miss Lana Jo Taylor, 963-1951.

Campus Radio Station

Swinging with hard hitting rock, KCWS-AM, CWSC's campus radio station, moves ahead with its third year of broadcasting. Student run and student sponsored, KCWS may be heard only on the campus in the residence halls, on the carrier current frequency of 880 on the radio dial. Enjoying the new sound, students find the presence of the powerfully bright medium brings to touch the dynamic dimensions of fast paced "now" living.

KCWS-FM is a non-commercial educational radio station licensed to the Central Washington State College Board of Trustees. Serving Ellensburg and the Kittitas Valley, the all-student staff of KCWS-FM, 91.5 Mg., prepares and presents programming from the National Educational Radio Network, the Canadian Broadcasting Company, and their own specially prepared musical programs. All students working with KCWS-FM hold third class radio telephone operator's permits, and adhere rigidly to the standards of excellence required of modern radio broadcasting. Starting next fall KCWS will operate under new facilities located in the S.U.B. Lair.

Student Publications

The Board of Publications works with the advisers of the student publications to determine the general policy, to select the editors-in-chief and business managers, and to approve the annual budgets. Voting members include four students and three faculty members; the Director of College Relations and Students Activities Director are ex-officio members.

Campus Crier—*The Campus Crier*, Central's student newspaper, is published weekly throughout the Fall, Winter, and Spring quarters. Financed with advertising revenue and ASC funds, the *Crier* staff works to achieve professional journalism excellence.

The *Crier* staff is composed entirely of students. Staff membership is open to qualified Central students, and one credit per quarter may be earned. Previous experience or registration in journalism courses is not necessary, but is desirable.

The *Campus Crier* has the reputation of being a distinguished college newspaper. It has a first class Associated Collegiate Press rating and has been judged by experts in the field as "an

exceptionally good college newspaper." If a student is interested, he should contact the adviser, editor-in-chief, or enroll in a journalism course.

Hyakem—The *Hyakem*, Central's yearbook, is published Spring quarter; however, all those who wish to purchase a copy should do so at Fall quarter registration. The *Hyakem* holds a first class Associated Collegiate Press rating. Students interested in yearbook work are encouraged to contact the adviser, the editor or enroll in a journalism course.

Speech Activities: Debate and Symposium

The Department of Speech and Drama in cooperation with the ASC sponsors a variety of programs in speech activities. Opportunities for debate and individual events are available through inter-collegiate competition at tournaments throughout the Western States. Students may participate Spring term in the American Issues debating cross examination on a value proposition. Students planning to teach are given experiences in hosting tournaments by working on the several tournaments sponsored during the year. Speaking before public audiences throughout the state is an essential part of the Symposium program of the Department. Upper division students writing superior speech criticism are sent to a Rhetorical Criticism conference. For further information please contact the Speech and Drama Department or the Director of Forensics.

College Theatre Productions

Many students participate in College Theatre productions, not only as members of the cast, but also backstage and in wardrobe. Drama productions are offered each quarter, and invitations to participate are advertised prior to each production. For further information, contact the Speech and Drama Department. A minor production schedule of student directed and produced shows is available to interested students. Please call 963-1766.

Crisis Line

A 24-hour source of help for any person who is experiencing emotional crisis or who in any other way indicates distress. Any such person (or friend or relative of such a person) may phone Crisis Line and in a trust relationship obtain immediate counseling, emergency care, or referral to other agencies or persons, depending on the need of the situation. Phone: 925-4168.

Lectures and Assemblies Program

The Lectures and Assemblies Committee, composed of faculty and students, schedules lectures, concerts, and performances throughout the academic year. It sponsors the Annual Faculty Presentation in spring quarter. Nominations for this presentation are welcome from students during fall quarter, as are other program suggestions. For further information, contact the Committee, Edison 110 or 963-1358.

Traditional Events

Campus events that continue to provide fun, companionship or intellectual stimulation year after year have become part of Central's traditions. These range from Homecoming Weekend to Symposium, which features speakers of nationwide importance.

Here are several major activities:

Homecoming—The coronation of a Homecoming Queen, a football game, parade, the Homecoming Ball, talent show and the alumni banquet are all part of Homecoming Weekend.

Playboy Dance—Intercollegiate Knights turn the ballroom into a Playboy Club complete with pin-up pictures and Bunny hostesses. A Playboy-Playmate contest highlights the semi-formal dance.

AWS Tolo—The Snowball Tolo is the last major dance of the Fall quarter.

Choral Competition—Men's and women's residence hall groups and off-campus students form choral groups to compete for trophies at the Christmas season event sponsored by Sigma Mu, music honorary.

Military Ball—Complete with Grand March and the crowning of a Coed-Colonel by the Air Force Reserve Officers Training Corps, this year's formal ball will be in early winter.

Las Vegas Night—Sue Lombard, Whitney, and Stephens Halls will join together to provide a fun night for everyone. The SUB Ballroom will be transformed into a "casino" where gamblers can test their luck at blackjack, acey deucey, and roulette, or arrange a "quickie marriage."

Parents' Weekend—Central honors the parents of its students during this weekend designed to entertain and inform them of campus goings-on. Activities include a banquet, the Miss Sweezy Pageant, a play, campus tours, and movies. This is a Spring quarter event.

Black Week—A traditional, cultural and educational event given by CWSC's Black students.

Symposiums—These events scheduled during Fall and Spring quarters bring noted speakers from across the country to the Central campus. During their stays, speakers meet and talk with students, faculty members, and interested persons in the community both in formal and informal sessions over a period of three days and four nights generally.

Who's Who—Students are chosen each fall to receive national recognition in the publication, *Who's Who in American Colleges and Universities*. Selections are made by a student-faculty committee on the basis of achievement and contributions to the college.

RECOGNIZED STUDENT ORGANIZATIONS

(See Appendix B, page 41)

DEPARTMENTAL

Qualifications

| | |
|---|----------------------------|
| Act One..... | Interest |
| American Chemical Society..... | Chemistry students |
| Arnold Air Society..... | AFROTC cadet |
| Business and Economics Club..... | Econ. or Business Students |
| Central Singers..... | Singing ability (selected) |
| Home Economics Club..... | Home Ec. students |
| Industrial Arts Club..... | I. A. students |
| Le Cercle Parisien..... | French Language students |
| Monads Club..... | Philosophy students |
| Music Educators National Conference..... | Music major or minor |
| Paleontology Club..... | Paleontology students |
| Phi Beta Lambda..... | Business Ed. students |
| Recreation Club..... | Interest |
| Russian Club..... | Russian Language students |
| Spanish Club..... | Spanish Language students |
| Speech and Hearing Association..... | Speech students |
| Student National Education Association..... | Prospective teachers |
| Student Council for Exceptional Children..... | Special Education students |

HONORARIES

| | |
|-----------------------------------|---------------------|
| Chi Alpha..... | |
| Gamma Theta Upsilon..... | Geography students |
| Herodoteans..... | 3.00 in History |
| Kappa Delta Pi..... | Education students |
| Student Mathematics Honorary..... | Math students |
| Phi Epsilon Kappa..... | Male P.E. majors |
| Physical Education Majors..... | Female P.E. majors |
| Psi Chi..... | Psychology students |
| Sigma Mu Epsilon..... | Music students |

POLITICAL

| | |
|----------------------------------|----------|
| Action For New Democracy..... | Interest |
| Student Awareness Movement..... | Interest |
| Young Americans for Freedom..... | Interest |
| Young Democrats Club..... | Interest |
| Young Republicans Club..... | Interest |

RELIGIOUS

| | |
|---|----------|
| Baptist Student Union..... | Interest |
| Campus Crusade For Christ..... | Interest |
| Canterbury Club..... | Interest |
| Deseret Club..... | Interest |
| Inter-Varsity Christian Fellowship..... | Interest |
| Lutheran Student Association..... | Interest |
| Newman Club..... | Interest |
| Wesley Club..... | Interest |

SERVICE

| | |
|------------------------------|-----------------------|
| Alpha Phi Omega..... | |
| Circle K..... | Interest (selected) |
| Crimson W Club..... | Sports letterman |
| Intercollegiate Knights..... | 2.50, male, sophomore |
| Kelly's Angel Flight..... | Interest (selected) |

| | |
|----------------------|-------------------------|
| Sigma Tau Alpha..... | Rainbow member |
| Spurs..... | Female, sophomore, 2.50 |

SPECIAL INTEREST

| | |
|--|---------------------------|
| Alpha Omega..... | Mature women |
| Alpine Club..... | Skiing interest |
| Aquaholics..... | Swimming |
| Associated Women Students..... | Female |
| Avert Man’s Extinction Now (AMEN)..... | Interest |
| Black Students—CWSC..... | Interested Black Students |
| Central State Broadcasting Guild..... | Interest |
| Crimson Corals..... | Swimming, female |
| Exchange Board..... | Interest |
| Hava Nagila Dancers..... | Folk dancing |
| Hawaii Club..... | Interest(selected) |
| Hiking and Climbing Club..... | Interest |
| Hyakem..... | Interest (selected) |
| International Club..... | Interest |
| Judo Club..... | Interest (selected) |
| Karate Club..... | Interest (selected) |
| Model United Nations..... | Interest |
| Native American Club..... | Interest |
| Off Campus..... | Off-Campus students |
| Orchesis | Dancing |
| Pep Staff..... | Interest |
| Residence Hall Senate..... | Residence Hall presidents |
| Social Workers Club..... | Interest |
| Straight Arrow Athletic Club..... | Voting Age |
| Student Wives..... | Married, female |
| Veterans Club..... | Veterans |

Student Activity Policies

Scheduling

The Scheduling Center is responsible for coordinating all arrangements relative to meetings, conferences, workshops, social functions and other events involving the use of campus facilities. The CWSC Master Activity Calendar is also maintained in this office. Advance scheduling as far ahead as a full year is strongly recommended.

In planning various group functions, requests for the following items should be directed to the Scheduling Center:

Ticket-Sale Table—Advance reservation is needed for a space assignment, table and chairs.

Nametags—Pressure-sensitive or plastic badges with CWSC imprint are available at cost.

Campus Maps

Special arrangement of furniture, podiums, and other equipment; construction of special platforms.

Audiovisual Equipment such as movie projectors, tape recorders, public address systems, etc.

Posters—Order blanks for printed signs to publicize events are available in the Scheduling Center.

Food Service. (No organization or individual may bring food of any kind into the Samuelson Union Building to be eaten or sold in direct competition with the Union Food Service.)

Social Events

Social events must be scheduled in the Scheduling Office.

Dorm Privates—Privates can be held on or off campus on Friday or Saturday. Privates on campus must be scheduled in the Scheduling Office by 4 p.m. the preceding Wednesday; off-campus privates must be listed one week in advance.

Social Exchanges—Exchanges may be planned for any night of the week but are limited in length by closing hours. They are to be posted in the Scheduling Office before 4 p.m. on the day of the event.

Social Activities Council—The Social Activities Council coordinates on-campus social events. The SAC is a committee consisting of Social Vice-Presidents of all residence halls, representatives from off-campus, and the ASC Program Director. The committee is chaired by the ASC Social Vice-President and meets each Tuesday at 6:30 p.m. The advisor for the committee is the Office For Student Involvement.

The functions of the SAC are the following: To conduct student opinion polls and surveys; to act as a communication line between dormitories and ASC social activities; to promote the orientation of social commissioners as to their specific duties and responsibilities; and to study and develop a program to encourage social training through various committee activities.

Off-Campus Events—Approval for off-campus activities and the building accommodations necessary for them must be obtained from the Office For Student Involvement. If an activity is to be out of town, application for approval should be made at least one week in advance.

Advisors

The College expects each student and each student group to conduct themselves responsibly as is clearly stated in the Honor Code. Each student group is assigned an advisor. It is the group's responsibility, with the guidance of its advisor, to plan and implement all its events, social and otherwise, in a fashion consistent with the Honor Code of the College.

Alcoholic Beverages

On July 11, 1969, the Board of Trustees of Central Washington State College approved a statement of policy with reference to the use of alcoholic beverages by students in college owned housing. The policy permits the possession and/or consumption of alcoholic beverages in college owned housing within the limits of relevant Washington state laws.

The specific intent of the Board of Trustees, with regard to the policy concerning alcoholic beverages is as follows:

1. Persons, twenty-one years of age or older, may possess and/or consume alcoholic beverages

within the privacy of their residence hall rooms, apartments, or college owned married-student housing, subject to the following regulations:

- a. Consumption of alcoholic beverages may take place only at private gatherings with a reasonable number of persons.
 - b. Quantities of alcoholic beverages must not exceed reasonable amounts; kegs or keg quantities of beer are not reasonable.
 - c. Alcoholic beverages in any form may not be sold in college owned housing; money may not change hands nor may hidden charges provide for alcoholic beverages.
2. The college does not condone the consumption of alcoholic beverages at functions sponsored by Central Washington State College organizations. Organizations are held responsible for the conduct of their members at functions sponsored by the organization and for failure to comply with Washington State Law.
 3. The Campus Judicial Board may place on probation any organization or specific social function when the consumption of alcoholic beverages has become a problem of concern to the college.
 4. Washington State Law provides severe penalties for the possession or consumption of alcoholic beverages by persons under twenty-one years of age and for persons who furnish alcoholic beverages to minors. All college students should be aware of these laws and the possible consequences of violations.

In accordance with the action of the Board of Trustees, the specific laws or the relevant portions of the laws referred to above, are printed below:

RCW 66.44.270—Furnishing liquor to minors—Possession, use. Except in the case of liquor given or permitted to be given to a person under the age of twenty-one years by his parent or guardian for beverage or medicinal purposes, or administered to him by his physician or dentist for medicinal purposes, no person shall give, or otherwise supply liquor to any person under the age of twenty-one years, or permit any person under that age to consume liquor on his premises or on any premises under his control. It is unlawful for any person under the age of twenty-one years to acquire or have in his possession or consume any liquor except as in this section provided and except when such liquor is being used in connection with religious services.

Conviction or forfeiture of bail for a violation of this section by a person under the age of twenty-one years at the time of such conviction or forfeiture, shall not be a disqualification of such person to acquire a license to sell or dispense any liquor after such person shall have attained the age of twenty-one years.

RCW 66.44.290—Minor purchasing liquor. Every person under the age of twenty-one years who purchases any liquor shall be guilty of a violation of this title.

RCW 66.44.180—General penalties—Jurisdiction for violations. Every person guilty of a violation of this title for which no penalty has been specifically provided shall be liable, on conviction, for a first offense to a penalty of not more than three hundred dollars, or to imprisonment for not more than two months, with or without hard labor, or both; for a second offense to imprisonment for not more than six months, with or without hard labor, and for a third or subsequent offense to imprisonment for not more than one year, with or without hard labor

RCW 66.44.320—Sales of liquor to minors a felony. Every person who shall sell any intoxicating liquor to any minor shall be guilty of a felony.

RCW 9.92.010—Punishment of felony when not fixed by statute. Every person convicted of a felony for which no punishment is specially prescribed by any statutory provision in force at the time of conviction and sentence, shall be punished by imprisonment in the state penitentiary for not more than ten years, or by a fine of not more than five thousand dollars, or by both.

RCW 26.28.080—Certain acts prohibited—Belief minor in representative capacity, no defense—Penalty. Every person who: . . . (4) Shall sell or give, or permit to be sold or given to any person under the age of twenty-one years any intoxicating liquor, cigar, cigarette, cigarette paper or wrapper, or tobacco in any form . . . Shall be guilty of a gross misdemeanor.

RCW 9.92.020—Punishment of gross misdemeanor when not fixed by statute. Every person convicted of a gross misdemeanor for which no punishment is prescribed in any statute in force at the time of conviction and sentence, shall be punished by imprisonment in the county jail for not more than one year, or by a fine of not more than one thousand dollars, or by both.

RCW 71.080.010—Punishment for intoxication in public place. Every person who shall become intoxicated by voluntarily drinking intoxicating liquors, and who, while intoxi-

- cated shall loiter about any place where intoxicating liquors are sold or kept for sale, or create any disturbance or use any profane or indecent language in any public place, street or meeting, or commit any assault or breach of the peace, shall be guilty of a misdemeanor.
- RCW 9.92.030—Punishment of misdemeanor when not fixed by statute.** Every person convicted of a misdemeanor for which no punishment is prescribed by any statute in force at the time of conviction and sentence, shall be punished by imprisonment in the county jail for not more than ninety days, or by a fine of not more than two hundred and fifty dollars.
- RCW 66.44.100—Opening or consuming liquor in public place.** Except as permitted by this title, no person shall open the package containing liquor or consume liquor in a public place. Every person who violates any provision of this section shall be guilty of a misdemeanor, and on conviction therefor shall be fined not more than ten dollars.
- RCW 66.44.110—Intoxication in public place.** No person who is intoxicated shall be or remain in any public place, and every person who violates any provision of this section shall be liable, on conviction for a first offense to a penalty of not more than ten dollars; for a second offense to a penalty of not more than twenty-five dollars; and for a third or subsequent offense to imprisonment for not more than thirty days, with or without hard labor, without the option of a fine.
- RCW 66.04.010 (24) “Public Place”** includes streets and alleys of incorporated cities and towns; state or county or township highways or roads; buildings and grounds used for school purposes; public dance halls and grounds adjacent thereto; those parts of establishments where beer may be sold under this title, soft drink establishments, public buildings, public meeting halls, lobbies, hall and dining rooms of hotels, restaurants, theaters, stores, garages and filling stations which are open to and are generally used by the public, and to which the public is permitted to have unrestricted access; railroad trains, stages, and other public conveyances of all kinds and character, and the depots and waiting rooms used in conjunction therewith which are open to unrestricted use and access by the public; publicly owned bathing beaches, parks, and/or playgrounds; and all other places of like or similar nature to which the general public has unrestricted right of access, and which are generally used by the public.

Off-Campus Speakers

1. Any faculty or recognized student group may invite to the campus any speaker the group would like to hear.
2. The appearance of an invited speaker on the campus does not involve any endorsement, either implicit or explicit, of his views by this College, its faculty, its administration, or its Board of Trustees. (Board of Trustees, December 14, 1962)
3. All speakers from off campus must be scheduled with the College Scheduler. Scheduling should be completed at least seven days prior to an appearance. Exceptions to these regulations can be made through the Student Activities Office.
4. Before final arrangements are made or any speaker's contract is signed, sponsoring student organizations must fill out the proper scheduling forms and have them signed by the faculty advisor or the Assistant Director of Student Activities.
5. It is suggested that groups obtain written permission from the speaker before any tape recordings are made.

Use of College Facilities, Equipment and/or Supplies For Political Purposes

No political candidate or group supporting specific candidates for political office, or persons or groups campaigning for specific political issues, or political candidates can use college space or facilities; such as the campus newspaper, campus radio or TV station, or receive college support for those political activities. Furthermore, no college equipment, including duplicating machines, computers, telephones, mailing services or supplies may be used for political or other non-college purposes.

Authorized Trips and Use of State Vehicle

Student organizations planning trips off campus should notify the Assistant Director of Student Activities, 963-1321, one week in advance for approval.

Students must travel by bus or common carrier if one has been chartered by an organization. In the event that private cars are to be used for a trip, drivers must submit proof of adequate automobile liability and medical insurance to the Office For Student Involvement.

In order for a student to drive a State vehicle, he must be on the College payroll. This stipulation is necessary in order that he be covered by the College insurance.

The Office of College Relations

While the Office of College Relations is concerned with representing the College to all news media in the region and in bringing news-worthy items to the public through those media, it is available for consultation, advice, and production of publicity and advertising for student events. The office frequently is called upon to provide college representatives for radio and television appearances; it coordinates the college speakers' bureau to supply programs and speakers from campus, and it works closely with the Alumni Association Director in his program.

All public announcements reflecting the official views of the College must be cleared through this office.

No student shall permit his or her picture to appear in commercial advertising if the name of the College is involved.

Publicity and Literature

Outdoor Signs—Student activity signs approved by the Scheduling Center may be placed anywhere within the block on which the Student Union Building is situated. These signs may include banners, posters, stick signs, sandwich boards, or other types of novelty signs so long as there is no destruction of property. Stick signs and banners or posters may be posted in the immediate area of Commons and Holmes dining hall entrances. Signs in these areas will be limited to 2 feet by 3 feet in size. Pep banners or any other large signs must receive special approval of the Scheduling Center and the Director of Food Services.

For elections other areas such as the west end of Black Hall or the east end of Hertz Hall are designated by the election committee with the approval of personnel responsible for that area.

All signs, banners, and posters on the physical property immediately surrounding dormitories must be approved by the Scheduling Center.

Signs cannot be posted on trees nor doors anywhere on campus.

Outdoor signs should be removed within 36 hours after an event.

Bulletin Boards—Posting for regularly scheduled meetings on bulletin boards shall not be earlier than three days before an event; posters for major activities such as speakers and dances shall not be placed until 7 days before the event. All posters must be removed within 36 hours afterward. Maximum size of any sign is 12x18 inches.

College facilities and property are not to be used for commercial advertising by non-college groups or individuals.

For Sale Notices—These items may be posted in the designated area of the SUB neatly typed or written on a 3x5 inch card for one month after approval by the Scheduling Center.

Free Distribution of Literature—Individuals may use campus walkways to distribute free literature (with the exception of commercial advertising) if they avoid interference with those entering or leaving buildings or with building occupants. The permission granted does not extend to distribution within any buildings or within areas such as the stadium or tennis courts. This privilege may be revoked if deemed necessary by the College.

Representatives of ASC recognized organizations may arrange for use of literature tables through the Scheduling Center. Literature is to include material from students, faculty, or departments only.

Selling On Campus

Residence Halls—The selling of merchandise including food by students or outside individuals is not permitted.

Students are allowed to sell or to offer services on commission for laundry, dry cleaning, magazines, corsages, and tuxedos with a special permit only. Every student engaged in selling in college housing units must secure a permit from the Director of Auxiliary Services.

Petitions requesting permission for selling in areas not listed are considered by the Board of Review. All petitions should be submitted in writing to the Director of Auxiliary Services.

Other Campus Areas—Selling by individual students or by student groups in classroom buildings, administrative buildings or service buildings is not allowed without special permission. Violations should be reported promptly to the Director of Auxiliary Services.

The College Athletic Committee regulates selling at college athletic contests. Applications for permission to sell at such contests should be directed to the College Athletic Committee.

The College Union Board regulates selling by individuals and groups in the Samuelson Union Building.

Downtown Solicitation

Permission from (1) the Associated Students of Central, (2) the ASC advisor, and (3) the Director of College Relations must be received by students wishing to solicit funds downtown. If the solicitation program is approved, the Ellensburg Chamber of Commerce secretary issues a card that is presented by students when making the solicitation.

Residence Hall Senate

The Residence Hall Senate (RHS) is the executive tie between living groups, the ASC, and the College administration. The organization is composed of all living group presidents with an elected chairman, vice-chairman, secretary and treasurer. Its attention is directed to inter-residence hall coordination and matters relating to student welfare within the living groups. Subcommittees function in the area of food service, housing, and parking. The Dean of Men, Dean of Women, and Director of Auxiliary Services serve as advisers. To contact RHS please phone 963-3131 or 963-1691.

House Council

The residence hall is one of the basic units of student government at Central. Here students become aware of the role they play in policy formation. Each residence hall formulates its own government under a constitution recognized by the College and the Associated Students of Central. Residence halls provide opportunities for participation in academic, social, and cultural events as well as training in leadership. Individual and group guidance and friendliness are provided in lieu of regulations and regimentation; however, to protect the rights of individuals, a few residence hall regulations are necessary. Students and student officers join with the administration to formulate these regulations and govern the dorms; thus, we have "student government in action."

Each residence hall has its own governing body, the house council, which consists of elected officers and floor or wing representatives as designated by each constitution. Council members hold office for one year, beginning Spring quarter. With the assistance of the head resident, who serves as adviser, this group works to promote high standards of conduct and plans programs and activities.

Student Services

Library

The Victor J. Bouillon Library is a convenient and attractive place for study and research. A staff of experienced librarians, audiovisual experts and other specialists is on duty to assure competent service.

In addition to the collection of books, periodicals, newspapers, government publications, and pamphlets; the music and arts library; special collections; and archives, students will want to acquaint themselves with these special services:

Copying Service—Library and other materials may be copied for personal use on self service coin operated copiers located on both floors of the Library. Duplication in quantity may be done on a spirit duplicator in the Student Production Laboratory at one half cent per page. All necessary supplies are available at cost in the Laboratory.

Curriculum Laboratory—Materials such as textbooks and curriculum planning guides for elementary and secondary school subjects are included.

Instructional Materials Production Laboratory—Students can produce materials such as posters, transparencies, and recordings for a nominal price.

Audiovisual Services—Films, filmstrips, tape recordings, and other materials are available to students for research and limited instructional use.

Closed Circuit Television—This is headquarters for activities involved in the use of television for educational purposes, i.e. teach observation demonstrations, providing television facilities for mirror and micro experiences, and production of instructional television course segments.

Reserve Books—Books reserved by the faculty for designated courses are located in the reserve room left of the main entrance.

Student Health Center

A new and modern 18 bed hospital with outpatient clinic is located at 11th Avenue and Poplar Street. The staff includes physicians, registered nurses, x-ray and laboratory technologists, a pharmacist and auxiliary personnel.

Voluntary health insurance is available and recommended.

Financial Aids

The Financial Aids Office in Barge Hall is the place to go to discuss scholarships, loans, and student employment.

Student loans are awarded to students who need assistance in meeting college related expenses. Central Washington State College has three loan programs available to students; the National Defense Loan, the Federally Guaranteed Loan, and the College Short Term Loan.

Scholarships are awarded to deserving students who have shown scholastic ability, and have proven financial need. A student who applies for a scholarship is considered for all scholarships for which he is eligible, and need not apply for a specific scholarship.

Employment is available through both the institutional and work-study employment programs. Employment is a means of supplementing college finances and provides an opportunity for a student to gain work experience. The College employs students on a part-time basis in the library, campus offices, union building, laboratories, bookstore and dining halls.

Students interested in any or all of the above described programs should apply once each academic year. Parent's Confidential Statements must be sent to the College Scholarship Service by March 1 of each year. Applications for scholarships, loans, grants, and employment must reach the Office of Financial Aid no later than April 1.

Each applicant for financial aid will be notified if he is to receive financial aid by letter during the month of May.

All students who are receiving aid for the 1970-71 school year must report to the Office of Financial Aids for a personal interview before funds can be granted.

For further information, please call 963-1611.

Dean of Students

The Dean of Students is responsible for the student personnel program which includes counseling and guidance, advisement of students, discipline, student government advisement, student health services, foreign students, student union, placement services, housing, food service, bookstore, and financial aids.

Dean of Women

The Dean of Women is directly responsible for the welfare of women students as well as the residence hall program. She works closely with the head residents to assist them with the activities and programs of the residence halls.

For information contact Mrs. Marybell Rockey, Dean of Women, 963-1513.

Foreign Student Adviser—The college accepts qualified students from foreign countries on the basis of scholarship, financial competence, and proficiency in English. International students are assisted in their personal and academic adjustment to American college life by the Foreign Student Adviser in the Dean of Women's office.

Dean of Men

The Office of the Dean of Men serves as the center for student involvement and the college activity program. This office is responsible for the general welfare of all men students and for the administration of student programs. The Dean's staff coordinates the "student activities" program; coordinates the recreation program; advises various student organizations including the Associated Students of Central; and serves as one source of help for students and faculty in attempting to facilitate involvement in college and community life.

For information contact Dr. Don Wise, Dean of Men 963-1511.

Veterans Affairs—The veterans' clerk in the office of the Dean of Men processes all VA forms for war orphans, in-service students, and returning veteran students. These include Request for Approval of School Attendance for children of deceased and disabled veterans. Authorization and Notice of Entrance or Re-entrance into Training for veterans under the Vocational Rehabilitation program with the VA, and Enrollment Certifications for widows, war orphans, and veterans attending college under the Educational Assistance Act (G. I. Bill). Information can be obtained in the Dean of Men's Office regarding educational assistance for veterans and veterans' dependents, as well as application procedures.

Counseling and Testing Services

The Counseling Center helps with personal, vocational, and educational problems. This is done by both individual and group counseling, and by aptitude, interest, and personality testing. Future plans, life values, study skills and motivation, interpersonal, family-marital or pre-marital, strictly personal, or academic problems are all situations that we help with. These counseling services are available on request at Counseling and Testing Center, Sue Lombard Annex. The staff consists of professionally trained psychologists and counselors. There is no charge for these strictly confidential services.

Testing services provide local availability of the Undergraduate Record Examination, Washington Pre-College Testing Program, Miller Analogies Test, Teacher Education Admissions Battery, and special testing and campus survey programs. There is also an objective test scoring service for the faculty.

Faculty Advisement Program

Faculty members, excluding those in their first year at Central, have been selected to serve as academic advisors to students. During fall quarter they will be available registration week in the dormitories to advise students on academic matters.

All transfer students will be assigned an advisor from their major department. Freshmen and transfer students will have assigned advisors and all other students are encouraged to seek academic advisement from faculty within the dormitories or from other faculty of the College. Each department has established a list of advisors, and students wishing a specific advisor should consult the department chairman.

Students in certain pre-professional programs will be contacted by special advisors prior to their enrollment and should continue their consultation throughout their career at Central with the special advisor. Students in pre-professional programs who have not been contacted by a pre-professional advisor may ask the Dean of Arts and Sciences office for specific assignment.

Each student is responsible for his own academic program following the requirements listed in the appropriate *General Catalog*. Students are urged to contact an advisor when questions regarding their academic program arise.

Samuelson Union Building

The professional staff located in the Union are: Director of the Union, Assistant Director, Union Food Service Director, and Scheduler. The building also provides facilities for the Associated Students of Central, the *Crier*, the *Hyakem*, R. H. S., Spurs, Alpine Club, Circle K, I.K.'s

and other student groups. In addition, there are 21 conference rooms, a games area, snack bar and cafeteria, three lounges, two ballrooms and an art gallery.

Activities such as Curbstone, Symposium panels, the intramural college bowl and dances are scheduled in the Union. Receptions honoring faculty and campus visitors frequently are held in the SUB.

The 12-member College Union Board (six students, three faculty, three ex-officio) drafts and executes all policies of the SUB. For further information contact Mr. Terry Marconi, Chairman, or phone the SUB, 963-1321.

Placement Services

The College maintains the Placement Office to help graduating students find suitable employment with educational, governmental, and industrial organizations. Undergraduate students interested in career guidance are urged to consult with the Placement Office staff.

Registrar's Office

Questions relating to registration, change of schedules, withdrawals from courses, transcripts, final grades, credit evaluations, scheduling of classes, and selective service should be directed to the Office of the Registrar in Mitchell Hall. Inquiries related to teacher certification for the provisional certificate, the standard (teaching) certificates, and other certification programs also are handled by the Registrar. Specific procedures for these responsibilities are outlined in the General Catalog. It is the student's responsibility to be familiar with them.

For further information phone the Registrar's Office at 963-1621.

Business Office

Business affairs, administered by the Vice President for Business Affairs, includes the financial administration of budgeting and accounting, plant operations and maintenance, purchasing, duplicating, stores, mail, civil service personnel, college building planning and construction, administrative data processing, alumni relations, institutional studies, and participation in long-range campus planning.

The Comptroller's Office handles budgeting, accounting, grants and contracts, central cashing, and payroll. Central Cashiering collects the accounts receivable and registration fees, parking fines and other miscellaneous charges to students, staff, and faculty. This office also collects housing payments and acts as clearing office for students attending college under the programs sponsored by Vocational Rehabilitation, Veterans Administration, Public Assistance, and Services for the Blind, etc. The Comptroller's Office is located on the second floor of the Mitchell Building.

The Staff Personnel Office interviews applicants for campus civil service positions that are advertised regularly on bulletin boards located in the dining halls and in various campus offices.

Students employed by the College must submit time slips by the 15th of each month to the Payroll Office through the department chairman. Payday is the last working day of the month. Checks can be collected at the Cashier's Office in the Mitchell Building, or, if the payday is in a vacation period, a self-addressed, stamped envelope should be left with that office.

Parking stickers are purchased at registration or through the cashier's office. The traffic and parking program is administered jointly by the Physical Plant and the Security Department.

The Committee on Academic Standing

The Committee on Academic Standing is primarily concerned with matters relating to undergraduate scholastic regulations. The status of every undergraduate whose accumulated grade point average and/or quarter grade point average falls short of the minimum standards is reviewed at the close of each quarter. The student is subject to probation or suspension. The committee serves as a final appeal board for students who have been suspended from college for academic reasons.

Alumni

The purpose of the Central Washington State College Alumni Association is to motivate organized alumni support and leadership for education in all its spiritual, intellectual, and practical manifestations. For students the Association sponsors pre-orientation programs in communities in the state; and, members contribute financially to the CWSC Foundation for scholarships and loans. During the 1970-71 academic year students will be invited to speak at alumni meetings, write for the Newsletter, and participate in the various activities of the Association.

Alumni return to the campus for Homecoming, Parents Day, and Commencement. The Tenth Year Reunion and the Twenty-fifth Year Reunion are held during Homecoming Weekend. The

Fiftieth Year Reunion during Commencement Weekend is highlighted by a banquet and special recognition for the returning graduates.

Air Force ROTC Program

A voluntary two-year program provides opportunity for students to participate in the Air Force Reserve Officers Training Program, and upon completion of all requirements to receive a commission as a Second Lieutenant in the U.S. Air Force.

Two honorary organizations associated with the AFROTC Program are the Arnold Air Society and Kelly's Angel Flight. The cadet members of the Arnold Air Society provide the leadership for the social activities on the campus. Kelly's Angel Flight is a service organization of college women who desire to further the interest of the local AFROTC and promote social activities on this campus. For details, see the Commander of the AFROTC Detachment or phone 963-2314.

Auxiliary Services Office

The Auxiliary Services office operates the residence halls, food service, bookstore, and telephone service.

Dining Hall Assignments — Residents of Kamola, Munson, Sue Lombard, Courson, Muzzall, Munro, and Carmody Halls and off-campus students dine in the Commons-Sue Lombard Dining Hall. Holmes Dining Hall serves residents of North, Wilson, Kennedy, Stephens, Whitney, Moore, Anderson, Beck, Sparks, Hitchcock, Meisner, Davies, Quigley, Barto Halls, and the Residence Hall in the Student Village. However, the college reserves the right to reassign students to different dining halls if necessary. Students may eat in the dining room of their choice within the dining hall assigned.

Dining Hours

| | Monday-Friday | Saturday | Sunday |
|-----------------------------|---------------|-------------|------------|
| Regular Breakfast..... | 7:00- 7:45 | 8:30- 9:00 | None |
| Continental Breakfast | 8:00-10:00 | None | None |
| Lunch | 11:15-1:15 | 11:30-12:30 | 11:30-1:00 |
| Dinner | 4:45- 6:15 | 4:45- 6:00 | 4:45-6:00 |

Students tend to appear for meals at the beginning of the meal period and shortly after the end of the scheduled class. To avoid waiting in line and to help others who must eat during the busiest periods because of class schedules, plan dining at less congested times.

Meal Tickets—The head resident issues a meal ticket when a student moves into a residence hall. Meal tickets may not be loaned, sold, exchanged or given to other persons. The ticket must be fastened to the ASC card and presented at each meal. Report lost meal tickets immediately to the Housing office where a duplicate will be issued for a charge of \$1. Lost ASC cards are replaced through the Registrar's Office.

Our meal ticket checkers are under strict orders not to admit persons who do not have a meal ticket or who do not pay cash. Temporary meal tickets must be purchased from the supervisor for misplaced meal tickets. The charge for this is 50¢ in cash.

Guests are welcome to eat in the dining halls.

A weekend guest meal ticket may be purchased from the checker at a cost of \$2.75. This ticket enables the guest to have lunch and dinner on Saturday and brunch on Sunday. This guest ticket is only good on the weekend purchased.

The room and board fee is based on the actual number of meals served, not on the number of outstanding meal tickets. Whenever a non-resident obtains a free meal by using a borrowed meal ticket, by "eating off another's plate," by stealing past the checker, or by taking food from the dining area, every student pays the cost.

Since an absentee factor is figured when setting board charges, each manager tries to forecast how many persons will eat a particular meal and prepares portions for that number. Occasionally, more students appear than were expected; in this instance, an alternate menu must be prepared. Students who don't want to receive an alternate menu should eat early.

Menus—A continental breakfast is available in the Commons and East Holmes dining rooms for those unable to schedule the regular breakfast. It consists of cereal, rolls, and beverages.

The regular breakfast has two entrees. Lunch and dinner menus provide from three to five different salads and desserts. Most dinner meals have two entrees. Students may select one of each menu item offered.

A la carte service is for all students with full meal tickets, including off-campus seven days. This service is for the use of those students who have class conflicts or may be used as additional choices during the lunch meal.

A la Carte Hours

8:00 a.m.—10:00 a.m.—Breakfast Ticket
10:00 a.m.— 3:00 p.m.—Lunch Ticket
3:00 p.m.— 4:00 p.m.—Dinner Ticket

A complete choice of seconds with only a few exceptions is available at the seconds table in each dining room.

Removing Items From the Dining Halls—Chinaware, glassware, and silverware complement the appearance of quality food and contribute to the enjoyment of a meal. Replacement of items that are broken or removed from the dining halls represents a considerable expense; the cost must come from student fees which reduces the funds available for food and other services.

No food may be taken from the dining halls with the exception of fresh fruit and cookies.

Food Service Policies—Meals provided under the food contract begin with first meal served after the student is scheduled to move into the residence hall.

If a student is detained at home or confined to a hospital because of illness or accident for a period of seven or more consecutive days, he will receive a board refund for that period provided he can substantiate illness with a letter from his physician.

No student who receives credit for course work during the period of food service contracted is eligible to receive refunds even though he may depart early.

Residence Hall Dinners—Each hall is encouraged to schedule one served special banquet or dinner each year without charge if special menus are not required. These should be scheduled as far in advance as possible. Other dinners may be scheduled; however, there is an extra charge if the meal is served or if tablecloths are used.

Student Food Committee—Each residence hall selects one person to serve on the student food committee which acts as a liaison between the food services department and students. The committee meets regularly with Ray Ayers, Director of Food Service, and his assistants. The food service department always is interested in new recipes and ideas that may be forwarded through the committee. In addition, "special" dinners each quarter are arranged by the committee, featuring foreign and different localities in the United States.

Diet Table—Holmes Dining Hall operates a special diet table.

College Bookstore

The College Bookstores are owned and operated by Central Washington State College. Accordingly, it is a separate department of the College administration with its management directly responsible to the Director of Auxiliary Services. Its purpose is to provide a complete book service for students and faculty. Primarily this involves procuring all necessary textbooks plus recommended and supplemental books. In order to serve student needs, the Bookstore also endeavors to carry a complete line of essential classroom supplies as well as campus living needs and college promotional gifts. Any and all profits from operation of the Bookstore, after payment for the cost of goods sold and other expenses incurred, is returned to help support your Student Union Building and expand the Bookstore services.

The College Bookstore is the official source for all required books and supplies. It stocks a large number of used books as well as new. Your College Bookstore has two locations on campus. The Student Union Store open 7:30 a.m.—5 p.m. Monday through Fridays, and also the College Bookstore located just east of the Student Union Building open 11 a.m. to 8 p.m. Monday through Friday, 10 a.m. to 6 p.m. Saturdays, and 1 p.m. to 5 p.m. Sundays.

Some of the many special services offered are:

- Special Book Orders
- U.S. Postage Stamps
- Special Student Magazines Subscription Rates
- Check Cashing
- Purchasing Used Books from Students
- Copy Machine Service
- Campus Lost and Found
- College Graduation Rings
- Photo Finishing Service
- Money Orders
- Gift Wrapping

Refunds—Generally you can receive a refund on your required books only if returned within the posted refund period at the beginning of each quarter, which is usually for a two week period starting with the first day of registration. We request a sale receipt and your identification card be presented at the time we consider a refund. Any special problems you might have in regard to

refunds will be referred directly to the manager if necessary. Please feel free to express your problems. We are here to serve you.

Textbooks—The largest department we have and from which more than 60% of our sales are derived is the textbook department. Most of the problems we have are centered within this department of the College Stores. Textbooks are the expensive tools of the trade—the tools of being a student. National figures suggest that books for required courses cost about 4-5% of one's total educational expenses. Your investment in these books is one of the best offered in your entire educational process.

An order for textbooks originates about 2 months prior to the need. A requisition form from any academic department tells the store the title, author, publisher and the number of students expected to enroll. We request book orders from the faculty as early as possible as it allows us time to screen the "used book" market as thoroughly as possible. This is the only means we have of saving you any cost on textbooks.

Often we are asked why a \$1.65 copy of "Moby Dick" is requested when we have a 50 cent edition of this title in stock. This is not the Store's choice—nor should it be! It is a faculty decision based on the edition's special footnotes, appendix, or other justifiable reasons.

There are several understandable reasons why we occasionally run out of textbooks or don't have them available when classes begin. It is not unusual, because of unexpected enrollment demands fluctuate, classes projected at 50 could end with actual enrollment of twice that number, without the Store having been forewarned. When this does happen, we immediately call for books, but they can never be shipped as fast as the call was made, and so we are out of stock until they arrive.

There are a few orders for books the Store might not receive until after classes begin. This happens either because of a late faculty arrival, or decisions not being made. Sometimes books are ordered with the knowledge that they are not scheduled to be published until after classes begin, though the decision is made in the student's overall interest.

Academic and Class Policies

Grading Procedures

Marking and Point System

"Grade Points" are assigned to each mark as follows:

| | | | |
|----|-----|----|-----|
| A | 4.0 | C | 2.0 |
| A— | 3.7 | C— | 1.7 |
| B+ | 3.3 | D+ | 1.3 |
| B | 3.0 | D | 1.0 |
| B— | 2.7 | D— | 0.7 |
| C+ | 2.3 | E | 0.0 |

A "C" grade indicates that the student has made substantial progress toward meeting the objectives of the course and has fulfilled the requirements of the course. Under normal circumstances, a "C" will be the most frequently earned grade in a class at the undergraduate level. The grades above "C" are used for those students who have demonstrated some degree of superiority. The highest grade, "A" is reserved for those students who have excelled in every phase of the course. The "B" grade is for students whose work is superior but does not warrant the special distinctiveness of the "A". The "D" is a grade for those students who have made some progress towards meeting the objectives of the course but who have fulfilled the requirements only in a substandard manner. The "E" is reserved for students who have failed to meet or have accomplished so little of the requirements of the course that they are not entitled to credit.

Other grades are:

| | |
|----|--|
| S | satisfactory |
| U | unsatisfactory |
| I | incomplete—work must be completed before the end of the next quarter in residence; otherwise the "I" will revert to "E". |
| O | audit |
| *W | withdrawn—indicates passing grade at the time of withdrawal. |

- *1. a. All schedule changes, including withdrawals from classes, must be made on the date indicated in the college calendar. After that date all schedule changes, including withdrawals from classes, are permitted only to adjust for unavoidable errors in registration, failure in prerequisite courses, official changes in publicized quarterly offerings, or other conditions beyond the control of the student. The student is expected to plan his program carefully before scheduling and then to register for the specific courses he intends to pursue for the entire quarter.
- b. A request for withdrawal from a course because of emergency circumstances beyond the student's control, such as severe illness or accident, or comparable situations, must be discussed with department chairman.
- c. Any student withdrawing from college after the change of class day and prior to Final Exam week will receive a "W" or an "E" for each course depending upon the quality of his work.
- d. Unfinished work shall be completed before the end of the next quarter in residence, or the "I" will be changed to an "E".

Pass-Fail Option

Students are urged to use the pass-fail option as a way to explore academic areas in which they are interested. Students, with the exception of first quarter freshmen and students on academic probation, are allowed to select one class per quarter to a total of 15 credits for a pass-fail grade.

These classes must be selected from Breadth Requirements and free electives; i.e., they must not be courses in the major, minor, and professional education sequence.

The student may designate the class as pass-fail during registration or on class change day. Pass-fail courses count toward degree credits, but are not included in the computation of grade point averages. Grades are recorded on the permanent records as S (pass) and U (fail).

Student Initiated Courses

Students desiring to initiate classes of special interest which are not offered in the General Catalog are urged to do so. Many topics of interest are available for student initiated courses, from experimental films to wire making. For information call the ASC Office, 963-1691, the Dean of Education, 963-1411, or the Dean of Arts and Sciences, 963-1331.

Individual Study Courses

"Individual Study" courses are numbered 296, 496, and 596 and are reserved for students in good academic standing. They include either (1) advanced study on specific topics that are not offered as separate courses, or (2) other areas for which the student is prepared but which are not covered as existing courses. At least 27 hours of intensive study per credit are required. Students who wish to take regular catalog courses on an arranged course basis must have the approval of the department chairman.

Students wishing to register for "Individual Study" courses shall: (1) in conference with the appropriate department chairman, determine the specific topic to be studied and outline or describe the project; (2) complete three copies of the "Individual Study Permit" form; and (3) receive the approval signatures of the instructor and the department chairman and submit forms at the designated time of registration or change of schedule.

Student Load

The standard undergraduate load is sixteen credits per quarter, including physical education. Any program in excess of 17 credits per quarter must have the approval of the registrar.

Students on academic probation (those whose last quarter of work or whose cumulative grade point is less than a 2.00) may enroll for no more than 14 credits and no fewer than 10 credits.

When overload is absolutely necessary, a student may seek approval from the registrar if he has met the following cumulative grade point;

| | |
|----------|------------|
| 2.8..... | 18 credits |
| 3.0..... | 19 credits |
| 3.2..... | 20 credits |

The maximum allowable undergraduate load is twenty credits. (See Summer Catalog for maximum loads during the summer sessions.) Rare exceptions to the above may be considered by written petition through the department chairman (or major field) or appropriate Dean.

When a student has completed registration, his official study schedule is filed in the Office of the Registrar. Since this schedule is the basis for official reports and records, the student must assume the responsibility for keeping it accurate at all times. (Forms at the back of the general catalog will help the student keep his own records.)

Students will be given credit, only for the courses for which they are officially registered.

Classification of Students

Class rank is based upon the number of quarter hours earned as follows: Freshmen, 0-44 quarter hours; Sophomores, 45-89 quarter hours; Juniors, 90-134 quarter hours; Seniors, 135-192 quarter hours.

Retention

Each student's grades are reviewed at the end of every quarter. In order to remain in good standing a student must maintain a cumulative grade point average of 2.00 (C) or better. Whenever a student's scholastic record falls below 2.00 his scholastic status is subject to review by the Academic Standing Committee.

Credit Evaluation and Grade Records

Students must assume the responsibility for meeting all course requirements and total credits for graduation. See forms at the back of the General Catalog.

Credit evaluations are furnished for:

- (1) transfer students, by the Admissions Office at the time of acceptance.
- (2) a B.A. in Education by the Registrar's Office, upon request from the Office of Teacher Education, Advisement and Certification.
- (3) a B.A. in Arts and Science, upon request, during the first quarter of the senior year by the Registrar's Office.
- (4) upon application for a degree.

A fee of \$5 is charged for additional evaluations.

Evaluations provide a basis for advising the student, assure the college that requirements have been met, and assist the student in his planning.

Class Attendance

Regular class attendance is encouraged but is not compulsory. The student is responsible, however, for all requirements of the course in which he is enrolled. The student should understand

that his grade depends primarily upon the quality of his performance, but also, that in some courses participation in class activity or discussion may be important.

The faculty has no responsibility to offer makeup work for casual absences, but may give such opportunity to students who have been absent from class for justifiable cause. Instructors or departments formulate their own policies regarding arrangements for makeup work.

Emergency Absence

Before leaving the campus because of an emergency, a student should immediately contact the respective dean's office and/or the head resident in case of the dean's absence. The Dean of Men or Women will in turn officially notify instructors of the emergency absence.

Final Examinations

Faculty members are expected to conclude each course with a final examination to be administered at the time scheduled by the Registrar. Only under extreme circumstances are individual students permitted to miss a final examination with the consent of the instructor and the appropriate department chairman and dean. In these instances, a student will receive a grade of incomplete for the course. He may remove this by taking the final examination for the course early in the next subsequent quarter in which he is registered.

Guests in Class

No student may bring a guest into the classroom without the instructor's consent.

Requirements for Participation in College Activities

Most organizations and activities indicate in their constitution and/or rules what requirements are in effect (minimum grades, class standing, probation, etc.) for election to office, hold positions, or participation in activities.

Eligibility requirements do not apply to participation that is declared by department chairmen to be an integral part of the curricular activity in a course in which the student is enrolled.

Faculty advisors and/or student officers are responsible for enforcing these requirements. If a student is ineligible, and believes that this ineligibility is caused by circumstances beyond his control, he may appeal to the governing body of the activity, or to the Dean of Students Office.

Honors Program

The Honors Programs feature a highly individualized curriculum for each student, greater participation on the part of the student in determining his curriculum, close student-faculty relationships, and the opportunity to increase both depth and speed of learning while enjoying greater freedom for reading, writing, reflection, and private exploration of subject matter.

The General Honors Program is designed as a unified continuous course of study spanning five academic quarters. General Honors students take ten credits per quarter under the program during their last two freshman quarters and the entire sophomore year, thereby satisfying the whole General Education Breadth Requirement of fifty credits of Humanities, Social Sciences, and Natural Sciences. Instruction is conducted entirely on the tutorial and seminar basis. Each student is assigned three tutors to whom he reports weekly—a tutor in Humanities, Social Sciences, and Natural Sciences. In addition, the students take part in a weekly seminar.

Junior-Senior Departmental Honors Programs have been established by the following departments: Art, Biological Sciences, Business Education, Chemistry, Economics and Business Administration, Education, English, Foreign Languages, Geography, History, Mathematics, Music, Philosophy, Political Science, Psychology, Rhetoric and Public Address, and Sociology. Students involved in departmental honors work are usually freed from some of the general departmental requirements in order to engage in individual study, special departmental seminars, research projects, etc., determined in consultation with departmental faculty. Those who complete a departmental honors program are graduated with honors in that field. Their graduation records include recommending letters from faculty closely associated with the Honors Program.

Educational Opportunities Program

This program, established in 1969, is committed to assuring access to higher education for all persons who possess the desire and intellectual capacity for college work. It is recognized that a variety of factors in a person's life may operate to seriously interfere with access to college, among which are financial limitations, membership in one of America's minority groups, poor academic preparation, destructive past experience with schools or a failure to perceive a higher education as an attainable life goal.

The usual admissions requirements for college do not apply to students accepted in this program. High school or college dropouts and those beyond the usual college age are specifically encouraged to consider this program. A minimum age of about 17½ is the only routine restriction.

Intensive counseling services and a set of specially designed learning experiences are available to prepare students for success in college classes.

For those interested, special application should be made directly to the Educational Opportunities Program.

Change of Registration and/or Classes

Students may withdraw (from the College) by obtaining official withdrawal forms and by securing the required signatures on those forms. All schedule changes, including withdrawals from classes, must be made on the date indicated in the college calendar. After that date all schedule changes, including withdrawals from classes, are permitted only to adjust for unavoidable errors in registration, failure in prerequisite courses, official changes in publicized quarterly offerings or other conditions beyond the control of the student. The student is expected to plan his program carefully before scheduling and then to register for the specific courses he intends to pursue for the entire quarter. A request for withdrawal from a course because of emergency circumstances beyond the student's control, such as severe illness or accident, or other comparable situation, must be discussed with the Dean of Students. Any student withdrawing from College after the change of class day and before the end of the quarter will receive a "W" or an "E" depending upon the quality of his work. The Registrar will send notice of withdrawal to the instructor, who will submit the student's class card at the end of term and will indicate his name on the final grade report to the Registrar, recording a grade of "W" or "E" as indicated above.

Withdrawal and Refunds

A refund of 50 per cent of general fees and tuition will be made if withdrawal from College is made by the day designated for change of schedule. A refund of 25 per cent of general fee and tuition will be made if withdrawal occurs within the first 20 days of class instruction. After the first 20 days of class instruction there will be no refund of fees.

Commencement

Commencement exercises are held at the end of Spring quarter for all graduates of the previous Summer, Fall, Winter, and Spring quarters.

Central Washington State College

Student Conduct Program

The Central Washington State College Judiciary System is an extension of the concepts and practices of student government within the context of an institution of higher education. Its primary function relates to the hearing of complaints against individual students and groups of students whose behavior or activities are variously labeled unacceptable, destructive, irresponsible, disorderly, and in violation of existing standards of conduct and regulations. The College assumes that its students are mature persons who have serious purposes in attending college and that they will assume responsibility for their personal behavior. The College and the Trustees have established certain standards of conduct and regulations which are set forth in this and other publications.

A. General Policies

In formulating regulations, in making charges, and in applying sanctions, the College seeks to observe the following principles and practices:

1. Inherent in the College's judiciary system is preventive planning. In orientation programs, in residential hall counseling programs, in the operation of student organizations, and in the functioning of student-faculty committees, students are repeatedly exposed to the behavioral expectations of the college.
2. Discipline is viewed from a positive rather than a punitive point of reference with goals which focus on learning, growth, the development of ethically sensitive individuals, and the maintenance of an atmosphere conducive to the achievement of the over-all goals of the College.
3. College disciplinary processes are initiated only in situations involving the breaking of college regulations, including interference with its educational program. When a student violates a law of the community, state, or nation, the College will not agree to special consideration for him because of his status as a student. Although ordinarily the College will not impose further sanctions after law enforcement agencies have disposed on the case, it does have the obligation to introduce counseling and/or disciplinary action if the student's conduct has interfered with the College's exercise of its educational objectives or responsibilities to its members. Any action taken on this basis shall conform to the terms of this document, including appeal.
4. Procedural fairness is considered basic to proper enforcement of college rules. In particular, before sanctions are imposed, a student shall be notified in writing of the charges against him, informed about his due-process rights, and afforded the opportunity to an impartial hearing.
5. Reports, correspondence, and proceedings relating to disciplinary matters are treated as confidential and access to such records is available only to administrative officials of the College and to the students who have been charged. A student may also sign a release, and his records will be released to the person who may be serving as an advisor to him in disciplinary hearings.
6. Students shall have the right through regular policy-making bodies to participate fully in the formation of rules pertaining to student conduct and procedures governing disciplinary matters.

B. Violations

1. Formal disciplinary action shall be instituted against the student only after a representative of the Office of Student Conduct Programs has determined that such action rather than a medical or counseling referral is appropriate.
2. The sanctions outlined below may be imposed on a student by or in the name of the College only as stipulated in the Student Handbook.
3. All cases which may result in dismissal or suspension from the college shall be heard during the regular academic year by the Campus Judicial Board; at other times by another board, committee or official as designated by the Office of Student Conduct Programs upon the advice of the Student Faculty Committee. Following procedures consonant with due process established for Central Washington State College, any student of the College may be expelled, suspended, placed on probation, or given a lesser sanction for one or more

of the following causes which must be college related:

- a. Cheating or plagiarizing in connection with an academic program at Central Washington State College.
 - b. Forgery, alteration or misuse of college documents, records, or identification, or knowingly furnishing false information to the College.
 - c. Misrepresentation of oneself, or of an organization, to be an agent of the College.
 - d. Obstruction or disruption, on or off college property, of the college's educational process, the administrative process, or other college function.
 - e. Physical abuse on or off college property of the person or property of any member of the college community or of members of his family or the threat of such physical abuse.
 - f. Theft of, or non-accidental damage to, state college property; or property in the possession of, or owned by, a member of the college community.
 - g. Unauthorized entry into, unauthorized use of, or misuse of college property.
 - h. On college property, the sale or knowing possession of dangerous drugs, restricted dangerous drugs, or narcotics as those terms are used in the Washington Statutes, except when lawfully prescribed pursuant to medical or dental care, or when lawfully permitted for the purpose of research, instruction, or analysis.
 - i. Knowing possession or use of explosives, dangerous chemicals, or deadly weapons on state college property or at a state college function without prior authorization of the college president.
 - j. Engaging in lewd, indecent, or obscene behavior on college property or at a college function.
 - k. Abusive behavior directed toward a member of the college community.
 - l. Violation of any order of the College President, notice of which has been given prior to such violation and during the academic term in which the violation occurs either by publication in the campus newspaper or by posting on an official bulletin board designated for this purpose, and which order is not inconsistent with any other of the provisions of this document.
 - m. Soliciting or assisting another to do any act which would subject a student to expulsion or suspension or probation pursuant to this document.
 - n. Violation of the Alcoholic Beverage Policy as approved by the Board of Trustees.
 - o. Violation of Residence Hall Visitation Policies as approved by the Board of Trustees and established by an individual residence hall.
 - p. Failure to comply with any special regulations regarding conduct in residence halls, at special events, or in special areas on campus when such regulations have been reasonably publicized.
4. For the purposes of this article, the following terms are defined:
- a. The term "member of the college community" is defined as meaning college trustees, academic, nonacademic and administrative personnel, students, and such other persons that are on college property or at a college function.
 - b. The term "state college property" includes: (1) real or personal property in the possession of or under the control of the Board of Trustees of Central Washington State College, and (2) all college feeding, retail, or residence facilities whether operated by the college or by a college auxiliary organization.
 - c. The term "deadly weapons" includes any instrument or weapon of the kind commonly known as a blackjack, sling shot, billy, sandclub, sandbag, metal knuckles, any dirk dagger, switchblade knife, pistol, revolver, or any other firearm, any knife having a blade longer than five inches, any razor with an unguarded blade, and any metal pipe or bar used or intended to be used as a club.
 - d. The term "behavior" includes conduct and expression.
5. Expulsion, Suspension or Probation of Students; Fees and Notification. The College may place on probation, suspend, or expel a student for one or more of the causes enumerated. No fees or tuition paid by or for such student for the quarter, or summer session in which he is suspended or expelled shall be refunded. If the student is readmitted before the close of the quarter, or summer session in which he is suspended, no additional tuition or fees shall be required of the student on account of his suspension.
6. The President may immediately impose an interim suspension in all cases in which there is reasonable cause to believe that during a campus disturbance a student has interfered with the peaceful conduct of the campus by an act which is a cause for disciplinary action, and that, unless placed on interim suspension, such student would commit further acts of the same or a similar character. A student so placed on interim suspension shall be given prompt notice of charges and the opportunity for a show cause hearing within a period of at least

two academic calendar days and not to exceed one week of the imposition of interim suspension. During the period of interim suspension, the student shall not, without prior written permission of the President or his designated representative, enter the campus other than to attend the hearing. Violation of any condition of interim suspension shall be grounds for expulsion.

C. Sanctions

1. Sanctions which may be imposed upon individuals for commission of offenses recognized in this document include the following:
 - a. **Disciplinary dismissal.** This sanction is one of involuntary separation from the College. The educational relationship between the student and the College is separated. The separation is permanent in the sense that it does not project a definite time to return. Students dismissed shall be assigned the grades appropriate if they are withdrawing voluntarily except in those cases of academic dishonesty which may carry a failing grade as part of the disciplinary action. No fees or tuition paid by or for such students for the quarter in which he is dismissed shall be refunded. Students dismissed can be reinstated only upon the favorable action of a petition for reinstatement by the Campus Judicial Board or its designate. The Office of Student Conduct Programs shall establish the necessary administrative procedures to affect the same.
 - b. **Disciplinary Suspension.** This sanction is one of involuntary separation of the student from the College for a definite period of time after which the student is eligible to return. Students suspended shall be assigned the grades appropriate if they were withdrawing voluntarily, except in the cases of academic dishonesty which may carry a failing grade as part of a disciplinary action. The Campus Judicial Board may establish additional requirements which must be fulfilled to the satisfaction of the Board or its designate prior to reinstatement.
 - c. **Disciplinary probation.** This sanction which may preclude the individual from representing the College in an official capacity and it may include loss of specific privileges as in conduct probation. It shall be evoked for a specified period of time, which shall not be less than three months nor more than one calendar year. A student is liable to dismissal or suspension if involved in any act of misconduct, including violation of the terms of the probation, while on this probation.
 - d. **Conduct probation.** This is a sanction imposed with or without loss of designated privileges for a period of time not to exceed one calendar year. The conditions of the probation are the prerogative of the board imposing them. Conduct probation may include the loss of such privileges as may be consistent with the offense committed and the rehabilitation of the student. A student is liable to disciplinary probation if involved in any act of misconduct, including violation of the terms of the probation, while on probation.
 - e. **Written warning.** This sanction is a written explanation by the adjudicating board as to why the students behavior constituted a violation of the rules and regulations of the College. The warning shall also include the disciplinary implications of such behavior in the future. This sanction carries with it no additional punitive action.
 - f. **Verbal warning.** This sanction is an oral explanation by the adjudicating board as to why the students behavior constituted a violation of college rules and regulation. The warning shall include the disciplinary implications of such behavior in the future. The sanction carries with it no additional punitive action.
 - g. **Reimbursement for damage to or misappropriation of property.** This may take the form of appropriate service or other compensation.
 - h. **Fines.** Fine schedules are adopted by individual residence halls and approved by the Office of Student Conduct Programs.
2. Sanction which may be opposed in cases of student organization offenses.
 - a. Temporary or permanent suspension of recognition.
 - b. Losses of privileges of a recognized organization including use of college facilities.
 - c. Prohibition of social functions.
 - d. Other sanctions as approved by the Office of Student Conduct Programs which are consistent with the nature of the offense and the organizations own objectives.
 - e. Such other sanctions as may be established by the Office of Student Conduct Programs upon the recommendation of the Student Faculty Committee.
3. The sanctions herein described are not intended to limit or otherwise apply to those steps which may be taken by an individual instructor in the exercise of his professional obligation. The sanctions do, however, apply to any disciplinary action sought by an instructor beyond

those for which he himself is professionally responsible; for example, dismissal or suspension or other action which would affect the status of the student in the general college community.

D. Types of Judiciary Boards

There exists in the College a number of offices and agencies for the settlement and resolution of complaints against organized student groups and their activities and against the conduct of individual students. Students living in the residence halls and student groups operating a campus living facility or student activity program participate in the formulation of rules for their common good, in the prevention of disturbances and misconduct, and in the adjudication of complaints arising within the environs of their residence or facility. The exercise of a campus-wide judiciary system requires certain recognized committees, boards, groups, and agencies established within an hierarchy having special kinds of relationships, authority and jurisdiction. There are six types of college agencies and offices which bear major responsibility in matters pertaining to student misconduct and unlawful behavior. These responsibilities range from preventive planning, to investigating instances of alleged misconduct, and to taking appropriate actions in those cases judged a violation of college policy.

1. **Residence Hall Judiciary Boards:** These unit structures are found in individual student organizations and in residence halls or quarters of college residences. In the constitution which establishes these judiciaries, they are most frequently named Judiciary Boards. This kind of judiciary usually has a membership of three to five members and a resident assistant as advisor.
2. **Residence Halls Cluster Boards:** This type of structure is found within the large cluster of residence halls; e.g., the Bassetti Residence Halls and the Student Village. These judiciaries usually have a representative from each residence hall in the cluster, a faculty advisor, and a representative of the Office of Student Conduct Programs.
3. **Campus Judicial Board:** This Board, the judiciary arm of the Legislature of Associated Students of Central is the highest tribunal in the campus judiciary hierarchy authorized to hear complaints against students and student organizations. The Board hears appeals from lower judiciary bodies and may exercise original jurisdiction in certain cases. Its membership consists of six elected students, three faculty advisors (without vote), and a representative from the Office of Student Conduct Programs.
4. **Student Faculty Judiciary Committee:** Six members form this committee; three faculty members appointed by the President of the College, and three student members appointed by the President of Associated Students of Central. The Student Faculty Judiciary Committee shall act on cases referred to it by the Campus Judicial Board and shall consider appeals of students from decisions rendered by the Campus Judicial Board. This Committee has not been active during the past four years, however, the Office of Student Conduct Programs plans to activate this committee for the 1970-71 academic year.
5. **Office of Student Conduct Programs:** The primary responsibility for the administration of student conduct at Central Washington State College is delegated to the Office of Student Conduct Programs. The Director of Student Conduct Programs supervises the Office of Student Conduct Programs. It is the responsibility of the office to supervise the student judiciary system, establish procedures to insure an ongoing evaluation of college student conduct rules, collect and maintain all records of formal disciplinary action, provide secretarial staff for the Campus Judicial Board and the Student Faculty Judicial Committee, provide representation on behalf of the college administration before the Campus Judicial Board, establish programs to inform all members of the College community of the student conduct rules and issues, and provide a program of training students and staff in the use of college rules and regulations.
6. **Office of the Dean of Students:** The Dean of Students is the administrative head of several offices which have varying degrees of responsibility in matters of concerns to students and to the College. The administration of all policies, rules and regulations, is the responsibility of the Office of the Dean of Students.

E. Administrative Procedures in the Student Conduct Program

The Director of Student Conduct Programs supervises the Office of Student Conduct Programs. It is the responsibility of that office to supervise the student judicial system, establish procedures to insure an ongoing evaluation of college student conduct rules, collect and maintain all records of formal disciplinary action, provide secretarial staff for the Campus Judicial Board and the Student Faculty Committee, establish programs to inform all members of the college community of student

conduct rules and issues, and provide a program of training for students and staff in the use of student conduct rules and regulations.

1. **Jurisdiction and Charges.** The following is a statement of procedures which utilize existing student judicial organizations. It should be clearly understood that these are procedural directions and not policy. As administrative procedure they are subject to change by action of the Office of Student Conduct Programs. These procedures are intended to assure proper implementation of the rules and regulations governing student conduct. The Office of Student Conduct Programs invites comments from interested parties. Violations which may result in the imposition of a sanction, shall be reported directly to the Office of Student Conduct Programs or, in the cases of college residence halls to the head resident.
 - a. **Residence Halls.** Violations occurring within residence halls shall be reported to a designated hall officer or to a member of the residence hall staff. Reports of all violations shall be resubmitted in written form to the head resident, who shall hold a preliminary interview to determine if formal disciplinary action is warranted. If formal action is necessary, the head resident shall forward the case to the hall judicial board or to the area cluster board. The appropriate board shall hear the case as prescribed by its own charter or constitution. The disposition of the case shall be reported to the head resident and to the Office of Student Conduct Programs.
 - b. **Outside of Residence Halls.** Violations occurring outside residence halls shall be reported to the Director of Student Conduct Programs who shall arrange a preliminary interview to determine if disciplinary action is warranted. If he should so decide, he shall forward the case to the Campus Judicial Board. The Campus Judicial Board shall report its disposition to the Director of Student Conduct Programs.
 - c. **Student Organization Violations.** Instances of student organization offenses shall be reported directly to the Office of Student Conduct Programs. That office shall arrange for a hearing before the Campus Judicial Board. The Campus Judicial Board shall report its disposition to the Office of Student Conduct Programs.
2. **Hearings.** Before any judicial board may hear a case, a copy of its procedures and all other applicable data must be placed on file with the Office of Student Conduct Programs. The judicial board assumes the obligation to keep this material current. All procedures of the hearing board must guarantee operation in full accord with the objectives of the Student Conduct Program. Until the procedures of the appropriate judicial board have been approved by the Office of Student Conduct Programs, cases shall be heard by an ad hoc board constituted for that purpose by the Office of Student Conduct Programs.
3. **Appeals.** Students have the right to appeal decisions in all disciplinary cases. The usual basis of an appeal include procedural error, unconstitutionality, new evidence, or severity of punishment. While an appeal is pending, all sanctions imposed by the adjudicating board shall be held in abeyance and the students status on campus shall in no way be affected.

All appeals in disciplinary cases shall be submitted in writing within three instructional days of the lower board's decision. A staff member in the Student Conduct Programs Office or from the adjudicating board will discuss the case with the appellant and forward the appeal along with all the pertinent data to the appropriate appeal board. Students appealing decisions beyond the first appeals board shall consult the Office of Student Conduct Programs before doing so. The office shall provide appropriate assistance and information. In cases where the decision of the appeals board is not to affirm, the board may either dismiss the charges, reduce or modify, but not increase the severity of the sanction, or return the case to the lower court for further consideration consistent with the directions of the appeals board.
4. **Ways to File an Appeal.**
 - a. Those who wish to appeal a decision which includes a sanction of disciplinary dismissal or disciplinary suspension should do so to the Office of Student Conduct Programs.
 - b. Students who wish to appeal from a decision which includes disciplinary probation, conduct probation, or a warning should do so to the next higher appropriate judicial board. A student shall be informed of the proper route and manner at the time of the promulgation of the original decision. Should a student desire to petition for appeal to a hearing board at a higher level than the next higher judicial board, he may do so provided that he waive, in writing, his right to appeal to those lower hearing boards which he bypasses.

F. Reports and Records

Records of all disciplinary cases shall be kept by using the forms provided by the Office of Student Conduct Programs. Copies of these forms, along with pertinent data and other information, shall constitute the official records of a disciplinary case. The Office of Student Conduct Programs

will keep all records involving the nature and disposition of all cases brought before judicial boards. Other than the record of each case, which shall be kept regardless of the final decision of the case, no other official record of disciplinary action shall be maintained by the College, nor shall a notation of the decision in any case ever appear on the students official transcript. However, any tape recordings or transcriptions of the actual hearings shall be kept for a period of at least six (6) months unless a case has been finally decided and the sanction served.

G. Procedural Standards In Disciplinary Proceedings

1. Any academic or administrative official, faculty member, or student may file charges against any student for misconduct. In extraordinary circumstances the student may be suspended pending consideration of the case. Such suspension shall not exceed a reasonable time.
2. The College may make a preliminary investigation to determine if the charges can be disposed of informally by mutual consent without the initiation of disciplinary proceedings. Such disposal will be final and there shall be no subsequent proceedings or appeals.
3. All charges shall be sent to the student by registered mail, receipt requested, at his last known college listed address. The student shall have seven instructional days within which to respond to the charges. The time may be extended for such response. A time shall be set for a hearing which shall not be less than five nor more than ten instructional days after the student's response or after the end of the seven day period within which the student is required to respond. If the student fails to respond, the College may proceed by presenting its evidence and acting accordingly.
4. A calendar of the hearings in a disciplinary proceeding shall be fixed after consultation with the parties. The College shall have discretion to alter the calendar for good cause.
5. Hearings shall be conducted in such manner as to do substantial justice.
 - a. Hearings shall be open if requested by the accused student. In hearings involving more than one student, severance shall be allowed upon request.
 - b. An accused student has the right to be represented by a counselor or advisor who may come from within or without the College.
 - c. Any party to the proceedings may request the privilege of presenting witnesses subject to the right of cross-examination by the other parties.
 - d. Production of records and other exhibits may be required.
 - e. Students shall be permitted to inspect in advance of such hearing copies of any affidavits or exhibits which the College intends to submit at the hearing.
 - f. Only 3 character witnesses shall be permitted.
 - g. The number of material witnesses may be limited when, in the hearing body's judgment, a sufficient description of the event or events has been presented.
 - h. The hearing body shall determine the facts of each case solely on the evidence presented at the hearing therein and shall state in writing its finding as to whether or not the student charged is guilty of the conduct charged and the disposition to be made, if any, by way of disciplinary action.
 - i. Either side may, at its own expense, make a record of the events at the hearing. Should a student that is appealing his case wish to have a copy of the College's record of the proceedings, he must pay, in advance, for the transcription and preparation of such a record into printed form.
 - j. No recommendation for the imposition of sanctions may be based solely on the failure of the accused student to answer the charges or appear at the hearing. In such cases, the evidence in support of the charges shall be presented and considered.
 - k. An appeal from a decision by the initial judicial board may be made by any party to the appropriate appeal board within five instructional days of the decision.

Hazing

College regulations prohibit hazing or hazing activities of any type. Hazing is defined as an activity that could result in injury, disorganization, or degradation of any individual or group of individuals (anything that makes another human being less than human—that's hazing). No member of any cooperative, dormitory or social organization shall engage in or commit any act in initiation or orientation which shall injure, degrade, disgrace, or hold a member or pledge up to ridicule publicly or privately. Under no circumstances are students to engage in "kidnapping," "walkbacks," "scavenger hunts," "chases," etc., or in any kind of mental or physical hazing. Any student involved in actual, attempted, or forceful hazing of any students at any time shall be subject to immediate disciplinary action.

Demonstrations on Campus

Because the rights of free speech and peaceable assembly are fundamental to the democratic process, Central Washington State College supports rights of students and other members of the College community to express their views or peacefully protest against actions and opinions with which they disagree.

The College also recognizes a concurrent obligation to maintain on the campus an atmosphere conducive to academic work; to preserve the dignity and seriousness of the College ceremonies and public exercises; and to respect the private rights of all individuals.

The following regulations are intended to reconcile these objectives: Campus demonstrations may be conducted in areas which are generally available to the public, provided such demonstrations: (1) are conducted in an orderly and non-disruptive manner, (2) do not interfere with vehicular or pedestrian traffic, (3) do not interfere with classes, scheduled meetings and ceremonies, or with other educational processes of the College, (4) are not held in a disruptive manner in public areas (a) within College buildings, stadium, or fields where College functions are in progress therein, (b) past the usual closing hours of buildings or facilities, or (c) within the residence and dining halls of the campus.

On-Campus Living

Residence Hall Staff

The Head Resident is the administrator of the residence hall. He serves as adviser to all committees in the hall and assists students in their personal planning. The junior staff consists of undergraduate or graduate students who are carefully selected and trained to assist the Head Resident and students.

House Council

Each residence hall has its own governing body which consists of elected and appointed officers with the Head Resident serving as adviser. The group works in every way to promote high standards of conduct and to plan meaningful programs and activities throughout the year.

Resident Hall Dues

Traditionally, the method of financing the residence hall social/educational programs and special equipment has been by collection of dues from the members of the hall. Without such dues, the hall would have extremely limited funds for special programming or for purchasing such extras as TV sets, stereos, sewing machines and recreation equipment. Payment of these dues is not mandatory, however, and the hall government may not coerce payment. These dues are in no way related to the room and board contract, and the nonpayment of these dues does not restrict a student from the use of any common use space or equipment in the residence halls.

House Meetings

House meetings are held to keep students fully informed of campus activities and to discuss matters specifically related to residence hall living.

Quiet Hours

It is essential that the residence halls be quiet enough for study. This involves courtesy and consideration from each resident. Quiet hours are determined by the student government in each residence hall.

Visitation Hours

Each residence hall may have visitors of the opposite sex within the living quarters of the residence hall during scheduled visitation hours.

Key Privileges

All students living in the residence halls are given an outside door key for their convenience. It is assumed that any student who attends Central has the maturity, intelligence, and willingness to abide by accepted standards of personal and group conduct and should be given the freedom to make appropriate decisions. Just as college students are expected to assume the responsibility for their academic success or failure, they are expected to assume the same kind of responsibility for their lives outside the classroom.

Room Inspection

The College reserves the right to make room inspections.

Overnight Guests

Guests are allowed to stay in residence halls only on Friday and Saturday nights. Each guest must be registered with the Head Resident and must also have a host or hostess. Guests who wish to eat in the dining halls must pay for their meals as they go through the line.

Firearms

Firearms and other weapons are not allowed in student rooms. Weapons and ammunition must be turned in to the Head Resident who will issue the weapons on request. Firearms are not to be cleaned in the residence halls.

Telephones

To call campus numbers—Dial last five digits.

To call Ellensburg, Kittitas, and Thorp—Dial all seven digits.

To call campus operator—Dial 0.

To call Ellensburg operator—Dial 7 (see page 1 of Ellensburg directory).

To call Information—Dial 411 (see page 1 of Ellensburg directory).

To call Time—Dial 611 (see page 3 of Ellensburg directory).

To transfer off-campus (or long distance)—Dial 1, listen for dial tone, then dial last five digits of campus number; after getting your party, hang up. If transfer line is busy or party is not in, slowly move receiver button up and down to get original party back on line.

To dial long distance—Dial 0 for person-to-person, station-to-station and special calls, then area code and seven digits.

1. Long distance calls cannot be charged to any campus number.
2. Long distance calls can be made (a) as collect calls to an outside number; (b) through credit card (see Ellensburg Telephone Company); (c) by billing to third number.
3. Any student violating this long distance service procedure is subject to disciplinary action and charge of \$5 in addition to the cost of the call.

For all telephone repairs, contact campus operator (Dial 0) 7:30 a.m. to midnight, seven days a week. Students are responsible for the cost of repair for damage to telephone equipment beyond normal use.

Mail Service

Mail service is provided in each residence hall. Mail should be addressed as follows:

Student name
Name of residence hall
Box number
Central Washington State College
Ellensburg, Washington 98926

Food and Housing Contract

Each student has a food and housing contract for the entire academic year, or the remainder thereof, when a student moves into the residence hall during the year. The housing contract may be terminated only at the end of a quarter and then only by a student who (1) graduates (2) student teaches the following quarter, (3) is suspended for academic or other reasons, (4) will have earned 90 credit hours by the end of the quarter, (5) will have reached the age of 21 before the start of the next quarter, (6) does not enroll the following quarter, or (7) marries.

To cancel the contact students must submit the proper form to the Housing office.

Services provided by the food and housing contract are not transferrable.

Payment for board and room for each quarter should be made in full prior to or at the time of occupancy; however, those unable to do so may use the payment schedule listed. The payments listed do not include the \$40 deposit. The \$40 deposit applies toward the last quarter of residence charges, or it may be used as the deposit for the 1971-72 academic year.

Central Washington State College 1970-71 payment schedule for students who live in Residence Halls and single student apartments for the entire academic year and who do not pay in full prior to the start of a quarter.

Installment Payment Schedule

| | <i>Carmody, Munro Co-operatives</i> | <i>Kennedy</i> | <i>All Other Res. Halls</i> | <i>Single Student Apartments</i> |
|-------------------|---|-----------------|---------------------------------|--------------------------------------|
| Fall | \$364.00 | \$349.00 | \$378.00 | \$164.00 |
| September 1st | 125.00 | 125.00 | 125.00 | 56.00 |
| October 1st | 121.00 | 112.00 | 127.00 | 54.00 |
| November 1st | 118.00 | 112.00 | 126.00 | 54.00 |
| Winter | \$278.00 | \$266.00 | \$289.00 | \$125.00 |
| January 1st | 93.00 | 89.00 | 97.00 | 42.00 |
| February 1st | 93.00 | 89.00 | 96.00 | 42.00 |
| March 1st | 92.00 | 88.00 | 96.00 | 41.00 |
| Spring | \$200.00 | \$192.00 | \$208.00 | \$ 91.00 |
| April 1st | 100.00 | 96.00 | 104.00 | 46.00 |
| May 1st | 100.00 | 96.00 | 104.00 | 45.00 |
| Year Total | \$842.00 | \$807.00 | \$875.00 | \$380.00 |

Payments are division of the total quarter charges and do not represent the charge for the period of time (month).

Payment is due in full, prior to or at the time of occupancy, or according to the installment payment schedule. When a student chooses the installment payment plan, each payment is due on the 1st of each month. If payment is not made on or before the 10th, an additional charge of \$3.00 is assessed, plus \$1.00 is added per additional business week. If payment or arrangement for late payment is not made by the 1st of the following month, the student's registration is subject to cancellation.

The \$40 deposit may be applied to the last quarter of residence charges or will be refunded when all charges are paid in full. If paying by mail, address the envelope to: Housing & Food Service Cashier, CWSC, Box 28, Ellensburg, Wash. 98926. If paying in person, make payment at Room 203 in Barge Hall.

Cancellation of Housing & Food Service Contract and Refund Schedule for \$40 Deposit Fall Quarter. Prior to Sept. 1st, full refund. The College will retain \$15.00 of the deposit when request for refund is made after Sept. 1st, 1970. Cancellation after September 15th, 1970, will result in the forfeiture of the entire \$40 deposit.

All Other Quarters. The College will give a full refund if cancellation and request is made three weeks prior to the beginning of a quarter. The College will retain \$15.00 of the deposit when the request is made during the period of time three weeks prior to the day the Residence Halls and apartments are opened for a quarter. When they are opened for a quarter, the College will retain the entire \$40.00 deposit.

The installment payment schedule, except for Carmody and Munro Halls, does not include single room charges.

When a student moves into a residence hall at the beginning of Winter or Spring quarter, the amount listed for Winter quarter will be charged.

Housing payments can be sent to: Housing and Food Services Cashier, Box 28 Barge Hall, Central Washington State College, Ellensburg, Washington 98926, or the payment can be made in person at Room 203, Barge Hall.

Student Status

A residence hall occupant who loses his student status must vacate the hall within 24 hours.

Room Inventories

Each student will receive a room card on which he should indicate the condition of the room: paint, floor, and furnishings. The card should be signed and returned to the head resident. Each student has the responsibility of leaving the room in a condition similar to when he moved in.

Students share responsibility for the reasonable care of lounges, recreation rooms, laundry, etc., and of the equipment, furnishings, and materials located there.

Furniture

Furniture, equipment, fixtures, and other material in the residence hall may not be moved from room to room without written approval from the Housing office. The request to move furniture must be made through the head resident.

Electrical Appliances

No electrical appliances or combustible devices are allowed in any study room with the exception of radios, electric blankets or pads, study lamps (desk, not floor type), phonographs, tape recorders, and coffee pots (when approved by authorized personnel). The use of hot plates, other devices for food preparation, irons, and refrigerators is prohibited in student rooms. Personally-owned sewing machines may be used in student rooms.

Check-out Procedures

Students who are checking out of the residence hall for short periods between Fall and Winter quarters must leave rooms tidy, swept and in a condition similar to that at the beginning of the quarter. All belongings must be stored in the closets or dressers; all decorations must be removed from windows and doors. Linen, excluding blankets and pillows, must be returned to the head resident and the check-out sheet completed after the room has been inspected by the head resident. Doors should be left locked, windows closed and lights out. The heating unit should *not* be turned off. There is a fine of \$5 for those who do not check out properly.

Every precaution will be taken to protect the property left between quarters; however, since

the room will be open for cleaning purposes, under no circumstances should money, watches, rings, etc. be left in the rooms. The College accepts no responsibility for damage from fire, theft, water, or loss of money or other valuables.

When checking out of the hall at the end of the Spring or Summer quarter, students must remove belongings, turn in linen, including blankets and pillows, and follow the same check-out procedures as above.

A student who checks out during a quarter must have a withdrawal slip from the office of the Dean of Students and must follow the above procedures. Withdrawal through the Head Resident and Housing office must be obtained before termination of a housing contract. Present to the Housing office a residence hall check-out form signed by the Head Resident.

Damage, Loss and Repairs

Damage to a room or common use area is charged for if, in the opinion of the Head Resident and/or Director of Housing, it exceeds "normal wear and tear." Charges are based on cost of maintenance and labor. When it is impossible to identify the person or persons who caused the damage, the cost will be charged to all of the room occupants or to the residence hall treasury when the damage occurs in a place other than in student rooms.

Charges for Damage and Loss

| | |
|--|---------------------------------------|
| Improper room check-out (dirty room)..... | \$ 5.00 |
| Improper room check-out (failure to return soft drink bottles, remove trash, etc.) | 5.00 |
| Moving furniture without authorization..... | 2.00 |
| Tampering with fire alarm system..... | 25.00 |
| Misuse of fire extinguishers..... | \$25.00 or cost, whichever is greater |
| Removal of window screens..... | 5.00 |
| Breakage of post office box window..... | 2.00 |
| Damage to walls because of mounting pictures or other items..... | Cost of repair |
| Lost Linen: | |
| Blanket | \$10.00 |
| Sheet | 2.50 |
| Pillow Case..... | 1.00 |
| Pillow | 5.00 |
| Mattress Pad..... | 3.50 |

If a charge is incurred before the last two weeks of the quarter and is unpaid as of the last day of the quarter, a \$5 penalty charge must be made before the student will be allowed to re-enroll. If the student pre-registers, the registration will be cancelled if payment is not made ten days after the start of classes in the next quarter.

If a charge is incurred during the last two weeks of a quarter, a \$5 penalty charge will be added if the bill is not paid by the first day of classes in the next quarter. If the original charge and the \$5 penalty charge is not paid by ten days after the start of classes in the next quarter, students' registration will be cancelled.

Single Room Charges

When a student lives in a room without a roommate, the student is charged \$2 a week additional, unless the student requests a roommate and none is available.

Residence Hall Transfers

Students have been assigned to their present residence hall for the entire academic year. If a student wishes to transfer during the quarter, he may request a transfer to another hall on a date to be announced which will be approximately two weeks after the start of each quarter. Transfers are made on a first-request-first-transfer basis. Requests are not accepted by the Housing Office until 7:45 a.m. on the dates listed. There is a \$2 charge for transferring from one residence hall to another.

A student may request a transfer to another residence hall the end of Fall and Winter quarters. Complete procedures can be obtained from the Housing Office.

Keys

Each student is issued a room key and a post office box key at the time of room assignment; these keys must be returned if the student moves. The charge for each lost key is \$5. The charge covers the cost of changing the lock as well as new keys.

Laundry

Each hall is equipped with automatic washers and dryers. No charge is made for their use. Students should exercise care and follow instructions for use. When a machine is out of order, notify the head resident or custodian. Laundry is for the use of the residents of the hall only.

Linen

Linen is normally changed once a week; the schedule is posted in every residence hall. One sheet and pillowcase should be turned in for clean articles.

Pets

Pets, animals, insects, fowl, etc., are not to be brought in or housed in any residence hall, dining hall, or apartment.

Vending Machines

Commission payments from vending machines are made to each residence hall treasury. Damage or loss to machines or products is deducted from commissions. In case of excessive damage, the machines are removed and the residence hall treasury is charged.

Student Painting Projects

Requests occasionally are received from student living groups to paint outside walls, rooms, lounges, etc. Permission is denied because the College cannot accept liability in case of injury; and workmanship, in terms of preparation, trimming and clean-up, create numerous problems.

Holmes Study Hall

A section of the dining room on the east side of Holmes dining hall will be open as a study hall beginning October 6 every Monday through Thursday from 7 to 11 p.m. for residence hall students and their guests. If there is sufficient use of the study hall, it will be continued the entire year. Coffee and fruit drinks are available for 10¢ an item.

Off-Campus Living

All single freshmen and sophomore students under 21 years of age who do not live with their parents or married relatives in the Ellensburg area must live in residence halls.

The College Housing Office operates a listing service for off-campus facilities. As a matter of policy, assignments to college residence halls and other housing facilities are made without reference to race, creed, or color, and the College expects privately operated accommodations offered through its listing services to operate in this same manner. Listings are accepted only with this understanding. Should a landlord fail to comply with this policy, please notify the Housing Office immediately, 963-2783.

The College neither approves, endorses or guarantees any rentals listed. These rentals are privately owned; the listing is offered as a service and not as a recommendation by the College.

It is suggested that the prospective tenant investigate various aspects of the rental situation such as whether, and under what circumstances, the deposit will be refunded; what notice is required by the landlord when the tenant vacates; whether utilities are included in the amount of rent; whether repairs are necessary, and if so, whose responsibility they are, etc. It is strongly recommended that both parties agree, in writing, as to the condition of the rental unit.

If the tenant wishes to seek advice concerning condition of the unit, it is suggested that he consult the City Building Inspector, 420 North Pearl, 962-9863, or the Kittitas County Health Department, 507 North Nanum Street, 925-1465.

Appendix

Appendix A

Constitution *Associated Students CWSC*

We, the students of Central Washington State College do ordain and establish this Constitution for the Associated Students of Central Washington State College. The purpose of the Association is to deal with all matters concerning the students of Central Washington State College.

ARTICLE I—NAME

The name of this organization shall be the Associated Students of Central Washington State College (as CWSC).

ARTICLE II—MEMBERSHIP

All registered students of Central Washington State College paying the membership fee and carrying more than five (5) credit hours per quarter are members of this Association.

ARTICLE III—OFFICERS

SECTION 1. Elective officers of the Association shall be President, Executive Vice President, Administrative Vice President, and Social Vice President. The Business Manager shall be appointed by the President, subject to the approval of the Associated Student Legislature by a two-thirds (2/3) majority.

SECTION 2. Qualifications of Officers:

(a) Candidates must be members of the Association.

(b) All candidates for elective office shall have completed 15 hours of college work at the time of their election.

(c) The term of office shall be one year for all executive officers.

SECTION 3. Election of officers: Association elections shall be by secret ballot. Results of the balloting shall not be made public until the polls are closed. Election procedures, unless otherwise set forth in this Constitution, will be determined by the Election Committee.

SECTION 4. Duties of Officers:

(a) The president shall preside at meetings of the Association and shall be chairman of the Executive Board. He shall have the power of full veto over complete motions and all amendments pertaining to the motions.

(b) The Executive Vice President shall preside as Chairman of the A.S.C. Legislature and coordinate academic programming.

(c) The Administrative Vice President shall be in charge of Personnel Matters and shall be chairman of the A.S.C. Personnel Committee.

(d) The Social Vice President shall be in charge of social programming.

(e) The Business Manager shall have charge of all financial affairs including the preparation of the budget.

SECTION 5. The Executive Board shall consist of the President, Executive Vice President, Administrative Vice President, Social Vice President and Business Manager. It shall be the duty of this board to execute the legislative actions of the A.S.C. Legislature.

SECTION 6. In case of the President's absence the succession into office will be as follows: Executive Vice President, Administrative Vice President, Social Vice President.

SECTION 7. Removal of Officers:

(a) The A.S.C. Legislature shall provide for a recall vote upon any elective officer of

the Association whenever petitioned by ten (10%) per cent of the current membership of the Association.

(b) Appointed personnel, except the legislators, may be removed from their position by a two-thirds (2/3) vote of the A.S.C. Legislature.

SECTION 8. In the event that the Executive, Administrative or Social Vice President must vacate his office the position shall be filled by appointment by the Executive Board and approval by the Legislature by a two-thirds (2/3) majority vote.

ARTICLE IV—A.S.C. LEGISLATURE

SECTION 1. The Legislative branch of this Association shall be known as the A.S.C. Legislature and shall consist of no more than 22 legislators. Elective officers of the Association shall be additional members of the Legislature.

SECTION 2. Qualifications of members:

(a) Candidates must be members of the Association.

(b) All candidates for the legislature shall have completed a minimum of 15 hours of college work at the time of their election.

(c) All persons seeking membership on this legislature must live in the district they aspire to represent at the time of their election. No legislator may live outside his district for a period exceeding one quarter.

(d) The term of office of the elected legislature shall be one (1) year.

(e) No person may hold more than one position on the legislature.

SECTION 3. Spring quarter of every odd numbered year beginning in 1969, the campus must be redistricted by the A.S.C. Legislature to account for any changes in campus population. These proposed redistricting measures must be passed by a two-thirds (2/3) majority vote during two (2) consecutive meetings. Districts shall be on campus (college run dormitories); off campus; and at large.

SECTION 4. Election of members:

(a) The candidates receiving a plurality of votes shall be elected. In the event of a tie, a run-off election shall be held.

(b) Only members of the candidates' respective districts shall vote for those candidates.

SECTION 5. Duties of the A.S.C. Legislature:

(a) The membership of the A.S.C. Legislature shall have general supervision of all business and financial affairs, property and activities of this Association.

(b) It shall have the power to appoint, employ, and discharge any of its appointee employees, or student managers.

(c) It shall have the power also to create, recognize or dissolve any subsidiary organizations.

(d) The A.S.C. Legislature may, by a two-thirds (2/3) majority vote, override the veto of the President.

ARTICLE V—MEETINGS

SECTION 1. Meetings of the Association shall be held at any time during the school year upon call of the President. Meetings may also be called upon written request of ten (10%) per cent of the members of the

Association, such requests must be posted publicly three (3) days prior to the proposed meeting time.

SECTION 2. A quorum for the transaction of business shall be a majority of the voting members of the A.S.C. Legislature.

SECTION 3. The A.S.C. Legislature shall hold regular meetings during fall, winter and spring quarters. Special meetings of the Legislature shall be called by the President.

SECTION 4. In all proceedings not specifically regulated by its Constitution or By-Laws, or Session Rules, this Association shall follow Roberts Rules of Order, Revised.

ARTICLE VI—CAMPUS JUDICIAL BOARD

SECTION 1. The Honor Code is the basic law of student conduct at Central Washington State College. All rules, regulations, and codes established by the College or any part of it, must be consistent with the spirit and letter of the Honor Code.

SECTION 2. The Campus Judicial Board, the highest judicial body for student affairs, has four main functions: (a) As a board of appeal from actions of other campus judicial bodies; (c) as a board of review; and (d) to interpret provisions of the Constitution and By-Laws of the A.S.C.

SECTION 3. Judicial operations of the Campus Judicial Board shall be detailed in the **Judicial Administration of the Honor Code**.

SECTION 4. Any changes in the text of the Honor Code must be passed by a two-thirds majority vote of the A.S.C. Legislature in two consecutive meetings.

SECTION 5. Qualifications for membership on the Campus Judicial Board:

(a) Members must be members of the Association.

(b) Must have completed at least 15 hours of college work at the time of their election.

SECTION 6. Elections:

(a) Two members shall be elected during the Fall Quarter A.S.C. elections.

(b) Four members shall be elected during the Winter Quarter A.S.C. elections.

SECTION 7. Terms of office shall be for one (1) year. Members shall take office two weeks following the date of elections.

SECTION 8. If a vacancy occurs in the membership, the A.S.C. President shall appoint, subject to approval by a two-thirds vote of the A.S.C. Legislature, a person to serve out the remainder of the term of office.

SECTION 9. Subject to the approval of the A.S.C. executive board the A.S.C. President shall have the power to appoint summer Judicial Board members if vacancies exist. These appointments shall terminate at the beginning of the next fall quarter.

SECTION 10. The Campus Judicial Board shall have sole authority to interpret the meaning of provisions of the A.S.C. Constitution and By-Laws.

ARTICLE VII—PUBLICATIONS

The A.S.C. shall provide for publications as set forth in the A.S.C. By-Laws.

ARTICLE VIII—ORGANIZATIONS

SECTION 1. Recognition:

(a) All student organizations not a part of the A.S.C. shall be recognized by A.S.C. upon the submission and approval of their constitution by the A.S.C. Legislature.

(b) Certain college committees, not a part of A.S.C., which are established by the administration of the College shall be recognized by the A.S.C. upon the appointment of student members by the A.S.C. President and by the approval of the A.S.C. Legislature.

SECTION 2. The A.S.C. shall establish all standing committees which are deemed necessary by the A.S.C. Legislature.

ARTICLE IX—AMENDMENTS

SECTION 1. Amendments of this Constitution shall be proposed to the members of the Association by a majority vote of the members of the A.S.C. Legislature or by petition containing the signatures of at least ten per cent (10%) of the membership of the Association.

SECTION 2. The constitution shall be amended by a two-thirds (2/3) majority vote of the members of the Association voting on each specific amendment.

ARTICLE X

INITIATIVE AND REFERENDUM

SECTION 1. Whenever petitioned by ten per cent (10%) of the members of the Association the A.S.C. Legislature shall provide for an initiative election. The initiative shall be a petition from the people to bring about new legislation to be presented to the A.S.C.

SECTION 2. Whenever petitioned by ten (10%) of the members of the Association the A.S.C. Legislature shall provide for a referendum election. The referendum shall be a petition from the people opposing legislation proposed or already in effect.

ARTICLE XI—INTERPRETATION

SECTION 1. An appeal for interpretation and clarification of any of the provisions of this Constitution shall be presented to the Campus Judicial Board which has the sole authority for such interpretation and clarification.

SECTION 2. The appeal shall be presented to the Campus Judicial Board in written form by any member, or members of the Association. The appeal shall contain the exact wording as interpreted by the disputing member or members. A majority vote shall be decisive on the interpretation.

ARTICLE XII—THE ENABLING ACT

This constitution shall become effective immediately upon the approval of this Association. This constitution supplants the previous constitution of the Student Government Association of Central Washington State College, and all conflicting provisions are hereby repealed as of this date, October 30th, 1969.

Appendix B

Recognized Student Organizations

RECOGNITION POLICY

The Associated Students of Central and the College realize that members of the academic community will from time to time wish to organize themselves into clubs and organizations to pursue common interests, share experiences and activities, and to further their education. We further recognize that use of the college name, facilities, etc., will enable these groups to carry out their activities and functions in a more effective fashion.

However, the ASC and the College must protect the people involved from potential problems and must protect the College name and facilities from misuse. Therefore, the ASC and the College have set up a policy for recognizing official student/college groups as such; and restrict the use of college facilities, name, and privileges to these official student/college groups.

DEFINITION OF A RECOGNIZED STUDENT/COLLEGE ORGANIZATION

A recognized student/college organization is an organization which has received approval to exist on the campus of Central Washington State College from the office of the Dean of Students and the Associated Students of Central.

Recognition of a student organization does not constitute an endorsement of its program or purposes by the college. Recognition is simply a charter to exist; and if examples of misconduct or inactivity become evident, recognition will be withdrawn.

In order to become an officially recognized student/college groups, the group must comply with the following procedures:

INITIAL RECOGNITION Standards and Conditions

1. Members must be restricted to regularly enrolled students/members of the college, unless the constitution contains provisions for associate members. In such cases, associate members may not vote, hold club office, or use the college name as a point of reference.
2. Membership must be without restriction as to race, religion, creed, or ethnic origin.
3. Each group should have an advisor from the faculty or administration of CWSC.

Procedure

1. The Director of Activities and/or the ASC President may grant provisional recognition to a group for a period of not more than three weeks to enable them to complete the organization necessary to apply for recognition on a permanent basis, including:
 - a. organizational meetings to draft constitution and by-laws.
 - b. preparation of a list of ten charter members.
 - c. election of officers and advisor.
2. The group must file a copy of its constitution/charter/by-laws with the Director of Activities. Included must be the constitution, by-laws, and charter of any national group with which the group wishes to affiliate. The Director will check these documents to see if they conform with the rules and policies of Central Washing-

ton State College and the laws of the State of Washington.

The constitutional documents should contain: name; purpose; membership; officers and duties; meetings; and amendment procedures. Other information should be submitted: names of the charter members; name of the faculty/administration person who is the advisor; a statement indicating funds, method of collection, source of funds, and any duties or fees; and a statement indicating the qualifications and selection procedures for membership.

3. The group will submit thirty (30) copies of its constitutional documents to the ASC Legislature through the ASC President. The Legislature may grant official recognition after the above steps are completed.

RE-RECOGNITION

(For those organizations which have been recognized during the previous academic year)

Each approved organization must, in order to continue as a recognized organization, submit the following to the Director of Activities each fall quarter:

- a. a list of officers.
- b. name of current advisor.
- c. have on file a current constitution and submit any revisions in constitution or by-laws made during the past year.
- d. submit a statement of requirements for and limitations on membership.
- e. submit a brief summary of past year's activities and project plans for the new year.
- f. submit a statement indicating location of funds.

PRIVILEGES OF RECOGNITION

1. The privileges of scheduling and holding meetings and social functions.
2. The use of college facilities and equipment in accordance with scheduling procedures.
3. The privilege of inviting off-campus speakers for regular meetings or a campus assembly when properly scheduled. (Speakers must be scheduled in accordance with College Speaker Policy.)
4. The privilege of using campus bulletin boards to publicize events and meetings.
5. The privilege of distributing literature compatible with the organization's purpose in areas authorized by the distribution policy.
6. The privilege of holding money-making activities and the solicitation of funds for organizational purposes.
7. The privilege of being listed as current organization in the Directory of Campus Organizations.
8. The privilege of using the college name in connection with publicity and other activities.

RELIGIOUS GROUPS

The college administration and faculty are aware of the significance of religion in human life and recognize that the study of the world's great religious teachings and

moral and spiritual values are a necessary part of a complete educational program which seeks to prepare young people for effective participation in modern society.

It must be pointed out, however, that limitations on religious activities in public institutions are specifically stated in the Constitution of the State of Washington. The following articles are pertinent:

Article I. Section 2 (amended): ". . . No public money or property shall be appropriated for or applied to any religious worship,

exercise, or instruction, or support of any religious worship, exercise, or instruction, or support of any religious establishment . . ."

Article IX. Section 4: "All schools maintained or supported wholly or in part by the public funds shall be forever free from sectarian influence and control."

As interpreted by the State Supreme Court and the Attorney General, these restrictions apply to any group meeting for the purpose of religious worship and/or sectarian instruction.

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