HONOR SYSTEM

This institution is dedicated to the promotion of the highest level of teaching, research, and learning in its commitment to the education of the total person. Through the process of seeking and obtaining a liberal arts education it is our hope that every member of the community will become a more genuine and effective human being. The aims of the College are sought through a process which requires that every effort be made to secure an effective and creative inter-relationship between and among faculty, students, and administrators dedicated to the seeking and promotion of the "Truth".

In seeking to follow the central task of education each member of the community must be able to depend upon the honor of the other. The student expects that his professor's presentations will be as objective and as comprehensive as possible; the administrator is expected to be open and direct in his dealings with the faculty and students; and the student is expected to be a person warranting respect - one whose word can be trusted.

Seneca said "It goes a long way toward making a man trustworthy to trust him." This is as relevant today as it was thousands of years ago. It is assumed that the student's presented work is his own; it is understood that he will cite all sources of assistance. Under the honor system, it is taken for granted that all students will conform to the highest standards of integrity and truthfulness. This is the ideal. Of course, there will be occasional breaches of honor. In such instances, it is the responsibility of the person observing the breach - student, faculty, or administrator - to discuss the matter with the person who appears to have violated the Honor System standards. Furthermore, the ideal promotes the concept of the student reporting himself when he realizes that he has violated these standards.

Certain acts constitute clear violations of the Honor System. Among them are copying (either assignments or examinations), unauthorized collaboration; and plagiarism. (This particular type of violation is especially troublesome and warrants some comment.)

Plagiarism

Representing the work of another as one's own constitutes a clear breach of academic honesty. Concepts, ideas, words of others, and all information except that derived from one's own experience and observation are second-hand and should, therefore, be credited. In actual practice, however, published facts, once they are generally accepted, are considered public property and are not credited. One the other hand, generally known, observed, or experienced matter which is arranged in a particular order to impart a scientific idea or a concept is protected by copyright and must be credited. As a general rule, the student should credit by footnote all arguments, works, and ideas not his own. In addition, the ethics of writing require that credit be given in a bibliography for the material read during the course of the work that might have influenced the student's own thinking on the subject.
We urge all new members of the community to understand the meaning of plagiarism. It is the most common form of breach of the honor system.

Responsibilities Under the Honor System

Certain specific responsibilities rest upon the students, the administrator, and the faculty member with respect to the honor system. First, individual faculty members are responsible for defining the conditions under which classwork is to be executed, examinations are to be taken, and papers submitted. (Variations from the aforementioned definition of plagiarism due to technical variations of an academic discipline are to be made known to the student by his professor.) If an examination is administered in the classroom the professor may or may not be present. Usually, he will absent himself unless his presence is required in order to be of assistance in the proper execution of the test. The underlying assumption of the honor system is that the monitoring of students is a contradiction of its principles. Thus, the individual student and his peers constitute the only real source of control and restraint.

Second it is the responsibility of the individual student to maintain the standards of the honor system with respect to his own conduct and to articulate the importance of these standards when it appears that his peers are in violation of the system.

A student who is guilty of academic dishonor is expected to have sufficient respect for himself and the college community to cause him to report himself to the appropriate professor. In cases where one student observes a violation on the part of another, the student observing the violation is obligated to talk to the student observed and to urge him to report himself, if a violation has taken place.

Third, it is the responsibility of the administrator to be constantly alert to make certain that the accepted standards of due process are maintained if a student accused of violating the Honor System must pass through a judicial process.

Finally, an administrator is required to advise and counsel with any student accused of violation of the Honor System so that the total process becomes one which is corrective as well as punitive.

Academic Effects of Honor System Violations

If a student is convicted of having violated the honor system, it is the responsibility of the professor to determine what influence, if any, the conviction will have upon the course grade. There are a number of possible consequences. The student may fail the test or paper in question; he may be required to re-submit the paper or to do additional work; the professor
may elect to tell him that he is no longer welcome in the classroom and that he has failed the course. The effect of a student's proven dishonesty on his course standing is determined by the professor independently of any disciplinary penalty which may have been assigned.

Due Process

The rights of students accused of violation of the honor system (or other rules and regulations of the campus) are protected through a definite set of procedures:

1. The student discusses the alleged violation with the professor of the course involved or with the person accusing him of the violation.

2. Following the conversation with the student, the professor or accuser forwards a written report of the allegation to the Dean of Student Affairs.

3. A representative of the Office of Student Affairs talks with the accused student. At this point, the student is apprised of his right to request that the Dean of Student Affairs hear the case. Otherwise, the matter will be forwarded directly to the College Judicial Council.

4. When the student appears before the Dean or the Judicial Council, he will be apprised of the charge and asked to make a plea. If he wishes, he may elect to remain silent or to indicate that he is innocent or guilty. If he has character witnesses or character statements to present, these will be considered. All evidence will then be presented, and the student will be given the privilege of questioning all testimony and making any comments he may wish in regard to the evidence. The student will then be given an opportunity to speak in his own behalf. Following this, the student will be excused from the Judicial hearing during the time of deliberation. The decision will be announced to the student at the conclusion of deliberation. Finally, if the student feels the Judicial action is unfair or that his procedural rights have been violated he has the privilege of appealing the case to the President of the College.

Although the machinery connected with protection of the student's rights is vital, far more important is an awareness of the fact that the entire community is based upon the assumption that all of the members will be forthright, open, honest, and genuine contributors to the academic process. The Honor System is the clearest symbol of this assumption. Its central importance is underlined by the fact that all students matriculating at Kalamazoo College affirm their acceptance of the obligations imposed by the Honor System on their application for admission. When a student is admitted, the College assumes that it has received his word that he will live under the Honor System.
Academic Freedom

Liberal learning requires for its highest effectiveness an environment of free inquiry in which the whole range of human aspirations and achievement, of knowledge and culture can be subjected to searching scrutiny. Liberal learning which is sponsored under Protestant Christian auspices resists and rejects all claims to absolutism orfinality whether made in behalf of intellectual systems, methods of inquiry, or institutions; believing that undivided truth belongs only to God, it affirms the relativity of all human aspirations and expressions of truth, and thus leaves men free to construct and to criticize without restraint by any official dogmatism. Learning which is both liberal and Christian specifically denies that any idea which is unpopular is for that reason suspect, or that an idea which is popular is for that reason true, and trusts instead in those canons of discrimination which are given in the Western tradition of historical scholarship and in the Judaeo-Christian ethic.

Standing self-consciously within the tradition of learning which is both liberal and Christian, Kalamazoo College claims for its teachers and students the freedom to engage in the careful and critical examination of the history of ideas; the freedom to create, to hold, to advocate, and to act in behalf of ideas which express their own convictions and integrity; the freedom to engage in the controversy which an unfettered examination and expression of ideas generates; and the freedom to invite to the campus representatives of points of view which are important to an informed understanding of the conflict of ideas in our time.

Since freedom of whatever kind always exists within certain clearly understood boundaries, these freedoms are subject to the following limitations:

1. The freedom of individual members of the College to hold, advocate, and act in behalf of ideas does not entail the right to receive endorsement or support of those ideas from the College as a corporate body; and it is understood that no one may represent himself as a spokesman for the corporate institution who has not been expressly authorized to do so.

2. Ideas held and advocated, whether by members of the College or by its guests, shall be held and stated openly, in order that the processes of learning and the advocacy may be served by open criticism and by counter-advocacy.

3. It is understood that both advocacy and action will avoid destruction of property and injury to the personal and intellectual right of others.

Rights and Freedoms on Campus

The protection of the rights and freedoms of all members of the campus community to exercise full academic freedom has been a tradition at Kalamazoo College. This freedom has been exercised within a lawful orderly context. On November 8, 1968, the Board of Trustees issued the following statement:
The Board of Trustees wishes to reaffirm its belief in upholding academic freedom on the campus. It is convinced that the maximum educational opportunity occurs when the College preserves for all its members the right to question, debate, criticize, and dissent. On the other hand, it is equally convinced that freedom is only possible in an environment predicated on peace and orderliness. Therefore, the Board wishes to clearly have it understood that lawlessness, either on or off campus, and interference with the College's educational process cannot be condoned.

In recent months students have violated the law on campuses of a number of colleges and universities in the country. The Board of Trustees wishes to reiterate the established policy of the Board in regard to the exercise of disciplinary power by the College during times of emergency connected with the violation of law on this campus by Kalamazoo College students and others.

Basically, the administrative responsibility for Kalamazoo College is within the President and his staff. As the Board has expressed in its By-Laws, the President is the "...executive head of all departments of the College..." and is "...responsible for the discipline of the College." It follows that, in times of crisis, the Board of Trustees shall hold the President responsible for the protection of life and property and give him the necessary power with which to deal with the problems. He and his staff are expected to take those steps which appear to be in the best interests of the College community. The procedure employed in the discipline of students under normal, non-emergency conditions may be suspended, if necessary, from the inception through the conclusion of the crisis.

ACADEMIC REQUIREMENTS

Every student is held responsible for acquainting himself with the requirements for the undergraduate degree and for arranging his course of study accordingly in consultation with a member of the faculty. Before entering upon classwork, he is required officially to enroll, to complete financial arrangements with the Business Office, and to file in the Records Office an election card approved by his faculty counselor. This process constitutes registration. No credit is recorded for any course not properly registered.

Deviation from Normal Academic Patterns

A student who wishes to alter the normal quarter pattern must submit a proposal to the Academic Standards Committee. Appropriate forms for petition to the Committee are obtained from the Office of Student Affairs. Requests for alteration must be filed with the Committee prior to the end of the third week of the Quarter immediately preceding the one in which the alteration is to occur.
Attendance

The College regards class attendance as the personal responsibility of each student. Upon enrollment in a course the student becomes accountable for all the requirements of the course. In accord with this principle absences are regulated only in the case of freshmen, who are permitted not more than three voluntary absences in any course. Since a mutual relationship exists between the student and his instructor, it is the practice for the student to inform his instructor, if possible in advance, of his absence. Members of the faculty will report to the Office of Student Affairs the name of any student whose repeated absence is impairing his work.

Academic Grades

At the end of every quarter each student receives a grade report on which his scholastic standing is expressed by the letters A, B, C, D, F, I. Courses taken at foreign centers and the Senior Independent Project and some senior seminars are evaluated by the letters P or F. A signifies excellent work; B, good; C, fair; D, poor, but passing; F, failure; I, incomplete; P, pass.

A grade of I is given for work of acceptable quality when the full amount required for the course is not done because of illness or some other extraordinary reason. It is not to be given for poor or neglected work. In reporting to the Records Office, the instructor is to indicate the reason for the incomplete work and the date by which it is to be completed. An I grade not removed by the end of the sixth week of the next quarter automatically becomes an F.

Students engaged in advanced study or research that overlaps the normal quarter course termination will be reported to the Records Office as "in progress," followed by the tentative grade in parentheses.

Only courses in which a student receives grades of D or F may be repeated. If repeated, the units are counted but once. Both grades appear on the permanent record, but only the second grade is counted in the grade point average and for meeting graduation requirements.

Grade Reports of freshmen are sent to the schools in which the students were prepared.

Units and Grades

A student must complete successfully 35 units, earning C or better in a minimum of 24 units. He may not attempt more than 42 units in order to meet graduation requirements.
Grade Point Average Tabulation

The grade point system is used to indicate the academic attainment of the student. Under this system grade points are assigned to each letter grade as follows: A, four points; B, three; C, two; D, one; F, none. A student's grade point average is determined by dividing the total number of grade points which he has earned by the total number of units for which he has registered. Courses in which the student is graded on a Pass (P), Fail (F) basis are not included in the calculation. A grade of I is not counted in the total of units or points until a permanent grade has been recorded.

Academic Discipline

If a student makes grades below "C" in more than one-third of his total course work, the Academic Standards Committee will place him on academic probation. The Committee may also conclude for other academic reasons that a student is in jeopardy and place him on probation.

If the student's work continues to deteriorate, the Academic Standards Committee will place him on final probation. Under this status the student is required to make a "C" average or, in some cases, a "C" or better in each course undertaken the Quarter following the imposition of the final probation. If he fails to do so, he is automatically dismissed from the College.

Readmission

Students who have withdrawn from the College may apply to the Academic Standards Committee for readmission. Such applications should be made through the Office of Student Affairs well in advance of the quarter in which the applicant wishes to resume study. A non-refundable fee of $10.00 must accompany the completed application.

Specific Academic Requirements

The particular requirements for the securing of the Bachelor of Arts degree in the various disciplines are completely outlined in the College catalog. All students are urged to be familiar with the new requirements.

College Forum

Each quarter a number of lectures by outstanding persons in all areas of the academic and professional world, concerts, films, and other cultural events are scheduled. In addition, a number of outstanding lectures and cultural activities take place in the Kalamazoo community. All Kalamazoo students are encouraged to take advantage of the opportunities these programs provide. Freshmen and Sophomores are required to attend a specific number of Forum events. During the Freshman year,
Students are required to attend 10 events per quarter. Eight of these must be on campus; two may be off campus. In addition, attendance at three programs per quarter designed specifically for Freshmen, "The Freshman Forum" is required. Sophomores in residence are required to attend eight events each quarter during the Fall, Winter and Spring. Six must be on campus; two may be off campus. During the Summer Quarter, Sophomores are required to attend four events, all of which must be on campus. During the Summer Quarter, the Forum program is planned in conjunction with the Foreign Study Orientation program. Juniors remaining on campus during the Fall and Winter Quarters will be expected to attend four events, all of which will be on campus. During the final quarters of the Junior and Senior years, there is no attendance requirement, but it is expected that a mature level of interest and a sense of responsibility will assure the full participation of Juniors and Seniors in the offerings of the College Forum.

Students who have not fulfilled the Forum attendance requirement by the time of the end of their Senior year will not be permitted to graduate. The formal attendance requirements of the Forum program are part of the academic requirement of this institution and must be completed in order for the student to graduate.

Career Service

1. Prior to going on an assignment from the Career-Service Office, each student is required to sign a work agreement. Once a student has signed this agreement he is obligated to take the job and remain on it for the duration of the quarter or the minimum of the particular position.

2. It is expected that the student will adhere to the rules and regulations set forth by the individual employers. In the event a student does not adhere to the rules and regulations, the employer will be advised to release the student in question at once, and to notify the Career-Service Office.

3. In the event of a student's participation in civil disobedience it will be left up to the employer to determine whether or not the student will be discharged.

Foreign Study

Statement on Social Behavior

From the beginning, participants in the Kalamazoo College Foreign Study Program have, with some exceptions, been given a degree of freedom, both social and academic, generally comparable to that enjoyed by their counterparts in the host universities. This freedom was given on the assumption that this kind of identification with the foreign university environment could significantly enhance the foreign educational experience, and with the expectation that our students would accept this freedom with maturity. Individual and group discipline and responsibility have been stressed; specific regulations and direct supervision were kept to a
minimum. Our experience thus far has been gratifying—so much that we are following the same pattern of supervision under our expanded program as we did earlier, even though the total group is larger, the time abroad is longer, and the students are more widely dispersed.

This concept of freedom, however, must not be misunderstood. The freedom exists within a context of assumptions. Kalamazoo College assumes that the participating students are serious in wanting to take advantage of the educational opportunities abroad, and the College has vouched for this seriousness to the universities in which the students will be studying. We assume, furthermore, that we have a responsibility for the actions of our students to the universities with which we are associated, to the foreign countries which are indirectly subsidizing our program, and to future American students who will want to study in foreign universities. Finally, because of the Foreign Study Program is an integral part of Kalamazoo College, we believe that poor academic performance and unacceptable social behavior, even though judged on somewhat different bases, must have the same consequences abroad as they have on the home campus.

In the absence of specific regulations, then, what constitutes acceptable behavior for a Kalamazoo student participating in the Foreign Study Program? One could wish he might be able to speak in positive terms and to point out that really acceptable behavior includes such things as complete integrity, sensitivity to the needs of others, and compassion for one's fellow human beings. Unfortunately, however, as is the case in the writing of laws, we are forced to express ourselves primarily in negative terms and to speak mainly of what is unacceptable. As members of foreign academic communities, students will naturally be expected to comply with all local regulations. Furthermore, as guests of foreign families, they must strive to be sensitive to the mores and social patterns of the family and community in which they live in order that their actions might not be offensive—either to family or to community.

More generally, however, we may say that any behavior which causes pain or serious discomfort to another individual or which reflects discredit upon the individual himself or upon the College will be considered unacceptable and will render the offender subject to disciplinary action.

Specific Regulations

Past experience has indicated the necessity for the following specific regulations:

1. Travel

   a. Travel alone on trips of any length (overnight or longer) is not permitted. Any exceptions (e.g., a visit to a relative or some other specific individual in another community) must be approved in advance by the Foreign Study Director or his representative. (Note: in case of accident or illness, the foreigner traveling alone exposes himself to unnecessary risks—risks we do not feel are warranted by whatever advantages there might be in traveling alone.)
b. Couples (one man and one woman) are not permitted to travel extended distances (overnight or longer) by themselves.

c. Whenever a student leaves his city of residence for an extended time (overnight or longer) or travels an extensive distance, he must notify his host family and his student group leader, (who in most cases passes on this information to the resident director), indicating where he is going and approximately when he will return. When he is to be gone for a period exceeding three nights, he must also leave addresses where he can be contacted at approximately forty-eight hour intervals during his absence. (note: this system of notification is not for the purpose of control but is designed to facilitate communication with the student in case of emergency at home or elsewhere.)

d. No student is permitted to travel to Communist-controlled countries (exception: East Berlin, Yugoslavia, Czechoslovakia, organized excursions to other places) without written approval of his parents or guardian and specific permission from the Foreign Study Program Director. (Note: in many cases such travel involves risks of which the student is not aware and for which the College can take no responsibility.)

e. Women students will not be permitted to hitch hike (except locally, in areas where this is generally accepted) without specific parental approval sent in writing and in advance to the Foreign Study Director.

f. Students are not to be absent from their program centers while classes are in session, and they are not to be absent more than two weekends in any one month.

2. Motor Vehicles

a. No motorized vehicle may be owned or driven by any student abroad while his foreign academic program is in session. (Exception: motorized bicycles used for local travel only when specifically approved.)

b. During extended vacation periods, such vehicles may be rented if: (1) parental approval has been given in writing to the Director of Foreign Study, and (2) this approval has been specifically endorsed by the Director of Foreign Study.
SOCIAL RULES AND REGULATIONS

Student social life is subject to the constant study and review by the Campus Life Committee which is composed of four students, four administrators, and four members of the faculty. The Dean of Student Affairs serves as chairman. The Committee's purpose is to work for the integration of the various facets of student life, both in the classroom and beyond, and to foster a climate of mutual respect, trust, and cooperation among all members of the campus community. It studies and evaluates student life, proposes changes in the basic social rules governing students at the College in the light of its understanding of the needs of the student body, and clarifies existing rules. It is the organization through which all major rules matters are channeled.

Drugs

The unauthorized sale, dispensation, use or possession of marijuana, LSD, and other hallucinogenic drugs, barbiturates and other depressants, amphetamines and other stimulants or any other illegal drug or prescription drug, constitutes a violation of Federal, state, and municipal laws. In addition, the College must make it clear that it will not tolerate any illegal sale, dispensation, use, or possession of such drugs by students. Any student proven illegally to have sold, dispensed, used, or possessed such drugs will be expelled, suspended, or otherwise firmly disciplined. In addition, such a student may be reported to the civil authorities.

The College urges all students having concern about drugs to contact a member of the Staff of the Office of Student Affairs, the College psychiatrist, the College counselor, or the Dean of the Chapel. Information concerning drugs is available at the Library in a special section.

Alcoholic Beverages

The possession or use of alcoholic beverages in any form on the campus, in residence halls, or in connection with any college function or sponsored trip is forbidden. A College function is one which takes place on or off campus by a recognized organization or class--including societies, clubs, classes, executive committees, etc.

Gambling

All forms of gambling are prohibited.

Firearms and Weapons

The possession of firearms or other weapons is strictly forbidden. Students wishing to use firearms or other weapons during the hunting season should contact a member of the staff of the Office of Student Affairs.
Vandalism, Theft and Assault

The College community cannot tolerate vandalism, theft, or assault. Students are expected to respect College property. If malicious damage takes place, those involved will be subject to disciplinary action and will be held financially responsible for the damage. In some instances, civil action may result. (Responsibility for accidental damage will be determined in each individual case.) Acts of theft or assault are considered grave offenses and are most likely to result in expulsion or suspension from the College.

College Keys

The College is not responsible for the theft of or damage done to any possession of a student on the campus. However, it must strictly enforce regulations concerning the possession of College keys. Students in unauthorized possession of College keys subject themselves to immediate expulsion or suspension. Any student who makes an unauthorized and illegal use of keys will be in jeopardy of being expelled or suspended and of being formally charged with trespassing.

Sexual Misconduct

Kalamazoo College subscribes to and expects students to abide by the standards of sexual conduct articulated by local, state, and national laws. It follows that indecent exposure, homosexual acts, illegal cohabitation, fornication, adultery, and all other sexual acts on the part of one or more students on or off the campus which are not in accord with acceptable standards of conduct will not be tolerated. Students found guilty of such offenses will be expelled, suspended, or otherwise firmly disciplined.

Unauthorized Presence in a Closed Building

Students are not to be in closed buildings without permission. Any student violating this regulation will place himself in jeopardy of expulsion or suspension from the College.

Disciplinary Action Pending

Students accused of violating College or residence hall regulations will appear before a judicial agency, a house council, the College Judicial Council, or the Administrative Judicial Council. Immediately upon being accused of a violation the student is placed in a status defined as "Disciplinary Action Pending". Although the student, at the option of the College, may be permitted to carry on his campus activities, certain decisions concerning his official status must be deferred until such time as the disciplinary matter at hand is finally resolved by the College. While he is in a "Disciplinary Action Pending" status a student will not be permitted to participate in Career-Service or Foreign Study, obtain a clear transcript, or participate in commencement exercises. Of course, as soon as disciplinary action has taken place, the student is removed from "Disciplinary Action Pending" status.
Disciplinary Procedure

If a student is accused of violating a rule or regulation, he will meet with a member of the staff of the Office of Student Affairs who will deliver to him the exact charge he will face and apprise him of the due process rights to which he is entitled:

1. The right to know the specific charge lodged against him at least forty-eight hours prior to the hearing;

2. The right to bring a character witness or character statements to the hearing;

3. The right to face any readily available witnesses having evidence against him;

4. The right to question the testimony of such witnesses and to make any comment concerning their testimony he feels to be inappropriate;

5. The right to remain silent until all evidence against him has been presented and then to refrain from giving any testimony in his own behalf if he so desires;

6. The right to assistance in his defense. (Any member of the College community may provide such assistance. However, the student may not be assisted at the hearing by an Attorney at Law.)

7. The right to challenge any member of the Council whom he feels may be prejudiced against him by virtue of having prior knowledge of the particulars of the case;

8. The right to have the decision of the Judicial Agency reviewed by the President.

In addition, the student will be informed that he has the right to request that the case be heard by the Administrative Judicial Council rather than by the House or Judicial Council, as the case may be.

Appeal Procedure

Cases heard by House Councils or by the Judicial Council may be appealed by either the student disciplined or by the member of the Office of Student Affairs who sat with the council involved. Such appeals must be made within forty-eight hours of the decision of the council.

Cases heard by House Council are appealed to the Judicial Council. Cases heard by the Judicial Council are appealed to the President of the College. Notice of appeal, in either case must be registered with the Dean of Student Affairs.
Disciplinary Penalties

The following constitute the major penalties which may be imposed by the College judicial agencies:

Council Reprimand

A verbal warning by the judicial agency that the student's conduct has been unacceptable. It is the lightest penalty which may be imposed.

Official Reprimand

A written warning to the student that his conduct has been unacceptable and that he must take pains to avoid its recurrence.

Social Probation

A penalty indicating that the student has been found guilty of major misconduct. The probation may have a definite termination date or it may be imposed for an indefinite period. (In the latter case, the student must appear before the judicial agency at some later date and request reinstatement or return to good standing.) If, while a student is on probation, he is found guilty of another offense, the normal penalty for which would be at least an Official Reprimand, he automatically will be suspended from the College. In addition, while a student is on probation he may not officially represent the College outside the campus in any way. Finally, while he is on probation, a student's official transcript will so indicate. When he is reinstated all reference to the disciplinary action will be removed from his transcript.

Suspension

A temporary dismissal from the College which takes place immediately upon imposition of the sentence. Suspensions may terminate automatically at a particular date indicated by the Judicial agency or they may be imposed for an indefinite period of time. (In the latter instance, a student must appear before the judicial agency and request reinstatement or return to full good standing.) As in the case of Social Probation, a clear transcript will not be issued until the sentence is terminated. Students must leave campus within forty-eight hours of suspension, unless granted extension by the Dean of Student Affairs.

Expulsion

Immediate and permanent separation of the student from the college. He may not petition to return at any time.

Other Policies and Regulations

Fire Drills

Fire Drills are required by state law. When a drill is conducted, please leave the building quickly and orderly by the nearest exit. All windows and doors of rooms should be closed as you leave. Do not reenter the building until instructed by the college official to do so.
Occupying Residence Halls During Vacation
Periods and at the Beginning and End of Quarters

Students are expected to leave the campus by 24 hours after the last final examination. All College buildings are locked for the vacation period. The time and date the College housing will be closed and locked is listed each quarter as is the date and time the College housing will be open for the next quarter.

No students may occupy College housing during vacation period without special permission from the Office of Student Affairs. Students given this permission will be expected to comply with all policies which are in effect when school is in session. The Business Office will be notified of the number of nights spent in the residence halls, and the student will be billed a modest amount for each night.

Guest Policy

All overnight guests of students must be registered with the head resident or House Manager. Such guests are expected to comply with residence hall regulations, and each host student will be held responsible for the guest's conduct. Guests are not encouraged to spend week nights in residence halls. Of course, exceptions can be made. Guests remaining for an extended period of time may be asked to leave. (No keys will be given to guests if they are not Kalamazoo students regardless of their age.) The privileges of any guests will be limited to those which are enjoyed by their hosts. Exceptions to this policy may be granted by the Head Resident Counselor.

The College Guest Suites

The College Guest Suites in Trowbridge House and Crissey Hall may be used by any student to house his guest. Reservations are made in the Office of Student Affairs. The priority system for use of both guest suites is as follows:

1. Official College guests
2. Parents of students.
3. Student Guests.

A modest charge for the guest suite will be made on a per night basis. Guests are requested to check out before 12:00 noon and to return the keys to the Office of Student Affairs (or the Head Resident on weekends) in order that the suite may be available for the next occupant.

Student Privacy

The College has the responsibility to set standards for residence hall occupancy. It seeks to insure a proper regard both for the privacy of the individual and the welfare of the living unit as a whole. Furthermore, it is obliged to see that the physical facilities of the residence hall are properly cared for.
Residence Hall Head Resident Counselors and their staffs are required to make regular checks of facilities for the purposes of maintenance required as a result either of normal use or abuse and in order to maintain conditions which do not impair the health or safety of residence hall occupants. Procedures for these checks vary from building to building, but the procedure for each hall should be clearly understood by its residents. (Checks for the purposes noted above do not involve disturbance of the occupants' possessions except in those unusual cases where they may interfere with the normal and necessary maintenance functions.)

While the right of College officials to enter a student's room must be recognized, such entrance takes place only under the most carefully guarded procedures in order to insure an appropriate privacy to the individual and protection of his personal property. A room search is authorized only when the search is for some specifically identifiable item belonging to another person or to the college or for some information. Except under emergency conditions, room searches cannot be undertaken unless authorized by the Office of Student Affairs. Furthermore, a member of the staff of the Office of Student Affairs should be present during the search. At least two persons must conduct the search in each room. If the student whose room is to be searched is not in the room, a form indicating the purpose of the search and the names of the searchers must be left.

In cases of emergency, those situations involving clear evidence that life or property are in imminent danger—Resident Managers and residence hall Floor Advisers may enter particular rooms immediately. However, under normal circumstances, such personnel will not enter a student's room unless invited by the student or authorized to do so by a full time member of the staff of the Office of Student Affairs or the head resident counselor.

An "open" unit (open house, open suite, open section) does not constitute a "normal circumstance" as described in the above paragraph. When an open unit is being held, a Floor Adviser or a Resident Manager may enter a room in a section or area under the condition that he is certain that there are people in the room and he has reason to believe that a violation of a rule is taking place.

Students desiring to leave personal belongings in residence hall rooms between quarters may do so, but it is important to understand that this is a service provided by the College as a convenience to the student and not as a condition of his room charge. Furthermore, it must be clear that the College cannot assume liability for such belongings. Personal items left in rooms should be arranged so as not to interfere with the necessary room maintenance undertaken between quarters. During the quarter break, the College may check any room for any items belonging to the College and not regularly assigned to that room. As a matter of common courtesy, every attempt will be made not to disturb or rearrange personal student items left in the room unless it is necessary to do so for maintenance purposes.
Motor Vehicle Regulations

All student motor vehicles must be registered with the Office of Student Affairs. Motor vehicles registration stickers must be properly displayed on the motor vehicle at all times. (Failure to comply with these regulations will result in a disciplinary action involving at least a $5.00 fine.)

All students residing on the campus of the College who are in good standing may register motor vehicles with the following exceptions:

1. Freshman resident hall students.
2. Residence hall students on academic or social probation.
3. Residence hall students receiving financial aid.

(All commuting students of whatever classification—including freshmen—may register their motor vehicles.)

Any student who is not authorized to have a motor vehicle and violates the College's trust in this respect places himself in jeopardy of disciplinary action. (Those students who are receiving financial aid may have such aid terminated in addition to any other disciplinary action which might be involved.)

Careful attention must be paid so that motor vehicles will be parked only in appropriate areas. (A list of regulations having to do with parking is provided upon the registration of vehicles. Violations of parking regulations bring a $10.00 fine.

Use of College Motor Vehicles

College cars and station wagons may be used for official college and college related business. Individual students or student groups wishing to use a College car must check on its availability with the Maintenance Department, fill out a car requisition (which must be signed by the Dean of Student Affairs), and turn the requisition into the Maintenance Department. The individual student or student organization will be billed by the Business Office at a per mile rate with a minimum charge of ten miles. Priority for car and station wagons use is (1) faculty and staff, (2) student organizations, and (3) individual students.

Students using College cars or station wagons must hold a valid driver's license. (Note: Such vehicles are not to be used as trucks for hauling.)

College trucks and buses may be used also. Only qualified college personnel may drive these vehicles, however. All regulations pertaining to cars and station wagons apply to the use of trucks and buses. The individual student or student group connected with the use of a truck or a bus is responsible for the financial remuneration of the driver.

Housing Requirements

Students registered for two or more units of academic work during any academic quarter must reside in on-campus housing. (Exceptions: Students whose parents or guardians live within commuting distance,
married students, and students on Career-Service, Foreign Study, or SIP.) Waivers to this rule may be granted by the Dean of Student Affairs.

Students who officially occupy on-campus units but actually live in and occupy off-campus housing are in violation of the college housing rule. Any student found to be so violating the rule is subject to immediate suspension from the College.

Solicitations

Student organizations may solicit funds from off-campus groups, organizations, or the business community only with the approval of the Administrative Committee of the College. Student organizations may solicit funds from the campus community after securing the approval of the Student Commission.

Dress Regulations

Forum

The appropriate dress for Forum events depends upon the season of the year within the following guidelines:

For men: Coat and tie, sweater and slacks, dress shirt and slacks, or dress Bermudas and dress shirt is acceptable. Shoes must be worn to all events. Cut-offs and athletic clothing or sweatshirts are not acceptable.

For Women: Dress, skirt and blouse, or sweater and skirt is acceptable. Shoes must be worn to all events. Shorts, slacks, athletic clothing and sweatshirts are not acceptable.

Welles Hall

At the noon Sunday meal men will be expected to wear coats and ties, and women will be expected to wear dresses or skirts and heels (or flats).

For all other meals students are expected to dress in such a way as not to offend other diners, including college guests, i.e., neat, clean, and well groomed. Athletic clothing and short shorts will not be permitted, and shoes must be worn at all times.

Public Lounges

Men and women students may visit the public lounges of the residence halls between the hours of 8:00 a.m. and "per" daily. (Individual residence halls may restrict these hours if they wish.)

Family Visitation in the Students Room

The immediate family of a student may visit in his room at any time. Proper caution should be taken to inform the unit that a man or woman is on the floor.
Residence Hall Visitation Policy

Definition of Open House, or Open Unit

An open house or an open unit (lounge, section or floor) exists when the house or the unit is open to all visitors who are guests of at least one resident.

Maximum Time Limitations

Open House or Open Unit privileges may be used for 35 hours in any given week, the days and time to be determined for each residence hall by each House Council, with the following stipulations:

1. Open House or Open Units may not be scheduled to begin before 12 noon and must be ended one-half hour before per in the women's residence halls and at per in the men's residence halls.

2. Special Occasion Open Units may be scheduled with the approval of the Head Resident for the time needed between the hours of 12 noon and one-half hour before per for women and until per for men.

Obtaining an Open House or Open Unit

In order for the section, floor, or suite representative to be authorized to vote for an open house he must notify the residents of the unit in question of the dates and hours to be voted upon. He must have the affirmative vote of at least 2/3 of the persons in his unit who vote. (All persons must have had an opportunity to vote, and at least one more than half of them must have actually voted.)

The response shall be reported by the representative to the House Council at the regular weekly meeting of that body. If all units report affirmative votes, the House Council may declare the Hall open for the dates and time periods indicated. If any unit registers a negative vote, only those units wanting visitation privileges shall be open under regular Open Unit procedures (outlined below).

General Regulations

1. The President of the House Council is responsible for notifying the Head Resident of the dates and hours approved for Open House and/or Open Units each week. This information will also be reported to the Coordinator of Campus Activities for inclusion on the campus calendar.

2. Section of Floor representatives must post in their units notification or days and hours for visitation and the name of the representative on duty for each date the house or unit is open. (In Severn and Crissey a notice of Open Lounge will be posted on the Suite door and the person signing the notice shall be the Suite Representative for the event.)

3. During an open House all Open Unit regulations for the hall shall be in effect.

(19)
Trowbridge and DeWaters Halls

1. On the day before the open section the women on the floor having the open section will be responsible for posting signs at all exits of the House and at the coke machines indicating floor, date, and hours of open section.

2. Male guests must be escorted from the switchboard or desk area at the main entrances to the open floor by a resident of the open section.

3. The floor representative (or an alternate designated to the Head Resident prior to the open section) must be on the floor during the hours of the open section and must report to the Head Resident at the close of an open section.

4. Room doors must be open 12 inches and the room must be lighted. Noise must not disturb other areas of the Hall.

5. Occupants of any room participating in the open section must indicate this to the floor representative or her alternate.

6. All members of the floor present during an open section are responsible and may be accountable for maintaining proper conduct in the section. Acceptance of misconduct implies responsibility. (In other words, a person observing misconduct is obligated to notify the person or persons involved that their conduct is unacceptable.)

The following arrangements pertain to Mary Trowbridge House only

1. On the day of the open section, the women on the floor of the open section must post signs directing men to the floor via a route that avoids other sections of the house. Glass doors along the route must be covered.

2. Where there is a floor lounge, this will be reserved for the open section and connecting doors to other sections will be closed. If the TV Lounge is used by men visiting the open section, the floor representative is responsible for locking it after the last visitor.

Hoben and Harmon Halls

1. The Representative must post a notice on the bulletin board of the open section notifying visitors of the date and time of the open section and the representative on duty for each date.

2. Women guests are allowed in the lounges of Harmon Suites only.

3. Doors of all bed-room studies and room studies which open on corridors must be open at least twelve inches when women guests are present.
4. All members of the section present during the open section are responsible and may be accountable for maintaining proper conduct in the section. Acceptance of misconduct implies responsibility. (In other words, a person observing misconduct is obliged to notify the person or persons involved that their conduct is unacceptable.)

5. All fire doors, except the stairway fire doors leading to the open section, must be closed during open section hours.

6. During the open section all complaints will be referred to the Duty Counselor or to a Senior Adviser.

Severn and Crissey Halls

1. The doors of all bedroom suites must be open at least 12 inches when women guests are present.

2. Lounge doors may be closed but must be unlocked when women guests are present.

3. All members of the suite present during the open lounge are responsible and accountable for maintaining proper conduct during the open hours. (In other words, a person observing misconduct is obligated to notify the person or persons involved that their conduct is unacceptable).

4. One of the resident assistants will be on duty when open lounges are being held. His name and room number will be posted at the Hoben Switchboard and at the entrances of the buildings. He will be available in case of emergency and all complaints will be referred to him.

Other Campus Houses (Former Private Residence). Regulations for these units will be approved and/or reviewed on a quarterly basis.

Any alleged abuse of the foregoing policies and rules will be referred to the appropriate judicial body for possible disciplinary action.

Any proven abuse will subject the section, floor, or suite in question to the loss of unit visiting privileges.

Open Sections, floors, and suites are designed for the use of all of the members of the unit in question and not for the personal convenience of a few of the members.

These regulations will be reviewed periodically.

Housekeeping Rules

Every residence hall has particular housekeeping rules. These are to be found posted in each hall on the back of the suite or room door. All students are urged to be familiar with these. They are designed to make life as comfortable and safe as possible.
Residence Hall Social Rules

The rules which apply to social life in each residence hall vary. Student Leaders and head residents in the various halls are charged with the responsibility of apprising students of the rules which apply. Each student is held responsible for knowing the regulations which apply to his particular housing unit.

The "Porter System"

Women students are eligible for late hours or "perless privileges" in accordance with their classification. Freshman women have six late hour privileges on weekends during the Fall Quarter, eight during the Winter Quarter, and ten during the Spring Quarter. Sophomore women have perless privileges every Friday and Saturday night during the Fall Quarter. All women students who have passed the Fall Quarter of their Sophomore year enjoy perless privileges every night of the week for the remainder of their academic careers.

Women's residence halls close on Sunday through Thursday at midnight and on Friday and Saturday at 1:00 a.m. Women students who have perless privileges are admitted to or allowed to leave from the residence halls after the regular closing hours by a person (Porter) hired by the College. The Porter is provided in order to assure a greater degree of safety to women students. The College believes that it is exceptionally important that maximum security be undertaken. For this reason all but the main doors of women's residence halls are locked during certain hours of the day. This is also why it is essential that women students remember that they must not leave by side doors after they have been locked. Every person who violates this procedure places the well-being of all of the residents of the women's residence hall in jeopardy.

Every woman who participates in this system will be held responsible for full knowledge of the regulations. As with the previous late hours privileges (i.e. the key system and the buddy system), this is an honor system for which each person is responsible, not only for her own conduct but also for reporting any misuse of this privilege by another student. Any violations of this system will be considered by the residence hall judicial body.

Eligibility

The following students are eligible to have perless privileges:

1. Regularly enrolled women students who are at least 21 years of age.
2. Regularly enrolled women students (town or dormitory residents) who have parental permission to participate in this system recorded in the Office of Student Affairs.
3. Special or foreign students who have been granted permission to participate in this system by the Associate Dean of Student Affairs.
Each eligible women who expects to return to her residence hall after the closing hour (per) must sign out on the evening sign-out card and specifically designate hour of return (i.e. after per). Before the regular closing hour, this sign-out card will be at the main desk of her own residence hall. After per, the sign-out place for all women will be with the porter stationed at the main desk in DeWaters Hall. Trowbridge residents will exit only by the designated door, taking their completed sign-out cards to the Porter on duty in DeWaters and filing them with him.

A student who is eligible for this privilege but who leaves her hall without signing-out for the late per may call, before midnight, the person on duty in Trowbridge or the person at the desk in DeWaters and have herself signed out for the late per. After midnight she must contact the porter on duty at 342-9871 and advise him of her late return, expected time of arrival, and other information requested on this sign out card.

Those students who expect to return from a weekend or an overnight after the regular hour must so indicate on their overnight cards. (All freshmen must continue to sign-out for an overnight with the Head Resident or her assistant.) All overnight cards will be left with the Head Resident who will place them with the late per sign-out cards on the night anticipated late return.

The Porter will have a file and/or list of those women students who are eligible for this privilege. Eligibility lists will also be available in each residence hall. Small photographs may be required for identification purposes.

The information requested on the sign-out cards must be as complete as possible concerning destination, escort, phone number where the student may be reached in case of emergency and tentative time of arrival. Any woman who has not returned by 7:00 a.m. will be listed on a report by the porter. The Head Resident will be notified and search procedures will be initiated. Each woman who returns after the regular closing hour must sign-in personally with the porter at the main desk in DeWaters. If she resides in Trowbridge he will escort her to the designated entrance of her hall. Any non-eligible woman who reports to the porter for admission will be listed on the report by the porter, but will, of course, be admitted to the Residence Hall so designated. Any eligible woman reporting to the porter for admission who has not signed out or called by phone to report lateness will also be listed on a report by the porter.

When returning to the hall at a late hour, each student must be considerate of other residents who may be sleeping or studying. Creating a disturbance when leaving or returning to the halls after the regular closing hours shall be considered an infraction and will be considered by the Residence Hall Council.

Violations

All infractions of the Porter System regulations will be brought before the residence hall council of the hall in which she resides. Minimum penalties for minor infractions shall be a warning. Generally,
maximum penalties for more serious infractions shall be withdrawal of the privilege for specific periods. Under unusual circumstances, however, a heavier penalty may be imposed. Repeated infractions of the Porter System regulations may result in loss of privilege. The judicial body in question shall have the power to discuss a case if extenuating circumstances are proven.

Signing in and signing out on cards provided for each resident is the responsibility of each individual woman. For her own protection and in case of emergency, sign-outs are important. No warnings will be given for failure to sign-out before per; however, late minutes will be given unless the Head Resident or porter are contacted. Failure to sign-out for return after per or for an overnight will result in disciplinary action by the House Judicial Board. All freshmen are required to sign-out for late per or an overnight with the Head Resident or her Assistant who will have parental permission information on file for each student.

Overnights between Residence Halls

1. Overnights between residence halls are allowed only on Friday or Saturday nights, except with special permission of the Head Residents.

2. A woman spending the night in a residence hall other than her own must sign out and in at both desks on regular cards.

3. For an illegal overnight, a woman must appear before her House Judicial Council.

STUDENT FINANCES

All students are urged to be clearly aware of all regulations pertaining to tuition and fees (these are outlined in detail in the College catalog.) In addition, it is our recommendation that every student open a bank account in a local bank. This will make the management of personal funds much less complicated.

Students who experience emergency situations involving funds should contact the Director of Student Aid or the Dean of Student Affairs.

HEALTH SERVICE

Clinic

The College Health Service is located off the Harmon Lounge. The college physician holds office hours daily, Monday through Friday. His services are free of charge to all resident students. An appointment to see him should be made before going to the Health Service. This avoids long periods of waiting. A graduate nurse keeps office hours regularly during the week. Illness should be reported immediately to
receive proper attention. If illness should prevent attendance in class, it is important that the Health Service be notified before the class so an excuse may be arranged. Sick trays may be arranged with the management of Saga Food Service in Welles Hall.

Students desiring to consult a counselor or psychiatrist may arrange to do so through the Office of Student Affairs.

Health Service Clinic Hours

Clinical Hours: 8:45 - 2:30 p.m., Monday through Friday

Physician’s Hours: 10:00 a.m. - 12 noon, Monday through Friday
8:00 a.m. - 10:00 a.m., second and third Thursday's.

Emergency calls (other than clinic hours)

Dean Hickerson 381-9495 Harmon
Mr. Rockhold 342-9885 Hohen
Mr. Irvine 349-8942 Severn
Mr. Booker 383-1850 Crissey
Mrs. Magley 342-9873 DeWaters
Miss Redman 342-9871 Trowbridge
Mrs. Beimer (Nurse) 349-5486 or
629-4321
Mrs. Behan (Nurse) 343-6307
Dean Trader 345-7996
Dean Long 381-8307

Routine Medical Service

For routine medical services the student is expected to provide his own transportation.

Accident or Illness not Requiring Professional First Aid

In the case of a student having an injury or illness that needs attention as soon as possible, but is not urgent, one of the Staff of the Office of Student Affairs (a head resident or a dean) should be contacted. If no staff person is available, one of the college nurses should be contacted.

Emergency Transportation to Hospital

In case of serious accident or sudden serious illness in which a student may be non-ambulatory, bleeding profusely, or unconscious, an ambulance should be called. One of the staff of the Office of Student Affairs (head resident or a dean) should go with the student in the ambulance to Bronson Hospital.

Health Insurance

A college-arranged health insurance plan may be purchased. Details are available at the Business Office or the Office of Student Affairs.
COLLEGE LIBRARIES

The main College library, Upjohn Library, contains approximately 250,000 volumes and is open for student use Monday through Friday from 8:00 a.m. to 11:00 p.m., Saturday from 8:00 a.m. to 5:00 p.m., and Sunday from 2:00 p.m. until 10:00 p.m. It is closed during holidays unless otherwise posted. There is a classroom section on the ground floor which is open for studying from 11:00 p.m. until 1:00 a.m. each night.

In addition to Upjohn there is a Chemistry-Physics Library in Olds Hall and a Music Library in the Fine Arts Building.

The rules governing the use of the libraries are simple. However, students are expected to abide by them strictly so as to make the facilities and holdings of the library available to a maximum number of the members of this academic community. (The specific rules are printed on a document which is available at Upjohn Library.

CHANGES IN COLLEGE REGULATIONS AND POLICIES

Changes are generally originated by the appropriate College committee. In general the following committees or agencies deal with the regulations enumerated:

1. Social policies and rules - Campus Life Committee
2. Academic policies and regulations - Educational Policies Committee and Academic Standards Committee.
3. Forum Program Policies - The College Forum Board
5. Buildings and Grounds Regulations - The Business Manager
6. Off Campus Programs - Dean of Off-Campus Programs.
Federal, State, and Local Regulations

Federal Drug Policy

LSD Because LSD is a dangerous drug when not used for research under medical supervision, it is closely regulated by the Federal Drug Abuse Control Amendments of 1965. These provide strict penalties for anyone who illegally produces, sells or disposes of dangerous drugs like LSD. Imprisonment ranges from 1 to 3 years with fines of $1,000 to $10,000. For persons over 18 years of age who sell or give drugs to anyone under 21, the law provides penalties up to 6 years in jail and fines up to $15,000. Under some State laws, penalties also cover possession of the drug. These laws vary.

Marihuana. Under Federal law, to have, give or sell marihuana in the United States is a felony, which is a serious crime. Federal and many State laws deal with the drug as severely as if it were a narcotic.

The Federal penalty for possessing the drug is 2 to 10 years imprisonment plus a possible fine of up to $20,000 for the first offense, 5 to 20 years for the second offense, and 10 to 40 years for further offenses. For transfer or sale of the drug, the first offense may bring 5 to 20 year sentences and a fine of up to $20,000; two or more offenses 10 to 40 years in prison. If a person over 18 sells to a minor under 18 years of age, he is subject to a fine of up to $20,000 and/or 10 to 40 years in prison for the first offense, with no suspension of sentence, probation or parole.

Stimulants and Barbiturates. Stimulants and barbiturates are regulated by the Food and Drug Administration under the Drug Abuse Control Amendments of 1965. These provide for a strict accounting of supplies of the drug by the manufacturer, distributor, and seller, and restrict the user to five refills of the prescription, at the discretion of his physician. This means that these drugs can be had legally only through a doctor. Illicit manufacturing and dispensing of barbiturates can bring fines of $1,000 to $10,000 and prison sentences of 1 to 3 years. Those convicted of selling drugs to persons under 21 can receive up to $15,000 fines and 5 to 6 years in jail.

State and Local Laws on Drinking

28.336(1) Alcoholic beverages, furnishing to minors. Section 14.1a. Any person, who wilfully gives or furnishes any alcoholic beverage to a minor except upon authority of and pursuant to a prescription of a duly licensed physician, shall be guilty of a misdemeanor. (CS '48 750.141a).
18.977 (3) Operation of Place where persons may engage in drinking for fee or other consideration. Section 26 c. No person shall maintain, operate, lease, or otherwise furnish to other persons any premises or place which is not licensed under this act, wherein such other persons may engage in the drinking of alcoholic beverages, for a fee or for any other consideration, including the sale of food, mixers, ice or other fluids used with alcoholic drinks or the storage of alcoholic liquors; Provided, that the provisions of this section shall not apply to any hotel nor to any licensee under the provisions of this act; Provided further, that the provisions of this section shall not be construed to repeal or amend the provisions of section 26b of this act.

(city '48 436.26C)

18.1004(1). Alcoholic liquors; purchased, possession, transportation, or control, in motor vehicle, by minor; exception; impounding of vehicle; appeal from impounding order; lienholders; misdemeanor.)

Section 33a. No person under the age of 21 years shall purchase (or knowingly possess or transport any alcoholic liquor.) or knowingly possess, transport, or have under his control in any motor vehicle any alcoholic liquor unless said person is employed by a licensee under such an act and is possessing, transporting, or having such alcoholic liquor in a motor vehicle under his control during regular working hours and in the course of his employment.

City of Kalamazoo, Police & License Code, Section PL212

All persons found in a state of intoxication in any place whatever in the City of Kalamazoo, should be deemed disorderly persons. (fine of $500 and costs or prison for not less than 10 days nor more than 90 days, or both.....)

City of Kalamazoo Ordinances

1. No person shall stand in the roadway and solicit a ride from the operators of vehicles in general other than duly licensed taxis, buses, and other vehicles for hire. No operator shall stop his motor vehicle for the purpose of providing transportation to any person or persons except in areas where standing, stopping, or parking are permitted.

2. Disorderly Persons. (City of Kalamazoo, Police & License Code) Section PL 201. Any person who shall make any improper noise, disturbance, or riot, or operate a radio receiving set, musical instrument, or loud speakers, to the annoyance or inconvenience of others, or shall be engaged in any illegal or improper diversion in any place in the City of Kalamazoo shall be deemed disorderly. (fine of $500 and costs, or prison for not less than 10 days nor more than 90 days, or both.....)

State Laws on Sex

28.567 (1) Open or indecent exposure; commission by sexually delinquent persons; penalty; triable in court of record.

(28
Sec. 335a. Any person who shall knowingly make an open or indecent exposure of his or her person or of the person of another shall be guilty of misdemeanor, punishable by imprisonment in the county jail for not more than 1 year, or by a fine of not more than $500.00, or if such person was at the time of the said offense a sexually delinquent person, may be punishable by imprisonment in the state prison for an indeterminate term, the minimum of which shall be one day and the maximum of which shall be life: Provided, that any other provision of any other statute notwithstanding, said offense shall be triable only in a court of record. (C.L. '48 750.335a)

28.570(2). Gross indecency between male and female persons; attempt; commission by sexually delinquent persons; penalty.

Sec. 338b. Any male person who, in public or in private, commits or is a party to the commission of any act or gross indecency with a female person shall be guilty of a felony, punishable as provided in this section. Any female person who, in public or in private, commits or is a party to the commission of any act of gross indecency with a male person shall be guilty of a felony punishable as provided in this section. Any person who procures or attempts to procure the commission of any act of gross indecency by and between any male person and any female person shall be guilty of a felony punishable as provided in this section. Any person convicted of a felony as provided in this section shall be punished by imprisonment in the state prison for not more than 5 years, or by a fine of not more than $2,500.00 or if such person was at the time of the said offense a sexually delinquent person, may be punishable by imprisonment in the state prison for an indeterminate term, the minimum of which shall be 1 day and the maximum of which shall be life. (C.L. '48 750.338b)

28.570(1) Gross indecency between female persons; attempt; commission by sexually delinquent person; penalty.

Sec. 338c. Any female person who, in public or in private, commits or is a party to the commission of, or any person who procures or attempts to procure the commission by any female person or any act of gross indecency with another female person shall be guilty of a felony, punishable by imprisonment in the state prison for not more than 5 years, or by a fine of not more than $2,500.00, or if such person was at the time of the said offense a sexually delinquent person, may be punishable by imprisonment in the state prison for an indeterminate term, the minimum of which shall be 1 day and the maximum of which shall be life. (C.L. '48 750.338)

28.567. Lewd and lascivious cohabitation, gross lewdness and lascivious behavior; one year limitation.

Sec. 335. Any man or woman, not being married to each other, who shall lewdly and lasciviously associate and cohabit together, and any man or woman, married or unmarried, who shall be guilty of open and gross lewdness and lascivious behavior, shall be guilty of a misdemeanor, punishable by imprisonment in the county jail not more than 1 year, or by fine of not more than $500.00. No prosecution shall be commenced under this section after 1 year from the time of committing the offense. (C.L. '48 750.335)
28.200 (1) Sexually delinquent person defined.
Sec. 10a. The term "sexually delinquent person" when used in this act shall mean any person whose sexual behavior is characterized by repetitive or compulsive acts which indicate a disregard of consequences or the recognized rights of others, or by the use of force upon another person in attempting sex relations of either a heterosexual or homosexual nature, or by the commission of sexual aggressions against children under the age of 16. (C.L. '48 750.10a)

College Policy in Regard to Students Charged with and/or Convicted of a Violation of Civil and/or Criminal Law

Criminal law

Students are equally accountable for their conduct whether they are on or off campus. Those who are arrested and charged by law enforcement authorities will be notified that College disciplinary action is pending. As soon as evidence is available to the College a hearing will be held by the proper judicial agency. Generally, such evidence cannot be obtained until after the matter at law has been resolved. However, if the College gains possession of proper evidence before that time, it may act prior to any court hearing which may be held by municipal, state, or Federal authorities.

The College reserves the right to determine whether particular violations of municipal, state, or Federal laws also constitute a violation of College rules and standards.

Anyone committing a crime on the campus is in jeopardy of being reported to law enforcement authorities either by the individual(s) who is the victim or by the College officials. Theft, various forms of assault, and felonies are examples of crimes which might be so reported.

Draft

It is basically the student's responsibility to know the draft laws and keep his draft board informed of the change of address, change of status, and other information it may request. The College will assist him in as many ways as possible.

1. Registration - Each male student must register within 5 days of his 18th birthday. This may be done with his home town board or through the Kalamazoo board.

2. Deferment - If he wants a deferment he should send Form 104 to his Draft Board. He should then report immediately to the Records Office that he wishes to be certified as a student. He must sign a release form before the College can inform the Draft Board of his status.

This certification is made on Form 109 which gives a student's status with the College for one year. Each academic year, which begins October 1, a student must again request this certification.
If a student is reclassified and he thinks he should not have been, he should formally appeal in writing so that a written record is in the hands of the board.

If a student leaves the College, the fact must be reported by the College to his draft board within 10 days.

Each Board is different in some ways. All do not follow the same specific practices. The student should know his rights under the law and make inquiry as to the specific instructions of his particular draft board.

Many options exist. Students with "unusual" problems or situations, or who wish information on the options should consult one of the College counselors.

The Campus Life Committee

A. Membership

The Committee shall be composed of the following members:

1. The Dean of Student Affairs, Chairman, (non-voting)
2. The President of the Student Commission
4. A representative of the Black Student Organization.
5. Four teaching faculty members representing at least three teaching ranks appointed by the Committee on Committees for staggered two year terms. One of these Faculty members shall be Black.
6. Four other persons (usually administrators) appointed by the President of the College in consultation with the Dean of Student Affairs. One of these persons shall be a Black administrator, when available.

Each member shall serve until a successor has been elected or appointed as the case may be.

B. Purpose

The purpose of the Committee shall be to work for integration of the various facets of student life, both in the classroom and beyond; and to foster a climate of mutual respect, trust, and cooperation among all members of the campus community.

C. Functions

The functions of the Committee shall be:

1. To study and evaluate student life,
2. To propose changes in the basic social rules governing students at Kalamazoo College in the light of its understanding of the needs of the student body, and
3. To clarify existing rules.
D. Sources of Request for Committee Action

The Committee may act upon its own initiative or in response to requests for rule changes or clarifications. These may come from the following sources:

1. Student Organizations
   a. The Student Commission
   b. The Inter-House
   c. The Black Student Organization

2. The Student Body - A petition may be presented with the signatures of twenty-five (25) percent of the students directly affected by the rules in question. (Such a petition should be channeled through the Student Commission so that that body may confirm that the case is being properly presented before it goes to the Campus Life Committee.)

3. The Judicial Council

4. The Faculty

5. The Administration

The person or group presenting a request for a rule change or clarification must also prepare a statement of concern and further relevant information and/or arguments.

E. Rules of Procedures

The following procedural rules shall be in effect:

1. The Committee shall meet on the call of the Chairman, or when fifty (50%) percent of the Committee members request a meeting.

2. All requests for clarification of or changes in social rules shall be channeled to the Committee through the Dean of Student Affairs.
   a. If the Dean concludes that the rules concerned in a given request are minor in character, he may act on the issue after consultation with interested parties. In such cases the Dean shall report his action to the Committee.
   b. If the Dean concludes that the rules concerned in a given request are major in character he shall bring the issue before the Committee for consideration.
   c. Once a rule is approved by the President, it will, under normal circumstances, be in effect for at least one year.

3. The Committee may hold public sessions before taking a vote on a given issue if so desired.
4. To recommend formally a rule change all members of the Committee must be present or polled, and two-thirds of them must favor the change.

5. The minutes of the Committee will be sent to the President.

6. Within the limits prescribed above, the Committee may establish other rules of procedure to facilitate its operation.

F. Presidential Action

Upon receiving a recommendation the President of the College may elect to approve, ask for further consideration by the Committee, or reject it. In all cases the decision and its rationale will be publicly made.

G. Special Provisions

1. Normally the Administration will follow the above described rules of procedure in requesting a change in basic rules. However, in times of emergency it may act on its own initiative.

2. The composition, functions, and rules of procedure of the Committee are subjected to annual review and modification upon the initiative of the President.
### INDEX

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Freedom</td>
<td>4</td>
</tr>
<tr>
<td>Academic Standards Committee</td>
<td>5</td>
</tr>
<tr>
<td>Alcoholic Beverages</td>
<td>11, 26</td>
</tr>
<tr>
<td>Appeal of Disciplinary Action</td>
<td>3</td>
</tr>
<tr>
<td>Appeal</td>
<td>13</td>
</tr>
<tr>
<td>Assault</td>
<td>12</td>
</tr>
<tr>
<td>Attendance, Class</td>
<td>6</td>
</tr>
<tr>
<td>Barbiturates, Federal Law</td>
<td>26</td>
</tr>
<tr>
<td>Campus Life Committee</td>
<td>11, 31</td>
</tr>
<tr>
<td>Career Service</td>
<td>8</td>
</tr>
<tr>
<td>Cars, College</td>
<td>17</td>
</tr>
<tr>
<td>Cohabitation</td>
<td>29</td>
</tr>
<tr>
<td>Courses, Repeating</td>
<td>6</td>
</tr>
<tr>
<td>Deviation from Normal Academic Pattern</td>
<td>5</td>
</tr>
<tr>
<td>Disciplinary Action Pending</td>
<td>12</td>
</tr>
<tr>
<td>Disciplinary Authority</td>
<td>5</td>
</tr>
<tr>
<td>Disorders or Illegal Acts</td>
<td>4, 5</td>
</tr>
<tr>
<td>Disorders, Kalamazoo City Law</td>
<td>27</td>
</tr>
<tr>
<td>Draft</td>
<td>30</td>
</tr>
<tr>
<td>Dress Regulations, Forum</td>
<td>18</td>
</tr>
<tr>
<td>Dress Regulations, Welles Hall</td>
<td>18</td>
</tr>
<tr>
<td>Drugs</td>
<td>11, 26</td>
</tr>
<tr>
<td>Due Process</td>
<td>3, 13</td>
</tr>
<tr>
<td>Emergency Telephone Numbers</td>
<td>25</td>
</tr>
<tr>
<td>Expulsion</td>
<td>14</td>
</tr>
<tr>
<td>Finances</td>
<td>24</td>
</tr>
<tr>
<td>Fire Arms</td>
<td>11</td>
</tr>
<tr>
<td>Fire Drills</td>
<td>14</td>
</tr>
<tr>
<td>Foreign Study</td>
<td>8</td>
</tr>
<tr>
<td>Foreign Study - Regulations</td>
<td>9, 10</td>
</tr>
<tr>
<td>Forum, Attendance Requirements</td>
<td>7, 8</td>
</tr>
<tr>
<td>Forum, College</td>
<td>7</td>
</tr>
<tr>
<td>Gambling</td>
<td>11</td>
</tr>
<tr>
<td>Grades</td>
<td>6</td>
</tr>
<tr>
<td>Grade Point Averages</td>
<td>7</td>
</tr>
<tr>
<td>Guests</td>
<td>15</td>
</tr>
<tr>
<td>Guest Suites</td>
<td>15</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>25</td>
</tr>
<tr>
<td>Health Service</td>
<td>24, 25</td>
</tr>
<tr>
<td>Hitchhiking</td>
<td>27</td>
</tr>
<tr>
<td>Honor System</td>
<td>1</td>
</tr>
<tr>
<td>Housekeeping Rules</td>
<td>21</td>
</tr>
<tr>
<td>Housing, On-Campus</td>
<td>17</td>
</tr>
<tr>
<td>Housing Requirements</td>
<td>17</td>
</tr>
<tr>
<td>Topic</td>
<td>Page(s)</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>Incompletes</td>
<td>6</td>
</tr>
<tr>
<td>Indecent exposure, State Law</td>
<td>27, 29</td>
</tr>
<tr>
<td>&quot;In Progress&quot;</td>
<td>6</td>
</tr>
<tr>
<td>Inspections, Residence Halls</td>
<td>16</td>
</tr>
<tr>
<td>Keys</td>
<td>12</td>
</tr>
<tr>
<td>Liability for Student Property</td>
<td>16</td>
</tr>
<tr>
<td>Libraries</td>
<td>26</td>
</tr>
<tr>
<td>LSD, Federal Law</td>
<td>26</td>
</tr>
<tr>
<td>Marihuana, Federal Law</td>
<td>26</td>
</tr>
<tr>
<td>Medical Service</td>
<td>25</td>
</tr>
<tr>
<td>Motor Vehicles, College</td>
<td>17</td>
</tr>
<tr>
<td>Motor Vehicle, Regulations</td>
<td>17</td>
</tr>
<tr>
<td>Noise, Kalamazoo City Law</td>
<td>27</td>
</tr>
<tr>
<td>Occupation of Buildings</td>
<td>12</td>
</tr>
<tr>
<td>Off Campus Behavior</td>
<td>30</td>
</tr>
<tr>
<td>Open House</td>
<td>19</td>
</tr>
<tr>
<td>Harmon and Hoben</td>
<td>20</td>
</tr>
<tr>
<td>Trowbridge and DeWaters</td>
<td>20</td>
</tr>
<tr>
<td>Severn and Crissey</td>
<td>21</td>
</tr>
<tr>
<td>Trowbridge only</td>
<td>20</td>
</tr>
<tr>
<td>Open Unit</td>
<td>16, 19</td>
</tr>
<tr>
<td>Overnights</td>
<td>23</td>
</tr>
<tr>
<td>Parking Regulations</td>
<td>17</td>
</tr>
<tr>
<td>Plagiarism</td>
<td>1</td>
</tr>
<tr>
<td>Porter System</td>
<td>22</td>
</tr>
<tr>
<td>Porter System, Eligibility</td>
<td>22</td>
</tr>
<tr>
<td>Probation, Academic</td>
<td>7</td>
</tr>
<tr>
<td>Probation, Social</td>
<td>14</td>
</tr>
<tr>
<td>Privacy, Student</td>
<td>15</td>
</tr>
<tr>
<td>Psychiatric Assistance</td>
<td>25</td>
</tr>
<tr>
<td>Readmission</td>
<td>7</td>
</tr>
<tr>
<td>Registration, Academic</td>
<td>5</td>
</tr>
<tr>
<td>Registration, Motor Vehicle</td>
<td>17</td>
</tr>
<tr>
<td>Regulations, Change</td>
<td>26</td>
</tr>
<tr>
<td>Reprimand, Council</td>
<td>14</td>
</tr>
<tr>
<td>Reprimand, Official</td>
<td>14</td>
</tr>
<tr>
<td>Sexual Misconduct</td>
<td>12</td>
</tr>
<tr>
<td>Sex Law, State</td>
<td>27</td>
</tr>
<tr>
<td>Sign-Out Regulations</td>
<td>23</td>
</tr>
<tr>
<td>Social Rules</td>
<td>11, 22</td>
</tr>
<tr>
<td>Solicitation</td>
<td>18</td>
</tr>
<tr>
<td>Stimulants, Federal Law</td>
<td>26</td>
</tr>
<tr>
<td>Storage</td>
<td>16</td>
</tr>
<tr>
<td>Suspension</td>
<td>14</td>
</tr>
</tbody>
</table>
Theft ................................................................. 12
Unauthorized Presence in a Closed Building ............ 12
Units, academic .......................................................... 6
Vacations, Housing .................................................... 15
Vandalism ................................................................. 12
Visitation, Family ...................................................... 18
Visitation, Public Lounges ......................................... 18
Weapons ................................................................. 11