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HANDBOOK FOR STUDENTS
1970-71
ST. CLOUD STATE COLLEGE
ST. CLOUD, MINNESOTA

HANDBOOK FOR STUDENTS

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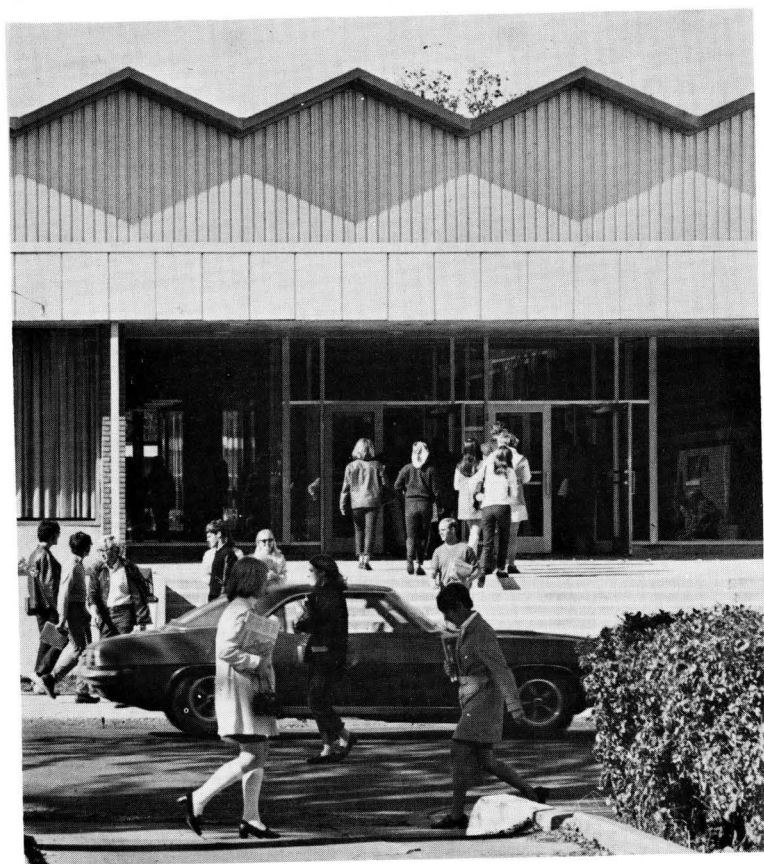
ST. CLOUD, MINNESOTA

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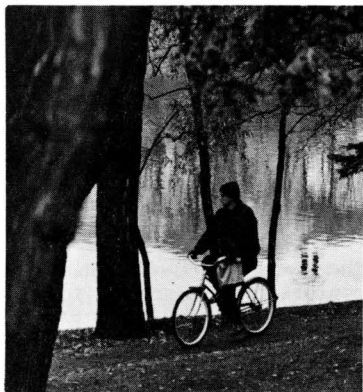
The purpose of this handbook is to provide information concerning current regulations and structures relating to student rights and duties. It should be viewed as a reference and as a starting point for students in understanding the college.

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ABOUT YOUR COLLEGE



ST. CLOUD STATE COLLEGE

As a member of the college community you should know how the college began and what it is today. St. Cloud State College began as a "normal school" in 1868 with 53 students and five faculty members. It was granted teacher college status in 1921 and has grown into a multi-purpose institution of higher education today serving business and industry as well as educational and governmental agencies through the Schools of Business, Education, Fine Arts, Industry, Liberal Arts and Sciences, and the School of Graduate Studies.

The present name was approved in 1957 and the college confers both the Bachelor of Science and Bachelor of Arts Degrees. In addition the college offers a two-year program leading to the Associate in Arts degree. Graduate work is offered in most departments and the college grants the Master of Arts, Master of Business Administration and Master of Science degrees.

Today's faculty is over 500 and student enrollment in 1969 reached 9,683. The main campus is located between the Mississippi River and Third Avenue South between Fourth and Tenth Streets. There are twenty-seven buildings located in this area, including ten major classroom buildings. The remainder are residence halls and service buildings.

You will find a brief history of the college in the General Bulletin and in the Centennial History of St. Cloud State College by Dr. Edwin Cates, published last year and available in the library or bookstore.

ACCREDITATION

St. Cloud State College is a member of the American Council on Education, the North Central Association of Colleges and Secondary Schools and the American Association of Colleges for Teacher Education. It is accredited by the North Central Association of Colleges

and Secondary Schools and the National Council for Accreditation of Teacher Education.

ORGANIZATION

The second largest of the six state colleges, St. Cloud State College is governed by the Minnesota State College Board, together with Mankato, Moorhead, Bemidji, Winona and Southwest State Colleges. This board has ultimate authority to establish policy concerning curriculum, personnel, admissions, student conduct and welfare. The members of the board are appointed by the Governor. They are kept informed about college affairs through the Chancellor's office in St. Paul. This office also advises the six state colleges in matters of administration, educational relations and academic affairs. Each college, however, may set up its own regulations, subject to the board's approval.

The president at each college is the chief executive officer. Working with St. Cloud State's president, Robert H. Wick, are four vice presidents, one each in the areas of academic affairs, administrative affairs, student affairs and development and institutional relations. A chart is shown on page 9 of this book showing the individuals and areas of responsibility under each vice president.

The Faculty Senate is St. Cloud State's major instrument for formulation of college policies. Faculty members, administrators and the Student Senate may recommend new policies and practices for Faculty Senate consideration. College policies are reviewed and evaluated constantly through the Senate's standing committees.

Students serve on many of the committees and are usually selected through the Student Senate. To serve on a Faculty Senate Committee, students must at the time of their selection and during their tenure:

- (a) have an academic honor point ratio of 2.25 or higher
- (b) carry a minimum of 12 credits per quarter
- (c) may not serve on more than one committee during one academic year

The standing committees of Faculty Senate and their duties are listed below so you will know what channels of communication are open to you on this campus.

ADMISSIONS TO UNDERGRADUATE PROGRAM COMMITTEE evaluates and recommends admissions standards and policies and reviews cases requiring special consideration. Membership is composed of two faculty members, the director of admissions and records, field services, vice presidents for academic affairs and student affairs.

APPOINTMENT-PROMOTION-TENURE COMMITTEE continually evaluates the implementation of standards and policies for appointment, promotions and tenure and makes recommendations to the president and Faculty Senate. Membership is composed of eight faculty members with tenure and three students.

ART ADVISORY COMMITTEE formulates policy concerning posters and signs, makes recommendations for walkways, plantings, hanging

of pictures and acts as an advisory group for judging art and purchasing materials related to interior decorations. Membership consists of five faculty members, six students and the director of campus planning.

CONSTITUTION AND BY-LAWS COMMITTEE examines proposals for changes in the constitution before submission to the senate and studies college constitutional problems in general. Membership consists of three faculty members.

CURRICULUM COUNCIL acts for the faculty in all matters related to curriculum and examines and reviews recommendations and guidelines on curriculum proposals. Membership is composed of ten faculty members, four students and three administrators in academic affairs.

FACULTY-ADMINISTRATION-STUDENT COUNCIL advises and assists the president and other administrative officers in the interpretation and administration of instructional plans. They serve as a liaison group between the Faculty, Senate and the administration. Membership includes eight faculty members, five students, the deans and vice presidents of academic affairs and student affairs.

GENERAL EDUCATION STEERING COMMITTEE examines the general education program continually for possible improvement and helps in the planning and development of interdepartmental courses. They also aid in the interpretation of records of transfer students for general education requirements. Membership includes eight faculty members, two student members and three administrators in academic affairs.

GRADUATE COUNCIL reviews all matters related to the graduate program, subject to review by the graduate faculty. Faculty members with earned doctor's degrees elected from each school, the dean of the graduate school and vice president of academic affairs form the council.

HEALTH SERVICE COMMITTEE draws up policies to provide adequate health care of the college community and recommends health procedures. Six faculty members, six students, the vice president for student affairs, college physician and head college nurse make up the committee.

INTERCOLLEGIATE ATHLETICS COMMITTEE formulates policies governing athletics, with faculty approval. Membership consists of three faculty members, two students, the director of intercollegiate athletics, assistant athletic director, chairman of health and physical education and N.I.C. board members with coaches of intercollegiate sports and intramural director as non-voting members.

JUDICIAL COMMITTEE meets with the president or his representative to reach an agreement with the senate to reconsider action the president desires to suspend or overrule. Six faculty members, with tenure and at least a half-time teaching load or its equivalent in non-administrative duties, are eligible for membership on this committee.

LEARNING RESOURCES COMMITTEE assists in the formulation of the general policies of the Learning Resources Services (libraries, curriculum materials and audio-visual service), and promotes interest in the development and use of these facilities. Membership consists of four faculty members, two students and three representatives of the learning resources areas.

NAMING OF BUILDINGS, MEMORIALS AND REMEMBRANCES COMMITTEE studies all proposals made by anyone to recognize persons with regard to naming college property for a specific person and recommends to the president and senate acceptance or rejection. Membership consists of three faculty, three students, three alumni and three administrators.

NOMINATIONS AND ELECTIONS COMMITTEE submits a list of twice as many faculty members as there are at-large vacancies to be filled in the Senate by April 1 each year. When an at-large vacancy occurs at some time other than the expiration of a term of office, the committee fills the vacancy through election procedures. Membership consists of seven faculty members.

SABBATICAL LEAVE ADVISORY COMMITTEE is to submit a guideline for ranking of those eligible for sabbatical leave to the senate and president for action. Eight faculty members with tenure shall be elected for membership from their respective schools.

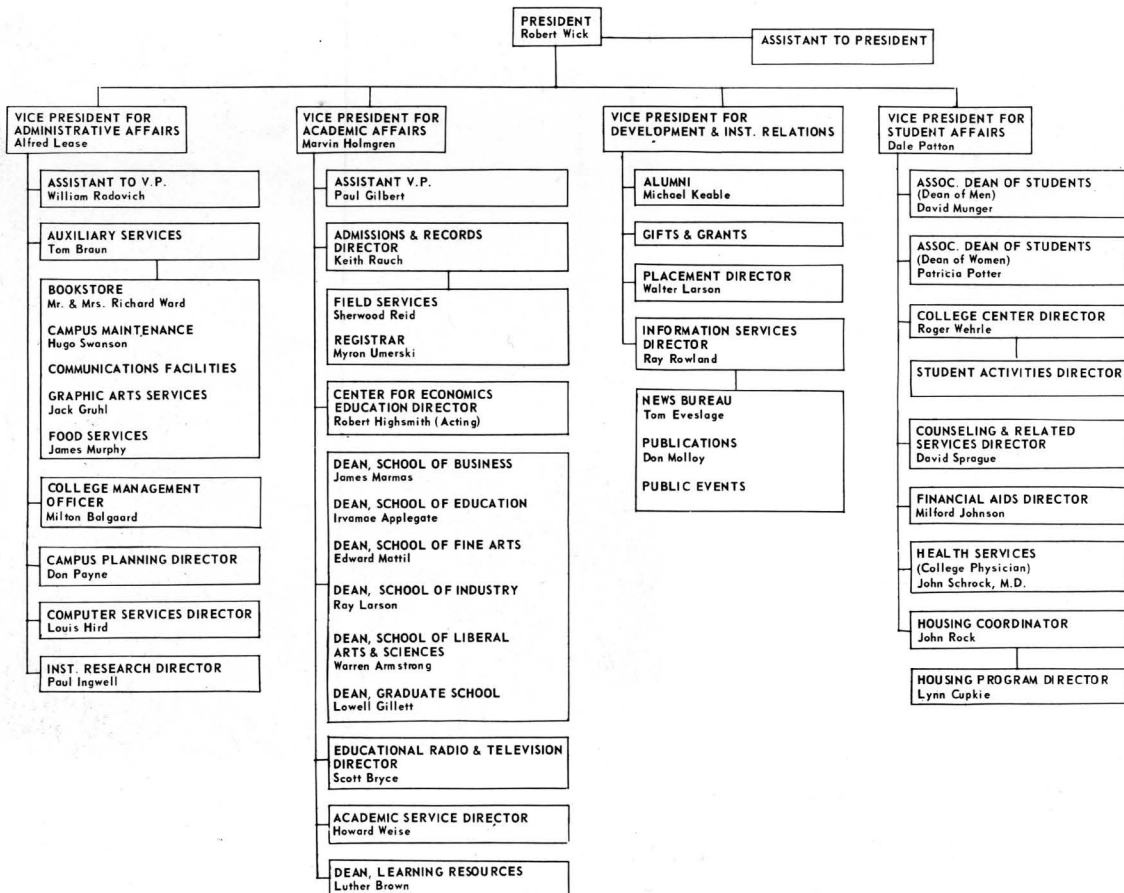
STEERING COMMITTEE serves as a clearing house for matters of new business to be considered by the faculty senate and advises and assists the chairman of the senate in arranging the agenda and making appointments to committees not of the senate. Membership consists of the chairman, vice chairman, secretary and two senate members.

STUDENT ACTIVITIES COMMITTEE plans programs for special occasions, approves and formulates policies concerning student organizations and activities and reviews budgets from student activity funds. Membership consists of eight faculty members, eight students, the vice president for student affairs, business manager and president.

STUDENT PROGRESS COMMITTEE implements the selective retention policies of the college, including holding hearings for students who wish to be readmitted earlier than the 12-month period after academic dismissal. Membership consists of two faculty members, the vice presidents for academic affairs and student affairs, associate dean of students, the president, and the student's adviser.

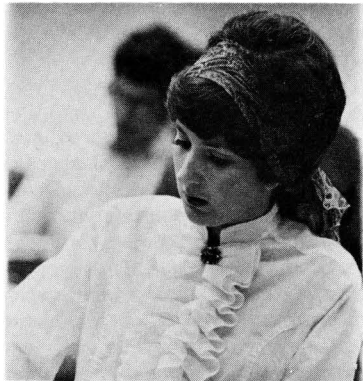
STUDENT PUBLICATIONS COMMITTEE establishes principles of operation for all publications regularly edited by students and supported in whole or in part by the student activities fund. It supervises editorial appointments and financial operations. Membership includes seven faculty members including the faculty adviser and director of information service, and seven students, including two editors and the chief photographer.

ST. CLOUD STATE COLLEGE ORGANIZATION CHART





WHAT THE COLLEGE EXPECTS OF YOU



INTRODUCTION

St. Cloud State College students enjoy freedom within the framework of college standards and the laws that govern all citizens. The State College Board, the governing body for Minnesota's state colleges, has adopted the following statement on student conduct:

"Persons admitted to the privileges of a state college are expected to comply with all the regulations promulgated by the president and the faculty for the guidance and direction of students; to recognize a personal responsibility for the preservation from damage or destruction of the property of the state and the college, the buildings and grounds and their appurtenances; and in general character and deportment to evince worthiness to become graduates of a collegiate institution. Disregard of any of these rules of conduct may be considered as sufficient cause for denying the privileges of the colleges to any student. Whenever possible and appropriate, the student government shall be consulted in the process of enacting regulations which affect student conduct. All regulations governing the activities of students shall be fully and clearly formulated, published, and made continuously available to students and faculty."

The college assumes that every student has the capacity and desire to behave in a mature and responsible manner while in attendance at St. Cloud State College. The college recognizes, however, that student behavior may not in every case coincide with institutional expectations. In such instances counseling, guidance and admonition play a primary role in helping a student avoid repetitious, irresponsible behavior. Formal disciplinary proceedings are instituted only when such remedial measures fail to achieve a marked change in behavior.

The college emphasizes that students are subject to local, state, and federal law and violation of these laws are prosecuted through civil law enforcement agencies.

ACADEMIC POLICIES

College academic requirements are stated in the current Academic Handbook and General Bulletin. Students should refer to these for information about the following:

Adding and Dropping Courses

Grades and Credit Loads

Withdrawal from College

SCHOLARSHIP REQUIREMENTS. In order to be considered academically satisfactory, a student must maintain at least a C average or a 2.0 honor point ratio. Students in teacher education should consult the General Bulletin for additional scholastic requirements. The honor point ratio is based on a scale which allots 4 points for each credit of A, 3 for B, 2 for a C, 1 for a D, and 0 for an E. Only grades earned at St. Cloud are used in figuring a student's honor point ratio.

The student is responsible for knowing the status of his honor point ratio and academic standing. In order to do this, he must figure his cumulative honor point ratio at the end of each quarter immediately after receiving grades. The Office for Academic Affairs will send a letter indicating academic deficiency and on-trial status, but this will not be until some time during the quarter.

When a student fails to maintain a "C" average for any given quarter, his academic work for that quarter is unsatisfactory.

Whenever a student's cumulative honor point ratio falls below the minimum level, he will automatically be placed "on trial" the following quarter of enrollment:

Quarters in attendance	Minimum Honor Point Ratio
After 1 quarter
2	1.40
3	1.70
4	1.90
5 or more	2.00

Following are the conditions for the trial quarter: The student must

1. Earn at least a "C" average (HPR no lower than 2.0) in this trial quarter.

2. Carry at least 12 credits during this trial quarter. Physical education activity courses will not be included in figuring the honor point ratio for this quarter, but may be included in the 12 credit load.

3. Continue through to completion all courses in which originally enrolled unless approval is granted by the Director of Academic Services.

If a student fails to meet any of the conditions for the trial quarter, he will be dismissed and will not be eligible to re-enroll at this college for a period of one calendar year. After that period, he may apply to the Student Progress Committee, in writing, for a final trial quarter. The conditions of the final trial quarter are the same as for those for the preliminary trial quarter. If the student fails to complete the final trial quarter satisfactorily, he will be permanently dismissed from the college.

If there are extenuating circumstances, dismissals may be appealed to the Student Progress Committee.

A student who is on trial in a quarter may not complete registration for the following quarter until it has been determined that he has met the conditions of the trial quarter.

ATTENDANCE

The college regards class attendance as the personal responsibility of each student. By enrolling in a course, the student becomes accountable for all the requirements of the course. It is the practice for the student to give his instructor in advance, if possible, the reason for his absence. Members of the faculty will report to the Student Affairs Office the name of any student whose repeated absence is impairing his work.

Absences incurred through participation in college activities (athletics, band, debate, etc.), are approved absences. Although it is the responsibility of the adviser for each activity to notify instructors why students are absent, each student is responsible for arranging make-up work with his instructors in advance.

Excessive absences from class, consistent evidence of non-application to academic responsibilities and disregard for the study conditions of other students are causes for disciplinary action by the college.

CHEATING

Each student is expected to hold to the strictest standards of honesty in academic work. Any student who knowingly falsifies any record, knowingly gives incorrect information to a staff member, refuses to provide information formally requested by the college, or forges a staff member's signature, is subject to disciplinary action.

CIVIL DEFENSE

In the event of an impending nuclear attack or threat of severe storm, the warning will be a steady blast from the city civil defense sirens continuing from three to five minutes. Wait for further instructions on the radio.

These procedures shall be followed when the impending attack is verified while classes are in session:

Those who can reach home in 15 minutes should leave for home calmly and carefully. After reaching home, go to the basement and listen for instructions on the radio. Take a good supply of food and water with you.

Students living in off-campus homes should go to those residences and follow the instructions above.

Students living in residence halls should go to their rooms and await instructions. Roll up a blanket to take to the shelter area. If an attack warning comes, go to the designated shelter areas marked "Fallout Shelter."

The shelters are stocked with food, water and sanitary supplies.

COLLEGE IDENTIFICATION CARDS

Laminated plastic identification cards are required of all students. The card, which includes a student's name, photo, file number and physical description, may be obtained for \$1 at Printing Services in Headley Hall. Lost cards will be replaced at a fee of \$4. Carry this card with you on campus as you will be asked to present it at the bookstore, library, cafeteria, voting booth, ticket booths and for athletic events. To be valid, your identification card must be accompanied by your current paid fee statement.

CREDIT CARD MISUSE

Obtaining the services of another by the intentional unauthorized use of a credit card issued or purporting to be issued by an organization for use as identification in purchasing services is clearly prohibited.

DAMAGE AND DESTRUCTION OF PROPERTY

Damaging, defacing or destroying public or private property on or off campus is cause for strong disciplinary action by the college. In addition, students involved must bear the full cost of repair or replacement of damaged property. Criminal damage to property is forbidden by Minnesota law.

DRINKING

The college prohibits possession or drinking of alcoholic beverages in approved student residences on and off campus and on the campus at any time.

DRUGS

The college does not condone the possession, use, or distribution of marijuana, LSD or other hallucinogens and narcotics by any of its students. Any student known to be possessing, using or distributing such drugs is subject to college disciplinary action and referral to civil authorities.

FIREWORKS AND FIREARMS

Fireworks, firearms, ammunition or weapons of any sort are strictly prohibited on campus. Both possession and use are in violation of college policy.

FINANCIAL OBLIGATIONS

Each student is expected to be responsible and punctual in meeting his or her contractual and financial obligations. To complete registration, students must pay all tuition and fees to the Business Office prior to the first day of class. Any registration completed after classes begin is considered late. The late penalty is an additional fee of \$5.00 for the first day and \$2.00 for each succeeding day accumulative through five class days of a regular quarter or four class days of a summer session.

Tuition and fees are considered unpaid if the checks or drafts

offered in payment are not honored by the bank or other depository on which they are drawn. The late registration penalty is in effect until the obligation is paid.

GAMBLING

Gambling with cards, dice, gaming tables or any other gambling device or scheme is not permissible.

HOUSING RULES

To assure the best possible housing accommodations, the State College Board has established certain policies pertaining to the housing of students at the state colleges. The board requires "all students enrolled in any of the state colleges who do not reside in the home of their parents or guardian to take room and board in the college dormitories unless excused by the president or his designated representative." (Minn. Reg. SCB 42a)

Because St. Cloud State does not have sufficient space in its residence halls to house all students, the following policy is currently being followed: **Unmarried students under 21 years of age must live in parental homes, college residence halls or off-campus housing certified by the college.**

Those students who wish to live with relatives other than parents must secure permission from the college housing office. The following students are exempt from this policy: 1) part-time students (enrolled for eight credits or less); 2) students who have received a baccalaureate degree; 3) students 21 year of age or older; 4) married students. For the purposes of this policy, a student's age on the first day of each quarter shall be considered his age for the entire quarter. These exemptions may be revoked in the event of irresponsible conduct or violation of college regulations. **College regulations governing student conduct apply to all students regardless of whether they live in certified or non-certified housing.**

The basic regulations which govern student conduct in residences are:

1. No members of the opposite sex shall be entertained in student sleeping rooms unless it is in connection with an approved hall or college function.

2. Gambling and possession or consumption of intoxicants in student residences are prohibited.

3. Students must observe the study and quiet hours established for their particular residences.

4. Students are responsible for reporting any change of address to the Student Affairs Office.

5. Any tampering with fire alarms or fire fighting equipment in residences is prohibited.

6. Theft and lying are considered serious breaches of conduct.

7. Students are expected to inform themselves of, and comply with, both the general housing regulations and the regulations of their particular residence. Violators of the housing regulations are subject to disciplinary action by the college or student judiciary

boards. Violations of local, state or federal laws will be turned over to the appropriate civil authorities for action.

8. Violations of civil law may result in disciplinary action by the college Judicial Committee and appropriate prosecution by civil authorities.

Specific rules, regulations and standards of conduct are included in the "Handbook for Residence Hall Living, St. Cloud State College" and the "Handbook for Off-Campus Living, St. Cloud State College." Copies are available through the Housing department of the Student Affairs Office and at the central desks in the residence halls.

SMOKING

Smoking is not permitted in college academic buildings except in a few specifically designated areas. Signs in the buildings indicate whether smoking is permitted.

In areas where smoking is permitted, students are expected to place cigarette butts in the receptacles provided.

SOLICITING

Students are not allowed to use their rooms for any commercial purpose whatsoever. Soliciting in the buildings or on the campus grounds is also prohibited. Exceptions are made for ticket sales for residence hall or campus functions.

TELEPHONE MISUSE

Anonymous telephone calls made with the intent to alarm or annoy others are prohibited. Students should consult the residence hall handbook for information on using telephones in their residence halls and for the policy on making and receiving long-distance calls.

Faculty Senate Policies

DISTRIBUTION OF LITERATURE

GENERAL PRINCIPLE. The business of a college is free inquiry into, and the free expression of ideas. As the student develops his capacity for critical judgment and sustains his search for truth, he must be confronted with a wide range of ideas, and he must be allowed to express ideas freely.

Since the search for truth is best served when literature bears the name of sponsoring individuals or organizations, those who distribute literature would do well to identify themselves accordingly. This identification also prevents giving the impression that the opinions expressed carry the endorsement of the college community.

Moreover, the college strives to provide an atmosphere conducive to a free exchange of ideas; therefore, campus regulations and literature content are not advisable. However, students and employees of St. Cloud State College distributing literature should be aware of existing laws concerning their liability in such matters as obscenity and libel.

POLICY OF LITERATURE DEALING WITH IDEAS AND/OR MEETING NOTICES.

- I. Literature dealing with ideas and/or meeting notices may be distributed on the campus or in the lobbies of college buildings.
- II. Literature dealing with ideas and/or meeting notices may be distributed to individual inhabitants of the residence halls in one or more of the following ways, depending upon the wishes of the distributor:
 - A. When such literature bears the name of the intended recipient, it may be distributed through the U.S. or campus mail; or
 - B. When such literature is unaddressed, it may be distributed:
 1. In the lobby at a place provided by hall officials
 2. By asking the employee on duty at the desk of the residence hall to place the unaddressed literature in the boxes of residents. (Residents may indicate that they do not desire such literature placed in their boxes. Those not desiring this literature will have their boxes marked and will receive only personally addressed mail.)
 3. Any place in the residence hall provided it is personally handed to the recipient.
- III. Literature dealing with ideas and/or meeting notices may be posted in the space provided for such literature on residence hall bulletin boards so long as the residence hall business and bulletins are not preempted.

DISRUPTING THE NORMAL PROCESSES OF THE COLLEGE. Orderly dissent and demonstrations on campus are acceptable providing that they do not interfere with the normal operation of the college. If normal operation is impeded, it will become imperative to take whatever steps are necessary to assure the proper functioning of the college.

Because of the crowded condition of our physical facilities, any demonstration or picketing inside a building will constitute interference.

RESIDENCE HALL LIVING

GENERAL PRINCIPLES. Residence hall regulations adopted by this college should be relevant to the educational objectives of the institution, should stress the concept of self-government, and should develop primarily from the needs of the residents. Vague phrases such as "undesirable" or "injurious" conduct should be avoided in establishing such regulations.

Occupants of the residence halls must be aware that they are also subject to local, state, and federal laws. The college regulations pertaining to residence hall living, and the methods by which both types of regulations will be endorsed, shall be frequently published and brought to the attention of all students living in the residence halls.

The first level of responsibility for maintenance of regulations pertaining to residence hall living shall rest with the residents and the resident assistants. An effort should be made to resolve problems through discussion, and disciplinary action should occur only when this approach fails to resolve the problem to the mutual satisfaction of the resident and the resident assistant.

Resident assistants should be given adequate remuneration to insure that a large number of qualified persons will seek such positions. These assistants should be carefully selected and be given prior and in-service training to insure that sound principles of human relations, adapted to each individual case, are used.

All agencies involved with the residence halls shall continuously study existing regulations in order to recommend necessary changes to the Student-Faculty Welfare Committee. Among those agencies shall be the Inter-Residence Hall Council, the Inter-Residence Hall Judicial Board, and the On-Campus Housing Committee.

SPECIFIC POLICIES

- A. Possible violations of local, state, or federal laws which occur off the campus shall be under the exclusive jurisdiction of the appropriate civil authorities, with no further disciplinary action to be taken by the college.
- B. Possible violations of local, state, or federal laws which occur in the residence halls, not solved by discussion between the resident and the resident assistant or between the resident and the head of the residence hall, shall be reported to the Director of Housing. He shall determine by consultation with all concerned if there is a reasonable possibility that a violation has occurred and if this matter should be turned over to the appropriate civil authorities for action. If there is a reasonable possibility that a violation has occurred but it is not reported to the civil authorities, disciplinary action may be taken under part "C5" if residence hall regulations are violated.
- C. Possible violations of residence hall regulations, not solved by discussion, shall be reported to the chairman of the specific Residence Hall Judicial Board for action by the Board. This board shall determine innocence or guilt and determine punishment if the student is found to be guilty. The board shall be composed of student residents elected in a manner designed by the individual residence hall governing body. This board shall elect its own officers and publish its own rules and procedures, but the following procedures shall be included:
 1. The student charged with a violation shall receive, at least five days before his hearing, a written statement concerning the charges, the person(s) to testify, the general nature of their testimony, and the date, time and place of the hearing.
 2. Unless the student charged with the violation requests an

open hearing, meetings of the board shall be closed except to the following persons who shall be present during the entire hearing:

- a. The student charged with a violation and, if he wishes, counsel of his own choosing.
- b. A resident assistant.
- c. The person(s) bringing the charges.
- d. Those persons offering testimony for and against the student charged.
3. No member of the Judicial Board who is involved in a particular case shall be considered a member of the Judicial Board for that case.
4. The Judicial Board shall excuse all persons appearing before it prior to deliberating on a final decision and votes shall be taken by secret ballot.
5. The burden of proof shall rest with the person(s) bringing the charge. The student shall be given an opportunity to testify and present evidence and witnesses. He shall have an opportunity to hear and question all witnesses. All matters upon which the decision may be based must be introduced into evidence before the Board, and the decision shall be based solely upon such matter. There shall be a digest record of the hearing which shall be signed by the student whose case is being heard and the Chairman of the Judicial Board. Only the residence hall shall keep this digest record, and it shall be destroyed when the student leaves that residence hall.
6. Appeals from decisions of the Residence Hall Judicial Boards shall be taken to the College Discipline Committee.
- D. Each Residence Hall Judicial Board shall elect one of its student members and one resident assistant from that hall to serve on an Inter-Residence Hall Judicial Board. This group shall continuously study and supervise the judicial procedures of individual residence hall boards.
- E. Students concerned about a specific residence hall judicial action or problem should bring the matter to the attention of the president of the individual residence hall governing body. If the matter is general in nature and would affect all residence halls, it should be brought to the attention of the Chairman of the Inter-Residence Hall Judicial Board for action by that group.
- F. Whenever possible, students shall be notified in advance if their rooms are to be entered for the purpose of inspecting facilities or for maintenance. If students cannot be notified, or if inspection occurs during vacation periods, the head resident shall be notified before a student's room is entered. Personal items in a room shall not be removed without consulting the resident unless the item clearly affects the safety of the residents or the premises.

- G. Searches of specific residence hall rooms shall occur only if a legal search warrant has been secured. General residence hall searches shall not occur.
- H. One year after the adoption of this policy, a report will be made to the Faculty Senate, the Student Senate, and the Inter-Residence Hall Council by those bodies operating under this policy as to the implementation of this policy.

STUDENT ORGANIZATIONS

GENERAL PRINCIPLES. The academic community should be a place where ideas may be freely examined, and where an individual's right of free association can be expressed. Students have varied interests and their right to organize in order to promote common concerns should be supported.

Student organizations should be free to examine and to discuss any question of interest to their members, to hear any person of their choosing, and to support all causes by orderly means that do not disturb the essential operation of the institution.

These freedoms are supported in the belief that student organizations must assume responsibility for the consequences of what they do and will function in a manner consistent with the highest ideals of an academic community, by operating in a democratic fashion, by being open to all students without respect to race, creed or color (except for religious qualifications which may be required by organizations whose primary concern is sectarian), and by having open meetings whenever possible.

In the best interests of open inquiry and debate, organizations should identify their sponsorship of speakers, causes, and activities, and make it clear that St. Cloud State College does not necessarily endorse these positions.

SPECIFIC POLICIES

1. In order to be acknowledged as a campus group, an organization must file with the secretary of the Student Senate, a statement of existence which must include:
 - a. the name of the club
 - b. a statement of purpose
 - c. the criteria for membership
 - d. the rules of procedure
 - e. a current list of officers
 - f. the name of the faculty consultant(s)

The secretary of the Student Senate shall file a copy of this statement and provide a copy for the director of student activities, the Chairman of the Student Activities Committee, and the secretary of the Faculty Senate. An announcement shall be provided the Faculty Senate secretary for printing with the Faculty Senate minutes. No privileges will be granted to an organization until it has filed.

2. The policies and actions of a student organization should be

determined by a vote of only those persons who are registered students or faculty members.

3. Organizations which adhere to the general principles and the specific policies of this statement may have access to college facilities, equipment, and activity funds by following normal procedures.
4. Each organization shall select a campus faculty consultant(s). When members of the campus community accept an invitation to serve as an organization's consultant, they accept the responsibility to advise and to consult but not to control policy or expenditures or to assume responsibility for the organization or the individuals in it.

VIOLATIONS OF POLICIES. In cases of possible violations of this policy and after formal complaint, the Judicial Council of the Student Senate shall determine if a violation has occurred, and, if necessary, determine appropriate disciplinary action.

Membership in an organization involved in misconduct does not automatically make these students subject to disciplinary action, nor, on the other hand, does loss of privilege by the organization lessen a student's individual responsibility if he is a participant in the misconduct. Group members are ultimately responsible for their own individual actions and may, after formal complaint and due process, be subject to disciplinary action.

JUDICIAL POLICY

GENERAL PRINCIPLES. The college has an obligation to clarify those standards of behavior which it considers essential to its educational mission and to its community life. These general behavioral expectations and the resultant specific regulations should represent a reasonable regulation of student conduct, with the student being free as possible from imposed limitations that have no direct relevance to his education. Offenses should be as clearly defined as possible and interpreted in a manner consistent with the aforementioned principles of relevance and reasonableness.

In developing responsible student conduct, disciplinary proceedings play a role substantially secondary to example, counseling, guidance, and admonition. In the exceptional circumstance when the preferred means fail to resolve problems of student conduct, proper procedural safeguards should be observed to protect the student from unfair imposition of penalties. Disciplinary proceedings should be instituted only for violations of standards of conduct that have been formulated with significant student participation and for violation of State College Board regulations which have been published in advance through the various means of communication including, specifically, the student handbook. Students should also be made aware that they are subject to local, state, and federal laws, whether on or off campus.

The administration of discipline should guarantee procedural fairness to a student charged with misconduct. Procedures in disciplinary cases may vary in formality and in the sanctions which may be

applied depending upon the gravity of the offense. However, the jurisdictions of judicial bodies, the disciplinary responsibilities of institutional officials, and the regular disciplinary procedures—including the student's right to appeal a decision—should be clearly formulated and communicated in advance. In all situations, procedural fair play requires that the student be informed of the nature of the charges against him, that he be given a fair opportunity to refute them, that the institution not be arbitrary in its actions, and that there be provision for appeal of a decision.

SPECIFIC POLICIES

- A. Students charged with a serious violation of institutional regulations or with an infraction of civil law shall be informed of the Judicial Policy of this college which shall be printed each year in the student handbook. No form of harassment shall be used by institutional representatives to coerce admissions of guilt or to acquire information about a student's conduct.
- B. Pending action on the charges, the status of a student shall not be altered or his right to be present on the campus and to attend classes suspended, except for reasons relating to his physical or emotional condition and well-being, or for reasons relating to the safety and well-being of students, faculty, or college property. In these exceptions, the decision shall be made by the President after consultation with persons professionally competent to make these judgments.
- C. Institutional authority should never be used to merely duplicate the function of general laws, and only where the institution's interests as an academic community are distinct and clearly involved should the special authority of the institution be asserted.
- D. Possible violations of local, state, or federal laws which occur off the campus shall be under the jurisdiction of the appropriate civil authorities.
- E. Possible violations of local, state, or federal laws which occur on the campus and are not resolved by discussion between the student and the appropriate agencies shall be reported to the Vice President of Student Affairs. He shall determine by consultation with all concerned if there is a reasonable possibility that a violation has occurred and if this matter should be turned over to the appropriate civil authorities for action. If there is a reasonable possibility that a violation has occurred but it is not reported to the civil authorities, disciplinary action may be taken only under Part F on this policy.
- F. Possible violations of college regulations not resolved by discussion with the college authorities and the student concerned shall be reported to the chairman of the College Judicial Committee for action by the Committee. This committee shall determine guilt or innocence in cases of violation of college regulations and shall determine punishment if the

student is found to be guilty. The committee shall also have appellate jurisdiction from Residence Hall Judicial Boards.

G. The College Judicial Committee shall consist of four full-time faculty members and four full-time students (carrying at least twelve credits). The Faculty Senate shall elect two faculty members and the Student Senate shall elect two students for membership on the Committee. The President shall select the other two faculty members and the other two students. This committee shall elect its own officers and publish its own rules, but the following procedures shall be included.

- 1) The student charged with a violation shall receive, in reasonable time before the hearing, (four days, unless both the student and the Judicial Committee agree to less time) a copy of the current judicial policy, a written statement concerning the charges, and a listing of the date, time, and place of the hearing. If a student does not appear before the committee at the established time, the committee may, if a majority so decides, try him in absentia.
- 2) Unless the student charged with the violation requests an open hearing, and this request is supported by at least two members of the committee, meetings of the committee shall be closed except to the following persons:
 - a) The student charged with a violation and, if he wishes, counsel of his choosing who shall be present during the entire hearing.
 - b) The person(s) bringing the charges and if he (they) wishes counsel of his (their) choosing who shall be present during the entire hearing.
 - c) Those persons offering testimony for and against the student charged.
- 3) A member of the Judicial Committee who has conflict of interest in the particular case shall not sit in judgment during the proceedings of that case.
- 4) The Judicial Committee shall excuse all persons appearing before it prior to deliberating on a final decision of guilt or innocence and this vote shall be taken by secret ballot.
- 5) The burden of proof shall rest with the person(s) bringing the charge. The student shall be given an opportunity to testify and present evidence and witnesses. He shall have an opportunity to hear and question all witnesses. The decision as to guilt or innocence shall be based solely on evidence brought before the Committee. Such evidence shall pertain only to the case being heard. The student's previous record may not be used as evidence in determining his guilt or innocence. This record, however, may be considered when determining punishment if the student is found guilty. The failure of the accused student to testify (if such is the case) shall not be a factor in the decision. Illegally acquired

evidence shall not be admitted. There shall be a summary of the hearing which shall be signed by the student whose case is being heard and by the Chairman of the Judicial Committee. This record shall be kept in accordance with the college policy on student records.

- 6) The decision of the Judicial Committee shall be final except for the right of appeal to the college President. In the cases involving punishment by suspension of more than one quarter or expulsion from college, a further appeal may be made to the State College Board.

STUDENT RECORDS

GENERAL PRINCIPLES. The college should maintain only those records which can be justified as essential to its educational mission, and all such records should be considered confidential. Separate files should be maintained for academic, medical, placement, financial and disciplinary records. Information relating to race, religion, political views and organizational membership shall not be recorded unless requested in writing by the student. Maintenance of records should be done only by full-time faculty or staff employed for that purpose.¹

No information from such records should be volunteered for release by any college office or official.² Information may be released at the request of the individual involved or may be released for research purposes if the individual student is not identified or may be released in accord with the specific policies below. With the exception of the letters of recommendation included in his placement file and medical records, a student should have access to the information in his files, subject to reasonable controls as to time and place.

SPECIFIC POLICIES

I. Academic Records.

The academic records shall consist of only information with reference to scholastic performance. No other information will be permanently recorded. The Director of Admissions and Records shall be responsible for the student's academic record and for establishing the procedures necessary for the maintenance of such records.

- A. Unless the student has authorized the release of the academic record, no person shall have access to the transcript except:

1. Full-time college personnel employed to maintain such records.

¹It is to be understood that some use of part-time help (and student help) will be unavoidable until the college is given an adequate Civil Service allocation. However, it should be the goal of every office to fully implement this principle as soon as possible.

²That part of College Directory information consisting of

- a. college address and phone number
- b. permanent address and phone number
- c. current class schedule

shall not be considered a record and may be released at any time unless the student requests that it not be released.

2. Members of the faculty and civil service personnel using the academic records for appropriate educational purposes, unless the student requests in writing that this access be denied.
- B. Except as indicated in Part A, unless the student has authorized the release, the only information which may be released is:
 1. Student's major
 2. Dates of attendance
 3. Degree awarded
 4. Date of graduation
- C. The release by the student must be in writing except for the following exception: Telephone calls shall be accepted if the student identifies himself and requests that the record be sent to either an educational institution or an employer at his business address.
- D. A copy of the academic record will be available to the student upon request.³ A reasonable amount of time (not exceeding one day) may be required to copy the transcript.

II. Placement Records—(Referred to President's Commission)

III. Medical Records

The medical records shall consist only of pertinent medical information and will be used only when providing medical service. The College Nurse shall be responsible for the student's medical record and for establishing procedures necessary for the maintenance of such records.

- A. Unless the student has authorized the release of the medical record, no person shall have access to the record except full-time college personnel employed to maintain such records.
- B. The college will retain a copy of the student's medical record for as long as deemed necessary.

IV. Financial Records

The financial records shall consist only of pertinent information necessary to provide financial assistance to the student. The Director of Financial Aids will be responsible for the student's financial record and for establishing procedures necessary for the maintenance of such records.

- A. Unless the student has authorized the release of the financial record, no person shall have access to the record except:
 1. Full-time college personnel employed to maintain such records.
 2. The Vice-President for Student Affairs and authorized personnel from the Business Office (business manager, assistant business manager and loan clerk).
- B. The college will retain a copy of the student's financial record for as long as deemed necessary.

V. Disciplinary Records

The Vice President for Student Affairs shall be responsible for the student's disciplinary records and for establishing procedures neces-

³See State College Board regulation SCB 37.

sary for the maintenance of such records. Disciplinary records are defined as formal records of college judicial proceedings (see College Judicial Policy) and results of informal disciplinary actions.

A. Unless the student has authorized the release of his disciplinary record or the information contained therein, no person shall have access to the disciplinary record file except:

1. Full-time college personnel employed to maintain such records.
2. The President of the college, the Vice President for Student Affairs, the Dean of Men and Dean of Women.
3. Professional counselors from Counseling and Related Services who are working directly with the student.
4. Members of the College Judicial Committee.

B. The college will retain a copy of the student's disciplinary record for two years after the student withdraws or graduates. After this period, the record must be destroyed.

VI. Counseling and Related Services Records

The counseling records shall consist of only information necessary to perform the counseling function. The Director of Counseling and Related Services shall be responsible for the student's counseling file and for establishing procedures necessary for the maintenance of such records.

A. Unless the student has authorized the release of information in the counseling file, except in case of intervention to maintain the safety of the individual or of society, no person shall have access to the file except full-time college personnel employed to maintain such records.

B. The college will retain a copy of the student's counseling record for as long as deemed necessary.

VII. Other Records

Proper administrative procedures may require that a very limited number of other student records be kept. Any such records shall be maintained in accord with the general principles of this policy and with particular attention to these principles:

A. Records shall only be maintained if they serve a needed and essential educational purpose.

B. Information shall not be released without the consent of the student.

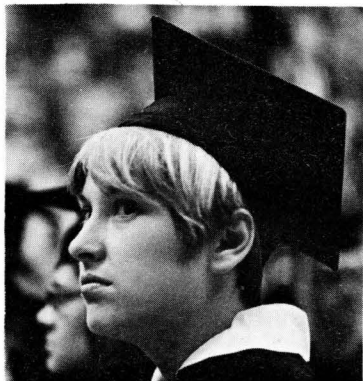
C. A student shall have access to the information in his files.

D. These files shall be destroyed as soon as they have served their purpose.

Any question of jurisdiction or proper maintenance of the records named in I-VI of this policy and any other records should be the function of the *..... Committee.

*Correct terminology to be submitted by Constitution and By-Laws Committee.

WHAT THE COLLEGE DOES FOR YOU



ACADEMIC ASSISTANCE

Assistance for those experiencing academic problems may be obtained by contacting any of the following people or services which seem appropriate to your needs:

UPPERCLASS COUNSELORS. The facilitator assigned to your group during Involvement '70 can answer many of your questions before classes begin.

FACULTY ADVISER. You will be assigned a faculty adviser to assist you in planning your quarterly class schedule and to answer any other questions you may have concerning your chosen field of study. It is wise to locate your adviser early in the year in order to take full advantage of his assistance.

ACADEMIC SERVICES is located in the office of academic affairs. The Director of Academic Services serves as a contact for those students having academic difficulties.

COUNSELING AND RELATED SERVICES CENTER. Building B is the headquarters for the following academic services:

1. Individual academic counseling
2. Study skills group activity
3. Two courses in the development of reading skills: Education 020—Reading Rate Improvement, and Education 022—Improvement of Reading Efficiency.

STUDENT TUTOR SOCIETY. This organization consists of qualified students who make themselves available on a short-term basis as tutors in a particular field. Application blanks to obtain a tutor are available in the Organization Room in Atwood Memorial College Center.

ALUMNI OFFICE

The alumni office is designed to keep students informed about the college after they leave the campus. A file of all SCSC graduates is maintained in the Mitchell Hall basement, and a newsletter, The St. Cloud Reporter, is published for alumni about college happenings. The office also tries to coordinate alumni and campus activities, such as Homecoming and the annual Distinguished Alumni Awards Dinner. To aid in keeping in touch with students the alumni director works with the Student Advisory Committee.

ATWOOD MEMORIAL COLLEGE CENTER

The college center serves as the social and recreational center for the entire college community. Private contributions, students and faculty funds and state assistance helped make the building possible. Conference and meeting rooms may be reserved at the main desk. Tickets, newspapers, magazines and candy are also available at the desk.

A complete games area is located in the basement with facilities for bowling, billiards, table tennis and a variety of other small games. A cafeteria and barber shop are located on this level also.

The rathskeller, one of the dining areas, is often the setting for folk singing and jazz concerts. This entertainment is arranged by the Atwood Board of Governors, students responsible for programming many of the center's activities which include exhibits, films, tournaments, dances, lectures, concerts and other special events. Membership on ABOG committees is open to all interested students.

BOOKSTORE

A self-service bookstore is located in Room 12, Stewart Hall basement. New and used textbooks, school supplies, paperback, greeting cards, stationery, sweatshirts, gift and drug items are all sold here. The store will also order books not on hand. Art supplies are sold in the hall adjacent to the bookstore.

Additional services include a Xerox copy service and postal station. You can buy stamps, mail your letters and packages from here.

BUSINESS OFFICE

The business office is located at the northeast end of Stewart Hall on the ground floor. You will pay your tuition and fees to one of the cashiers and may also pick up your monthly check if you work on campus. Library fines and late registration fees are also paid here. If your loan is properly processed, you will receive it from the loan clerk in this office.

CAREER PLANNING AND PLACEMENT

The college offers a placement service for students in all areas of study. Students are encouraged to contact the office in their freshman year to obtain information on career opportunities. The major-minor teaching combinations in greatest demand and studies of the labor market are constantly being made to determine present and future personnel needs.

There is no fee charged to establish a file and seniors are encouraged to establish a placement file, even if they do not plan to use the service at time of graduation because it is difficult to collect the necessary personal recommendations after a student has left the college. Information is kept confidential until the student activates the file and then is shared only with appropriate employment personnel.

COUNSELING AND RELATED SERVICES

Any student enrolled in the college is eligible to use the services of this center without charge. Although an adviser might suggest the use of the center's services, it is highly recommended that the student take the initiative in seeking counseling. A full-time staff is employed to aid students in the following areas:

EDUCATIONAL COUNSELING deals with such problems as study habits, part-time work and selection of a major program of study. An evaluation of a student's success in a prospective major area is based on his ability, interests, aptitude and other personal factors involved. Tests and background materials are useful tools for discovering areas of aptitude and interest, opening new insights which can make possible the student's individual choice in the matter.

VOCATIONAL COUNSELING is concerned with a career choice. It is one of the most vital and yet one of the most complex problems an individual encounters in his lifetime. Many students are not able to make this choice without some professional help from a well-trained counselor. Vocational counseling generally requires about five meetings. In addition, the student may need to devote time to reading pertinent occupational literature and taking tests. The process involves the gathering of information related to several occupations and careful consideration of appropriate preparation for the occupations discussed.

PERSONAL COUNSELING is directed toward the student's efforts to adjust to his environment and offers an opportunity for him to "unlearn" some of his anxieties and explore possibilities for present and future personal development. Personal counseling can also help the student resolve conflicts, clarify goals and increase self-understanding.

TESTS AND TEST INTERPRETATION. Test results are routinely obtained on all students. The center provides counselors to help students understand their test scores. Available information includes scores on tests of general academic achievement, reading skills and scholastic aptitude. Other tests are administered if the student and counselor feel it would be helpful. To obtain an individual interpretation of test scores, the student can contact the receptionist in Building B for an appointment.

READING SKILL may be improved if students wish to enroll in courses offered at the center each quarter. Students must have the

ability to work with a minimum of guidance and direction. Through individual conferences, diagnostic tests and observation, difficulties are identified and corrective measures planned.

SPEECH AND HEARING SERVICES are located in the counseling center and students with any type of difficulty can discuss this with a member of the staff. Where it seems possible to help a student, appropriate action for personal or group instruction is provided. This will depend on the extent to which the problem is related to dental, medical or personality factors and whether the problem can be modified. Where such factors are thought to be significant, referrals to appropriate specialists are made. A contact with the center is all that is necessary to obtain an appointment.

FINANCIAL AID

Students may apply for all kinds of financial assistance for which they are eligible through the college's Financial Aids Office. The following steps are necessary for financial assistance:

1. Be enrolled or accepted for admission to the college
2. Maintain a "C" average (see details in financial aids brochure)
3. Complete a Parents' Confidential (financial) Statement for all but the Federally Insured Loans or regular employment. The Parents' Confidential Statement should be forwarded to the College Scholarship Service indicated.
4. Complete the application for financial aid carefully, and return it to the college. Blank items will delay action on the application.

Applications should be made before March 1 if financial assistance is needed for the next academic year.

There are three types of financial assistance: employment, loans and scholarships. For further information regarding these, contact a financial adviser in Room 115, Stewart Hall. The following is a list of the aid programs available through the college:

WORK-STUDY. Job opportunities both on and off campus are available to students from low-income families under the Economic Opportunity Act.

EMPLOYMENT. Jobs are available in campus departments for students.

Students seeking work in food service should apply directly to the manager of the food service in Garvey Commons.

Off-campus jobs are listed on the bulletin board outside the Financial Aids Office.

EMERGENCY LOANS are granted to students who have been in residence at St. Cloud State for at least a quarter and have a record of personal and financial responsibility, together with at least a "C" average. Loans are made up to \$100 at an interest rate of four per cent per annum and are due within four (4) months.

NATIONAL DEFENSE STUDENT LOANS up to \$1,000 for undergraduates (\$2,500 for graduate students) are available to students who can show evidence of strong financial need and have a cumulative grade point of 2.00. Repayment begins nine months after graduation or withdrawal and must be completed within ten years.

EDUCATIONAL OPPORTUNITY GRANTS are available to exceptionally needy students. Students may receive not over \$1,000 and no more than half the amount of financial aid needed.

SCHOLARSHIPS are awarded to students on the basis of financial need, scholastic achievement, general character and leadership.

FEDERALLY INSURED LOANS are made through the student's home town bank or savings and loan association. Forms are available from the Financial Aids Office and should be approved by this office before being taken to the lending institution.

FOOD SERVICE

Three dining areas are available to students on campus throughout the year. Dining facilities in Atwood Center are open to all students and faculty. Garvey Commons accommodates all residence hall students nearby and Shoemaker Hall residents are served in that building's cafeteria.

Meal tickets may be purchased at the food service office in Garvey Commons or at the Business Office for off-campus students. Information concerning serving hours and guest accommodations is available at both Garvey Commons and Atwood Center food service offices.

If a residence hall student loses a meal ticket, he should contact his residence hall director.

HEALTH SERVICE

Location and Hours. Located on the first floor of Eastman Hall, use south entrance. The Health Service employs four full-time nurses, one full-time physician and two secretaries. A physician is at the Health Service daily, Monday through Friday. Except in emergencies, appointments to see a physician must be made in advance.

The Health Service is open from 8 A.M. to 4:30 P.M. Monday through Friday. For emergencies after hours or on weekends call 255-3191.

There is no charge for the following:

1. Visits to the Health Service to consult with physicians or nurses.
2. Medication prescribed by the Health Service physician.
3. Physical examinations for student teachers and those participating in varsity sports.
4. Blood is available to all students, their spouses and minor children.

Each student is allowed up to \$150.00 per year for the following medical services:

1. \$3.50 toward a chest X-ray because of a positive mantoux test when requested by the Health Service.

2. Office calls or treatment prescribed by a college physician and performed at his office.
3. X-rays if ordered by a college physician.
4. Hospitalization if under the care of a college physician. Insurance carried by the student must be used, supplemented by Health Service funds. This includes any first aid or emergency treatment performed at Health Service, hospital or physician's office which would be covered by an insurance policy.
5. The first call if a college physician refers you to a specialist for consultation or care.
6. Home calls made by a college physician.

Expenses for the following are not covered by the Health Service program:

1. Dental care, eye refractions or glasses.
2. Accidents resulting from the student's own serious misconduct.
3. Pregnancy or conditions relating to pregnancy.
4. Pre-existing illnesses.

All students who have paid their student activity fees are eligible to use the Health Service. Students are not required to use the Health Service except for the required physical examinations and in case of illness which endanger the health of others with whom they associate. Medical care may be sought from any private physician at the student's own expense.

REQUIRED PHYSICAL EXAMINATIONS. Each entering student is required to have a physical examination by a physician and the report of the examination must be submitted on the standard form used by the college. A completed examination form must be received by the Health Service prior to registration. Upon receipt of this completed form, the Health Service sends a "Clearance Card" which must be presented at the Registrar's Office at the time of registration. An examination taken more than six months prior to the opening of the student's first quarter at the college will not be accepted.

Every student participating in varsity sports must have a physical before practice begins.

All students must have a physical prior to student teaching.

ABSENCE DUE TO ILLNESS. Residence hall directors, householders or parents should report the illness of students to the Health Service by telephone on the first day of illness and each day thereafter. Should the student be ill or hospitalized for three consecutive days, the Health Service will notify the Student Affairs Office, which will notify individual instructors. If a student has not been treated by the Health Service nor reported as ill by the residence hall director or householder, the instructor will determine whether the absence is excused.

STUDENT TEACHERS. Student teachers assigned to off-campus teaching centers are given the same or equivalent benefits as students

on campus. In the event a student teacher must be hospitalized, an itemized statement must be sent by the hospital to the Health Service. The physician's and pharmacist's itemized bills must be paid by the student, receipted and presented to the Health Service. The student will then be reimbursed by the college. Payment will be made only on drugs comparable to those dispensed free of charge at the Health Service.

THE MINNESOTA STATE COLLEGE STUDENT HEALTH PLAN is available to all students. This plan will go into effect when registration fees are paid.

RECORDS. The Health Service is organized to help keep you and all other students at the college healthy and active. Proper treatment and care will prevent serious illness and loss of time from classes. All medical records are confidential. If you wish the college physician to release any information from your records, you must make this request in writing.

INFORMATION SERVICE

The college has a special office for handling news about the college, faculty members and student activities. News stories are sent regularly to hometown papers, radio and TV stations throughout the state. If you need to publicize a campus event, contact this office in Whitney House 265.

As part of this service a sports information office is maintained in Halenbeck Hall to publicize athletic achievements of students. The official college photographer also works in Information Services.

LEARNING RESOURCES

Library facilities are available to all students who present a current fee statement and identification cards at the circulation desk of Kiehle Library. As the Learning Resources Center, an audiovisual center, classrooms, recreational reading, study areas, listening rooms, curriculum materials area, a service section, periodicals library and large collection of reference materials are also maintained here.

Regular hours for the library are 7:45 a.m. to 12 p.m. Monday through Thursday and 7:45 a.m. to 4:00 p.m. on Friday, 9:00 a.m. to 5:00 p.m. on Saturday and 2:00 p.m. to 12 p.m. on Sunday. Special hours for holidays and examination periods are posted and announced in the Chronicle.

Centennial Hall, now under construction in front of Stewart Hall, will serve as the new Learning Resources Center in 1971. In addition to the services now provided, the building will provide audio and video equipment for reviewing lectures and films, a closed-circuit system of information-retrieval-dial-access which will make books and periodicals available from other college libraries in the future.

MAIL SERVICE

Students living on campus receive their mail through their residence halls. Off-campus students should receive their mail at their place

of residence. The college does not furnish post office boxes on campus. All incoming mail must be addressed to a particular person or building, not just the college.

In order to mail from the campus, a postal substation is located in the bookstore.

PARKING

Limited parking is available for students near Halenbeck Hall in lots J, K and M. This is available on a first-come, first-serve basis.

As city parking ordinances affect all streets in the college area, students are advised to leave their cars at home if possible. Most streets near the college have a 90-minute limit and it is difficult to attend classes and park in these areas. Students living in residence halls have little need for a car. Overnight parking is allowed in lots J and K only.

SPECIAL PARKING PERMITS are available only to students for medical reasons. Requests for these permits may be directed to Auxiliary Services accompanied by a letter from a physician.

FEE PARKING is open to all vehicles for 50 cents a day in the lot west of Garvey Commons. No overnight parking is allowed in that lot, and there are no in or out privileges.

PROHIBITED AREAS are designated and include visitor parking, delivery areas, service areas, driveways, sidewalks, lawns and posted areas for faculty and staff cars.

VIOLATIONS are enforced each quarter from the first day of classes through the closing of the quarter. Violators are subject to the jurisdiction of the Municipal Court of St. Cloud. Vehicles may be towed away at the owner's expense for continued violations.

RESPONSIBILITY for any vehicle parked on college property is at the risk of the owner. It is advisable to keep cars locked at all times.

OTHER VEHICLES such as motorcycles, motorbikes and motor scooters are subject to the same regulations as automobiles. They must be properly licensed and excessively noisy motorcycles are not allowed on campus. An area for motorcycles has been provided at the southeast end of the hockey field.

Foot powered bicycles must be properly licensed to operate in the city. Bicycle parking racks are located alongside most campus buildings and should not be on sidewalks, in buildings or entries.

PLACEMENT. (See Career Planning)

PUBLICATIONS

A separate office for publications has been established on campus in Whitney House 208. All official college publications are handled here as well as promotional materials printed on campus. A specialist

draws bid specifications for selecting printers for student activity funds and aids students in planning booklets and promotion pieces for their groups.

RADIO AND TV

The college has a complete television studio in the Performing Arts Center and facilities are used for teaching television courses for radio and television majors and for the production of college instruction via closed-circuit TV.

Students may participate in campus radio and television activities, if they have not had classwork, by applying for the training program. Any student may audition for a staff position on the campus radio station, KVSC-FM, which is operated by the radio guild, a professional organization for students interested in all phases of broadcasting.

SELECTIVE SERVICE

The Student Affairs Office will automatically send a notice of the student's enrollment within a month after school begins each fall. The student need only write his selective service number on the registration card. No special forms are necessary. Those who become 18 after enrollment should contact the Student Affairs Office. A student must carry a normal load, make satisfactory progress toward a state objective, and earn 25 per cent of his credits each 12 month period to maintain his 2-S deferment status.

TELEPHONES

Telephones are conveniently located on each floor of the residence halls for student use. Directions for making and receiving long distance calls are outlined in the residence hall handbooks.

VETERANS' BENEFITS

The College is approved for training for all veterans' benefits programs. Public Law 634, commonly known as the War-Orphans Bill, is for the sons and daughters of deceased or disabled veterans. Application for benefits must be made at a veterans' service office. When approved, the Certificate of Eligibility must be presented at the Student Affairs Office.

The new G.I. Bill, Public Law 358, became effective June 1, 1966. Veterans with more than six months' training are eligible. Application forms may be obtained at any veterans' office or college. A Certificate of Education must be presented at the Student Affairs Office to initiate payment of benefits.

USE OF CAMPUS FACILITIES

St. Cloud State College campus facilities are primarily intended for educational use. Most are available at all times for formal class instruction as well as college sponsored educational activities that contribute to the intellectual and cultural growth of the students. However, in recognizing the College's role in the cultural and eco-

conomic advancement of Minnesota, professional resources and physical facilities may be utilized if certain conditions are agreed in advance by groups coming on campus.

It is recommended that major College events be scheduled throughout each quarter instead of several in one week so student participation can be encouraged, yet allowing adequate study time. The Master Calendar is maintained in the Student Affairs Office, Room 110, Stewart Hall.

The purpose of the Master Calendar for St. Cloud State College is to avoid conflict of dates and facilities for activities and events outside the academic calendar through the following:

1. Coordination of all events on campus to insure fair utilization of all facilities.
2. Centralization of information about all events on campus to provide an over-all view of campus utilization.
3. Reservation of dates for all academic, departmental, student, faculty and other group meetings on campus.

SPONSORSHIP. St. Cloud State College must be a sponsor or co-sponsor for all events that take place in any of its buildings or facilities. College sponsorship may come from college instructional departments, a student or faculty organization or administrative office.

Any groups which have a previous record of conducting an activity which has resulted in disorderly behavior may be subject to refusal of future use of college facilities.

All labor costs for maintenance, supervision, setting up and taking down of equipment, or staging must be paid by the group as negotiated for each meeting individually in advance. Use of special facilities may include additional cost. An organization must pay for the cost of repairing and replacing equipment furnished by the College that is damaged through negligence or malicious actions.

Adequate liability and public property insurance may be required of an off-campus group meeting on the campus. The College liability is consistent with state law and College Board rules and regulations regarding the use of campus facilities.

PRIORITIES. Listings for use of all college buildings and facilities will be filed with the Master Calendar Coordinator by all groups on campus. Homecoming, Athletics, Theater and Music Productions, Concerts and Lectures and Commencement, etc.

The following priorities are recommended in placing dates on the Master Calendar:

On-Campus Groups. Facility Reservation Forms are available for campus groups from the Master Calendar Coordinator in the Director of Student Activities Office.

- A - Academic Calendar (including registration dates, class and test schedules and Commencement)
- B - Annual Departmental Schedules (such as athletic events, theatre and music productions, student teaching conferences, etc.)

C - Major All-College Events

1. Special quarterly events (such as Homecoming, Sno-Daze, May-Daze)
2. Concerts and Lectures

D - Minor All-College events and student and faculty sponsored groups will be placed on the calendar according to the best space available for the audience and time requested.

Events open to the public will be placed on the calendar before closed organization meetings if the facility reservation is received the same day.

Off-Campus Groups. Facility Reservations Forms are available for all off-campus groups from Information Services and these groups will coordinate all their activities through this office. Requests for the use of college facilities by non-college groups will be considered when comparable space is not available in the community and no major college functions are scheduled for use of the facilities. Off-campus groups must have a college co-sponsor and sign an agreement prior to their meeting on campus. Off-campus groups will be considered in the following priority:

EDUCATIONAL GROUPS—Any organization meeting for educational purposes.

NON-PROFIT SERVICE GROUPS—for special large group meetings not held on a regular basis.

GOVERNMENTAL AGENCIES—provided the meeting is for governmental purposes.

POLITICAL GROUPS—caucus, conventions and other recognized activities of the democratic electoral process. (Other political activities will follow the traditional arrangement of student sponsorship, i.e., YDFL sponsoring a speaker, etc.).

PROCEDURE/Annual Events. A tentative request for a date and facility must be made with the Master Calendar Coordinator during the spring quarter for all annual events to be held during the year (June 1 through May 30). Only major events can be scheduled more than a year in advance.

A scheduling meeting will be held if conflicts for major dates exist. If a conflict between organizations cannot be resolved, the organization may appeal to the Master Calendar Committee.

If a conflict in scheduling classroom space by an academic department for other than class use or by an organization cannot be resolved, the vice president for academic affairs will determine if the academic department has priority.

Tentative annual events will be confirmed and dates of events will be distributed to those administrative offices involved with special services by the Master Calendar Coordinator's Office, Room 110, Stewart Hall.

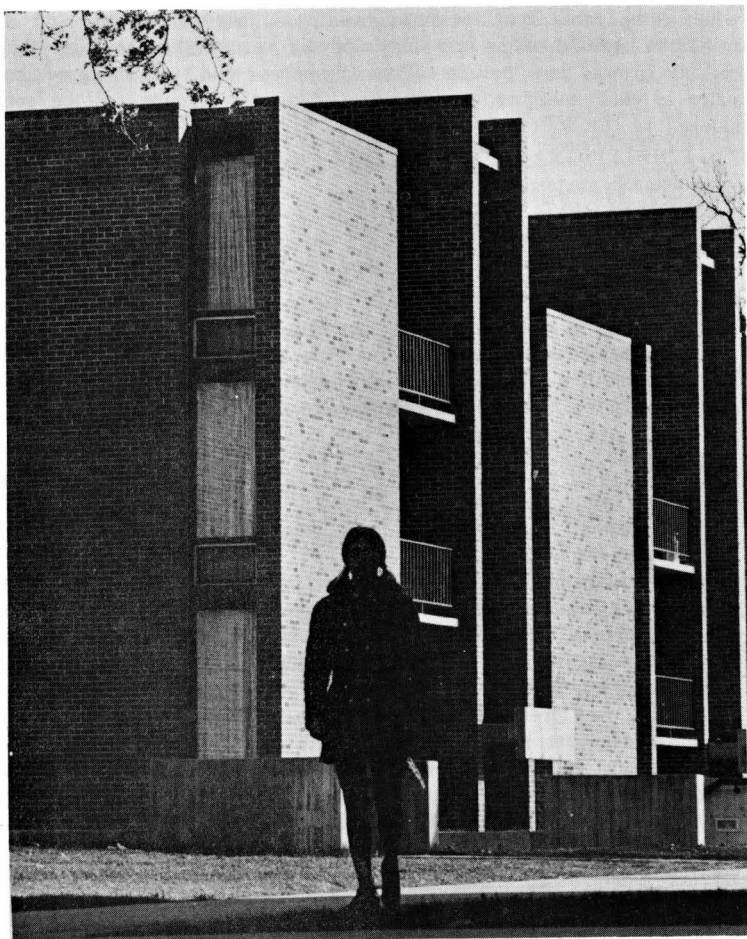
Quarterly Confirmation. Student and faculty interest or membership groups must confirm reservation of facilities each quarter. If a group does not use the reserved facility regularly as reserved, the

dates will be cancelled following notification by the Master Calendar Coordinator's Office.

Facility Reservation Forms. One month in advance of a scheduled event the Master Calendar Coordinator's Office will request Facility Reservation Forms. These forms must be returned to the office two full weeks prior to the date requested confirmed by the following special services:

- 1) Student Activity Director's Office; 2) Atwood Memorial Center Office; 3) Audio-Visual Center; 4) Auxiliary Services; 5) Food Service; 6) Information Service; 7) Housing Office.

If a facility requested requires no special set-up, it will be confirmed immediately by the Master Calendar Coordinator.



STUDENT LIFE



INTRODUCTION

The total education program of St. Cloud State College recognizes the student's needs and desires that extend beyond the classroom. To assist students in meeting these needs, as well as to develop skills necessary for responsible leadership and citizenship is, in part, the responsibility of the Office of Student Affairs (located in Room 110, Stewart Hall).

Many of the services provided through student affairs, such as housing, financial aid, health service, counseling and the college center, were described in the preceding section. Included here is information about opportunities open to students in government, activities and organizations.

STUDENT GOVERNMENT

Student participation in the control of student affairs is encouraged and recognized in the Constitution of St. Cloud State College. The St. Cloud State College Student Association is composed of three branches: executive, legislative and judicial.

The legislative branch, Student Senate, is considered representative of the student body by the Faculty Senate. In addition to legislative matters, the Student Senate has the power of appointment of students to all-college committees. Through participation on these committees, students are involved in the policy and decision making processes of the college.

Student elections are held early in spring quarter except for freshman senators, who are elected during fall quarter. A student should have a constituency and file with the election coordinator before running for office.

Other divisions of government in which students participate on campus are:

AWS - ASSOCIATED WOMEN STUDENTS — self-governing organization for all women students

INTERFRATERNITY COUNCIL — central governing body of social fraternities on campus

INTER-RELIGIOUS COUNCIL—represents all religious organizations on campus

INTER-RESIDENCE HALL COUNCIL—represents all college residence halls on campus

PANHELLENIC COUNCIL—coordinates and governs women's sororities on campus

CAMPUS ACTIVITIES

A variety of all-campus activities are planned throughout the year by the Social Activities Committee with the help of all students and faculty.

A few days before classes begin each fall, upperclassmen and faculty welcome the freshmen and transfer students during NEW STUDENT DAYS (Involvement '70) with a series of activities designed to acquaint new students with college life.

HOMECOMING preparations begin soon after school opens. Queen campaigning, decorations, variety show, pepfest, floats and coronation make an exciting week on campus, climaxed by the parade, football game and ball on Saturday, October 10.

In the winter, SNO-DAZE means snow sculpture, snow games, a Sno-King and Queen, Sno Ball and an opportunity to visit the ski slopes nearby on Ski Day.

MAY DAZE features an all-campus picnic, the election of Most Eligible Bachelor on Campus (MEBOC), selected from candidates sponsored by women's residence halls and organizations, and the highlight is the spring formal with a big-name band.

Students host their parents to campus tours, programs, sample classes, exhibits and a buffet luncheon during PARENTS' DAY early in May.

Throughout the year, the Social Activities Committee and Physical Education Department sponsor recreational activities for all students, including the use of the swimming pool and all athletic equipment on specified evenings.

ATHLETIC competition offers students a multitude of opportunities for participation or as spectators. St. Cloud State is a member of the Northern Inter-Collegiate Conference (NIC) and competes in football, basketball, wrestling, tennis, track, hockey, gymnastics, baseball, swimming, golf and cross-country with Winona, Moorhead, Bemidji, Michigan Tech and the University of Minnesota, Morris branch, plus others outside the conference.

ATWOOD BOARD OF GOVERNORS

The Atwood Board of Governors (ABOG) is the College Center Program Board. Students who participate actively may serve on any of twenty-five committees as members or as chairmen. There are

also fourteen governors who serve as heads of the organization and its program areas.

Program areas cover a wide variety of interests. Throughout the year ABOG presents numerous programs each week—most in Atwood Center. The range extends from free films to bowling exhibitions—symposia to concerts; art exhibits to live entertainment in the Rathskellar Coffee House, or, from a trip to the Guthrie to a poetry contest.

Any interested student is eligible for an ABOG committee. He may make application in Atwood Center, where more information is made available. All students are urged to attend the programs which ABOG makes available to the campus.

THE CONCERTS AND LECTURES COMMITTEE presents an outstanding selection of nationally known artists covering a wide range of interests throughout the year. This year the New York Pro Musica will be in concert as will Michael Lorimer and Emlyn Williams. Dr. John Kenneth Galbraith and George Leonard will lecture on campus. To open the school year, the leading popular concert will be given by the "Rotary Connection."

The music and art departments will also have concerts and exhibits on campus. Students who are interested in pursuing co-curricular activities with specialized interests are encouraged to contact the academic departments advising such groups.

St. Cloud State has an outstanding FORENSICS organization for students skilled in the art of speaking. Participation in RADIO AND TELEVISION on campus may be taken in conjunction with class work or as an activity. The college THEATRE offers drama majors and other interested student opportunities for both on and off stage participation. Students interested in JOURNALISM may fill staff positions on the college newspaper, The Chronicle; the year-book, Talahi; or the new magazine.

The MUSIC department has many participating groups open to students through tryouts, including the concert choir, concert band, varsity band, marching band, orchestra, instrumental ensembles, pit orchestra and a women's choir.

An INTRAMURAL program for men is sponsored by the Physical Education Department and teams representing the residence halls and fraternities compete in various sports throughout the year. The counterpart is the Women's Recreation Association. W.R.A. is open to all women on campus for recreational activity, such as golf, tennis, volleyball, camping, canoeing and horseback riding.

CAMPUS ORGANIZATIONS

A wide variety of campus organizations are available on the St. Cloud State campus and students may join groups particularly interesting or helpful to them. The following list of organizations is in five categories: Departmental and Professional, Honorary and Service, Religious, Social, and Special Interest. For further information about these groups, contact the officer listed in the Organization Directory available in the Student Affairs Office.

Departmental and Professional Organizations

Accounting Club
Association for Childhood Education International
Behavioral Science Association
Business Club
Business Education and Office Administration Club
Council for Exceptional Children
Forensics Association
Geography Club
Health, Physical Education and Recreation (HPER)
Industrial Education Club
Men's Elementary Teacher's Association
Music Club
Radio and Television Guild
St. Cloud State Mathematics Club
Society for the Advancement of Management
Society of Engineering and Technology
Student Minnesota Education Association

Honorary and Service Organizations

Alpha Phi Omega
Chi Sigma Chi
College Hosts and Hostesses
Delta Sigma Rho-Tau Kappa Alpha
Gamma Sigma Sigma
Gamma Theta Upsilon
Kappa Delta Pi
Kappa Pi
Lettermen's Club
Phi Mu Alpha Sinfonia
Pi Delta Epsilon
Pi Omega Pi
Project SHARE
Psi Chi
Sigma Alpha Eta
Sigma Tau Sigma
Student Alumni Advisory Board
Student Project for Amity Among Nations

Religious Organizations

Baha'i Association	Lutheran Collegians
Fellowship of Christian Athletes	Lutheran Student Association
Gamma Delta	Newman Council
Inter-Varsity Christian Fellowship	Wesley Foundation

Social Organizations

for men:

Phi Kappa Tau
Phi Sigma Epsilon
Sigma Tau Gamma
Tau Kappa Epsilon
Theta Chi

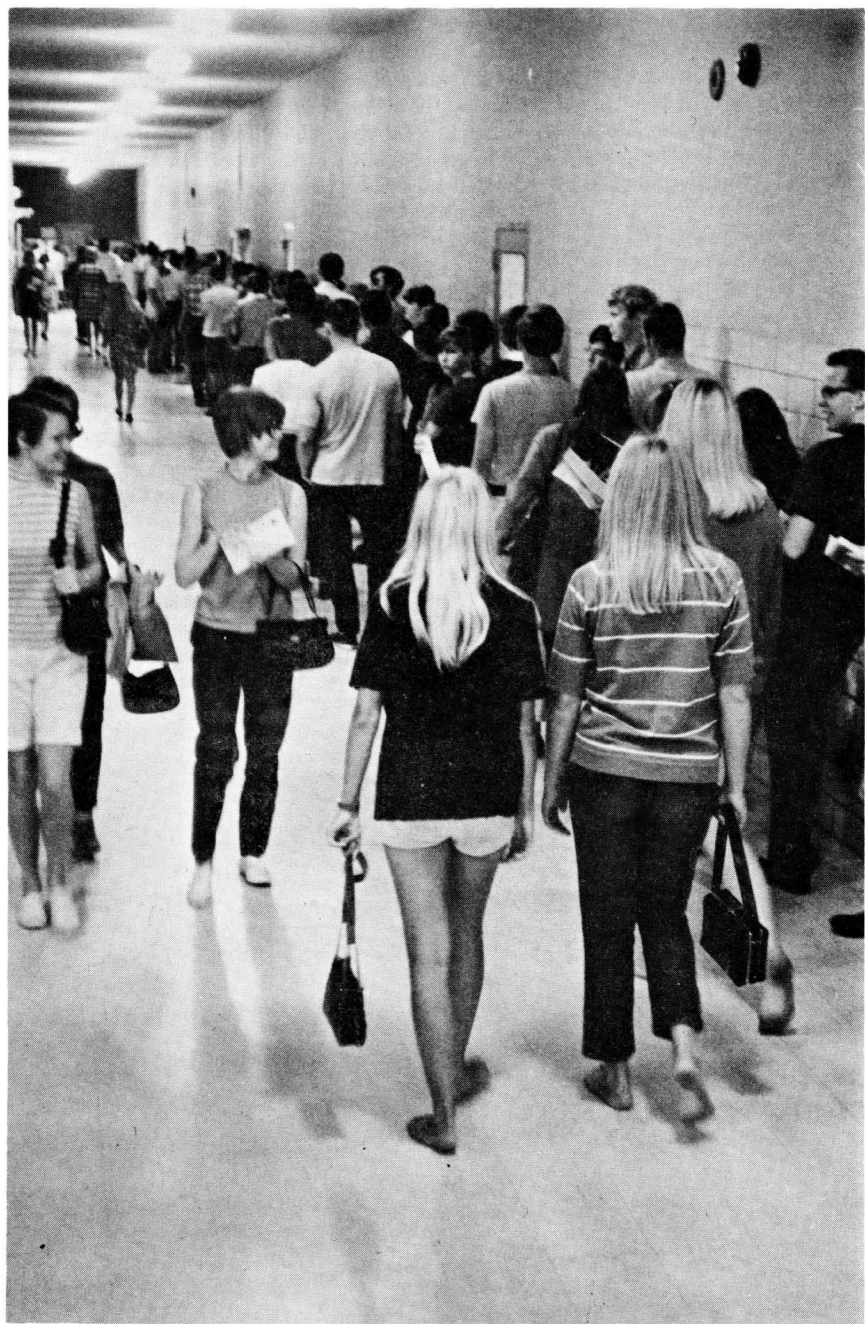
for women:

Alpha Phi
Alpha Xi Delta
Delta Zeta
Sigma Sigma Sigma

Special Interest Organizations

Aero Club	St. Cloud State Folk Dancers
B-SURE (Black Student Union for Racial Equality)	St. Cloud State Weight Lifters
Campus Photographers	Ski Club
Co-Weds	Social Work Club
Fencing Club	Synchronettes
Judo Club	The Party
Karate Club	Tri-College Photo Club
Phoenix	Veteran's Club
Rangers Club	Young Americans for Freedom
	YDFL
	YGOP





CAMPUS COMPASS

What	Who	Where*	Phone
Academic Difficulty	Academic Affairs Office	SH 112	3143
	Faculty Adviser		
	Counseling & Related Services	Bldg. B	3171
	Student Affairs Office	SH 110	3111
Academic Requirements	Academic Affairs Office	SH 112	3143
	Faculty Adviser		
	Registrar	SH 105	2111
Activities, Clubs, etc.	Student Affairs Office	SH 110	3111
Address of Student	College Directory		
	Student Affairs Office	SH 110	3111
Address of Alumnus	Alumni Office	MH Bsmt	3125
Application for Major Program	School Dean's Office		
	School of Business	BB 124	3212
	School of Education	SH 104	2166
	School of Fine Arts	MH Bsmt.	
	School of Industry	HH 216	3137
	School of Liberal Arts & Sciences	MH-Bsmt.	2192
Banquet Facilities	Main Desk	A	2202
Brochures, Pamphlets, Publicity Announcements	Main Desk	A	2202
	(Distribution point)		
Bulletins (College)	Registrar	SH 103	2111
Calendar, Official	General Bulletin		
Calendar of Events	Student Affairs Office	SH 110	3111
Change of Address	Admissions and Records	SH 103	2111
	Student Affairs Office	SH 110	3111
Career Planning	Placement Office	SH 113	2151
Change of College	Student Affairs Office	SH 110	3111
Change of Course	Adviser		
	Program Adviser	SH 101	2111
Change of Major	School Dean's Office		
	School of Business	BB 124	3212
	School of Education	SH 104	2166
	School of Fine Arts	MH Bsmt.	
	School of Industry	HH 216	3137
	School of Liberal Arts & Sciences	MH-Bsmt.	2192
Class Schedule	Academic Affairs Office	SH 112	3143
Comprehensive Exams	Academic Affairs Office	SH 112	3143

*Building abbreviation key is on page 47.

What	Who	Where	Phone
Counseling:			
Academic	Adviser		
	Academic Affairs Office	SH 112	3143
Financial	Financial Aids Office	SH 115	3203
Personal	Counseling & Related Services	Bldg. B	3171
	Student Affairs Office	SH 110	3111
Vocational	Placement Office	SH 113	2151
	Counseling & Related Services	Bldg. B	3171
Degree Requirements	Academic Affairs Office	SH 112	3143
	School Dean's Office		
	Adviser		
	Registrar	SH 105	2111
Employment	Financial Aids Office	SH 115	3203
	Placement Office	SH 113	2151
Entrance Test Results	Counseling & Related Services	Bldg. B	3171
Financial Assistance	Financial Aids Office	SH 115	3203
Grades	Registrar	SH 105	2111
	Academic Affairs Office	SH 112	3143
	Adviser		
Graduate Fellowship	Department Chairman		
Handicap, Physical	Health Service	EH	3191
Hearing Difficulty	Counseling & Related Services	Bldg. B	3171
Hospitalization	Health Service	EH	3191
Housing	Director of Housing	SH 110	3111
Identification Card	Printing Services	HH	2105
Illness or Injury	Health Service	EH	3191
After Hours Emergencies	(See Health Service Information)		
Lost and Found	General Office	SH	0121
	General Office	BH	2115
	General Office	HH	3137
	Main Desk	A	2202
Loans	Financial Aids Office	SH 115	3203
Major, Assistance in	Adviser		
Choice of	Counseling & Related Services	Bldg. B	3171
Married Housing	Director of Housing	SH 110	3111
Pay Checks	Business Office	SH 136	3133
Personal Problem	Counseling & Related Services	Bldg. B	3171
	Student Affairs Office	SH 110	3111
Parking	General Office	SH	0121
	Auxiliary Services	WH 1	2266
Physical Handicap	Health Service	EH	3191
Physical Examination	Health Service	EH	3191
Placement (Career Planning)	Placement Office	SH 113	2151

What	Who	Where	Phone
Posters, Flyers, Duplicating, etc.	Print Shop	A 126	
Probation (see Trial Quarter)			
Publicity	Information Services	WH 206	3151
Reading Difficulty	Counseling & Related Services	Bldg. B	3171
Recreation: Bowling, Billiards, Table Tennis, Cards, etc.	Games Area	A	2278
Refunds	Business Office	SH 136	3133
Rooms for Student Meetings	Student Affairs Office (Main Desk, for Atwood Reservations Only)	SH 110 A	3111 2202
Scholarships	Financial Aids Office	SH 115	3203
Scholastic Standings	Faculty Adviser Academic Affairs Office	SH 112	3143
School Supplies	Bookstore	SH Bsmt.	2139
Selective Service	Student Affairs Office	SH 110	3111
Speech Difficulty	Counseling & Related Services	Bldg. B	3171
Student Publications	Office	A 139	2449
Student Teaching	Director of Student Teaching	LH 30	2149
Study Skills	Counseling & Related Services	Bldg. B	3171
Summer Employment	Financial Aids Office	SH 115	3203
Testing	Counseling & Related Services	Bldg. B	3171
Textbooks	Bookstore	SH Bsmt.	2139
Transcript of Grades	Academic Records	SH 103	2111
Transcript of Credits	Academic Records	SH 103	2111
Trial Quarter	Academic Affairs Office	SH 112	3143
Typewriter Rental	Main Desk	A	2202
Veterans' Information	Student Affairs Office Counseling & Related Services	SH 110 Bldg. B	3111 3171
Vocational Information	Placement Office	SH 113	2151
Withdrawal from College	Student Affairs Office	SH 110	3111

Building Abbreviation Key

A—Atwood Center
 BB—Business Building
 BH—Brown Hall
 Bldg. B—Building "B"
 EH—Eastman Hall
 HH—Headley Hall
 LH—Lawrence Hall
 MH—Mitchell Hall
 SH—Stewart Hall
 WH—Whitney House

Telephone Numbers

Off Campus—255 must be dialed and then the last four numbers.

On Campus—Only the last four numbers need to be dialed.

COLLEGE HYMN

by

Amy Dale and Harvey Waugh

Sing in praise to thee our College,
High on oak-crowned banks,
Emblem of our search for knowledge,
Symbol of our youthful ranks.
Filled with fires of true ambition,
Let us ever be;
Loyal to thy fine tradition,
Hail, St. Cloud, to thee.

By the river's flowing waters,
By its islands fair,
May the loyal sons and daughters,
Thy enduring friendship share.
May they with sincere ambition,
Through the years e'er be;
Loyal to thy fine tradition,
Hail, St. Cloud, to thee.