

1969

### Student Handbook, 1969-1970

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**GEORGE FOX COLLEGE STUDENT HANDBOOK 1969-70**

# STUDENT HANDBOOK

1969-1970



Published by the Student Council  
in cooperation with the Administration

Cover photo by Irving Lloyd

GEORGE FOX COLLEGE  
Newberg, Oregon

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**A FRIENDLY GREETING FROM...**



## ...THE PRESIDENT

Welcome to George Fox College! I am delighted to have you as part of the GFC family and to know of your interest in Christian higher education.

Thousands of young men and women, like yourselves, have shared in the academic and social adventure at this college. Today, these alumni serve in many capacities around the world.

Now, you are part of this great heritage. But I hope that you will find more than mere tradition or musty academics—I challenge you to discover *life* that is meaningful and relevant, to discover *yourself* in a new way, to discover *Him*!

This is the purpose of George Fox College. And I am happy that you have come our way.

Mrs. Le Shana and I want to get to know you personally. Please make yourself known to us. My office—and our home—is always open to you.

With best wishes for a successful and fulfilling year,

*David C. Le Shana*



## **...YOUR STUDENT BODY PRESIDENT**

It is my privilege and pleasure to welcome you to a new year at George Fox College. This year is new in every sense of the word. For you who are freshmen and transfers, it will mean new friends, new experiences, and new insights into the future. For returning students, it will be a time for renewing friendships and pursuing the goals you have set.

George Fox can be an instrument in helping you determine your career and your values for life, or it can simply be a means to an end—that of obtaining a diploma and nothing else. Don't pass up the opportunities that are ahead of you. The success of this year will depend on you and your student body officers.

Student government is a vital but often overlooked area of expression. As students we have many channels through which we can express our concerns. The newest channel is the student Senate, which replaces the ASGFC meetings. In theory, the Senate should upgrade the level of participation in student government and give the student body a stronger voice in discipline and self-control. In reality—we have yet to discover and test its validity. One thing is certain, no means of communication, however well structured, can accomplish its ultimate goal unless we are willing to use it.

Through Christ, we as a student body can achieve higher ideals than ever before. Let's make this a year that we can look back on with pride.

*Marsh Sperling*

## WHAT KIND OF COLLEGE IS THIS?

## GEORGE FOX COLLEGE IS A CHRISTIAN COLLEGE

### *The College's History and Traditions*

George Fox College is a Quaker liberal arts college, which has maintained through the more than 75 years of its history the highest standards of Christian principles of living. The statement of faith printed below reflects the beliefs of Oregon Yearly Meeting of Friends Church with churches located throughout the Northwest and in Bolivia and Peru.

### *A Statement of Faith*

George Fox College is sponsored and governed by Oregon Yearly Meeting of Friends Church, which has historically emphasized: the necessity of a genuinely experiential religious faith; the inward, spiritual nature of the ordinances; the importance of peacemaking and responsible social action; and the freedom for individuals to exercise liberty of conscience. With many other Christians, we firmly believe the great, historic truths of Christianity, including: the deity of our Lord Jesus Christ; the authority and inspiration of the Holy Scriptures; the necessity of salvation for sinful man; and the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.

George Fox College respects the personal convictions of each student and invites students of all races and creeds to participate in its educational programs.

Each student is encouraged to establish a time for daily Bible reading and prayer. Through this practice, the Holy Spirit will be released to assist in the total commitment of the life of the student to his task—his education.

One of the unique aspects of a small community like Newberg is the friendly atmosphere of its churches. Students will find opportunity for real Christian service in the ministry of the Sunday school, youth, and music programs of these churches. The pastor of the Newberg Friends Church is the college pastor. He is most willing to counsel with students concerning spiritual and emotional needs, as are the other pastors of the area. Attendance at worship services should be consistently maintained.

The college chaplain also serves as a primary counselor for the spiritual and emotional needs of students. He is responsible for the chapel-assembly program, religious emphasis weeks, and missionary conferences, and represents the college in churches, service clubs, and other organizations throughout the Northwest. He works closely with the Student Christian Union in conducting the weekly student prayer service on Wednesday evening, as well as in other functions of outreach and training. Careful consideration is given to those students chosen to represent the college through deputation and public relations programs.

The student's social life is an important aspect of the educational experience at George Fox College. Student fees provide for the appearance on campus of several outstanding artists throughout the year. To assist in the cultural education of the student, opportunity is provided for participation in cultural events scheduled in the greater Portland area. In line with the emphasis on maintaining the highest planes of Christian living, attendance or participation in programs inconsistent with Christian principles is seriously discouraged.

The sense of "community" that is found in a small college such as George Fox College is found in few other places. Throughout this handbook, information will be given that will be helpful to each student in his orientation.

### **Chapel-Assembly**

One of the areas where community is especially affected is the chapel-assembly period held two days each week. These meetings together serve three purposes: 1) a social purpose, for a meeting such as this is the only way to consider matters of common concern, 2) an intellectual purpose, for in this fashion are issues raised for the thoughtful consideration of thinking students and faculty, and, 3) a devotional purpose, for it is in such meetings, as well as special weeks of Christian emphases, that the community can worship together and consider the various aspects of faith and life.

For the reasons stated above attendance at these meetings is required of all students enrolled in eight or more hours. Certain students may file petitions to be exempt from chapel-assembly. These include:

- 1) Commuting students having no classes before 1:00.
  - 2) Students with morning employment that may conflict with attendance.
  - 3) Students involved in a student-teaching program.
- Students granted exemptions from chapel-assembly on certain days of the week will be expected to attend on the days when they are on campus during the meeting hour. No resident student will be exempt unless employment requires him to be absent. No classes or laboratories will meet at the same hour as the chapel-assembly.

Early in the year, a plan for checking attendance is prepared and explained. The following regulations are to be followed by each student unless otherwise exempted:



1) No more than four unexcused absences (cuts) may be accumulated during any one term. A warning is given when the third absence occurs. At the fifth absence, he will be asked to talk to the dean of student affairs. At the sixth absence, he will be brought before the Student Senate for disciplinary recommendations. If the student continues to disregard this responsibility, the dean of student affairs may recommend that he be suspended from school at the end of the term.

2) Students wishing to be excused for absence must submit a completed form to the dean of student affairs within seven days following the absence. Otherwise the absence(s) is automatically ruled to be unexcused. Study, sleep, dental or medical appointments are not sufficient basis for excuses. If the latter is unavoidable, notice must be given to the office of the dean of student affairs prior to the appointment.

3) Any student arriving for chapel-assembly ten minutes late is considered absent. Three late arrivals constitute a cut.

## ACADEMIC LIFE AT GEORGE FOX COLLEGE

### **Registration**

Registration for freshmen and upper division transfer students is normally held a few days before returning GFC students validate their spring term preregistration. Each student is assigned to an adviser, who assists his advisee in scheduling and academic planning. A complete guide to registration is issued upon arrival on campus. Any late admission to classes because of registration changes made after the close of the first week of classes must be by petition to the Academic Affairs Committee, consent of the professor involved, and payment of a \$3 fee.

### **How to Withdraw**

1. *Withdrawal from class.* A student who wishes to withdraw from a course must secure a change-of-course form from the registrar's office, which is to be approved by the adviser, the instructor involved, the registrar, and the bursar. If a course is dropped without permission, the student will receive an "F" grade.

2. *Withdrawal from college.* A student should realize that discontinuance of attendance does not constitute a withdrawal. He is required to inform the registrar of his intention to withdraw from the college and to fill out the withdrawal forms furnished by the office. Unless this is done, the student may forfeit his right to a clear transcript of credits and honor-

able dismissal. This refers to withdrawal from college during a term, not at the end of a term.

3. *Return after withdrawal.* A student who returns to the college after an interruption of less than two years may continue on to graduation under the same requirements, as though his program had not been interrupted. A student returning after an interruption of two years or more must meet any new or revised requirements that have been placed in effect since his original enrollment.

### **Class Attendance**

The responsibility rests with the student to maintain good standards of scholarship. Regular class attendance is expected of each student in all courses. Professors set individual standards for achievement in their respective courses and notify students of these requirements. Students should be prepared to participate in discussion, quizzes, and other class projects that may be assigned. All projects must be completed according to established deadlines. Special preparation should be given to examinations in each class.

To clear absence without penalty for cocurricular activity, the student must secure permission from the dean of faculty. This permission is granted by an advanced assignment slip, recording the dates and reason for the absence. The procedure is to record the classes that will be missed and secure the signature of the professors involved. If specific daily work is required, the professor will sign the slip upon completion of that work. The advance assignment slip will then be presented to the dean of student affairs office to cover chapel absences. After this signature is obtained, the form should be returned to the office of the dean of faculty. Ordinarily, permission must be requested at least three days in advance of the anticipated activity.

Work lost because of any other absence may be made up only in the case of prolonged or confining illness, death of close relatives, or other similar emergency. See the dean of student affairs for excuses for this type of absence.

### **On-campus Students—Illness**

When a student believes he is too ill to attend classes, he should follow this procedure. He should get up and go to breakfast, if at all possible. Following breakfast, stop and see the nurse. Her hours are posted on the bulletin board in the infirmary located in Pennington Hall. She will then help the student make the decision regarding the health procedure best suited for him. Excuses from classes will be given only after consultation with the nurse. If the nurse is unavailable, he should see the head resident. The nurse, head residents, or the dean of student affairs are the only people who can give excused absences because of illness. Excuse slips must be signed by one of the above-named persons if the student wishes to make up work missed because of illness. The same procedure used in cocurricular absences is used for illness.

### **Off-campus Students—Illness**

When a student living off campus believes he is too ill to attend classes, and desires to make up work that may be missed, he should have his mother (or wife, husband, roommate, whichever one applies in his case) call the office of the dean of student affairs and inform him *before* the absence occurs. He then should stop by the office later for the excuse slip and follow the same procedure listed for on-campus students.

### **Cocurriculum and Eligibility**

Cocurricular activities are considered a vital part of the George Fox College experience. These activities are defined



as all organized functions not directly connected with the requirements of a specific course of study: intercollegiate athletics, positions in student government, club offices, drama, and intercollegiate debate. To prevent jeopardizing academic achievement through excessive involvement in cocurricular activities, eligibility standards shall be adhered to as follows:

1) A student must be enrolled in a minimum of 12 hours of credit to be eligible for participation in cocurricular activities.

2) Students who enter college provisionally may participate in cocurricular activities during their first term. Thereafter, they come under the eligibility standards for regular students.

3) Regular students who drop below the performance level in any particular term will have their programs reviewed by the Academic Affairs Committee. This committee is empowered to require curtailment of curricular, cocurricular, or other work activities in which the student may be engaged. See the college catalog for a complete explanation of what constitutes poor performance.

### **Examinations**

Students should be very careful that examination schedules be kept. No student shall be allowed to receive the results of his final examinations or his grades until he has completed satisfactory financial arrangements for the payment of fines assessed following registration. All registration costs are due and payable under policies listed in the catalog. For taking duly announced examinations at other than the announced time for reasons approved by the dean of faculty (illness not included), a fee of \$5 is charged for each such examination.

### **Guidance and Counseling**

A week is set aside at the beginning of the academic year for a period of orientation of freshmen and new students.

A series of entrance tests is given during this week. These tests are used to aid the counselors in knowing more about the student so that they can serve him more completely. The results are used to help give direction in selecting major fields of study, to determine whether or not graduate school is possible, and to assist the college in adjusting the curriculum to meet the changing needs of students. The director of counseling will share the results of the tests with each student.

Orientation week is also used as a means of introducing the college regulations and philosophy to new students. The college personnel, residential life, curriculum and other facets of college life as delineated in this handbook are introduced during this week.

The director of counseling is responsible for the advisement program at the college. He assigns each freshman and new student to an adviser early in the academic year. As soon as a student declares a major field of study, he then comes under the care of the division chairman in which the major is located. Any student wishing to change advisers must go to the office of the director of counseling to obtain proper forms and learn of the procedures for effecting the change.

The normal student load is 16 hours each term. Freshmen in their first term may not register for more than 16 normally allowed, plus physical education. Provisional students are limited to 12 term hours, in addition to physical education. The proper balance of class work, cocurricular involvements, and part-time employment is extremely important. Each adviser is alerted to watch carefully for those students who may be overloaded with activity and work. A student's ability, his cumulative GPA, and his outside work load are all factors that help determine the number of units that may be allowed. See the college catalog for further information regarding academic load.



### **Library Service**

Shambaugh Library is a modern building housing more than 37,000 volumes. Students should early note the specific hours the library is open. The librarians are willing to discuss with each student the location of books, fines, specific regulations about borrowing, and other questions regarding the services provided by the library. Library hours and more specific rules are made available to each freshman and to all others upon request.

## **YOUR GUIDE TO STUDENT GOVERNMENT**

### **STUDENT BODY OFFICERS—1969-1970**

President—Marsh Sperling  
Vice-president—Harry Selby  
Secretary—Eilene Brown  
Treasurer—Janet Lund  
Director of Activities—Gene Tish  
SUB Chairman—Bruce Magee  
Director of Publicity—Sandy Anderson  
Director of Organizations—Doug Peterson  
Chief Justice—Dan Hill  
Senior Class Representative—Dean Rinard  
Junior Class Representative—John Holton  
Sophomore Class Representative—John Hill  
Freshman Class Representative—  
Adviser—Dean Ankeny  
Publication Editors:  
*The Crescent*—Lynette Pasak  
*L'Ami*—Gary Macy

### **Purposes**

The purpose of student government is to handle self-governing responsibilities, finances, and to develop leadership skills consistent with the policies of the college. All students enrolled in the college and who have paid their student fees are members of the Associated Students of George Fox College (ASGFC).

The constitution of the ASGFC will be distributed sometime during the first few weeks of school. The brief summary printed here constitutes an overview of the functions of student government.

The executive duties of the ASGFC are vested in the Student Council. For the first time in the history of the school, a Student Senate is being formed to replace the function formerly assumed by the ASGFC student body meeting. The following changes in the government of the student body were passed last spring:

- I. The Student Senate will consist of five senators from each class.
  - A. Four of these senators will be elected each term.
  - B. The fifth senator will be the class president, who will serve all year as the leader of his delegation.
- II. The ASGFC president will preside over the senate. The ASGFC secretary will serve the senate, taking minutes and handling correspondence.
- III. The senate will meet twice monthly during the Friday student chapel-assembly hour. Special meetings will be called at the discretion of the president.
- IV. The senate will handle the business now handled in the student body meetings and in addition will handle the business now handled by the Campus Relations Committee.
  - A. It will serve as a hearing committee for student complaints and suggestions.
  - B. It will serve as a hearing and decision-making committee dealing with disciplinary problems directed to it by the dean of student affairs.
  - C. It will serve as a committee to recommend to the administration, Student Affairs Committee, or the

student-faculty committees or councils which may have jurisdiction in areas they feel warrant change.

- V. Referendum may be called on any issue ruled on by the senate by presenting a petition to Student Council and Student Senate signed by 20 percent of the student body. The entire ASGFC would then vote within two weeks.
- VI. A special meeting of the entire ASGFC may be called by the president when deemed necessary by him or at the request of either the Student Council or Student Senate. Notice of the meeting shall be posted at least 24 hours before the meeting is to be held.
- VII. No student may serve on both the senate and the Student Council except the ASGFC president and the ASGFC secretary. The ASGFC secretary shall have no vote in the senate. The ASGFC president will vote only in the case of a tie.

Responsibilities for the finances demand certain procedures for operation. The outline below is designed to aid members of the student body in these procedures.

### **ASGFC Financial System**

- I. ASGFC General Funds
  - A. Withdrawing funds
    1. Bills to be paid
      - a. Place them in the ASGFC office
      - b. Vice-president makes out a warrant
      - c. President signs the warrant
      - d. Treasurer makes out a check for stated amount
    2. Items purchased by individuals
      - a. Leave receipt in the ASGFC office with your name on it
  - B. Depositing funds
    1. Cash must be given to the treasurer personally or placed in the ASGFC office

2. A statement should accompany the deposit stating the nature of the deposit
3. Securing money in advance
  - a. This may be done with items in the ASGFC budget (parties, etc.)
  - b. Place signed written request in the ASGFC office
  - c. Same procedure as above then follows
  - d. After purchases are made, an itemized report of expenditures and remaining funds must be submitted to the treasurer

## II. Organization or Class Funds

### A. Withdrawing funds

1. Give warrant to assistant treasurer
  - a. This is to be signed by the organization president or vice-president and treasurer
  - b. The organization treasurer will keep a record
  - c. Assistant treasurer will then make out a check

### B. Depositing funds

1. These are to be given to the ASGFC assistant treasurer or placed in the ASGFC office
2. The assistant treasurer will give the organization treasurer a receipt when funds are received

## III. General Instructions

- A. Each class or club is to submit a financial statement to the assistant treasurer at the end of the year
- B. Regular reports should be submitted by each treasurer to his organization
- C. Monthly reports of the ASGFC treasurer and assistant treasurer are made to the Student Council and posted on the student bulletin board
- D. The ASGFC Budget, which appears in this handbook, is approved each year following the election of officers

## ASGFC Budget, 1969-70

### General Fund, Expenses

#### Publications:

Darkroom .....	\$ 250.00
<i>L'Ami</i> (\$7) .....	2,625.00
Student Pictures (\$2) .....	750.00
<i>The Crescent</i> (\$4) .....	1,500.00
Student Handbook .....	365.00
Publicity .....	150.00

#### Activities:

Director of Activities Budget .....	1,900.00
Cultural Events .....	900.00
Rally Squad Uniforms .....	225.00
Intramurals .....	250.00
Student Council Retreats .....	75.00
Conferences .....	125.00
JV Cheerleaders' Uniforms .....	50.00
Spiritual Emphasis Weeks .....	200.00
Project Fund .....	50.00
Organizations Fund .....	50.00
Rally Squad Transportation .....	100.00

#### Honorariums:

ASGFC President .....	200.00
ASGFC Vice-president .....	75.00
ASGFC Secretary .....	75.00
ASGFC Treasurer .....	75.00
Director of Activities .....	100.00
Intramural Director .....	100.00
<i>L'Ami</i> Editor .....	250.00
<i>The Crescent</i> Editor .....	250.00
SUB Chairman .....	50.00

#### Miscellaneous:

Mimeograph Supplies and	
Office Expense .....	250.00
Class Dues (\$3 per student) .....	1,125.00
Miscellaneous Fund .....	100.00
Reserve Fund .....	297.00
Awards .....	50.00
Student Union (@ \$30) .....	11,250.00
Athletic Fund (@ \$8.50) .....	3,187.50

#### General Fund, Receipts

Student Fees (@ \$72) .....	\$27,000.00
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### ASGFC Traditions

Every college has certain traditions that have "built up" over the years. The following campus and class traditions are printed here to give the reader an idea of what group initiates campus activities. A careful reading should be given to this section.

#### Campus traditions

1. Bruin Junior—a symbol of class supremacy to be fought for whenever "flashed."
2. Victory Bell—to be used at athletic events and by the seniors as part of their homecoming float.
3. Homecoming Floats—entered in the homecoming parade by the classes.
4. Old Gold and Navy Blue Day—a time in spring for class competition in various games, sports, and stunts.

#### Senior privileges

1. Only seniors may pick flowers.
2. Applause in chapel is to originate with the seniors.
3. Seniors have first choice in the election of a faculty adviser; then juniors, sophomores, and freshmen.

4. Only senior men may appear on the campus with a mustache or beard, except with consent of the senior class.

5. Seniors are permitted a "sneak" day under the guidance of their adviser.

#### Juniors

1. Juniors are responsible for all money concessions. Any fund-raising projects must have junior class approval.

2. Juniors decorate for baccalaureate and commencement and designate one man and one woman from their class to lead the procession on these two occasions.

3. Juniors sponsor the Junior-Senior Banquet.

#### Sophomores

1. Sophomores take the initiative in welcoming the freshmen.

2. Sophomores select during fall term, in conference with the administration, a commencement speaker.

#### Freshmen

1. Freshmen are responsible for campus clean-up preceding Homecoming.

2. Freshmen build a bonfire for the homecoming pep rally.



## STUDENT LIFE AT GEORGE FOX COLLEGE

The dean of student affairs is the primary student personnel administrator at the college. He is assisted by the head residents of the residence halls, resident assistants (RA's), nurse, and student government leaders. He is responsible for the development of the collegiate life of each student. In addition to the above-named people, he cooperates closely with the dean of faculty, advisers, financial aids officer, registrar, and director of admissions. He is chairman of the Student Affairs Committee, adviser to the Student Council and Student Senate and a member of the President's Administrative Council.

### *Residence Hall Life*

The residence halls are part of the college experience. The halls provide an environment for learning, reflecting the educational philosophy of the college.

Residence halls provide abundant opportunities to test the tenets of democracy. Through participation in residence hall councils, students learn ways of assuming individual responsibility for the welfare and efficient functioning of the entire group. They demonstrate their maturity by observing the regulations necessary for the good of the entire group.

The policies and procedures established for the residence halls are an outgrowth of the basic values of George Fox College. They are as few as possible. They take into consideration the individual differences of students, but provide

enough structure for continuity. They assume the trustworthiness of students, but demand adequate communication.

All single students whose homes are not within commuting distance of the campus must live in residence halls or college-controlled housing. Limited exceptions are made in cases of financial need when students have an opportunity to take jobs in which full rental of living quarters is part or all of the remuneration. Students working for their room rent and living off campus are expected to behave in a manner that will be a credit to the college and the community. They are to abide by the college regulations applicable to on-campus living quarters.

Guests of the opposite sex, other than parents or guardians, are not permitted in students' rooms unless properly chaperoned and with the express permission of the dean of student affairs. Permission to live off campus may be withdrawn at any time that these regulations are not carefully observed.

Admission to the college is granted only to those students who indicate a willingness to abide by this policy. No change of residence may be made without prior and written approval by the dean of student affairs.

All single students whose home is not within commuting distance of the campus must eat all meals in the Commons. Limited exceptions are made in cases of financial need when students have an opportunity to take jobs in which meals are part or all of the remuneration. Express permission for off-campus meals must be secured from the dean of administration immediately after the opening of the term. Permission to eat off campus may be withdrawn at any time. Any student working off campus for meals must secure a signed statement from his employer stating just what meals the student receives for his work.

## **Summer and Vacation Periods**

All policies and regulations relating to residence halls and college-controlled and off-campus housing the in force *whenver they are open for student occupancy*. Residence halls will be closed to student occupancy at the official beginning of any vacation period. The closing and opening hours will be announced in ample time to make necessary travel plans.

Students will not be permitted to remain on campus during any vacation without the express consent of the dean of student affairs. Only in cases in which such permission is granted will the college assume responsibility for students during vacation periods. Any student requesting transportation from Portland will be expected to pay a transportation fee.

Students may be permitted to arrive back early on campus only if they apply in writing and permission is granted in writing from the dean of student affairs. This does not apply to cocurricular students, such as athletes, rally squad, choir, etc. They must receive permission from their respective coaches and professors, who may request that they arrive early.

## **Hours of Residence Living**

In order to provide for enjoyable group living and academic pursuits, students are expected to be careful to cooperate in maintaining the hours as delineated below. Admission to George Fox College is granted on the basis of the student's willingness to accept and observe these hours:

### **Men**

Freshmen men under 21 years of age must be in their residence on Saturday through Thursday from 12 midnight to 6:30 a.m. The Friday closing hour shall be 1 a.m. There are no dormitory closing hours for all other men. Freshmen men who qualify in the judgment of the Student Affairs Com-

mittee may live in Hobson Hall after the fall term. Qualifications include a level of academic achievement commensurate with the ability of the student, good citizenship, and recommendation of the head resident.

Poor academic work, abuse of freedoms, or other conduct not in keeping with the philosophy of the college on the part of men in a no-hours living situation may be ample cause to require these men to move into a controlled living situation.

### **Women**

All women must be in their residence hall on Sunday through Thursday from 11:00 p.m.-6:30 a.m. The Friday and Saturday closing hour shall be 12 midnight. These hours also apply to any woman who may be permitted to live in a private residence.

## **LATE LEAVE**

Permission to stay out past the closing hour for one extra hour is known as a "late leave." No late leave shall be extended beyond the 1:00 a.m. hour. Late leave privileges shall be left to the discretion of the head resident. Permission must be obtained from the head resident or resident assistants (RA) in advance.

If car trouble or some other unforeseen emergency develops that may prohibit students from arriving back on campus on time, they should notify their head resident of their expected arrival.

All doors to the residence halls will be locked when the residence hall closes. Entrance thereafter shall be by the designated doors only. Unauthorized use of other entrances shall be cause for disciplinary action.

## **Study and Quiet Hours**

The hours from 7:30 to 9:30 p.m., Monday through Thursday, are reserved for study, with silence strictly observ-



ed. After 9:30 students may visit in the halls, but they should be kept relatively free from noise and disorder until 12 midnight. Silence is to be observed from that hour until 6:30 a.m. Failure to comply with this regulation will be cause for disciplinary action.

Radios and record players should be played only on low volume. The rooms are not soundproof, and radios and record players can disturb others. When a neighbor, resident assistant (RA), or head resident requests the volume to be turned down, considerate students will comply promptly and willingly. If students persist in their lack of consideration of others they may be denied the privilege of having such equipment. The same rule of courtesy applies to musical instruments.

### **Absences from Campus**

Emergencies occasionally arise that make it necessary for the college to know the location of each student. Anxiety on the part of a caller can be greatly reduced if definite information about the student can be given. Therefore, the following procedures are to be observed by students when they leave campus.

- 1) Students who may leave the campus for short periods are expected to use the sign-out card when they leave and when they return to campus.

- 2) Off-campus overnight privileges for women are granted only upon completion of a form supplied for this purpose. This form should be completed early enough for careful consideration. Women are granted overnight permits only upon written permission from their parents. Parental permission forms are sent by the head residents soon after registration. Parental wishes are then observed until a change is requested.

- 3) Students on academic or disciplinary probation may have their off-campus trips limited as part of their discipline or in the interests of their studies.

### **Honor Halls for Residents**

Upper division women may be invited to live in an honor hall. The resident staff makes the selection on the basis of academic achievement, and citizenship, maturity of the student, and willingness to cooperate with honor hall policies. These policies are outlined in detail for women who may be invited to live in the honor hall.

### **Visitors and Guests**

Student organizations that wish to reserve a room for a guest should make arrangements through the head resident of the hall involved.

Overnight guests of students are welcomed; however, advance arrangements must be made with the head resident. The charge for a guest in the student's room is \$1.50 per night. Failure to make advance arrangements will result in a \$3.00 fee being charged. The residence hall guest room is reserved for visiting scholars or special speakers.

The residence halls are for the use of the resident students. Usually guests, visitors, and nonresident students are entertained in the lounges of the hall, rather than in the student's room. Any other policy should be made in consultation with the student's roommate. All visitors are expected to leave the hall promptly at the closing hour, unless special permission has been granted by the head resident.

Visitors to the women's residence halls are limited to the lounges or rec room. Only during open house may men visit other areas of the women's residence halls. Women may visit only the lounge of Hobson Hall, and only on Saturday or Sunday afternoon.

### **Other Use of Students' Rooms**

During the academic year, neither the college nor any student organization may use students' rooms without written

permission of the student(s) occupying that given room. During any youth conference or other conference when extra sleeping accommodations are required, the head resident must be consulted concerning residence hall policies. If a student is occupying a double room without paying additional cost for that privilege, the college has the right to the use of the extra bed in that particular room.

### **Electrical Appliances**

Any appliance containing a heating element may not be used in the students' rooms. The only exception to this is an automatic coffee maker, and then only if the head resident has approved. Corn poppers may be used only for popping corn, and then only in approved areas.

### **Refrigerators, Soft Drink Machines, and Candy Machines**

Some floors have other food cooling and dispensing appliances. Residence Hall Councils, in cooperation with their head resident, may develop specific regulations regarding the use of this equipment. Failure to return the soft drink bottles and to take proper care of the machine may result in a termination of this convenience.

Only those foods not requiring refrigeration may be kept in a student's room. Such items must be kept in tight containers. The window sills must not be used for cooling soft drinks, milk, or other items.

### **Laundry and Linen Service**

Each residence has a laundry room supplied with washers and dryers. These are available only to the residents of that particular hall. Ironing is to be done only in the designated area, not in the student's room.

Linen is supplied once a week, with one sheet distributed to each student. Specific regulations concerning laundry and

linen service scheduling will be posted at the beginning of the year.

### **Repair or Alterations**

When any repairs or alterations to the room or college-provided equipment is needed, students should report them to the resident counselor. Because of the danger to the safety to others, the college maintenance staff will make these repairs rather than the students.

### **Damage to the Hall**

A damage deposit fee of \$20 is charged each resident. When damages occur in areas outside of private rooms and those responsible are not identified, then the cost of repairs is assessed against all the residents of the area. Such assessments will be reported to the business office for collection. Information about damage to a student's room is given later in this section. Any part of the deposit not used by assessment is returned to the student at the close of the school year or whatever portion of the year he may be a resident, except in case of dismissal, in which case all fees are forfeited.

### **Fire Regulations**

#### **FIRECRACKERS**

Possession and firing of firecrackers is a violation of Oregon state law and a Newberg city ordinance; consequently, they are forbidden on campus. A \$15 fine is assessed the person guilty of firing a firecracker, and a \$1 fine is levied upon each person in the area when the firing occurs.

#### **FIREARMS AND OTHER WEAPONS**

Possession of firearms of any kind in the residence hall is strictly prohibited. Should a student wish to bring a gun on campus for hunting purposes, it must be checked with the head resident on the day of the student's arrival and checked



out on each occasion of use. Commuters are also prohibited from bringing firearms on campus. Any refusal to cooperate with this regulation may result in a \$25 fine.

#### **FIRE EQUIPMENT**

Tampering with any fire protection equipment, including fire extinguishers, is a violation of state law and warrants disciplinary action. The college is concerned that all local fire ordinances and fire insurance regulations be strictly adhered to for the safety of the entire community. In view of this, the following regulations will be enforced:

1) There is to be no tampering with any fire alarms. A \$25 fine will be assessed the person setting off such an alarm. If the person cannot be identified, then the area covered by the alarm will be assessed the \$25.

2) There is to be no tampering with fire extinguishers. Identical fine procedure, as explained above, will be enforced.

#### **General Regulations Regarding Residence Halls**

No pets are allowed in the residence halls at any time. Questions regarding particular instances may be discussed with the head resident.

The residence halls may not be used by sales groups or personnel for promoting any selling programs. Neither shall any salesman or solicitor be permitted to contact students within these halls without the express consent of the dean of student affairs.

Luggage and all other personal property shall be kept in the student's room or in storage areas designated for this purpose. Any exceptions must be with the approval of the head resident. All items should be properly identified. The college is not responsible for storage safety.

#### **Room Inspection and Care**

Before the students occupy their rooms, they and the head resident or RA will inspect the room. The condition

of the room is noted and students sign the room acceptance form. When the students leave the room, either to change residence or to leave at the end of the year, the room is again inspected. All damage to the room other than normal wear is noted, along with an estimate of the costs of repairs. These costs are then assessed to the student(s) involved.

The student is expected to care for his room during his occupancy. No changes in decorations or decor may be made without the approval of the resident counselor. Both the content and the location of pictures hung in the room are subject to the approval of the head resident. No signs are to be posted on windows except on special occasions.

Occupants of a room are responsible for damage done to the room by themselves or other people. When persons other than the occupants damage a room or the door of the room, such damage shall be reported to the head resident, who will then endeavor to fix responsibility. If such persons are not identified, the occupants of the room will be charged for the damages.

The rooms of the residence hall will be inspected several times during each term. Extremely unclean and untidy rooms warrant a warning. After the first warning, each such incident will be subject to a \$2 fine per room per day until the room is cleaned.

#### **Keys and Security**

All rooms in the residence hall are provided with locks on their doors. Each student is issued a key to his room by the head resident or the key control office. Anyone who changes rooms after receiving his key must return the first key and sign for one to his new room. Anyone who neglects to do so is liable for a \$5 fine for rekeying the lock. At the end of the year or whenever a student vacates his room, students must return their keys to avoid the \$5 charge for rekeying.

If a student loses his key, he should report the loss to his head resident. A new one will be issued by key control. In such cases only the dean of student affairs can waive the charge for rekeying the lock.

A fee of 25 cents may be charged each time the head resident or resident assistant uses his key to admit a student who is locked out of his room. No one is permitted to loan his master key to another person. A resident assistant may lose his position for failing to comply with these regulations to safeguard security.

Students are personally responsible for losses of their personal property. The college makes every effort to maintain security of the residence halls, but it cannot accept any responsibility for the loss of personal possessions.

### **Single Occupancy of Rooms**

When students wish to occupy a residence hall room without a roommate, an additional 15 percent charge will be assessed the student. This privilege will be extended only when rooms are available. Requests should be made in writing to the head resident before the beginning of the term in which the student wishes to occupy the room.

All students who do not have a roommate are liable for the single room rate until they can show the situation was due to circumstances beyond their control. The dean of student affairs, in consultation with the head resident, will make the final decisions in these particular cases.

### **Assignments to Rooms**

While the college endeavors to make room assignments to the desires of the students, it reserves the right to assign students to rooms and roommates in accordance with the most feasible use of available space. Final decisions on grievances regarding room assignments is left to the dean of student affairs.

### **Lost and Found**

Lost and found items should be reported and delivered to the office of dean of student affairs, or, if found in a residence hall, to the head resident. Notice of these items will appear in the *Student Bulletin*. Students should respect the possessions of others by returning found items to their owners or seek to find the owner through the dean of student affairs.

### **Food Service**

The food service at George Fox College is contracted by a qualified food catering service. All meals are served cafeteria-style, except for an occasional special dinner sponsored by the caterer or one of the various organizations on campus. Cafeteria lines are formed on a "first come, first served" basis. Line crashing is not permitted. Students who persist in this practice will be disciplined.

Arrangements to eat early must be secured from the food service manager. Members of clubs or committees should clear with the food service manager before requesting a luncheon meeting of their respective organization.

Hours for serving the meals will be posted at the Commons and published in the *Student Bulletin*.

All single students whose homes are not within commuting distance of the campus must eat all meals in the Commons. Limited exceptions are made in cases of financial need when students have an opportunity to take jobs in which meals are part or all of the remuneration. Express permission for off-campus meals must be secured from the office of the dean of administration immediately after the opening of the term. Permission to eat off campus may be withdrawn at any time. Any student working off campus for meals must secure a signed statement from his employer stating just what meals the student receives for his work.



Casual clothing may be worn at any of the meals during the week with the exception of Sunday. This type of clothing does not include what is commonly considered "grubbies" (cut offs, work clothes, etc.), but rather, sport clothes, including bermuda shorts. Grubbies may only be worn in the Commons on Friday evening and on Saturday. Sunday meal dress is that which would be appropriate for an evening Christian worship service.

Behavior in the dining hall during mealtime should evidence the social grace and refinement appropriate to a collegiate climate of learning. Conduct that may be contrary to this standard will be subject to disciplinary action.

Meal charges for guests are posted at Heacock Commons and by other means. Group rates are available for special occasions, subject to negotiation with the food service. The college reserves the right to change the prices for individual meals without notice. Student rates remain the same for the entire academic year.

### ***Health and Medical Services***

In order to safeguard the health of all George Fox College students, the college provides limited health services. An infirmary is located in Pennington Hall and is staffed by a registered nurse at specific hours throughout the week. These hours are posted at the infirmary and are published at the beginning of each year.

Before admission to college, the student must have a physical examination by a reputable medical doctor, including tests mentioned in the college medical form. Throughout the year, visits to either the hospital or physicians must be at the recommendation of the nurse or the head resident in Pennington Hall, if insurance coverage is desired. Only in emergency should any other person authorize a student's visit to a physician.

Resident students may receive attention in their room only upon the recommendation of their head resident. This is usually determined by the temperature of the student and a consultation with the head resident and the nurse.

Student insurance is provided for medical care and hospitalization through the payment of general fees, as described in the catalog. Dental services are not a part of this insurance plan. Students must make their own dental arrangements at their own expense.

### ***Employment and Financial Aids***

The college financial aids officer, whose office is located in Wood-Mar Hall, is responsible for assisting students in securing on-campus employment and other financial resources. A number of scholarships are available to students. The Scholarship Committee determines the recipients of these particular funds. Usually, resident students are given priority for campus employment.

Requests for employment outside the college are handled through the office of the dean of student affairs. Those students desiring off-campus positions should contact him.

Priority for financial aid is given to upper division students, those in greatest financial need, and to those students whose record indicates ambition and faithfulness to duty and cooperation. Those who may have received highest scholarship grants may receive less employment opportunities than others. Final decisions on the distribution of campus employment opportunities lie within the responsibility of the dean of administration. Supervisors for each student employee will be assigned to designated areas of employment.

### ***Automobile and Other Vehicle Information***

The operation of an automobile by a college student should be a carefully-guarded privilege. Each student bring-

ing a car to campus must register it and secure a permit. This permit, costing \$5, may be secured at the bursar's office at the time of registration. At the time of registration a decal is issued, which is to be prominently displayed in the auto. Failure to register or to display the decal will be considered a violation, and the owner will be penalized accordingly. Students who may operate more than one car registered to the family are not required to pay an additional permit fee for each vehicle. Public liability and property damage insurance must be in force at all times.

George Fox College permits freshmen to operate vehicles, provided the student is not on provisional status. Any freshman entering college as a provisional student will be permitted to bring an automobile to campus only in circumstances of extreme emergency. Permission may be granted by the dean of student affairs.

### ***Traffic and Parking Regulations***

On campus, the speed limit is 15 miles per hour at all times, because of the danger to pedestrians. Unsafe or careless driving may result in a fine ranging from \$5 to \$25. Motorbikes are not to be used on sidewalks or lawns.

No extensive repair work is to be done by students on the campus. All minor repair and washing-waxing of cars must be done at the east end of the Pennington Hall parking lot, except as otherwise designated. Students are urged not to borrow another student's car, nor to loan their own car. Such practices may result in serious legal and financial difficulties.

Student parking is provided in the following areas: (1) Pennington, (2) Weesner Village for residents, (3) across from Weesner for Edwards, (4) east of Shambaugh, except reserved spaces, (5) west of gym, (6) east of Minthorn, (7) adjacent streets. Only the staff, faculty, and visitors may

park in the circle drive near Wood-Mar Hall. Three ten-minute time zones are available for student parking as space is available. Anyone whose business will require more than ten minutes should park elsewhere. Violators will be fined.

All parking violators will be fined \$1. This is due and payable upon receipt of the ticket. If the fine is not paid within seven days, \$1 is added to the fine each day thereafter until paid. Parking fines are to be paid in the office of the dean of student affairs.

The privilege of operating an automobile on campus may be revoked if seriously abused. Freedom to enjoy such a convenience carries with it tremendous responsibility. Responsible and considerate students should not be made to pay for irresponsibility on the part of other students. Therefore, rather than limit the freedom of the group, individuals will be dealt with in a firm and prompt manner.

### ***Mail Delivery and Service***

A modern post office is located in the Student Union building for the convenience of students. A 50-cent deposit for a key is paid at the time of registration. Any late registrants or transfer students may secure keys at the dean of student affairs' office. The deposit is returned when student status terminates and the key is returned. The post office is open only during certain hours of the day, as posted at the window.

### ***The Use of Campus Keys by Student Employees***

Keys are a trust and should not be used by any person other than those authorized. The office of the dean of administration operates key control. At termination of employment, all keys must be returned to key control. Failure to return a key will result in a fee equal to the cost of rekeying the lock. Unauthorized possession or use of keys to the campus or parts of the campus is prima facie evidence of



intent to violate campus regulations and may result in a recommendation of dismissal from college. **THE KEY IS NOT TO BE LOANED TO ANOTHER PERSON, USED BY ANOTHER PERSON, OR DUPLICATED.**

### **Selective Service Information**

By October 31 of each school year, the college files SS-109 forms with the appropriate Selective Service Board for all male students between the ages of 18 and 26. This does not constitute a deferment. Normally, students must carry a minimum of 12 credit hours and be making satisfactory progress toward graduation in order to be referred. Additional information regarding Selective Service may be secured from the director of counseling.

### **Telephone Service**

The college telephone number is (503) 538-2101. A telephone receptionist is on duty from 7 a.m. to 11 p.m. A pay phone is located in the Pennington Hall lounge. College phones are to be used only for college business. Personal calls from Hobson Hall to areas outside of Newberg must be on a "collect call" basis. Incoming calls for resident students are not to be received after 11:00 p.m. unless an emergency exists. Students who make long distance calls over the college telephones and charge them to the college are assessed a fine of \$1 per call in addition to the toll charge.

### **College Offices**

The main administrative building is Wood-Mar Hall. The hours for the offices are from 8 a.m. to 5 p.m., Monday through Friday. Students can save time and effort by making appointments before coming to the administrative offices for business.

The records office, supervised by the registrar, serves as the guardian of the academic standards and achievements of

the institution. Complete academic records for each student are stored in this office and are kept confidential.

Incoming transcripts are evaluated in this office. Transcripts of work completed at George Fox College are made available through the records office. Also, all registration materials are processed through this office. Students wishing to change their registration, withdraw from courses, or apply for an incomplete in a course must originate the request in the records office.

## THE SOCIAL LIFE OF THE STUDENT

### **Student Union Building**

A student's social life is an important part of the total educational process. In addition to the residence halls, a spacious and modern Student Union Building (SUB) furnishes the George Fox College student with recreational facilities and a television lounge. This student-operated facility is supervised by a SUB Board, elected by members of each academic class. The SUB is also the location for the Junior-class-operated Foxhole—a store serving sandwiches, soft drinks, and ice cream. A modern bookstore, located in this building, is where student texts, study materials, and other items of specific student needs are found.

The offices of the Associated Student Body are to be found in the SUB. These include a council room, the president's office, an office for the director of activities, *L'Ami* (yearbook) and *The Crescent* (newspaper) offices and workrooms. One unique room is set aside as a prayer room for students desiring a place for meditation and prayer.

Specific rules for the conduct of students using this facility are posted each year. Generally, the rules governing respect for the rights of others and the use of property also obtain for the SUB. The Student Senate is responsible for hearing complaints regarding student conduct in the SUB. Recommendations for discipline will be determined by the senate.

### **Appropriate Dress and Appearance**

Students are asked to avoid extremes in appearance. This is not to thwart individuality but to continue a level of respon-

sibility and philosophy that the college has held throughout its history.

During the college year, students find themselves in a variety of situations that require a decision on what is proper attire. Simplicity is the keynote, with a broad principle of what is well-accepted guiding the appearance of each student. Good grooming requires cleanliness, neatness, and modesty, as well as an attainment of a certain refinement associated with collegiate life. The following general guidelines are suggested:

1) Classroom clothing consists of skirt, blouses, sweater, dresses for women, and slacks, sport shirts, sport jackets, and dress jeans for men. During finals week more casual clothing may be worn, with the exception of "grubbies." On very cold days or very warm days, clothing more suitable to such extreme conditions may be worn, keeping in mind the broad principle of what is generally acceptable on campus.

2) Dining hall dress is casual for any meal during the week except Sunday. See page 40 under the Food Service section for further details.

3) Clothing known as "grubbies" is defined as cut-offs (levis or sweatshirts), sloppy T-shirts and work clothes. They may be worn on campus except in the following areas: (a) dining hall (except Friday afternoon and Saturday), (b) classrooms, library, administration building, and at spectator events.

Students are expected to use mature judgment on the type of clothing to be worn in the business section of Newberg.

There are other specific occasions that will call for more formal attire. Again, a general norm of what is currently acceptable, keeping in mind the principle of modesty, will be acceptable attire for these occasions. Anyone on the student personnel staff can help the student if questions should arise.

### ***Appropriate Social Conduct***

While it is recognized that permissiveness is a part of the general culture of today, the college feels that inappropriate public display of affection is incompatible with the intellectual aims of the institution. The normal display of casual relationships between the sexes is recognized as a perfectly acceptable standard of conduct. Students who insist on conduct beyond that which is proper will receive counseling from the dean of student affairs.

### ***Marriage During the Academic Year***

When students marry, the financial burdens often require one or both of them to drop out of college. Students should make themselves available to the counseling services provided by the dean of student affairs or college chaplain. Students who wish to marry during enrollment in college should make arrangements with the dean of student affairs at least two months before the marriage date. This regulation should be observed even if the marriage is to take place between terms. The summer vacation period does not apply in this request for notification of plans.

At least one month prior to the marriage, students who are under 21 years of age must submit a letter from parents or guardian to the dean of student affairs, acknowledging the marriage plans.

## **A PHILOSOPHY OF DISCIPLINE AT GEORGE FOX COLLEGE**

Wherever people are gathered together as a closely knit group, such as at a college, certain regulations are necessary to govern their relations. The city and community and state must have certain laws for successful government. Successful family life is dependent upon rules being observed. Without some guiding processes of group living to direct the conduct and activity of the individual, the group suffers and is seriously thwarted in its attempt to achieve its objectives. The result of no government is anarchy and chaos.

Dr. Milo Ross, past president of George Fox College, has said, "We make a distinction between God's laws and man's laws in our structure of regulation at George Fox College. We treat with far greater seriousness those laws of God that are clearly expressed in the Scriptures."

These laws mentioned by Dr. Ross are supplemented with minimum essential rules to enable the students to live together in a Christian community with maximum personal freedom. However, with increased freedom comes increased personal responsibility. When students do not achieve the expectation of the college, as outlined in the catalog and this handbook, the college feels a responsibility to assist them to be aware of the nature of their action and the imbalance in achieving educational goals if improper conduct is allowed to continue. Too often students regard control as punitive. Discipline is primarily designed to help students to achieve to



the level of their ability and the expectations of the college and community.

The college is committed to a Christo-centric approach to student honor and regulation. Jesus Christ entered history to release man from the awful crush of legalism and to show the true plan of achieving righteousness—not with fences but with the operation of God's grace within. The objective of discipline is not merely conformity but student maturity, resulting in responsible and constructive behavior.

### **Student Responsibility**

In signing the application for admission, the student agrees to be governed by the college and its standards, as outlined in this handbook. Each student is responsible for knowing its contents, and for abiding by its standards, whether he is a full- or part-time student and whether he is living on or off campus as long as he is enrolled as a student. This signature on the application is binding until such time as his student status is terminated.

### **Significant Moral Standards of the College**

In addition to other areas of student conduct and living that have been delineated elsewhere in this handbook, there are certain standards that carry a significant moral responsibility. Since its beginning, those who have carried the responsibility of George Fox College have agreed that its purpose could not be fulfilled, nor the best interests of the students served, without placing a ban on the following:

1) *Use or possession of alcoholic beverages.* The use of alcohol as a beverage has become a major threat to our nation. For instance, it is a prime factor in over 50 percent of all auto accidents. The increasing incidence of alcoholism resulting in the precipitation of other fatal diseases focuses dead center on one of the primary moral problems of the

nation. A state law prohibits the use, possession, or sale of alcoholic beverages to minors. In addition, the Scriptures plainly teach that drunkenness is in no way connected to the Christian life. Therefore, the use or possession of alcoholic beverages or attendance at a social occasion that has its express purpose the consumption of alcohol is sufficient cause for immediate dismissal.

2) *The use of drugs,* including hallucinatory drugs, is illegal. No use of them, including experimentation or possession, can be permitted. Students guilty of the above actions will immediately be dismissed from college.

3) *Immoral sexual behavior,* including deviant behavior, is not permitted. The New Testament is unequivocal in its demand that sexual relations be confined to marriage. Current trends of increased permissiveness do not change the Christian position in the least. The college cannot consistently hold to this position if it creates or permits situations that increase the temptations to engage in illicit sexual relations. That is why George Fox College does not permit intervisitation between men's and women's rooms and has closing hours to prevent all-night activities.

There remains much for the student to control since the college cannot and chooses not to chaperone couples when dating. Self-control on dates and showing affection in public will reflect the good taste and chastity expected of Christians. Should a student's conduct continually violate these norms, he may be asked to withdraw from the college.

4) *The use or possession of tobacco* is strictly prohibited. The scientific evidence that cigarette smoking is a killer is overwhelming. Any educational institution dedicated to the pursuit of truth, wherever it may lead, is obligated to warn youth of the dangers of smoking. No smoking is allowed on campus by any students of the college, or at college events away from the campus. Any student addicted to nicotine and



who cannot refrain from using it while enrolled as a student of the college may be dismissed if he persists in the habit, whether at home or during vacation periods.

5) *Gambling* is a serious moral problem. Compulsive gamblers leave in their wake a series of heartbreaks in broken homes, and poverty-stricken spouses and children. In addition, the moral problem of "getting something for nothing" is a serious threat to the happiness and worth of an individual. One's gain from another's loss is a sophisticated form of stealing—a practice expressly forbidden in Scripture. Students face serious disciplinary action if found guilty of gambling.

6) *Social dancing*, although accepted by some Christians, is nevertheless still disapproved by the church that owns the college. The traditional opposition to the dance arose from experience over several generations, during which the church found that social dancing became associated with various kinds of immorality. The church judged the social dance to be an unworthy activity for dedicated Christians in their stewardship of time and also, a poor type of social experience. The implementation of the purposes of the college will be more firmly established if the members of the college community refrain from participating in the social dance. Students who insist on attending social events where dancing occurs are subject to discipline by the dean of student affairs.

7) *The use and possession of obscene literature and pictures*, and the use of profane or obscene language are sufficient causes for discipline. If a student continues to participate in this behavior after counseling by the dean of student affairs, disciplinary recommendations to the appropriate committee will be given by the dean of student affairs.

### **The Administration of Discipline**

Discipline will be administered in such a way as not to undermine a student's self-respect. When a student enrolls in

the college he is expected to adhere to the regulations as delineated in the handbook. To that extent, he is responsible and is subject to the actions of those charged with the authority to administer discipline. No record of student discipline will be kept on file beyond the graduation of the student or when his student status is permanently terminated. The only exception to this action is when discipline carries with it a certain academic penalty. The dean of faculty, in consultation with the student involved, will assist the student in how best to explain the poor work appearing on his transcript.

### **THE ADMINISTRATION OF DISCIPLINE—A SHARED RESPONSIBILITY**

College students desire to share the responsibility for making decisions, and yet need careful guidance in governing themselves. To make this function possible, the newly organized Student Senate assumes a role in the area of discipline. The section elsewhere in this handbook explains the composition of the Student Senate as well as its functions other than the following:

1) The Student Senate will serve as a hearing committee for student complaints and suggestions.

2) It will serve as a hearing and decision-making body dealing with disciplinary problems directed to it by the dean of student affairs.

3) It will serve as a committee to recommend to the administration, Student Affairs Committee, or the student-faculty committees or councils that may have jurisdiction in areas they feel warrant change.

### **Student Affairs Committee**

The Student Affairs Committee is a faculty-administrative staff committee with student representation. The appointment of this committee is by the president of the college, with the

exception of the students, who are appointed by the student council.

*The Functions of this Committee* are as follows:

1) It will consider all matters affecting student life in the residence halls, off-campus dwellings, and at college-sponsored events.

2) It will receive and act on recommendations directed to it by other student, faculty, or administrative committees.

3) It will serve as a hearing committee for students who may wish to appeal the decision of the Student Senate or the action of the dean of student affairs. When the latter's decision is being questioned, he will yield the chair to the vice-chairman.

4) It will serve as an "initiator" in studying and inaugurating new programs of a cocurricular or extracurricular nature. Its members will be alert to new trends in student personnel work and assist the dean of student affairs in making necessary changes.

5) It will serve as an editing board for the student handbook and make recommendations to the Administrative Council for its adoption.

6) It will serve as a decision-making committee in matters of discipline referred to it by the dean of student affairs. Generally speaking, these areas of discipline will be those that may not require a high degree of confidential information in order to come to a decision. The dean of student affairs will use his judgment in deciding which disciplinary problems should come to this committee.

The chairman of the committee will be the dean of student affairs. The vice-chairman and secretary will be elected by the committee early in the beginning of the fall term. The committee will meet weekly or as announced.

## ***The Administrative Council***

The Administrative Council is charged with operating the college under the broad guidelines set by the Board of Trustees. Membership of this committee consists of the president of the college, who acts as chairman, a faculty representative, director of development, and the deans of administration, faculty, and student affairs.

They serve as the highest board of appeal in student affairs and normally act on any discipline involving termination of student status.

The president of the ASGFC meets with the council once each month.

## ***Types of Discipline***

The following are types of discipline that may be used by the dean of student affairs or by committees who may have jurisdiction:

1) *Warning*: Notice to the student that continuation or repetition of specified conduct may be cause for further disciplinary action.

2) *Disciplinary Probation*: Exclusion from participation in privileges or cocurricular or extracurricular activities as set forth in the notice of disciplinary probation for a specified period of time.

3) *Restitution*: Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of service to repair or otherwise pay for damages.

4) *Interim Suspension*: Exclusion from classes and other privileges or activities as set forth in the notice of interim suspension, pending final determination of an alleged violation.

5) *Suspension*: Exclusion from classes and other privileges or activities as set forth in the notice of suspension for a definite period of time.

6) *Dismissal*: Termination of student status for an indefinite period. The student may be readmitted to the college only by writing a letter of petition to the Administrative Council and agreeing to specific restrictions that the council may require.

7) *Expulsion*: Permanent termination of student status without possibility of readmission to the college.

8) *Other*: Other types of discipline as set forth in this handbook.

### ***Due Process at George Fox***

Discipline at the college does not disregard attention to the student's right to be heard. The student will be informed of the charges brought against him. He has the right to bring witnesses on his behalf at any time during any of the hearings before any of the committees to which he may be asked to appear.

It is recognized that grievances have every right to be heard, and that procedures have been inaugurated to hear these grievances through the committees mentioned above. Practices that infringe upon or block the normal progress of education will not be tolerated. Every effort will be made to avoid any confrontations that may result from student grievances. Students who refuse to use these channels of communication and methods for changing procedures will be subject to immediate dismissal and possible expulsion.

Due process is meant to safeguard rights, but a "court-room" approach and an insistence on a keeping of the "letter of the law" is an attitude not in keeping with the philosophy and stated objectives of the college.

### ***New Policies***

The Student Affairs Committee reserves the right to develop and institute new policies that are not stated in the handbook. When a proposed policy is approved, it becomes effective immediately unless otherwise specified. This same procedure applies to policy changes as stated in this handbook.

Students are expected to observe national, state, and local laws designed for the proper function of society. Respect for the rights and privileges of others is to be constantly remembered. Hazing, theft, and insubordination to those in authority will bring swift and firm discipline.



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