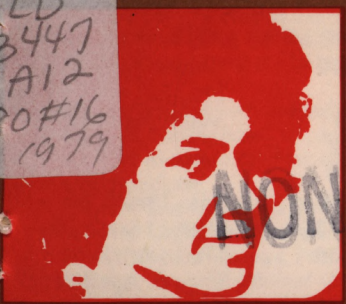


University of Missouri-Columbia

# Bulletin

Spec. M  
LD  
3447  
A12  
80#16  
1979



## M Book

# University of Missouri-Columbia Calendar

## Fall Semester

New Student Orientation and Registration  
Registration  
Classwork begins, 7:40 a.m.  
Labor Day Recess  
Preregistration (Winter) begins  
Preregistration (Winter) ends  
Thanksgiving Recess Begins  
Classwork resumes, 7:40 a.m.  
First Semester Classwork ends, 5:30 p.m.  
Stop Day  
Final Examinations begin  
First Semester closes, 5:00 p.m.

## Winter Semester

New Student Orientation and Registration  
Registration  
Classwork begins, 7:40 a.m.  
Preregistration (Summer & Fall) begins  
Preregistration (Summer & Fall) ends  
Spring Recess begins, 12:40 p.m.  
Classwork resumes, 7:40 a.m.  
Second Semester Classwork ends, 5:30 p.m.  
Stop Day  
Final Examinations begin  
Second Semester closes, 5:30 p.m.  
Annual Commencement

## Summer Session

*Eight-Week Session*  
Registration and Orientation  
Classwork begins, 7:30 a.m.  
Summer Welcome begins  
Independence Day Recess  
Summer Welcome ends  
Summer Session closes, 5:00 p.m.  
Summer Commencement  
*Four-Week Session I*  
Registration and Orientation  
Classwork begins, 7:30 a.m.  
Independence Day Recess  
Session I closes, 5:00 p.m.  
*Four-Week Session II*  
Registration  
Classwork begins, 7:30 a.m.  
Session II closes, 5:00 p.m.  
Summer Commencement

## 1979

Thurs., Aug. 23  
Fri., Aug. 24  
Mon., Aug. 27  
Mon., Sept. 3  
Mon., Oct. 22  
Wed., Oct. 31  
5 p.m., Nov. 20  
Mon., Nov. 26  
Tues., Dec. 11  
Wed., Dec. 12  
Thurs., Dec. 13  
Thurs., Dec. 20

## 1980

Thurs., Jan. 10  
Fri., Jan. 11  
Mon., Jan. 14  
Wed., April 2  
Tues., April 8  
Sat., March 22  
Mon., March 31  
Wed., April 30  
Thurs., May 1  
Fri., May 2  
Fri., May 9  
Sat., May 10

## 1979

Mon., June 11  
Tues., June 12  
Sun., June 17  
Wed., July 4  
Tues., July 17  
Fri., Aug. 3  
Fri., Aug. 3

Mon., June 11  
Tues., June 12  
Wed., July 4  
Fri., July 6

Mon., July 9  
Tues., July 10  
Fri., Aug. 3  
Fri., Aug. 3

## 1980

Mon., Aug. 25  
Tues., Aug. 26  
Wed., Aug. 27  
Mon., Sept. 1

12:40 p.m., Nov. 26  
Mon., Dec. 1  
Thurs., Dec. 11  
Fri., Dec. 12  
Sat., Dec. 13  
Sat., Dec. 20

## 1981

Thurs., Jan. 8  
Fri., Jan. 9  
Mon., Jan. 12

Sat., March 21  
Mon., March 30  
Wed., April 29  
Thurs., April 30  
Fri., May 1  
Fri., May 8  
Sat., May 9

## 1980

Mon., June 9  
Tues., June 10

Fri., July 4

Fri., Aug. 1  
Fri., Aug. 1

Mon., June 9  
Tues., June 10  
Fri., July 4  
Thurs., July 3

Mon., July 7  
Tues., July 8  
Fri., Aug. 1  
Fri., Aug. 1

## University of Missouri-Columbia Bulletin (USPS 651-820)

Volume 80      Number 16      July 27, 1979      General 1979 Series      Number 16  
Published by the UMC Publications Office, 311 South Fifth Street, Columbia, Missouri  
65211. Issued monthly as follows: three times in March and April; twice in January, February  
June, July, August, September, October and November; once in May and December. Second  
class postage paid at Columbia, Missouri.

---

# University of Missouri-Columbia

## M Book

1979-80

### Contents

- 2 Beyond the Classroom**
- 3 By the Students & for the Students**  
MSA, Other Student Government Organizations
- 4 Recognized Student Organizations
- 6 Campus Committees, Student Foundation & Alumni Association Student Board, Religious Organizations
- 7 Student Media, Center for Student Life
- 8 Student Organization Policies, Social Functions, Public Meetings, Fund Raising
- 11 Parades, Audit of Student Organizations, Annual Reports, Responsibility for Conduct, Disciplinary Hearing, Rules & Regulations for Student Organizations
- 12 Meeting Rooms Available to Students
- 13 Policy & Procedures to Reserve & Use University Facilities, Use by Student Groups
- 14 Services**  
Academic Help, Counseling Services, Student Health Service
- 15 Financial Aid
- 18 Center for Student Life
- 19 Special Services, Student Transport System, Placement Services, University Book Store
- 20 Study Breaks**  
Entertainment & Diversions
- 22 Sports—for Fans & Fanatics  
Intercollegiate Athletics
- 23 Recreation
- 24 Intramurals
- 25 Brunch & Beverage
- 26 Collegiate Castles (and smaller places)**  
University-owned Residence Halls
- 27 University-owned Housing for Married Students, Mark Twain Residence Hall, Cooperatives (for Women), Fraternities & Sororities, Off-Campus Housing
- 28 Libraries**  
Ellis Library, Loans
- 29 Fines, Call-in Procedures
- 30 Look-up Procedure, Copying Machines, Study Carrels, Lockers, Handicapped Student Assistance, Library Tours, Lost IDs, Lost & Found
- 31 Academic Information**  
Preregistration
- 32 Registration
- 33 Fee Payment, Changing Divisions, Late Registration, Part-time Students, Arranged Hours, Dean's Biographic Card & the Student Directory, Student ID Cards
- 34 Add/Drop
- 35 Finals, Credit Hours, Attendance, Grades, Incompletes, Grade Reports, Changes in Your Record
- 36 Grade Changes, Academic Dishonesty, Academic Standing of Undergraduates
- 37 Special Academic Programs
- 38 Fees**
- 39 Refund of Fees
- 40 University Rules & Regulations**  
Student Conduct Regulations
- 44 Student Access to Records
- 46 Traffic Regulations, Alcoholic Beverages, Use of Computing Facilities, Addresses, Notices to Students, Non-University Publications
- 47 Housing Rules & Regulations

The University of Missouri is an Equal Opportunity/Affirmative Action institution and is nondiscriminatory relative to race, religion, color, national origin, sex, age and qualified handicapped.

All statements in this publication are announcements of present policies only and are subject to change at any time without prior notice. They are not to be regarded as offers to contract.

---

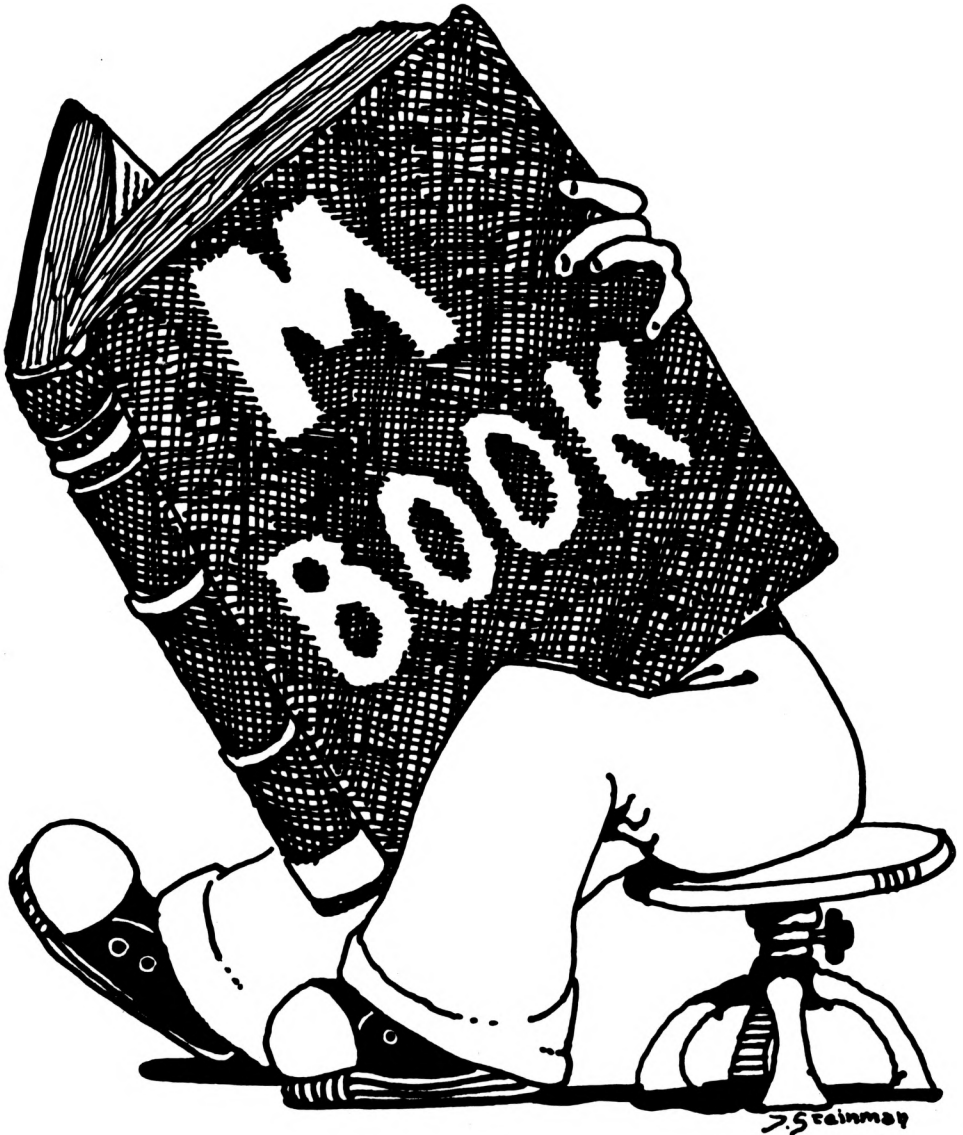
# Beyond the Classroom

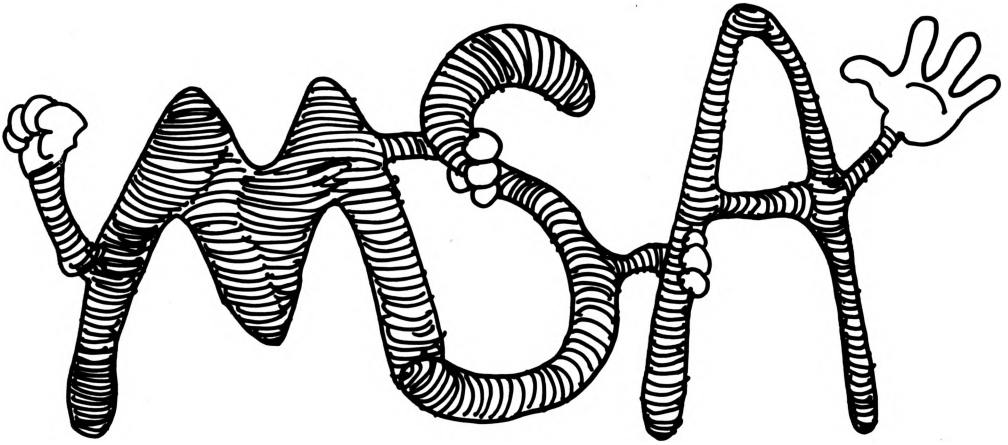
Your education doesn't stop at the classroom or laboratory door. Educational opportunities (including some that will teach as much as you learn from classes) exist outside the classroom.

You have opportunities to learn to be a leader and to live with your fellow human

beings (difficult creatures that we sometimes are). As spectator or participant you can explore new interests, or expand your knowledge of more familiar things. In addition, services are available to promote the success of your educational venture here.

In this section of the M-Book, you'll find an outline of these opportunities, programs and services. But this is only a starting point—make a phone call or a visit to a place that catches your interest. We invite you to make these opportunities a part of your life here at UMC.





## By the Students & for the Students

### MSA

The Missouri Students Association is you. You are a member because you are a student at the University. Student activity fees support MSA. The executive branch of MSA is headed by a president (who is the main link between the students and the administration) and a vice-president (who is the chief budget officer). The executive office also includes a student ombudsman, a "people's advocate" who helps students with red tape, etc.

The General Services Department of the executive branch provides a range of services and programs including the facilities and equipment division which operates a craft studio, photo darkroom, listening gallery and rental services for calculators, cassette tape recorders, 16 mm projectors and outdoor recreational equipment. Other divisions are public interest research division, welfare division, legislative action division, legal services division, sports division and academic services division.

The Student Activities Department of the executive branch sponsors pop concerts, classical concerts, international program-

ming, dinner theatre, blues, jazz and folk concerts, speakers, Broadway plays, films, a coffeehouse, travel and other special events.

The Department of Student Information is also part of the executive branch.

Other branches of MSA include the judicial branch and the legislative branch—the senate. The senate is composed of representatives from each on-campus living unit, off-campus students who petition for a position and elected senators-at-large.

MSA offices are in 206 Read Hall. Contact them for information about how to apply for positions in any of these branches or divisions. The phone number is 882-8386.

### Other Student Government Organizations

Each school or college has a student council; these are supported by one dollar of your student activity fee. Other student organizations include the Association for Women Students; the Legion of Black Collegians; Interfraternity, Black Panhellenic, and Panhellenic Councils; the Independent Residence Halls Association; the Off-Campus Students Association; and the Associated Students of the University of Missouri (ASUM)—a student lobby group. The Center for Student Life, Read Hall (882-3621) can give you more information about how to participate in these organizations.

## Recognized Student Organizations

For more information on any of the organizations listed here, go to the Center for Student Life, Read Hall, or call 882-3621.

Accounting Students Association  
 Active Aiders  
 Advertising Club  
 Aero Tigers Flying Club  
 African Students Association  
 Agriculture Club  
 Agricultural Communicators of Tomorrow  
 Agriculture Divisional Student Council  
 Agriculture Economics Club  
 Agricultural Engineers  
 Agricultural Mechanization Club  
 Agronomy Club  
 Agronomy Graduate Student Council  
 Alpha Chi Sigma (chemistry honorary)  
 Alpha Epsilon (ag. engineering honorary)  
 Alpha Kappa Psi (professional business fraternity)  
 Alpha Phi Omega (national service fraternity)  
 Alpha Pi Mu (industrial engineering honorary)  
 Alpha Tau Alpha (ag. education honorary)  
 Alpha Zeta (agriculture)  
 American Blind Leaders for Education  
 American Institute of Industrial Engineers  
 American Institute of Chemical Engineers  
 American Society of Interior Designers  
 Angel Flight  
 Anthropology Student Association  
 Arab Student Organization  
 Arnold Air Society  
 Arts and Science Student Government  
 Associated General Contractors Student Chapter  
 Association for Women Students  
 Association of Clothing Textiles  
 Baha'i UMC  
 Baptist Student Union  
 Beta Alpha Psi (accounting honorary)  
 Biochemistry Club  
 Biology Majors Association  
 Black Journalism Students Association  
 Black Panhellenic Council  
 Blair Student Organization  
 Block and Bridle Club  
 Business School Student Council  
 Campbell-Harrison Co-op.  
 Campus Crusade for Christ  
 Center for Volunteer Action  
 Chess Club  
 Chi Epsilon (civil engineering honorary)  
 Chi Omicron Mu (journalism honorary)  
 Child and Family Development Student Association  
 Christian Campus House  
 Christian Science Organization  
 Childhood Education International Association  
 Circle K Club  
 Civil Engineers, American Society of  
 Co-Ed Volleyball Club  
 Computing Machinery Association  
 Council for Exceptional Children  
 Council of Handicapped Students  
 Cultural Association of India  
 Dairy Club  
 Delta Phi Alpha (German honorary)  
 Delta Sigma Pi (business)  
 Economics Club  
 Education Student Council  
 Egyptian Student Association  
 Engineering Graduate Students Association  
 Engineering Student Council  
 Engineers Club  
 English Graduate Students  
 Environmental Education Organization  
 Environs '78  
 Eritrean Student Organization  
 Etta Kappa Nu (electrical engineering honorary)  
 Fellowship of Christian Athletes  
 Food and Nutrition Organization  
 Food Science Association  
 Forestry Club  
 Forestry, Fish & Wildlife Student Council  
 Future Farmers of America (Collegiate)  
 Gay Liberation, UMC  
 Geology Club  
 Girl Scouts (Campus Gold)  
 Go Club  
 Graduate Business Students Association  
 Graduate Association, Psychology  
 Graduate Nurses Association  
 Graduate Student Association  
 Graduate Students in Accountancy  
 Home Economics Association  
 Home Economics Journalism Club  
 Home Economics Rehabilitation, Student Association  
 Home Economics Student Council  
 Horticulture Club  
 Independent Aggies  
 Independent Residence Halls Association  
 Industrial Education Club  
 Institute of Electrical and Electronic Engineering  
 Interfraternity Council  
 International Student Senate  
 Intersarsity Christian Fellowship  
 Iranian Student Association  
 Italian Club  
 Jewish Students Organization  
 Journalism Graduates Organization  
 Just Singers  
 Kappa Alpha Mu (photojournalism honorary)  
 Kappa Epsilon Alpha (freshman honorary)  
 Kappa Delta Pi (education honorary)  
 Kappa Tau Alpha (journalism honorary)  
 Korean Students Association  
 Latin American Students Association  
 Latter Day Saints Student Organization  
 Legion of Black Collegians  
 Liahona Students Association  
 Library and Information Science, Graduate Student Association  
 LSV (senior honorary)  
 Magazine Club  
 Malaysian Students Association  
 Maneater  
 Marching Mizzou Club  
 Married Aggies  
 Merdelles  
 Meteorology Club  
 Midshipman Club  
 Minority Students in Health Careers  
 Missouri Lacrosse Club  
 Missouri Shamrock  
 Missouri State Teachers Association  
 Missouri Student Association  
 Mizzou 4-H Club  
 Mizzou Marines (NROTC unit)  
 Mo-Maids Swim Club  
 Mortarboard (junior honorary)  
 Music Educators National Conference  
 Muslim Student Organization  
 Mystical Seven (senior honorary)



NAACP, UMC Chapter  
 Navigators, the  
 Nigerian Students Union  
 Nuclear Society (American)  
 NORML (UMC)

Off Campus Students Association  
 Omicron Delta Kappa (junior and senior men's  
 honorary)

Pakistan Student's Association  
 Panhellenic  
 Premisas

Phi Beta Lambda (business)  
 Phi Beta Kappa (A & S honorary)  
 Phi Chi Theta (women in business honorary)  
 Phi Eta Sigma (freshman honorary)  
 Phi Kappa Phi (junior and senior honorary)  
 Phi Lambda Upsilon (chemistry honorary)  
 Phi Mu Alpha Sinfonia (music)  
 Phi Sigma Iota (romance language honorary)  
 Phi Upsilon Omicron (home ec. honorary)  
 Phi Zeta (veterinary honorary)  
 Philosophy Club  
 Pi Kappa Lambda (music honorary)  
 Pi Lambda Theta (women in education honorary)  
 Pi Mu Epsilon (math honorary)  
 Pi Omicron Sigma (fraternity men's honorary)  
 Pi Sigma Alpha (political science)  
 Pi Tau Sigma (mechanical engineering honorary)  
 Poultry Science Club  
 Pre-Med Club  
 Pre-Vet Medicine Club  
 Psi-Chi (psychology honorary)  
 Public Administration (Association of)  
 Public and Community Services Student Council  
 Public Relations Student Society

Radio Shack, Amateur Radio Club  
 Recreation and Park Association—UMC (Recreation  
 Majors Club)  
 Regional and Community Affairs Association  
 Rehabilitation Student Association  
 Respiratory Therapy Association  
 Rho Epsilon (real estate)  
 Rodeo Club  
 Ruf-Nex

Savitar Yearbook  
 Scabbard and Blade  
 Science Fiction Association  
 Scuba Club  
 Show-me Conservation Club  
 Sigma Alpha Iota (music honorary)  
 Sigma Delta Chi (journalism students association)  
 Sigma Delta Pi (Spanish honorary)  
 Sigma Rho Sigma (sophomore honorary)  
 Sigma Theta Tau (nursing honorary)

Soccer Club, Men  
 Soccer Club, Women  
 Society of Automotive Engineers  
 Society of Black Engineers  
 Society of Women Engineers  
 Spanish Club  
 Speech and Hearing Association (national student)  
 Student Art Educators Association  
 Student Bar Association  
 Student Chapter American Veterinary Medical  
 Association

Student Coalition for Working America  
 Student Dietetic Association  
 Student Foundation of Development Fund  
 Student International Meditation Society  
 Students Involved in Mutual Awareness  
 Student Missouri State Teachers Association  
 Student Nurses Association  
 Student Occupational Therapy Association  
 Student Physical Therapy Association

Tau Beta Pi (education honorary)  
 Trap and Skeet Club  
 Tri-Penta Jones; Tri-Penta Schurz; Tri-Penta  
 Wolpers/Johnston (residence hall honoraries)

University YMCA

War Resisters League  
 Weed Science Club  
 Wesley Foundation Campus Ministry  
 Wildlife Society  
 Women in Communication (Theta Sigma Phi)  
 Women's Law Caucus

Xi Sigma Pi (forestry honorary)

Young Worker's Liberation League  
 Young Democrats

## Campus Committees

Student-faculty committees are composed of students selected by the MSA president and faculty and staff selected by the Faculty Council. Members serve on a committee for a year. Committees include capital improvements, housing, black studies, intercollegiate activities, traffic and parking, and lectures and cultural events. If you are interested, you need to submit one of the petitions available in 206 Read Hall. The petitioning period is announced in campus newspapers, and at MSA senate meetings.

## Student Foundation & Alumni Association Student Board

The Student Foundation works with the Development Fund (an organization established by the Board of Curators to encourage and receive private gifts from friends and alumni) to inform students and alumni about Development Fund programs. The office is at 117 Alumni Center, 882-6511.

The Alumni Association Student Board helps to plan and sponsor homecoming festivities, class reunions and special projects. They also travel across the state to

discuss student attitudes and activities and help create a job-hunting handbook that is distributed each year to graduating seniors. You may become a member of the Student Board through the MSA petitioning process. (Contact MSA at 206 Read Hall, or call 882-8386 for information.) There are two student representatives on the Alumni Association Board of Directors.

## Religious Organizations

The University "Y" Association is open to all students and faculty. Intercollegiate activities, leadership training, service projects and programs are scheduled on a regular basis.

The advisors to campus religious groups form an interfaith organization of campus religious workers. The organization acts as the liaison body between UMC and the various campus ministries.

Student congregations of local churches may use University facilities under the same regulations that apply to recognized campus organizations, as long as these facilities are not used for purposes of religious worship or religious teaching.

The A.P. Green Chapel, located next to the Memorial Union, is open daily to individuals of all faiths for meditation and prayer.







## Student Media

If you are interested in art, writing, photography, editing or humor you may want to join the staff of the *Savitar*, the school yearbook, or the *Maneater*, the school newspaper. The *Savitar* is supervised by the Committee on Student Publications, the *Maneater* by the Maneater Board. Student members of these committees are recommended by MSA and appointed by the Chancellor.

KCOU is a student-operated radio station licensed to the Independent Residence Halls Association. Go to 101F Pershing Hall if you are interested in becoming an engineer, disc jockey, sports or news writer. (Phone 442-0780)

## Center for Student Life

The Center for Student Life in Read Hall advises student organizations and adminis-

ters University policy on student groups. If you have a question about a student organization or want to start one, the Center for Student Life may be able to help.

**Sorority and Fraternity Assistance.** The Center for Student Life provides advisors who assist Greek organizations in planning cultural, recreational, educational activities. Their office is at 217 Read Hall, 882-8204.

**Media Center.** The Media Center assists recognized student organizations in producing pamphlets, brochures, posters, and other promotional material. You pay only the printing costs. The Media Center is in 315 Read Hall, 882-6751.

**Volunteering.** The Center for Student Volunteer Action is located at 118 Gentry Hall, 882-6745. The Center provides information to students about volunteer opportunities on campus and in the Columbia community.

## Student Organization Policies

The Committee on Student Organizations, Government and Activities (SOGA) makes recommendations to the Vice-Chancellor for Student Services concerning student organizations. They have established procedures for starting a recognized student organization.

The types of student organizations are:

- (1) MSA and subordinate student governments such as IRHA, IFC, Black Panhellenic, Panhellenic, divisional and departmental student governments, and Graduate Student Association;
- (2) Groups within University housing—such as residence hall houses, fraternities, sororities and co-ops; and
- (3) Groups formed around a common interest.

Recognized student organizations have access to University facilities and assistance with financial records.

To become a recognized student organization:

**1** Once your group is formed, see the coordinator of student organizations, Read Hall. He/she will assist you in completing materials required for registration.

**2** Your group will have an informal hearing with the MSA senate rules committee. They will make a recommendation to the MSA senate on whether or not to recognize the group.

**3** The senate then will approve or disapprove the recognition of the club.

**4** Your group meets next with a subcommittee (on recognition and fund-raising) of the Committee on Student Organizations, Governments and Activities. The subcommittee will report to the whole committee and the committee will vote for or against recognition.

**5** The proposal for recognition will then be sent to the Vice-Chancellor for Student Services and the Board of Curators for approval.

## Student Social Functions

A social function is any on-campus activity sponsored by or in behalf of any recognized student organization. Any type of meeting restricted to members of a student group and held in the group's housing facility is not considered a social function. To hold a social function:

(1) You must observe all procedures for use of facilities (see the section on procedures for using University facilities).

(2) All decorations must be non-flammable or treated to make them fire-resistant. Decorations also must be inspected and approved by the Columbia Fire Department prior to the event.

## Public Meetings

If your organization wishes to sponsor an event that is open to the public, arrangements must be made at least ten days prior to the event. Check with the Center for Student Life for details.

## Fund Raising

If your organization wishes to have a fund-raising activity on campus, you must request approval from SOGA.

University regulations that may apply to fund raising by student organizations:

(1) Your group may not use University buildings or grounds if you declare a dividend among your members or make a financial profit—except by permission of the Board of Curators.

(2) You may not sell anything, solicit subscriptions or collect dues in University buildings and on University grounds unless you receive authorization from the Business Operations Officer or the Chancellor.

(3) You may not solicit subscriptions or collect dues from prospective students or guests of the University when such guests are in University buildings or on University grounds.

(4) You cannot use the University for commercial or promotional advertising purposes; you also cannot identify the name of the University with the aims, policies, programs, products or opinions of any organization—an exception may be made by the Board of Curators upon the recommendation of the President of the University.

(5) Except for scheduled classes, you must get a written permit from the Business Operations Officer, for the temporary use of University grounds, buildings or rooms. Permits are issued on the basis of rules approved by the Chancellor.

(6) All classes, meetings or assemblages of any sort held in University buildings or on University grounds are subject to all U.S. and Missouri laws and University ordinances, rules and regulations. You are expected to take care of the facility and observe simple rules of courtesy, decency and good manners. Failing to abide by these requirements may cause you to lose permission to use the facility, or to lose future permission to use University facilities.

To obtain approval to hold a fund-raising activity:

**1** At least three weeks before the activity, submit a "request for permission for fund raising project" to the Coordinator of Student Organizations, in the Center for Student Life. The form should include:

- (1) A description of the activity, (b) the proposed date and location, (c) a detailed budget of all anticipated costs and projected income, and (d) a written proposal of how the net income is to be spent.

**2** After tentative approval from the Coordinator of Student Organizations, you should submit a reservation for use of the desired facility to the University Business Operations Office. The reservation form should be signed by the Director of the Center for Student Life and the Coordinator of the facility you wish to use for the fund-raising activity. If you wish to use the Memorial Union or Brady Commons, you should make reservations through the reservationist at the Union.

**3** Your organization will be notified of the next SOGA or SOGA subcommittee meeting and should plan, if possible, to have a representative at the meeting to answer questions.

**4** Following a recommendation from SOGA, your request will be forwarded to the Business Operations Office and the Vice Chancellor for Student Services or his/her designee for final approval or rejection.

**5** If your request is rejected or you cancel the activity, you should contact the University Business Operations Office to cancel the reservation for use of the facility. If you had planned to use Brady Commons or the Memorial Union, notify the reservationist in the Union.

**6** If the request is approved and you plan to use tickets for the activity, the manager or treasurer of the organization must contact the Auditor of Student Organizations before ordering tickets.

**7** After the fund-raising activity, the treasurer of the organization must complete the "financial report" form furnished by the Coordinator of Student Organizations and submit this form to the Auditor of Student Organizations.

Your organization is responsible for the costs of sponsoring a fund-raising activity. Costs may include:

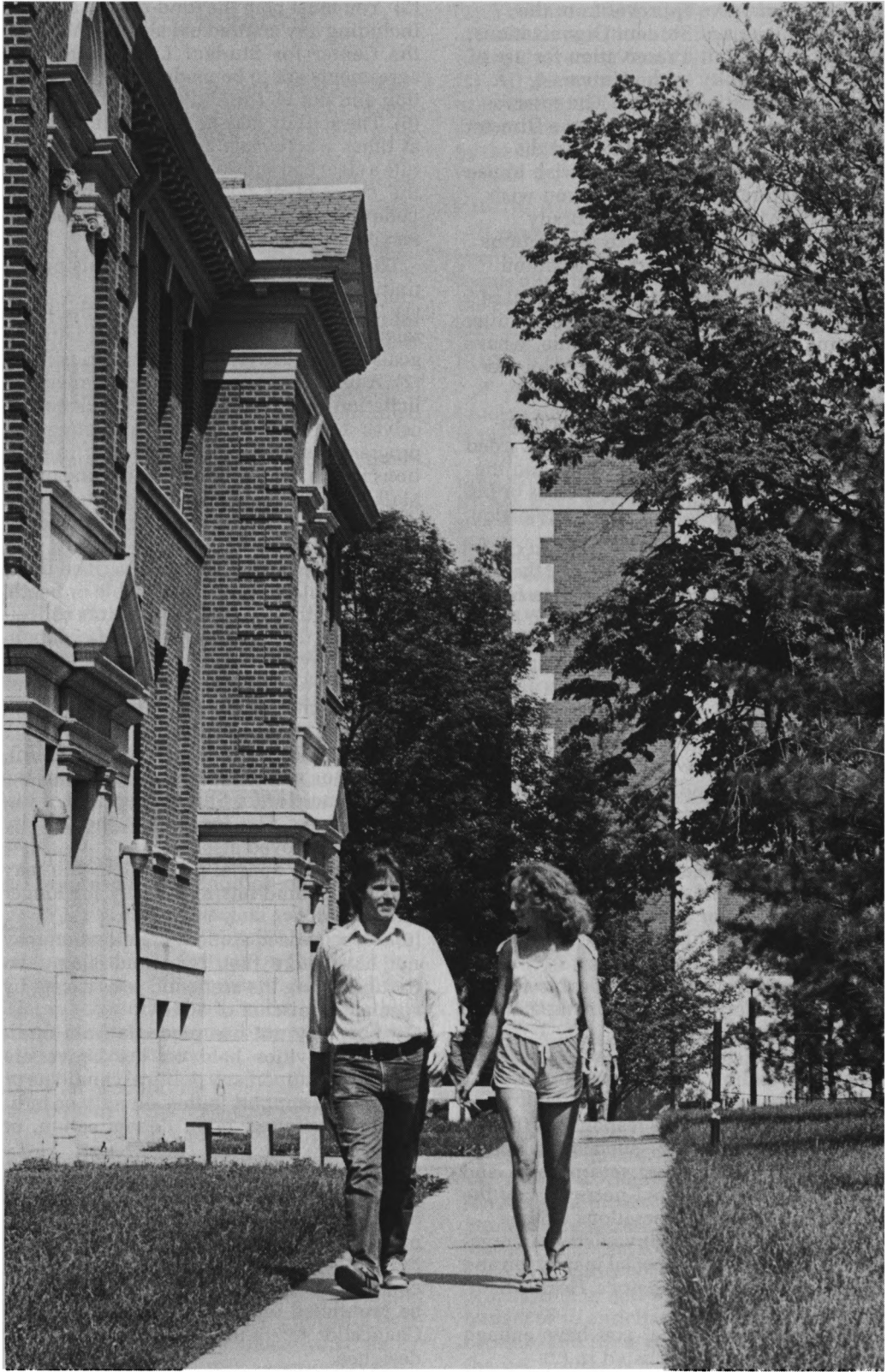
- (1) To hold a fund-raising activity in the Hearn Building or the Livestock Center you must pay a use fee.
- (2) Your organization is responsible for any cost to the University—such as clean-up, special construction and set-up costs, and extra security as deemed necessary by the University Business Operations Office.
- (3) If food products are involved, your organization must receive special inspection and approval by the University's Health Sanitarian.
- (4) You must show that you have enough cash to cover the costs listed in (2).

(5) You must plan the fund-raising activity, including any contractual agreements, with the Center for Student Life. Contractual agreements are to be made by the organization and not by the University of Missouri.

(6) The activity may not be held in places or at times where such activity would constitute a clear and substantive interference with the conduct of classes, study, business, pedestrian or vehicular traffic, or other University functions.

The types of allowable fund-raising activities are:

- (1) The intent or the method of the fund-raising activity must be in keeping with the goals and objectives of your organization.
- (2) A fund-raising activity that involves solicitation of funds for which the donor receives no tangible return (a commodity, program, service, etc.) is restricted to locations inside the Memorial Union, and/or the Mall area outside of Brady Commons, and not more than two locations may be used at any given time.
- (3) Activities such as those described in (2) must take place at a manned table or booth, rather than through roving solicitors collecting money throughout the area via containers, etc.
- (4) A fund raising involving the on-campus sale or solicitation of a commodity, product, form of entertainment, food, or service of any type must receive final approval of the University Business Operations Office and the Vice Chancellor for Student Services or his/her designee. The location of the activity must be approved also.
- (5) Except by special permission, you may not hold a fund-raising activity for longer than five days.
- (6) A recognized student organization may not have more than two fund-raising activities during the academic year, except by special permission of SOGA.
- (7) You may not use proceeds from fund-raising activities held on the University campus to support any political candidate or party, or to support (either directly or indirectly) a religious faith, denomination, or sect.
- (8) A fund-raising activity which is judged to compete with any University auxiliary enterprise will be prohibited unless approved by the Business Operations Officer. Fund-raising activities which are judged to compete with MSA-Student Activities shall be prohibited unless approved by the Vice Chancellor for Student Services or his/her designee.



## Parades

You should appoint someone to ensure that all participants know the plans and route of the parade. Parade permit forms are available at the Center for Student Life. Copies must be approved first by the UMC Police Department, then by the Columbia Police Department, and filed with the Center for Student Life. Parades must be registered three days prior to the activity and conform to all city ordinances regarding parades.

## Audit of Student Organizations

Treasurers of each recognized student organization should contact the Auditor of Student Organizations in Gentry Hall for University procedures and for any advice concerning their financial transactions.

Recognized student organizations are required to have their records audited annually. Organizations that are required to report annually to the Internal Revenue Service are audited the same date each year; other organizations are audited at various times as requested by the auditor.

## Annual Reports

After the beginning of the academic year your organization should file the names and addresses of officers and any change in constitution or statement of purpose in the Center for Student Life.

## Responsibility for Conduct

Your organization is responsible for ensuring that those attending its social functions conduct themselves in accordance with UMC regulations.

The organization and its officers (including organized houses such as fraternities, sororities and cooperatives) shall be held responsible, as an organization, for violations of UMC regulations committed on the premises under its control or at functions sponsored by the organization.

## Disciplinary Hearing

If an organization is alleged to have violated University policies or regulations, disciplinary action may be initiated by the Center for Student Life and/or by SOGA. Student organizations have the right to appeal decisions made by student courts, governments or Center for Student Life to SOGA. Decisions made by SOGA may be appealed to the Vice Chancellor for Student Services, the Chancellor and the President of the University.

## Rules & Regulations for Student Organizations

(from Collected Rules and Regulations of the Board of Curators, 6.071, 12-49, p. 82; Bd. Min. 9-8-50, p. 5375).

1 Regulations of the University require that campus organizations receive official approval and that they limit their membership to students enrolled in the University. These organizations, fraternities, sororities, co-ops, discussion groups, etc., are voluntary organizations and choose their own members. The university requires that they administer, fairly and justly, their own regulations which are filed with the University before approval for campus recognition is granted. The University does not concern itself with the basis for membership in these organizations other than to require that members be students enrolled in the University. Any group of students in the University of Missouri proposing to function as a student organization or as an organized student activity in a field where supervision is not otherwise provided for by the Board of Curators or by the Faculty of the University shall submit such evidence to the Committee on Student Affairs as the Committee may deem reasonable and proper in order that it may determine whether recognition shall be granted or denied to the organization or the organized activity.

2 Any student organization or organized student activity which has been recognized by the Committee on Student Affairs shall, whenever ordered to do so by that Committee, submit such evidence as the Committee may deem reasonable and proper in order that it may determine whether or not recognition of the organization or the organized activity shall be continued.

3 The Committee on Student Affairs is hereby authorized to make due inquiry into the purposes and program of any organization or organized activity which includes or proposes to include students of the University of Missouri in its membership or as participants in its program and to approve or disapprove of such student membership or participation.

4 Any student in the University of Missouri who becomes or continues a member of any student organization or a participant in any organized student activity which is not recognized by the Committee on Student Affairs or by some other appropriate agency of the University or any student in the University of Missouri who becomes or continues as a member of an organization or participant in an organized activity, student membership or participation in which has been disapproved by the Committee on Student Affairs shall be reported by that Committee to the appropriate Committee on Discipline of the University for such disciplinary action as the latter Committee may deem reasonable and proper.

5 At such time or times during each session of the University of Missouri as the Committee on Student Affairs shall designate, each student organization and each organized student activity, whether recognized by the Committee on Student Affairs or by some other University agency, shall file with the Committee on Student Affairs the names and addresses of its officers and such other information as the Committee may require.

6 Any student in the University of Missouri who is or becomes a member of any organization which, in fact, encourages its members to violate the high standards of ethical and moral conduct expected of all University student shall be reported by the Committee on Student Affairs to the appropriate Committee on Discipline of the University for such disciplinary action as the latter Committee may deem reasonable and proper.



## Meeting Rooms Available to Students

Facilities which may be reserved will be assigned only to:

- (1) those student organization recognized by the Committee on Student Organizations, Government and Activities (SOGA);
- (2) departments of the University; or
- (3) official University functions necessary in the conduct of business.

### **To reserve Jesse Auditorium:**

- (1) Get a blue card (application for use of Jesse) from the Center for Student Life (Read Hall) or from the Business Operations Office (311 Jesse Hall).
- (2) After the card is filled out, it must be signed in the Center for Student Life (for all student organizations).
- (3) Take the card to the Business Operations Office (311 Jesse Hall) for final approval. The administration reserves the right to cancel the reservation if necessary.
- (4) Applications must be submitted to Business Operations Office not later than 48 hours preceding the date requested.

**Memorial Union & Brady Commons.** Reservations may be made through the reservationist, Room S102, Memorial Union from 8 a.m.-noon and 1 p.m.-4:30 p.m., Monday through Friday. The Union is solely responsible for all food and beverages catered in the building.

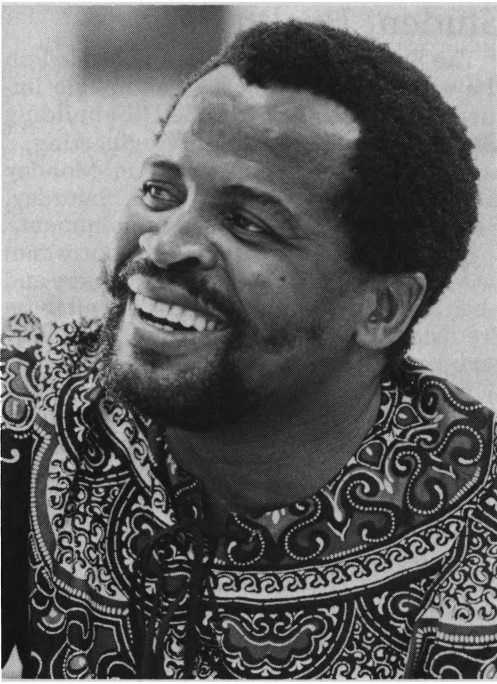
### **To reserve other rooms, buildings, and auditoriums (including McAlester Park):**

- (1) Get a gold card (application for use of room or building) from the Center for Student Life (Read Hall) or the Business Operations Office (311 Jesse Hall) at least 72 hours before date requested.
- (2) After completion of card, have it signed in the Center for Student Life (for all student organizations).
- (3) Each building on the campus is assigned a coordinator who is responsible for approving usage of that building. Find the appropriate building coordinator by inquiring in the Center for Student Life or the UMC Business Operations Office, and get his/her signature on the reservation card.
- (4) Take the card to the Business Operations Office (311 Jesse Hall) for final approval. The administration reserves the right to cancel the reservation if necessary.

**Alumni Center.** Make reservations through the building coordinator, Room 117 Alumni Center, from 8 a.m.-noon and 1 p.m.-4:30 p.m. Monday-Friday.

Student organizations with regularly scheduled meetings may request space on a





semester basis at the beginning of each semester. Space for other meetings should be requested 48 hours in advance. There is no charge for use of facilities (see the exception to this rule in "Fund Raising Guidelines"). No admission charge or solicitation of donations may be made by an organization assigned a room for its program, except as approved by SOGA (see "Fund Raising Guidelines").

### Policy & Procedures to Reserve & Use University Facilities

(1) For any purpose other than regularly scheduled classroom work, you must get a written permit in advance. Permits are issued according to rules approved by the Chancellor.

(2) Except by written permission of the Chancellor, University buildings or grounds may not be used by individuals or groups not connected with the University.

(3) Organizations that declare a dividend among the members or for which members derive a financial profit may not use University facilities. (except those specifically designated by the Board of Curators.)

(4) University facilities (except chapels) may not be used for religious worship or religious teaching. Student congregations of local churches, denominations or sects may use the Memorial Union or Brady Commons under the same regulations that apply to recognized campus organizations, as long as these facilities are not used for religious worship or teaching. The prohibition against use of University buildings and grounds for religious worship or teaching is a policy required, in the opinion of the Board of Curators, by the constitution and laws of the State and is not open to any other construction. The offering of prayer or other appropriate recognition of religion at public functions held in University facilities is not forbidden.

### Use by Student Groups

(1) In addition to the rules above, the following rules apply to use of University facilities by student groups:

(2) University buildings and grounds may be used for programs involving off-campus speakers, who are invited by an officially recognized student organization, to address its own membership and other interested staff, provided that such programs meet the criteria established by the Board of Curators for such events. The organization also must file a written request for approval of the program at least ten days in advance. (The Chancellor or his/her designated representative may make an exception to the 10-day rule in special circumstances.)

(3) A recognized student organization may hold a meeting which is open to the public by obtaining written permission of the Chancellor (under conditions he/she may prescribe); the organization must get permission at least ten days in advance unless the Chancellor or representative grants a waiver.

(4) Except by permission of the Board of Curators, University buildings or grounds may not be used by student organizations or enterprises which declare a dividend among their members or from which members derive financial profits; student organizations or enterprises may use facilities under the same conditions as non-student groups.

(5) Ad hoc groups or students may use University facilities for meetings or social events by written permission of the Chancellor or his/her designated representative under such conditions as he/she may prescribe.



## Services

### Academic Help

If you need help with coursework, you should check with your advisor, instructor, department chairperson and/or dean. Some schools or colleges have lists of tutors; others refer students to other services such as the Learning Center or the Learning Lab.

**Learning Center.** The Learning Center provides free tutoring and study skills help for undergraduates. In addition, a math program includes structured help sessions and open study labs. The writing lab helps students with organization, composition and grammar. The writing lab staff will help students put together a paper for any class. The reading and study skills program offers better ideas for reading, note-taking, scheduling and test preparation. The Learning Center is located at 304 Watson Place (behind I-HOP), 882-2493.

**Learning Lab.** The Learning Lab has audio and video tapes supplementing course work in a variety of areas, including agricultural economics, biology, English, history, statistics and all languages except Latin and Greek, available to all faculty, staff and students. Open 8 a.m.-10 p.m. Monday-Thursday, 8 a.m.-5 p.m. Friday, 1 p.m.-8 p.m. Sunday. The location is 3 Arts & Science, 882-2857.

### Counseling Services

Counseling Services offers students help in extending their understanding of themselves and others, planning for their future, gaining a perspective on troubling aspects of their lives and developing skills to promote effectiveness as students. A variety of programs including individual and group counseling; personal growth groups; and interest, aptitude and personality testing are available at Counseling Services.

**The Career Planning and Placement Center (CPPC),** operated by Counseling Services, helps students who have not decided on vocational plans to choose major fields of study and to determine career objectives. A student may explore various occupational interests and opportunities in CPPC's relaxed atmosphere at 110 Noyes Bldg (882-6801).

For further information call 882-7078 (or 882-6601) or visit Counseling Services on South Sixth St. An appointment to see a counselor may be made through the resources center in 100 Noyes from 8 a.m. - 5 p.m.

### Student Health Service

The Student Health Service is located on the west side of Francis Quadrangle immediately west of Switzler Hall (the building with the bell tower north of Engineering).

Clinic hours are 8 a.m. to 5 p.m. Monday through Friday; 8 a.m. to noon, Saturday. You do not have to make an appointment.

Health professionals provide outpatient service free of charge. Laboratory, x-ray and pharmacy fees are nominal. Costs of all these are listed in the waiting room of the clinic and are available to all students upon request.

In addition, there are eight special clinics: gynecology; dermatology; orthopedics; ear, nose and throat clinic; allergy; immunization; internal medicine consultation; and psychiatry.

If a medical emergency should arise when the clinic is closed, students should go to one of the local hospital emergency rooms. Students are responsible for the costs for emergency care at these facilities.

The Student Health Service does not provide services such as major surgery, treatment of major fractures, any surgical procedure requiring a general anesthetic, eyeglasses, dental service, obstetrical care, care of chronically ill or disabled students, or house calls. They will help you arrange for these services at your request.

Students should try to visit the outpatient clinic during a free class period as the clinic doesn't routinely give excuses for classes missed while attending the clinic.

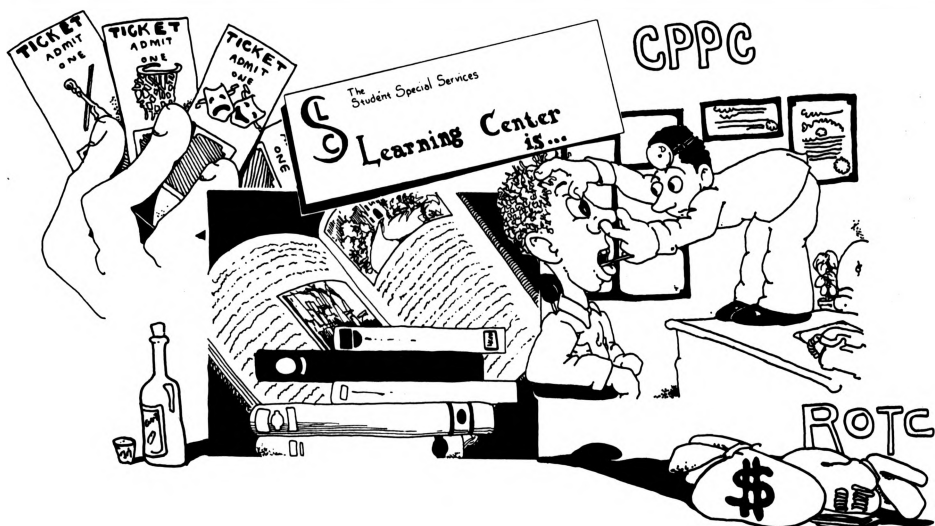
**Special Health Procedures.** Laboratory tests and x-rays may be made at the Health Service for students under the care of a private physician, subject to the approval of the Director of Student Health.

**Authority of Student Health Service Director.** The director of the Student Health Service is authorized

- (1) to recommend allowing students to withdraw from the University at any time if they have medical conditions that significantly interfere with their attendance or progress at school, or
- (2) to require students to withdraw from the University at any time if they have medical conditions that constitute a hazard to themselves, to other students or to the campus community.

**Insurance.** The student accident and health insurance plan is available to anyone registered at any of the four campuses. However, misunderstanding what the plan cov-





ers may lead to unexpected costs—**read the policy carefully.**

Costs of the insurance depends on the plan you choose. You may get insurance to cover your spouse and children as well as yourself. The maternity option costs an extra \$125.

Insurance applications are available at 317 Jesse Hall. All applications must be in before 30 days after registration. You may elect to pay the insurance when you pay your fees for pre-registration. Check the box on your fee slip.

## Financial Aid

Financial aid is designed to help with your expenses when your resources fall short of meeting costs.

A brochure, *College Costs and Financial Aids*, describing all types of financial aid available at UMC, may be obtained at the Financial Aids Office, 11 Jesse Hall, 882-7506.

To apply for financial aid:

- 1 Get an application from the Financial Aids Office.
- 2 Complete the UMC Financial Aids application and either a) Family Financial Statement (FFS) or b) Financial Aid Form. (FAF)
- 3 Mail the FFS to Iowa City, Iowa or the FAF to Berkeley, California.
- 4 To be considered for all available aid, return your application by April 30. You should apply for financial aid for the winter semester early in the fall. Late applications are processed based on the date received and on funds available.

Three types of financial aid are available: part-time student employment, student loans and gift aid, e.g. grants, scholarships, fellowships, awards and prizes. Unless otherwise noted, apply at the Financial Aids Office for all types of aid listed here.

## Scholarships

Your school or college has a list of scholarships available to students in that division. Scholarships are also listed in the *Scholarships, Aids and Awards Bulletin*, available for reference in the Financial Aids Office. The library has a copy bound with other *University Bulletins* (call number 378.7M71J); loose copies may be available in the library's pamphlet boxes in room 201.

**University Scholars.** Undergraduates in the upper 5 per cent of their class are University Scholars. Missouri residents receive a \$100 waiver-of-fees; out-of-state students receive the honor designation only. (Transfer students may qualify, also.) Only full-time students qualify.

**Special Events Scholarships.** Several scholarships equal to the amount of incidental fees are awarded to Missouri residents who are state contest winners. These are awarded by the College of Agriculture, the Departments of Music, Speech and Dramatic Art, and Industrial Education. For additional information, contact the department.

## Grants

**Basic Educational Opportunity Grants.** This grant may be as much as \$1800 a year, depending on your "calculated need" (determined by the Financial Aids Office) and available funds.

U.S. citizens and permanent residents enrolled at least half-time are eligible.

**Missouri Student Grants.** These grants are for Missouri students working on their first baccalaureate degree who need financial aid. The grant cannot be more than \$250 or one-half of your "need" (see above), whichever is less.

**Supplemental Educational Opportunity Grants.** Grants of \$200 to \$1500 annually are provided to students with exceptional financial need. You cannot receive more than \$4000 total (in 4 years) under this program. You must be a U.S. citizen or permanent resident, and enrolled at least half-time. You

Federal regulations say any financial aid must be applied to educational expenses. This means any aid you receive will be applied toward fees and University housing costs. You will receive any amount above that.

also must accept an equal amount or more from other University-controlled funds such as scholarships, grants, loans and/or part-time employment. This grant is not necessarily based on scholastic achievement, but you must show that you can maintain satisfactory college grades.

## Employment

**College Work Program.** This is a program for qualified students. There are about 1200 part-time, work-study jobs on campus. The University also arranges some off-campus jobs on community projects and jobs with non-profit, nondenominational organizations and agencies.

**Other Employment.** In addition to part-time jobs in Columbia (check with places that usually hire a number of students—restaurants, stores, other large businesses, and check in the local newspapers) the University has many part-time jobs. Check with the Personnel Service at 307 Hitt St., 882-4221.

The job locator office (in the Career Planning and Placement Center, 110 Noyes Bldg.) also helps students find part-time employment.

## Student Loan Funds

**University Loans.** Short-term loans are available to students who need funds for emergency expenses and who can repay by the end of the semester in which the money

was borrowed. No security is required; the amount of the loan is usually not large.

Long-term loans are made to students who wish to repay sometime following the end of the semester. Some are arranged to be repaid the following summer, but most are set up to be repaid beginning four to six months after graduation. If you drop out or transfer you must begin to repay the loan four to six months after leaving UMC.

**National Direct Student Loans.** The usual maximum loan under this program is \$1250 per year for undergraduate study, \$2000 for graduate study. Repayment begins nine months after leaving school, with 3 percent interest starting then.

There are some provisions for cancelling repayments if you teach school in some areas and/or for certain conditions of service in the Armed Forces of the United States. The loan must be repaid within 10 years, with a minimum monthly payment of \$30 per month at 3 percent interest.

**Federally Insured Student Loans.** You may arrange a loan with your hometown bank or another lender. The note will be endorsed by the government. This means you don't have to provide collateral; the government pays the interest while you are in school and for nine months thereafter. After that you begin repayment at an interest rate of 7 percent. You can get an application from the Financial Aids Office or a local lender, and submit it to the Financial Aids





Office for certification (that you are in fact a student).

**Loan Funds for Medicine, Nursing and Veterinary Medicine.** Students in the School of Medicine are eligible for loans repayable after medical education is completed. Applications are available in the School of Medicine dean's office and the Financial Aids Office.

Nursing students may borrow under the Nurses Loan Program. All or part of the loan is cancelled for each full year of service as a nurse in a public or non-profit agency. Applications are available in the Financial Aids Office.

Students in the College of Veterinary Medicine are eligible for loans that are repayable in monthly installments after graduation. Applications are available at the College of Veterinary Medicine dean's office and the Financial Aids Office.

You must be a U.S. citizen or permanent resident and enrolled at least half-time to borrow under these programs.

## Other Financial Aid

**ROTC.** Students who participate in the Army, Navy or Air Force ROTC programs are eligible to compete for scholarships lasting three years or longer. Scholarship benefits consist of full tuition fees, book expenses and a \$100 per month tax free subsistence allowance. Non-scholarship students receive the \$100 per month subsistence allowance during the final two years of participation in either the four or two year program. For further information see the *ROTC Bulletin* and contact the Professor of Military Science (Army) 882-7721, Professor of Naval Science (Navy) 882-6693, or Professor of Aerospace Studies (Air Force) 882-7621. All ROTC programs are located in Crowder Hall.

## Financial Counseling

The Learning Center, in addition to the staff of the Financial Aids Office, provides assistance with money management. The Learning Center is located at 304 Watson Place (behind I-HOP), 882-2493.

## Center for Student Life

The Center for Student Life administers a number of educational, recreational and social programs. If you have a question about a student organization, want to start one, or need information of any sort about your concerns as a student, the Center for Student Life may be able to help.

**Women's Center.** The center has a drop-in library, resource center, information on roles of men and women, health information, legislation, lunchbag seminars, groups, evening workshops and many more programs. Location: 1 Gentry Hall, 882-6621.

**Minority Services/Programs.** Minority students will find the cultural and social programs and other supportive programs of



great help in succeeding as students at UMC. The Black Culture House at 823 Virginia offers programs of social, cultural, recreational and educational interest. Stop in to see the staff at 104 Read Hall or call 882-3621 or the Culture House at 882-2664.

**Handicapped Student Office.** This office assists handicapped students and coordinates campus services available to them. These include: wheelchair repair, a study center for the handicapped with tape recorders and low-vision aids for the visually handicapped, modified physical education courses, and lift-equipped buses. They will also help with any special problems. Location: 126 Gentry Hall, 882-3839.

**International Student Programs.** This office has programs to assist foreign students in adjusting to the UMC campus and the city of Columbia, as well as assisting students with problems such as seeking housing or financial help. Location: 114 Read Hall, 882-3325 or 882-3227.

**Alcohol Education.** This program gives presentations of alcohol information for student groups, works with staff and students to develop programs for student organizations and living groups, and researches alcohol use and attitudes. Location: 100 Read Hall, 882-3621.

**Human Sexuality Program.** This program provides workshops and presentations for organizations and faculty/student groups on values clarification, abortion, birth control, legal issues, and sexual myths and fallacies. Location: 101 C Read Hall, 882-2717.

## Special Services

Special Services advises students on the Veterans Administration (GI Bill), foreign student application, Social Security, Civil Service or Railroad Retirement. The office also furnishes information on military service educational assistance programs and assists foreign students with special admissions procedures. The office is in 221 Jesse Hall, 882-3754 or 882-3852.

## Student Transport System

A shuttle bus runs from the student parking lot at Hearn's Multipurpose Building to the Memorial Union. Check the signs at the lot and in front of the Union for the schedule or call the Business Operations Office, 882-7652. The *Maneater* also generally publishes the schedule.

## Placement Services

These offices can help you find a job after graduation; some also help students find summer jobs or internships.

**Agriculture:** 2-64 Agriculture, 882-4846.

**Arts & Science:** Offices of the departmental chairpersons. If you are interested in a job in business, industry or government, go to the Business Placement Office, 121 Gentry Hall, 882-6574. For information on jobs in public or private schools, go to 118 Hill Hall, 882-7465. Career Planning and Placement Center, 110 Noyes Bldg. 882-6801, has additional information on jobs that may interest Arts & Science students.

**Business & Public Administration:** 121 Gentry Hall, 882-6574.

**Career Planning & Placement Center:** 110 Noyes Bldg., 882-6801 Information on all kinds of jobs, including summer jobs and internships. Has a "search guide" to help you decide what kind of job you might be interested in.

**Education:** 118 Hill Hall, 882-7465.

**Engineering:** 1010 Engineering, 882-4375, also open to students in chemistry, geology, mathematics, physics, computer science, and any other student who is interested and feels he or she might be qualified.

**Forestry, Fisheries & Wildlife:** 1-28 Agriculture, 882-7045.

**Home Economics:** 114 Gwynn, 882-6535. You may also use the Business Placement Office and the Career Planning and Placement Center (see above).

**Journalism:** 108 Neff, 882-7471.

**Law:** 114 Tate Hall, 882-6238.

**Public & Community Services:** 729 Clark Hall, 882-3661, also open to students in recreation & park administration, regional & community affairs.

**ROTC:** Air Force, 882-7621; Army, 882-7721; Navy, 882-6693. All are located in Crowder Hall.

**Veterinary Medicine:** 203 Veterinary Medicine Bldg., 882-3877.

## University Book Store

The Book Store in Brady Commons is open 8-5 weekdays and 9-12:30 p.m. on Saturday. The first floor has a Post Office substation and a check cashing service in addition to supplies, convenience items, etc. Textbooks are on the second floor. Candy, Etc., open until 9 p.m. each night, has periodicals, snacks, etc.



## Study Breaks

### Entertainment & Diversions

**Concerts.** MSA Student Activities schedules pop, blues, jazz, and folk concerts each semester. Schedules for these events are well publicized and tickets can be purchased at the ticket window in the Memorial Union. The Music Department faculty members and students present concerts and recitals throughout the year. Each spring the Chancellor's Annual Festival of Music presents a special series of concerts by both local and guest musicians. The UMC Concert Series and Chamber Music Series present performances by nationally- and internationally-known artists and orchestras.

Many of these events are free to students. Reserved seat, season tickets are available for the Concert series. For schedules and more ticket information contact either the Music Department, 140 Fine Arts, or the Office of Public Information, 329 Jesse.

**Films.** MSA and other campus organizations present a number of American and foreign films each semester. Many of these films are free to UMC students. Watch for posters and flyers announcing specific film titles, dates and places.

**Plays.** MSA schedules a Broadway Play Series each year, bringing major touring productions to the campus. Season tickets as well as single performance tickets are available from the Memorial Union Ticket Office.

The Department of Speech and Dramatic Arts presents a variety of plays at the University Theatre and the Studio Theatre. With a valid ID, you can get tickets free or for a nominal fee. For more information, go to 129 Fine Arts.

**Lectures.** The University Assembly Lectures and MSA Speakers Series schedule speakers and symposiums throughout the year. Times and places of these lectures, which are usually presented free to students, faculty and staff members, are announced in the local media.

### Museum Exhibits & Collections

**Agronomy** (Mumford Hall, basement and first floor corridors). Display includes soil monoliths of soil types in Missouri and items of interest in crop production. Display can be viewed during regular building hours.

**Anthropology** (100 Swallow Hall). Displays include items from the Old and New World. Missouri and North American archaeology and ethnology, the evolution of man and Latin American exhibits featured. Items made by peoples of other lands may be purchased in the Museum Shop. Open 9:30 a.m.-noon and 1-5:00 p.m., Tuesday through Friday, and 9:00 a.m.-1 p.m. Saturday. Viewing cases are located in Jesse Hall, second floor.

**Botany Greenhouse and Herbarium** (Tucker Hall). The greenhouse contains common and exotic plants including tropical jungle and desert plants. Open 8 a.m.-5 p.m., Monday

through Friday. The herbarium, a plant identification and research facility, features a collection of dried, preserved and classified plants, monocots, dicots, lichen and fungi, conifers and ferns. Open by appointment only, call 882-6519.

*Cast Gallery* (Pickard Hall, first floor). Gallery features a collection of full-size casts of Greek and Roman sculpture. Open 8 a.m.-5 p.m., Monday through Friday, and 12 noon - 5 p.m., weekends.

*Entomology Museum* (3-38 Agriculture). The research museum contains over a million specimens, primarily from Missouri. Open 8 a.m.-5 p.m., Monday through Friday. Appointments for tours may be made in 1-87 Agriculture or by calling 882-2410.

*Fine Arts Gallery* (Fine Arts Bldg.). Regular exhibits of works in many media, by national and international artists, faculty and students. Open 9 a.m.-3 p.m., Monday through Friday, 2:30 - 4:30 p.m., Sunday.

*Geology Museum* (Geology Building, corridors of basement and first floor). Display includes fossils, rocks and minerals from all over the world. Open 8 a.m.-5 p.m., Monday through Friday and 8 a.m.-12 noon Saturday. *Glen Smart Waterfowl and Upland Game Bird Collection* (Lefevre Hall). Includes ducks, swans, geese, scoters, pheasants, grouse, quail, ptarmigan, turkeys, and pigeons. Open 8 a.m.-5 p.m., Monday through Friday, 8 a.m.-12 noon, Saturday. For more information call 882-3436.

*Journalism Historical Museum* (Tower connecting Neff and Walter Williams Halls). Early newspapers and historical documents on display. Antique presses displayed in student lounge and Missourian lobby. Open on request, 882-4821.

*Herpetological Exhibit* (Stewart Hall, second floor). Ten cages of rattlesnakes, lizards, boa constrictors and other reptiles may be viewed during regular building hours. For tour arrangements call 882-6468.

*Max Meyer Memorial Museum* (220 McAlester Hall). Collection of antique laboratory equipment, much of it created by the late Dr. Max Meyer. For information and hours call 882-6268.

*MSA Art-Listening Gallery* (Brady Commons, second floor). Informal student lounge/art gallery/listening room. Student and local art work displayed. Headphones can be checked out at the Craft Center window with a student ID card. For more information call 882-2889.

*Museum of Art and Archaeology* (Pickard Hall). Features Greek and Roman art; art of

the Near, Middle and Far East; the Samuel H. Kress Study Collection of Renaissance paintings; modern and contemporary art; pre-Columbian art; and primitive art of Africa and Oceania. Open 12 noon - 5 p.m. Tuesday through Sunday.

*Scruggs-Vandervoort-Barney Collection* (Jesse Hall). Called "Missouri, Heart of the Nation," the collection contains paintings by nationally known artists of Missouri scenes, agriculture and industries. Open 8 a.m.-5 p.m., Monday through Friday.

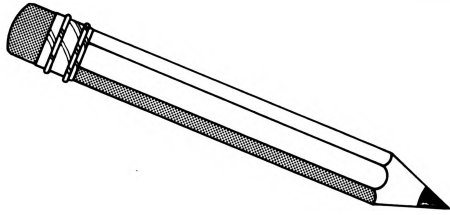
*Stanley Gallery* (Stanley Hall). Home economics exhibits rotated monthly. Work of students, staff, alumni and other professionals on display. Open weekdays, hours posted. For further information call 882-7224.

*State Historical Society* (Ellis Library Bldg., east wing. Entrances on Lowry and Conley Streets). Contains 400,000 volumes, as well as photographs, maps and manuscripts for reference and research. There is also a large collection of Missouri newspapers from 1808 to the present, an extensive collection of U.S. personal census schedules on microfilm, a microfilm copy of the Draper Manuscript Collection and an array of art collections, including paintings by George Caleb Bingham and Thomas Hart Benton. Open 8 a.m.-4:30 p.m., Monday through Friday.

**Craft Center** (208 Brady Commons, 882-2889). For a nominal membership fee students may participate in a variety of crafts including macramé, pottery, ceramics, woodworking, jewelry making, weaving, batik and stained glass. Studio staff members are on duty to advise and assist with projects. Workshops are offered each semester. Membership cards may be obtained at the Memorial Union ticket window. Studio hours are posted.

**Darkroom** (207 Brady Commons). Students with membership cards, available at the Memorial Union ticket window, may use the darkroom for developing black and white negatives and printing. Individuals must furnish film and print paper. Facilities for printing color are also available. Technicians are on duty to maintain chemicals and equipment. Throughout the semester, a variety of photography courses are offered. Darkroom hours are posted.

**Radio Shack** (2nd floor Brady Commons, 882-4797). If you want to try your hand at world-wide communication, visit this ham radio shack. If you don't have a ham license, members will teach you what you need to know.



## Sports—for Fans & Fanatics

### Intercollegiate Athletics

#### Football Tickets

Single game, student & public—\$9.50

General admission—\$5.00

Season, student—\$30.00

Season, faculty—\$40.00

Season, public—\$59.00

Student season tickets will be on sale Sept. 1 at the ticket booth at Memorial Stadium. You may participate in a MSA-sponsored lottery to receive a place in line. MSA will announce details at a later date. Beginning Sept. 3 tickets will be on sale at the Hearnese Ticket Office.

**Group Seating.** University student organizations or living units of 10 or more persons may request group seating, with a maximum of 125 per group.

Your organization should submit its request for group football seating to the Athletic Ticket Office (258 Hearnese) by April 30. Group seating locations are determined in the fall by a drawing. The cost of a season ticket for a student participating in the group seating arrangement is \$30.

Deadlines are as follows: You must pay for group seating tickets from August 27 to August 29. You should pick up the tickets Sept. 3 or 4.

You may also purchase a season ticket for home football and basketball games at a reduced rate. This option will be offered when you pay your student fees for the fall semester. The Bengal Pack (combined season ticket good for 6 football and 16 basketball games) costs \$33. A mail order for a Bengal Pack will not be accepted after August 10, but walk-in orders will be accepted through September 7. Order forms are available at the Missouri Book Store, Brady Commons and Memorial Union; all residence halls, fraternities and sororities; and the Hearnese Ticket Office.

**Men's Basketball.** Contact the Sports Information Office, (321 Hearnese), 882-6501,

ext. 211, for schedule information. Contact the Athletic Ticket Office (258 Hearnese) 882-2386, for information on ticket prices.

See the preceding section for information on combination football/basketball season tickets. The date that individual and season ticket sales begin will be announced.

#### Additional Men's Sports

Cross country—September through November

Wrestling—November through March

Swimming and diving—November through March

Indoor track—January through March

Golf—March through May

Tennis—March through May

**Women's Basketball.** Contact the Sports Information Office, (321 Hearnese), 882-6501, ext. 211 for schedule information. Ticket prices are \$1.00 for students and \$2.00 for the public.

**Women's Gymnastics.** Contact the Sports Information Office, (321 Hearnese), 882-6501, ext. 211 for schedule information. Contact the Athletic Ticket Office (258 Hearnese), 882-2386, for information on prices.

#### Additional Women's Sports

Volleyball—September through November

Cross country—September through October

Swimming and diving—October through March

Tennis—fall and spring

Golf—fall and spring

Indoor track—January through March

Outdoor track—March through May

Softball—March through May

Missouri women have qualified for national competition in six sports. Scholarships are available to talented women athletes in all sports. If you are a full-time undergraduate and interested in participating in women's sports, attend the organizational meetings held during the first week of the fall semester in the Hearnese Building. Additional information may be obtained from the Assistant Director of Athletics, Jean Cerra, 882-6501, 396 Hearnese.

Organizational meeting times for women's sports are as follows. On Monday, August 27, 4 p.m., Hearnese Building, track and cross country will meet in room 330A, tennis will meet in room 330B, and volleyball in room 331A. On Tuesday, August 28, 4 p.m., Hearnese Building, swimming will meet in 330A, softball in room 330B and gymnastics in room 331A.

Women interested in basketball or golf should contact the respective head coach



prior to Friday, Aug. 24 to obtain necessary information. Check campus newspapers and bulletin boards from Aug. 20 to Aug. 24 for announcements regarding organizational meeting and tryout times for all women's sports.

## Recreation

Most physical education areas (Rothwell Gym, Stankowsky Field, Research Park Field, McKee Gym and Field, Brewer/Rothwell handball courts and tennis courts) are used for classes (Monday-Thursday) until 3:30 p.m. and are reserved often for intramurals after 6 p.m.

Other areas including the College Ave. recreation area, Maryland Ave. tennis courts and the Epple recreation area are available except when intramurals are scheduled.

Whenever intramurals or classes are not scheduled in any of the areas, they are available to student, faculty and staff members on a first-come, first-served basis. Call 882-2066 for information on hours of these facilities. Call the Natatorium for information on hours of free swim, 882-3562.

Rothwell/Brewer facilities include: basketball, volleyball, racquetball and tennis courts; a 220 yard track; weight-lifting machines; mats for wrestling or tumbling, chinning bars; gymnastic equipment including a trampoline to be used only under supervision; table tennis; tennis backboard; and basketball goals. McKee Gym has a small gym, a dance studio and a swimming pool. There are 3-walled handball courts on Sixth St. In addition, UMC has a number of football, soccer, and softball fields. Contact 106 Rothwell, 882-2066, for detailed information. You must have a valid UMC ID to use these facilities.

**Equipment.** Students, faculty members and staff may use their UMC ID cards to check out equipment such as balls, bats, etc. in the locker room of Rothwell Gym.

**Wilderness Adventures.** Camping equipment, canoes, kayaks and good advice are available to outdoor enthusiasts from Wilderness Adventures (614 Kuhlman Court, 882-2817). Students with a valid ID may reserve and rent equipment for a nominal fee. Hours of operation are posted. Wilderness Adventures also sponsors bike, backpacking and float trips as well as various workshops.

**Bowling and billiards.** Brady Commons has 16-lane bowling facility and an 8-table billiards area. For information call 882-2870.



## Intramural Sports Schedules 1979-80

| Sport                   | Entries<br>Open/Close | Play<br>Starts |
|-------------------------|-----------------------|----------------|
| <b>Men's Schedule</b>   |                       |                |
| Golf*                   | None                  | Sept. 15       |
| Softball                | Aug. 23-Sept. 4       | Sept. 11       |
| Tennis Singles*         | Aug. 23-Sept. 4       | Sept. 6        |
| Touch Football          | Sept. 24-Oct. 2       | Oct. 9         |
| Handball Singles        | Sept. 10-17           | Sept. 19       |
| Racquetball             |                       |                |
| Singles*                | Oct. 1-8              | Oct. 10        |
| Bowling Pinfall*        | None                  | Oct. 5         |
| Volleyball              | Oct. 29-Nov. 5        | Nov. 14        |
| Table Tennis            |                       |                |
| Singles*                | Nov. 5-12             | Nov. 14        |
| Pocket Billiards*       | Nov. 7-14             | Nov. 19        |
| Basketball              | Nov. 26-Dec. 5        | Jan. 21        |
| Table Tennis            |                       |                |
| Doubles*                | Jan. 14-21            | Jan. 23        |
| Basketball              |                       |                |
| Free Throw*             | None                  | Feb. 20        |
| Swimming*               | None                  | Mar. 3         |
| Wrestling*              | None                  | Mar. 10        |
| Handball Doubles        | Feb. 18-25            | Feb. 27        |
| Bowling                 | Feb. 20-Mar. 3        | Mar. 17        |
| Soccer                  | Feb. 21-Mar. 6        | Mar. 18        |
| Racquetball             |                       |                |
| Doubles*                | Feb. 25-Mar. 4        | Mar. 10        |
| Tennis Doubles*         | Mar. 5-13             | Mar. 19        |
| Track and Field         | None                  | Apr. 28, 29    |
| <b>Women's Schedule</b> |                       |                |
| Softball                | Aug. 23-30            | Sept. 5        |
| Tennis Singles          | Aug. 23-Sept. 13      | Sept. 19       |
| Archery                 | Aug. 23-Sept. 24      | Sept. 25, 26   |
| Track and Field         | Sept. 24              | Oct. 2, 3      |
| Flag Football           | Sept. 24-Oct. 3       | Oct. 8         |
| Badminton Singles       | Sept. 24-Oct. 3       | Oct. 9         |
| Bowling                 | Sept. 24-Oct. 11      | Oct. 17        |
| Table Tennis            |                       |                |
| Doubles                 | Oct. 15-25            | Oct. 31        |
| Volleyball              | Oct. 15-30            | Nov. 5         |
| Racquetball             |                       |                |
| Singles                 | Oct. 22-Nov. 6        | Nov. 12        |
| 3-player Basketball     | Nov. 5-19             | Nov. 29        |
| Racquetball             |                       |                |
| Doubles                 | Jan. 9-22             | Jan. 28        |
| Basketball              | Jan. 9-24             | Jan. 29        |
| Table Tennis            |                       |                |
| Singles                 | Jan. 9-Feb. 7         | Feb. 13        |
| Basketball              |                       |                |
| Free Throw              | None                  | Feb. 26        |
| Billiards               | Feb. 11-20            | Feb. 26        |
| Badminton               |                       |                |
| Doubles                 | Feb. 11-27            | Mar. 4         |
| Gymnastics              | Feb. 11               | Mar. 4, 5      |
| Swimming                | Feb. 25               | Mar. 10-12     |
| Soccer                  | Feb. 25-Mar. 19       | Apr. 1         |
| Golf                    | Feb. 25-Mar. 20       | Apr. 2         |
| Tennis Doubles          | Mar. 31-Apr. 9        | Apr. 15        |
| <b>Coed Schedule</b>    |                       |                |
| Soccer                  | Aug. 28-Sept. 5       | Sept. 10       |
| Flag Football           | Sept. 11-25           | Oct. 1         |
| Basketball              | Oct. 3-17             | Oct. 22        |
| Bowling                 | Oct. 29-Nov. 6        | Nov. 12        |
| Innertube               |                       |                |
| Water Polo              | Dec. 4-Jan. 22        | Jan. 28        |
| Racquetball             |                       |                |
| Doubles                 | Jan. 17-Feb. 5        | Feb. 11        |
| Volleyball              | Feb. 4-Feb. 19        | Feb. 25        |
| 500 pt. Spades          | Feb. 19-Mar. 4        | Mar. 10        |
| Softball                | Mar. 3-18             | Mar. 31        |
| Tennis Doubles          | Mar. 10-Apr. 1        | Apr. 7         |
| Golf Doubles            | Apr. 7-22             | Apr. 26        |
| Superstar Day           | Apr. 7-29             | May 3          |

\*Designates activities which are referred to as individual; all others are team sports.



## Intramurals

The intramurals program offers everything from archery to water polo (inner-tube style). If you're interested in any of the men's intramurals, sign up at 106 Rothwell Gym; women's intramurals, 104 Rothwell Gym; coeducational intramurals, 614 Kuhlman Court.

All intramural programs are organized and supervised by the Center for Student Life (Read Hall). The contests are all governed by rules issued by recognized national organizations except that modifications are made to fit the abilities of students and to allow for differences in facilities.

### Competition Units

Fraternity League—teams from houses recognized as social fraternities by the Intrafraternity Council.

Residence Hall League—teams from men's residence halls.

Campus League—all other men students, including fraternity and residence hall

members who do not wish to represent their living groups.

Coeducational teams—men and women from any living unit.

Women's leagues—based on different levels of competitive skill. Open to women students.

#### **How to enter**

(1) Within dates specified on the schedule, managers must enter teams or individuals must enter names at 106 Rothwell Gym for men's intramurals, 104 Rothwell Gym for women's intramurals or 614 Kuhlman Court for co-ed intramurals.

(2) Pairings and schedules will be available several days after entries close.

(3) At that time, team managers submit rosters, typed or in ink, of the players on the team.

(4) Responsibility of reporting for contests lies with the manager or individual.

**Schedule Information.** As many contests as time and facilities allow are scheduled. All matches are scheduled by specific hour and date. All scheduled contests are played on designated UMC courts and fields under the supervision of intramural sports officials. In all individual matches, participants may be required to play two matches the same day in the early rounds of competition. In scheduling the objective—recreation—is kept in mind and emphasis is placed on evening hours and weekends. Team managers meetings are called periodically, usually before major tournaments begin, to distribute detailed information and discuss playing rules and eligibility regulations.

**Practice.** Practice sessions are allocated as time and facilities permit. Apply at the respective intramural office to obtain practice periods. These sessions are supervised and game equipment is furnished.

**Postponements.** No contest is postponed without unanimous agreement of both managers and the supervisor of intramural sports. No changes or postponements are announced until 3 p.m. the day the contest is scheduled. When a contest is postponed because of weather or some other unforeseen conflict, new dates for the contest are posted on the bulletin board outside the respective intramural office.

**Game Officials.** In order to obtain the best administration, all students who wish to gain experience in officiating are given a course of instruction and assigned periods for practice. All students are welcome to officiate and should register at the respective

intramural office well in advance of the sport season in which they wish to work.

**Awards.** Awards vary, depending upon the league and the sport involved. Recognition may take the form of a plaque, medal, trophy cup or T-shirt. Check with the respective intramural office for details.

**Regulations.** Regulations for men's intramurals can be obtained from 106 Rothwell Gym, women's from 104 Rothwell Gym, and coeducational regulations from 614 Kuhlman Court.

**Eligibility.** Regulations on eligibility are subject to change. All students, graduate and undergraduate, enrolled in UMC are eligible to participate, with the following exceptions:

(1) Athletic letter winners from any university or four-year college are ineligible for the sport in which they lettered, or an associated sport, e.g., touch football-football, softball-baseball.

(2) Students who have participated in a sport professionally will be ineligible for that sport or its associated sport.

(3) Any student who has a physical handicap must present written permission from the Director of Student Health before participating in intramural sports. Arrangements for this permission must be made by the student.

(4) Using an assumed name renders a person ineligible.

(5) Participating on two teams in the same sport renders a student ineligible.

(6) Fraternities can be represented only by pledges and actives. Social affiliates are not eligible. Students intending to represent a fraternity must have an affiliation card on file in the Center for Student Life or intramural office before the final entry date for a particular sport.

(7) Residence hall teams can be represented only by students officially listed as members of that house in the UMC Housing Office before the final entry date for a particular sport.

(8) Club members who participate in intercollegiate club activities are not eligible to participate in like sports in intramurals.

## **Brunch & Beverage**

The Memorial Union has three food services—the Bengal Lair upstairs, which offers sandwiches and snacks; a Cafeteria downstairs; and the Hawthorne Room downstairs, a restaurant. Brady Commons has a snack bar. Hours of operation are posted in the buildings.

# Collegiate Castles (& Smaller Places)

## University-owned Residence Halls

About 6200 UMC students live in the residence halls. It is usually less expensive than off-campus housing and is closer to classes. In addition to the typical residence hall, your options include living in a co-ed hall (Bingham Group, men live on odd numbered floors, women on even numbered floors) and living in a "quiet house" (less stereo noise and shorter visiting hours).

Several residence halls are accessible to handicapped students.

---

Housing usually fills up fast. It is wise to apply early.

---

Most rooms are designed for two occupants, although a few are designed for three students. You may request on your application that a specific person be assigned as your roommate.

Residence halls are supervised by a head resident; resident assistants (upper-class students) live on each floor. Three residence counselors are available for help with per-

sonal or academic problems. They will also refer you to other on-campus services.

Each hall is divided into "houses" that elect their own officers. These officers plan the social, athletic and educational programs for the house.

The current rate (1979-80) for one-half of a double room and 20 meals per week is \$1,460 for the entire academic year (\$730 for the second semester only).

To apply for housing:

- 1** Request an application for housing from the Housing Office, 123 Jesse Hall. Applications for the fall term are available during the latter part of February.
- 2** If there is available housing, you will be sent an "Assurance of Housing" in June.
- 3** Complete the "Assurance of Housing" and return it with the specified payment to reserve a room.
- 4** Shortly before the semester starts, (by August 1 for the fall semester) you will be sent your residence hall and room assignment.

You usually cannot cancel a reservation after June 15 unless you have decided not to attend the University. However, you may be able to cancel if there is a waiting list for housing.



For more information contact the Housing Office, 123 Jesse Hall, 882-4031. Information on residence hall life can be obtained at the Independent Residence Halls Association—a student organization, 107 Pershing Hall, 882-7615.

Information on residence hall rules and regulations can be found in *Your Community*, a handbook issued to students living in the residence halls.

## University-owned Housing for Married Students

The University has 360 apartment for married students in these areas:

|             | University Village          | University Terrace/Heights   |
|-------------|-----------------------------|------------------------------|
| One Bedroom | 112 apts.<br>\$94 per month | 52 apts.<br>\$99 per month   |
| Two Bedroom | 56 apts.<br>\$109 per month | 140 apts.<br>\$114 per month |

To be eligible you must: (1) Be enrolled for at least 9 hours or have a part-time appointment and class work that makes up a full-time load and (2) Be accompanied by your spouse and/or child(ren). The apartments are not large enough for families with more than three children.

All the apartments have a living room, kitchen, bath and one or two bedrooms. They are unfurnished, except for stoves and refrigerators. You must pay for your own utilities.

Assignment of housing is based on priorities listed in the *Married Student Housing* brochure. It is wise to apply early to improve your chances of being assigned an apartment.

For more information, contact the Housing Office, 123 Jesse Hall, 882-4544.

## Mark Twain Residence Hall

Mark Twain is a privately-owned residence hall. The owners of the hall have an agreement with the University to operate it according to the rules and regulations of University housing, so it has resident assistants, etc. Mark Twain has some amenities that University housing lacks, such as air conditioning and a swimming pool. The cost for room and board for the 1979-80 academic year is \$2,156.

For more information, contact the Mark Twain Residence Hall, 515 S. Fifth St. or call 449-7211.

## Co-operatives (for Women)

Co-operatives are University-approved and inspected. They are cheaper than resi-

dence halls (the cost is about \$500 per semester) because residents share the housekeeping and the cooking. They fill up fast, so apply early.

For more information contact Templecrone, 1404 University Ave. 443-8848 or 443-3472 or Campbell-Harrison House (for women enrolled in home economics), 1415 University Ave., 443-3007 or 449-5249.

## Fraternities & Sororities

There are 34 fraternities and 18 sororities on the UMC campus. They are self-managed and self-governed and also have a University-approved resident director. About 1800 men are members of fraternities; about 1700 women belong to sororities.

Most sorority members are selected during Rush Week, which precedes the first week of school in the fall. Sorority houses usually do not have enough room for new pledges, so if you plan to pledge a sorority, you should make other housing arrangements.

Fraternity members are usually selected during summer rush. Fraternity houses normally have enough room for all pledges.

The cost of living in a Greek house is about \$160 per month, not including pledge, initiation or building fees.

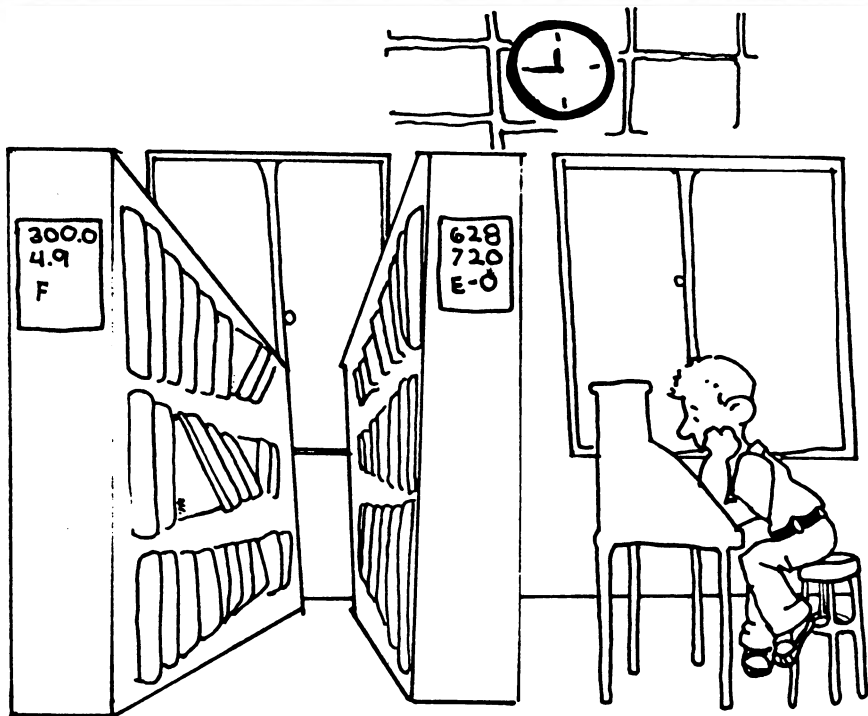
For more information on sororities, contact the Panhellenic Council; for information on fraternities, contact the Interfraternity Council. Both are at 217 Read Hall, 882-8204.

## Off-Campus Housing

Many University students live off campus. A wide variety of housing types and price ranges can be found in Columbia. Apartments close to campus tend to be more expensive and are generally leased earlier in the year. Some students sign leases in February to secure an apartment for the next fall.

In the past few years, apartments have been very difficult to find right before school starts in the fall. It's wise to start looking for an apartment early in the spring to lease for the fall semester.

A booklet on off-campus rentals, *Don't Make a Move Without this Book*, is available free at the Off-Campus Students Association, 209 Read Hall. It has a number of useful tips on apartment hunting. The Off-Campus Housing Center is open all summer to help students find housing. It's located at 7 Read Hall, 882-7859.



## Libraries

The library system includes Ellis Library, the main library on campus, and nine branch libraries: Engineering, 2017 Engineering; Geology, 201 Geology; Journalism, 117 Walter Williams; Law, 200 Tate; Library Annex, 312 S. Ninth; Math, 206 Math Science; Medical, M210 Med Science; Research Park, 131 Dalton; and Vet-Med, 218 Veterinary Medicine.

### Ellis Library

The main library, Ellis, has subject divisional libraries in: Science; Social Science; Education-Psychology; Language and Literature; Geography, History and Philosophy; Art, Archaeology and Music; and Library Science. Each of these has its own staff, reference collection and collection of books and journals.

Other reference areas:

**Current Periodicals Reading Room** (room 109). Columbia, Kansas City, St. Louis and New York newspapers and about 6,000 periodicals. In addition, most current major American and foreign newspapers are available in the Journalism Library (117 Walter Williams). The Missouri State Historical Society, in the east wing of the ground floor of

the library, has an extensive collection of Missouri newspapers.

**Special Materials** (room 401). Rare books, newspapers and periodicals on microfilm, the University of Missouri collection and most library materials in microformat.

**General Reference** (room 201). General reference assistance and information is available at the General Reference Desks. Also has encyclopedias, dictionaries, atlases, almanacs, handbooks, directories, indexes, bibliographies and telephone books.

**Social Science.** Government documents collection.

**Education and Psychology.** ERIC materials on microfiche.

**Recorded Sound Collection.** Records available for borrowing; carrels for listening to records and tapes.

### Library Loans

You must have a valid ID issued by the University in order to borrow materials. Most books and bound periodicals are loaned at the Circulation Desk in the first floor lobby.

#### Undergraduate Loan Privileges

Books—1 month, unless recalled.

Journals—8:45 a.m. the next day, or 2:45 p.m. on Sunday. No renewal.

## Graduate Loan Privileges

Books—4 months, unless recalled.

Journals—same as undergraduate.

## Reserve Book Loans

You may check out reserve books at the Reserve Desk on the first floor.

Two hour reserve—due at end of 2 hours or at 8:45 a.m. on overnight loan (2:45 p.m. on Sunday). Overnight loan begins two hours before closing time of the reserve desk.

Three day—due at 8:45 a.m. in 3 days (2:45 p.m. on Sunday).

One day—due at 8:45 a.m. the next day (2:45 p.m. on Sunday).

**After-hours book return.** Both front and back entrances to the library have book return chutes which may be used to return books at any time. However, reserve materials must be returned to reserve desk when the reserve room is open.

**Interlibrary loans.** Interlibrary loans are made through the subject-area librarians for graduate students writing theses or dissertations and for faculty members. Student requests must be approved by the faculty advisers.

## Fines

You should inquire at the Circulation Desk about fines, lost books and overdue materials.

Home use loans—25¢ per day.

Journals—\$1.00 per day.

Reserve books (2 hour and 1 day)—\$1.00 1st hour, 25¢ each additional hour.

Reserve books (3 day)—\$1.00 per day.

Recalled books—\$1.00 per day.

Overdue notices are sent, as a courtesy, but you may not receive one before a fine begins to accumulate. Failure to receive a notice will not eliminate a fine.

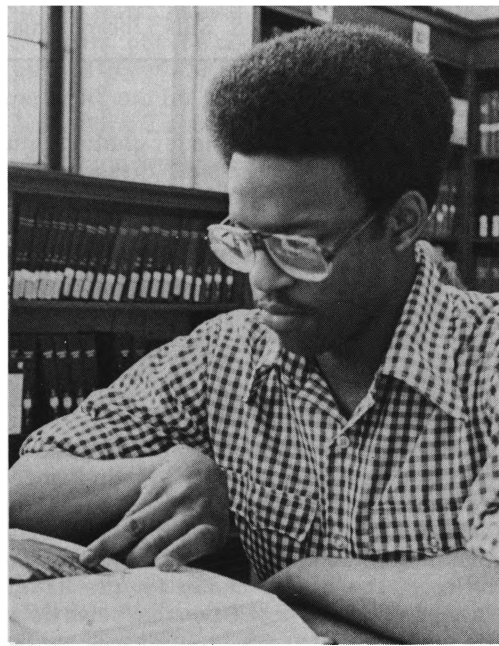
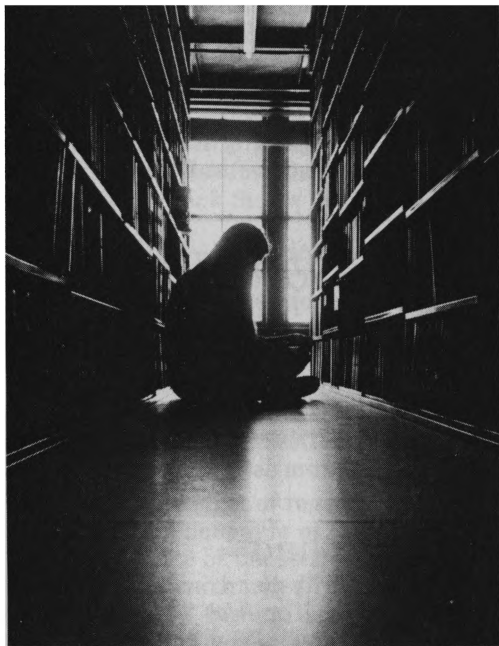
Fines should be paid immediately at the Cashier's Office (123 Jesse Hall). If you fail to pay fines, you will not be allowed to enroll for the next semester, and your transcripts will be held.

**Lost Books.** If you do not return books after notices have been sent, the book is considered lost and you are billed for the replacement price, accrued fines and a billing charge of \$5.00 per book. If you return books after billing, the fines and billing charges are not reduced. All library charges are paid at the Cashier's Office (123 Jesse Hall).

## Call-in Procedures

You may call-in any book that is on loan to someone else or place a hold on any book that is out to the bindery. Books may be recalled two weeks from the date of the loan, journals—one day from the date of the loan. Books needed for reserve or for seminar are immediately called in and are due immediately.

To call-in a book, fill out a request at the circulation desk. You will be notified when it is received.



You must return recalled books within four days after a notice is sent. If not returned within that time, you will receive a final notice informing you that you will be billed for the fines, replacement cost of the book and a billing charge of \$5.00 if the book is not returned within one week. You cannot receive a refund of the fines or billing charges if you return the book after billing.

In an emergency, you may be able to recall a book from another borrower immediately. Contact the head of circulation in the main library or the head of a branch library if you need this service.

## Look-up Procedure

You may place a request at the Circulation Desk to look up a book that is not in place in the stacks, or is on loan. First, check the

correct stack location for the book; next, check the return shelves; then, have a Circulation Desk attendant check the printout of loans to see if the book is checked out or in a different location. If the book cannot be located, you may fill out a look-up request. When the book is found, you will be notified, and the book will held at the Circulation Desk until the date specified on the notice. If it is not found, it is declared missing and you also are notified.

## Copying Machines

Coin-operated, self-service machines are in the basement; copies cost 5¢ and 10¢. A change machine is at the guard's desk at the south exit.

Copies from books or microforms cost 10¢ in Room 2F43, 8-5, Monday-Friday.

## Library Hours

|                      | Monday-Friday |             | Saturday  | Sunday          |
|----------------------|---------------|-------------|-----------|-----------------|
|                      | Days          | Evenings    |           |                 |
| Ellis (Main Library) | 7:30-5        | 5-11        | 8-11 p.m. | 2-11            |
| Engineering          | 8-5           | 7-10 (M-Th) | 9-noon    | closed          |
| Geology              | 8-5           | 7-10 (M-Th) | 9-noon    | closed          |
| Journalism           | 8-5           | 5-10 (M-Th) | 8-5       | 2-10            |
| Law                  | 8-5           | 5-11        | 8-5       | 10 a.m.-11 p.m. |
| Library Annex        | 8-5           | closed      | closed    | closed          |
| Math                 | 8-5           | 7-10 (M-Th) | 9-noon    | closed          |
| Medicine             | 8-5           | 5-11 (M-F)  | 8-11 p.m. | 2-11            |
| Veterinary Medicine  | 8-5           | 5-11 (M-Th) | 8-noon    | 1-10            |
| Research Park        | 7:30-4:30     | closed      | closed    | closed          |

During summer and intersessions most of the libraries are open fewer hours. Schedule changes will be posted. Ellis Library usually stays open longer during finals week.

## Study Carrels

The carrels are available for graduate students working on doctoral dissertations. Applications are available in Room 104.

## Lockers

A \$3.00 deposit is required. Applications are available in Room 104.

## Handicapped Student Assistance

Handicapped students may use the south entrance and elevators at all times that the library is open. A special telephone at this entrance may be used to call for assistance if that door is locked during open hours. The office of the library center for the handicapped is located in 4D61 on the fourth floor. Phone 882-3394.

## Library Tours

Held at the beginning of each semester for new students. Inquire in Room 201 or call 882-6428.

Special problems, requests or complaints—Contact the Associate Director, Room 104, 882-4701.

## Lost IDs

You should report a lost University ID to the Circulation Desk immediately to prevent someone else from using it to borrow materials.

## Lost & Found

See the security guard on duty at the south exit if you lose or find an article in the library.





## Academic Information

Registration—you are bound to hear rumors about it: tales of long lines and cranky computers. It's not all bad; in fact, it can be easy. A guide to easy registration—before enrolling in courses, you'll need to consult an adviser. The school or college you enroll in should assign you one. Arts & Science students with less than 30 hours can consult the advisers in 210 Jesse Hall. You should also consult the *Bulletin* of your division for any special registration requirements and for its degree requirements. The *Description of Courses Bulletin* lists all courses UMC offers, and a brief description of each course. It is given free to all new students and is also for sale at the University and Missouri Book Stores (\$1.00).

## Preregistration

You can preregister for the following semester if you are currently enrolled. A packet of registration materials will automatically be made up for you. To enroll in summer school, undergraduate students need to request a permit from admissions before preregistration.

**1** Pick up a packet of registration materials and a *Schedule of Courses* at the dean's office of the school or college in which you are enrolled. The packet will contain a permit to enroll, a dean's biographic card and a course listing card. The

*Schedule of Courses* lists courses offered, registration dates, hours of courses, procedures and fees.

**2** Consult your adviser. It's probably a good idea to bring along a list of courses you have already taken to show him or her. You'll need your adviser's signature on your registration materials.

**3** Fill out all materials and obtain a dean's stamp of approval from your school or college.

Be careful to write the correct reference number and number of hours on your course listing card—the computer reads only the numbers, not the course titles. It's also important to write *S/U* if you are taking a course pass/fail and for graduate students to write *N* if taking a course for no graduate credit.

**4** If you work part time or you are an athlete, you should consider your schedule when planning your classes.

**5** Turn your materials in at your dean's office.

The computer tries to give you the courses you requested at the meeting time (e.g. Mon., Wed., Fri. at 10:40) you requested. If a section is closed, however, you will be automatically placed in an open section. If a course is cancelled or closed, you will only be billed for a partial enrollment, and will receive by mail instructions on obtaining a complete enrollment. You can choose an alternate course or you may elect to pay only the partial enrollment fee and choose an alternate course during the add/drop period at the beginning of the semester.

## Registration

This takes place a few days before school starts each semester. Check the UMC calendar in the front of this book for dates. Packets of registration materials are automatically made up for students currently enrolled. Undergraduates need to request a permit prior to registration in order to register for summer school.

**1** Pick up a packet of registration materials and a *Schedule of Courses* at the dean's office of the school or college in which you are enrolled. The packet will contain a permit to enroll, a dean's biographic card, and a course listing card. The *Schedule of Courses* lists courses offered, registration dates, hours of courses, procedures and fees.

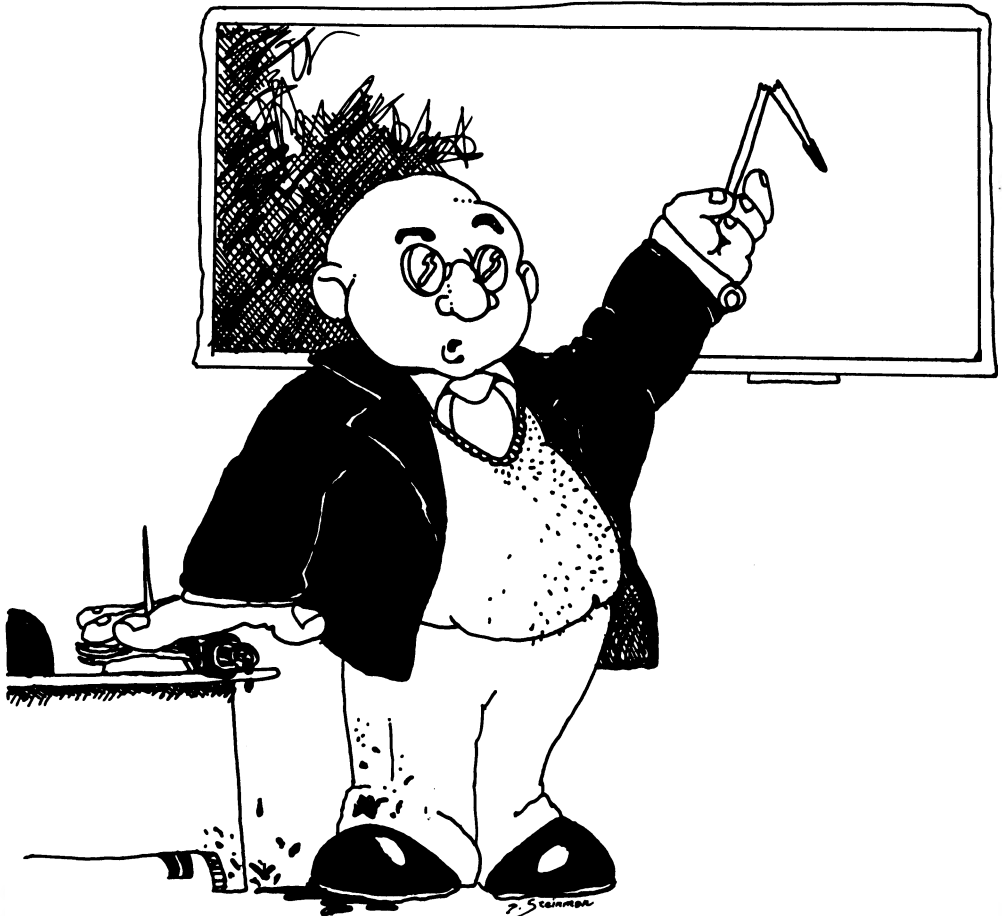
**2** Consult your adviser. It's probably a good idea to bring along a list of courses you have already taken to show him or her. You'll need your adviser's signature on your registration materials.

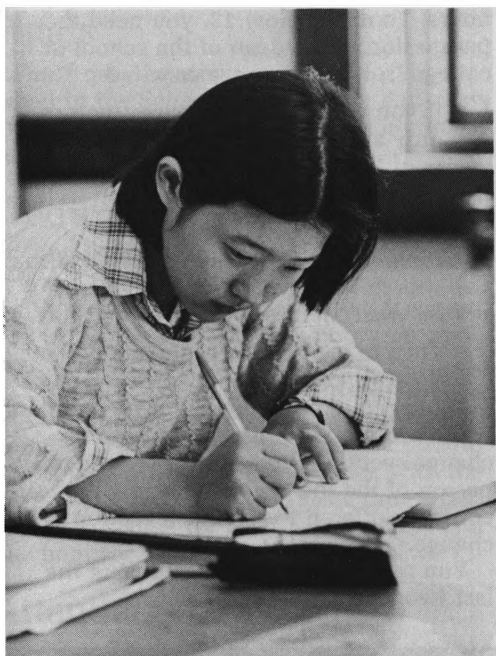
**3** You will be assigned a time to report to Brewer Field House based on your student number and your class standing (junior, senior, etc.). Your registration will be processed more quickly if you report at the beginning of the assigned time.

**4** Representatives of the various departments will be seated at tables in Brewer Field House. Go to each of the departments in which you are taking a course to obtain a course card.

**5** Fill out all materials and obtain a dean's stamp of approval from your school or college. Be careful to write the correct reference number and number of hours on your course listing card—the computer reads only the numbers, not the course titles. It's also important to write *S/U* if you are taking a course pass/fail and for graduate students to write *N* if taking a course for no graduate credit.

**6** Have your registration materials checked.





**7** Pay the cashier. You can pay with Master Charge or Bank Americard (VISA), but you can't charge more than \$300 without prior approval. An amount over \$300 will have to be cleared by a phone call. This may slow things down, so you should consider paying the amount over \$300 with a check or cash. You can also purchase health insurance here.

**8** Have your student ID card validated. If you have lost yours you can have a new ID made here.

**9** Register car. This does not entitle you to a parking place. Parking permits may be obtained at the Traffic Control Division, 816 Conley Ave. (Across from Jesse Hall).

## Fee Payment

You must pay all fees to complete your registration. For preregistration, fees must be paid by an announced deadline, or your registration will be cancelled. If your preregistration is cancelled, you must go through regular registration.

## Changing Divisions

To transfer from one school or college to another, you need to get a transfer application at the Admissions Office, 130 Jesse; the Registrar's Office, 225 Jesse; or at your dean's office. This should be done before preregistration or registration.

## Late Registration

You can register late (within the first two weeks after school starts) if you miss regular registration but you must pay a fee of \$25. Late registration is more time consuming than regular registration. You still pick up your packet at the dean's office of the school or college in which you are enrolled, but you must pick up course cards at the campus office of each department in which you wish to take a course.

## Part-time Students

For undergraduates, enrolling in fewer than 12 hours is considered a part-time program. If you are an undergraduate, you may not enroll in fewer than 12 hours without the permission of the dean of the school or college in which you are enrolled.

## Arranged Hours

If you enroll in a course that lists "arr" under meeting time in the *Schedule of Courses*, you should go to the department office to learn the meeting time.

## Dean's Biographic Card & the Student Directory

The student section of the Faculty/Staff/Student Telephone Directory consists of information you give on the dean's biographic card (included in your registration packet). (The directory is available in the bookstores for 35¢.) This information may also be used by the Office of Public Information for news releases to your hometown and for special mailings. See section 7 of rules regarding student access to records, page 44 for additional information.

According to University regulations you must give the registrar your local and permanent addresses by the beginning of class each semester and notify the registrar of any address change within 48 hours of the change.

## Student ID Cards

New students are issued ID cards when they have paid their fees. The card must be validated each semester you are enrolled. You can send in your ID with your fee payment and it will be validated and returned to you. You can also have it validated by bringing your receipt for payment of fees to the Cashier's Office, 123 Jesse.

## Add/Drop

You may add or drop courses after the semester has begun by following these guidelines. You can drop a course without a grade appearing on your transcript anytime during the first six weeks of the semester (three weeks during summer school).

After six weeks (or three weeks in summer) you will receive a *W* (withdrew in good standing) or a *WF* (withdrew, failing) on your transcript. *WF* is figured into your grade point average (GPA) as an *F*; *W* is not figured into your grade point average (GPA) at all.

To add or drop a course:

- 1 Pick up an add/drop slip at your dean's office. Check the schedule of courses if you plan on adding a course to see what is available. **Important for undergraduates:** You can drop courses without adding others if you still have at least 12

hours. To drop below 12, you need the permission of the dean of the school or college in which you are enrolled.

- 2 If you wish to add a course (you can only add courses during the first two weeks of the semester), go to the office of the department in which you want to take the course to obtain a course card.

- 3 Have your adviser sign your add/drop slip. (You may want to show your adviser what courses you have already taken.)

- 4 Turn in the course card(s) and the add/drop slip to the dean's office of the school or college in which you are enrolled.

An add/drop slip is not required to change sections. You should see the chairperson of the the department in which the course is offered to arrange a section change.

You cannot drop a course during the last two weeks of school.



## Finals

The final examination schedule is published in the *Schedule of Courses* and usually in the student newspapers before finals week.

## Credit Hours

University credit is measured in semester hours. One hour of credit represents one hour per week in class for a 16-week semester, two hours represents two hours per week in the classroom, etc.

A lecture class is 50 minutes long; a laboratory class is usually one hour and 50 minutes. The amount of time you should spend preparing for a class varies with the class and your ability. One rule of thumb is to study two hours for each hour of class and one hour for every two hours of lab work.

## Attendance

If you miss class, you are responsible for making up that work. Your instructor, course director, department or division may establish policy on attendance and whether you may make up any work you missed.

Your instructor is expected to report to the registrar the names of students whose absences have seriously affected their work. The registrar sends this information to the appropriate dean.

## Grades

| Letter | Honor Points | Explanation  |
|--------|--------------|--|
| A      | 4.0          | Outstanding performance  |
| B      | 3.0          | Superior, but less than outstanding, performance   |
| C      | 2.0          | Adequate performance; for graduate students a C is acceptable only to a limited extent in fulfilling the requirements for an advanced degree |
| D      | 1.0          | Performance that marginally meets minimum standards; not given to graduate students  |
| F      | 0.0          | Unacceptable performance   |
| WF     | 0.0          | Withdrew failing   |
| W      | *            | Withdrew passing   |
| H      | *            | Student chose not to receive any credit  |
| S      | *            | Satisfactory, i.e. A, B or C   |
| U      | *            | Unsatisfactory, i.e. D or F  |

\*Not figured into the GPA

The Schools of Law and Medicine use the S/U system only.

You may take up to 20 percent of your credits under the Satisfactory/Unsatisfactory system. Check with your school or college to see if it has any additional rules concerning the S/U system.

You cannot take more than one course per semester using the S/U system. If you start a course under the letter grade or the S/U system, you cannot change to the opposite system after the first week of class. Beginning students and students on scholastic probation may not choose the S/U system.

## Incompletes

If, for a good reason, you have not completed all work for a course at the end of a semester, your instructor may assign you an incomplete. You then have one year to complete the work. If you do not complete the work within that year, the incomplete is permanently recorded on your transcript.

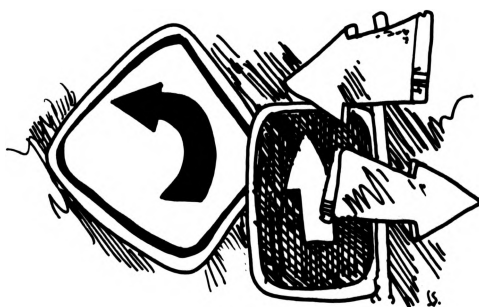
Your instructor may assign you an incomplete only if the work you have completed is of passing quality and there is evidence of hardship that makes it unjust to expect you to complete the work.

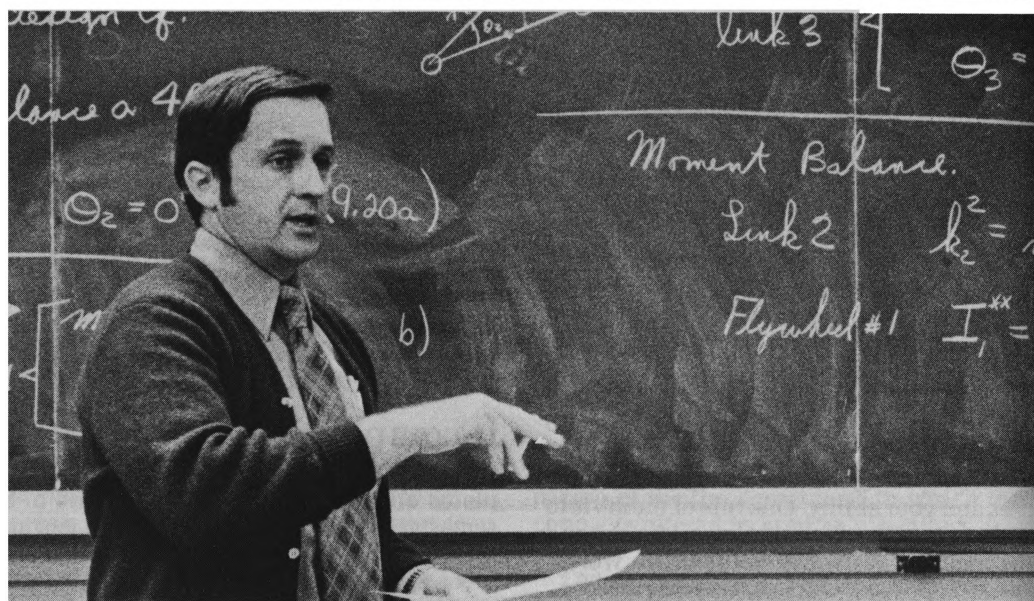
## Grade Reports

Grades are sent to your permanent address. They will not be sent to your parents unless you request it at the Registrar's Office, 225 Jesse.

## Changes in Your Record

If you believe a mistake has been made in your record you should consult your dean's office.





## Grade Changes

If you believe you have been graded unfairly you should:

- 1 See your instructor.
- 2 If still dissatisfied, you may appeal to the chairperson of the department. (If the course has a large number of sections, such as Math 10, it may have a course director. If so, you should see the director before appealing the grade to the department chairperson.)
- 3 The chairperson will conduct an investigation. The chairperson, however, is not allowed to substitute his or her judgment for that of the instructor in regard to the quality of your work.
- 4 If the instructor of the course is also the department chairperson, the dean of the school or college will handle grade appeals.
- 5 No one may substitute personal judgment for that of the instructor in regard to the quality of your work. However, mathematical or mechanical errors that may have been made in scoring your examinations may be corrected.

From the *Faculty Handbook*: No grade shall be otherwise changed unless there is clear, convincing and unequivocal evidence that it was a direct result of arbitrary and capricious conduct on the part of the instructor.

## Academic Dishonesty

A student who commits an act of academic dishonesty has failed to meet a basic requirement of satisfactory academic performance. A charge of academic dishonesty can be considered in evaluating your academic progress and can subject you to disciplinary action.

Your instructor is expected to inform you early in the term of any guidelines relating to academic dishonesty that are unique to that course. He or she is also required to report incidents of academic dishonesty to his or her department chairperson and to the Vice Chancellor for Student Services. Procedures will be in accord with the rules and regulations of the University governing disciplinary action.

For a description of academic dishonesty, see the rules and regulations section in the back of this book. That section also contains information on disciplinary procedures.

## Academic Standing of Undergraduates

**Good academic standing.** If you have a 2.0 term and cumulative grade point average, you are in good academic standing. Term refers to semester; cumulative can be figured by adding all your honor points (4 for an A, 3 for a B, etc.) and dividing it by the number of hours you have taken.

**Scholastic probation.** A term GPA below 2.0 places you on scholastic probation.

Beginning students who do not meet the minimum entrance standards enter on scholastic probation.

If you are on scholastic probation you must bring your cumulative grade point to a 2.0 within two successive terms; if you fail to do so you are ineligible to reenroll.

**Ineligible to reenroll.** If your term GPA is less than 1.0 you are ineligible to reenroll.

The dean or faculty committee of the school or college concerned determines how a grade of incomplete will be figured in determining your academic standing.

If the dean of your school or college approves, you may be readmitted a year after you become ineligible to reenroll.

Schools and colleges may adopt additional regulations.

The dean of the appropriate school or college may waive any of these regulations.

At any time a dean, if he or she follows reasonable procedures, may dismiss a student from a course, or from the school or college, for failure to perform academic duties.

## Special Academic Programs

**Center for Independent Study through Correspondence.** Undergraduates may take up to 30 hours of independent study toward a bachelor's degree. Master's degree candidates may take a maximum of eight hours. For more information, see the *Catalog of Independent Study Courses* and contact the Center at 514 S. Fifth St., 882-2491.

**Kansas and Nebraska study.** Missouri residents may enroll in certain programs in Kansas and Nebraska and pay the same fees charged students in those states. The programs at the University of Nebraska are actuarial science, architecture, community and regional planning, and construction management. University of Kansas—Lawrence programs are architecture, Oriental language and literature, and Slavic language and literature (doctoral program). Kansas State University—Manhattan programs are architecture, grain milling and technology, horticulture therapy, and nuclear engineering. Apply directly to the school or contact the Admissions Office, 130 Jesse Hall, 882-7786 for more information.

**Study Abroad.** The first step for information about study/travel/work abroad, UMC programs abroad, international IDs and passports is 114 Read Hall, 882-3325.

**College of General Studies.** General Studies allows a student to design his or her own undergraduate program. The College accepts about 50 students a year. Students are chosen on the basis of a written statement of goals, transcripts and a personal interview. Applications are available in 420 GCB, 882-3571.

**Honors College.** Undergraduates who have cumulative GPAs of 3.30 or higher may participate in the special courses and degree programs of the Honors College. Students whose GPAs fall between 3.0 and 3.29 may petition into the college. The office is at 612 Kuhlman Court, 882-3893.

**Women's Studies.** A number of courses in women's studies are offered each semester. Look for the *Women's Studies Newsletter* for information on courses and women's programs, or stop by the office at 207 Jesse Hall, 882-6068.

**Black Studies.** You can arrange an interdisciplinary program in Black Studies as a second area of concentration. Contact the office in 207 Hill Hall, 882-6229 or 882-4326, for more information.



# Fees

The University recently instituted a new schedule of fees. To determine your fees, go through this list and add all fees that apply to you.

## Incidental Fee

All students must pay an incidental fee as follows:

| Credit Hours  | Undergraduate        | Graduate/First professional |
|---|----------------------|-----------------------------|
| <b>Regular Semester (16 weeks)</b>                            |                      |                             |
| 1-11  | \$30 per credit hour | \$33 per credit hour        |
| 12 & over   | \$360                | \$396                       |
| <b>Summer session (for each approximately 8-week session)</b> |                      |                             |
| 1-5   | \$30 per credit hour | \$33 per credit hour        |
| 6 & over  | \$180                | \$198                       |

Students who enroll for examination only must pay a fee of \$33.

## Non-Resident Tuition

You must pay non-resident tuition if you are not a Missouri resident at the time you first register at the University. You also must pay non-resident tuition if you have not been a resident for at least a year immediately prior to the time you first register. There are some exceptions to this rule. Check the *Tuition and Residence Rules* brochure, available at the Cashier's Office, 123 Jesse Hall.

| Credit Hours  | Undergraduate                     | Graduate/First professional       |
|---|-----------------------------------|-----------------------------------|
| <b>Regular semester (16 weeks)</b>                            |                                   |                                   |
| 1-6   | none                              | none                              |
| 7-11  | \$120 per each credit hour over 6 | \$132 per each credit hour over 6 |
| 12 & over   | \$720                             | \$792                             |
| <b>Summer session (for each approximately 8-week session)</b> |                                   |                                   |
| 1-3   | none                              | none                              |
| 4 or 5  | \$120 per each credit hour over 3 | \$132 per each credit hour over 3 |
| 6 & over  | \$360                             | \$396                             |

## Supplemental Fee

Students registered in the School of Medicine, College of Veterinary Medicine and the School of Law must pay a supplemental fee as follows:

| Credit Hours  | Medicine             | Vet. Medicine        | Law                    |
|---|----------------------|----------------------|------------------------|
| <b>Regular semester (16 weeks)</b>                            |                      |                      |                        |
| 1-11  | \$66 per credit hour | \$33 per credit hour | \$8.25 per credit hour |
| 12 & over   | \$792                | \$396                | \$99                   |
| <b>Summer session (for each approximately 8-week session)</b> |                      |                      |                        |
| 1-5   | \$66 per credit hour | \$33 per credit hour | \$8.25 per credit hour |
| 6 & over  | \$396                | \$198                | \$49.50                |

## Student Activities Fee

All students are required to pay a student activities fee as follows:

|   |                     |
|---|---------------------|
| 16 week semester (12 or more hours) ..... | \$24                |
| 8 week semester (6 or more hours) .....   | \$12                |
| Partial enrollment .....                  | \$2 per credit hour |



## Late Registration Fee

If you register after the regular registration period you must pay a late registration fee of \$25. This also applies if you pay with a check that bounces and you don't make it good before the day classes begin.

## Music Fee

If you are taking an applied music course (individual instruction) you must pay these additional fees:

### Regular semester (16 weeks)

Two half-hours per week \$30  
One half-hour per week (if approved) \$18

### Summer session (8 weeks)

Two half-hours per week \$15  
One half-hour per week (if approved) \$9

## Hood Fee

Students granted Ph.D. or Ed.D. degrees are furnished hoods, the fee for which is \$20.

## Thesis or Dissertation Fee

Master's degree—\$2 thesis binding fee and \$3 microfilming fee.

Doctor's degree—\$31 doctor's dissertation, microfilming and binding fee.

## Credit Cards

Master Charge and VISA (Bank Americard) are acceptable toward payment of fees to the credit limit of the cardholder.

## Refund of Fees

If you leave the University or drop a course for which you have paid, you must file a written request with the manager of cashiering for a refund. Refunds will, with some exceptions, \* be paid according to the following schedule:

Time of Withdrawal      Amount Refunded

### Regular Semester (16 weeks)

Before the day classwork begins      Full refund (less \$10 for the cost of handling registration) 70%

Within two calendar weeks from the day classwork begins

Between two and six weeks after classwork begins      50%

After six calendar weeks      No refund

### Summer session (8 weeks)

Before the day classwork begins      Full refund (less \$10 for the cost of handling registration) 70%

Within one calendar week from the day classwork begins

Between one and three weeks after classwork begins      50%

After three calendar weeks      No refund

For any session other than these the refund will be calculated in the same way, i.e. 70% refund within approximately the first 1/8 of the session.

Deductions may be made from the refund for any money you owe the University.

\*One exception—You will receive a full refund of the amount your fees are reduced as a result of a schedule change during the "full refund period."

### Full refund periods

Fall & Winter semester—4 classwork days starting with the first day designated as the beginning of the petitioning period.

Eight, seven and six week Summer Sessions—2 days

Four week session—1 day



# University Rules & Regulations

## Student Conduct Regulations

Students at the University have certain rights and responsibilities. Included in the responsibilities is an awareness of the standards of appropriate behavior. The University expects each student to exercise self-discipline which will enhance the individual's educational experience and the total learning environment of the University.

Violations of student conduct are handled through the Vice Chancellor for Student Services Office, together with the Committee on Student Conduct. Each case is handled on an individual basis, with the intent being to help students develop as self-disciplined rational beings, while preserving the educational purposes of the University. An attempt is made to balance carefully the welfare of the student and the welfare of the University in a fair, just, and consistent manner.

### Section 6.01 Collected Rules and Regulations of the University, Enacted November 7, 1969

(Section 6.01 replaces the previous general standard of student conduct which was set forth in Article V, Sections A and B, of the By-Laws of the Board of Curators.)

**6.01 Standard of Conduct.** A student enrolling in the University assumes an obligation to conduct himself in a manner compatible with the University's function as an educational institution. Misconduct for which students are subject to discipline falls into the following categories:

.0101 Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the University.

.0102 Forgery, alteration, or misuse of University documents, records, or identification.

.0103 Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other University activities, including its public service functions, or of other authorized activities on University premises.

.0104 Physical abuse of any person on University-owned or -controlled property or at University-sponsored or -supervised functions, or conduct which threatens or endangers the health or safety of any such person.

.0105 Theft of or damage to property of the University or of a member of the University community or campus visitor.

.0106 Unauthorized entry or use of University facilities.

.0107 Violation of University policies or of campus regulations, including campus regulations concerning the registration of student organizations, the use of University facilities, or the time, place, and manner of public expression.

.0108 Use, possession, or distribution of narcotic or dangerous drugs, such as marijuana and lysergic acid diethylamide (LSD), except as expressly permitted by law.

.0109 Violation of rules governing residence in University-owned or -controlled property.

.0110 Disorderly conduct or lewd, indecent, or obscene conduct or expression on University-owned or -con-



trolled property or at University-sponsored or -supervised functions.

.0111 Failure to comply with directions of University officials acting in the performance of their duties.

.0112 Conduct which adversely affects student's suitability as a member of the academic community.

### Article VI—Academic Dishonesty

1. Academic dishonesty is an offense against the University. A student who has committed an act of academic dishonesty has failed to meet a basic requirement of satisfactory academic performance. Thus, academic dishonesty is not only a basis for disciplinary action but is also relevant to the evaluation of the student's level of performance.

2. The faculty and administration recognize the necessity of maintaining an academic environment in which each student is evaluated on the basis of his own performance. The maintenance of such an environment requires that both faculty and students be aware of the nature and consequences of academic dishonesty.

3. Each instructor should familiarize himself with the procedures regarding preparation, security, and supervision of examinations of his department and the guidelines relating to procedures for handling cases of academic dishonesty. Early each term the instructor should inform the class of any expectations unique to the course.

4. Academic dishonesty includes but is not necessarily limited to the following:

(A) Cheating, or knowingly assisting another student in committing an act of cheating or other academic dishonesty.

(B) Plagiarism, which includes but is not necessarily limited to, submitting examinations, themes, reports, drawings, laboratory notes, or other material as one's own work when such work has been prepared by another person or copied from another person.

(C) Unauthorized possession of examinations or reserve library materials, destruction or hiding of source materials, library materials, or laboratory materials or experiments, or any other similar actions.

(D) Unauthorized changing of grades or markings on an examination or in an instructor's grade book, or such change of any grade record.

5. Disciplinary action. Any student who commits an act of academic dishonesty is subject to disciplinary action.

(A) The procedures for disciplinary action will be in accord with the rules and regulations of the University governing disciplinary action.

(B) It is the duty of any instructor who is aware of an incident of academic dishonesty in his course to report the incident to the Vice Chancellor for Student Services and to inform his own department chairperson of the incident. Such report should be made as soon as possible and should contain a detailed account of the incident (with supporting evidence if appropriate) and indicate any action taken by the instructor with regard to the student's grade. The instructor may include his opinion of the seriousness of the incident and whether or not he considers disciplinary action to be appropriate. The decision as to whether disciplinary proceedings are instituted is made by the Vice Chancellor for Student Services. It is the duty of the Vice Chancellor for Student Services to report the disposition of such cases to the instructor concerned.

Note: In divisions with student honor systems, reports of academic dishonesty should be made in accordance with the provisions of the student honor system.

(C) Disciplinary proceedings in cases of academic dishonesty may result in a hearing before the Student Conduct Committee. Because the Student Conduct Committee will have no firsthand knowledge of the event, the cooperation of the instructor is essential to a fair determination of the facts. Such cooperation may involve providing information by letter or in some cases by appearing as a witness.

6. Academic evaluation. The instructor determines the grade to be awarded to a student and in making that determination may take into account academic dishonesty on the part of the student for academic but not for disciplinary reasons.

(A) When there has been academic dishonesty, the instructor may award a failing grade in the assignment or a failing grade in the course, or may adjust the grade as deemed appropriate. The instructor may also require the student to do the assignment over, or to perform additional assignments.

(B) Before assigning a grade affected by academic dishonesty, the instructor must make a reasonable effort to discuss the matter with the student.

(C) When a grade is affected by academic dishonesty, the instructor must inform in writing both the student and the instructor's department chairperson.

## Rules of Procedure in Student Disciplinary Matters, Adopted November 8, 1968

**Preamble.** The following Rules of Procedure in Student Disciplinary Matters are hereby adopted in order to insure insofar as possible and practicable that the requirements of procedural due process in student disciplinary proceedings will be fulfilled by the University, that the immediate effectiveness of Article V of the By-Laws of the Board of Curators relating to student conduct and discipline may be secured for all students in the University of Missouri, and so that procedures shall be definite and determinable within the University of Missouri.

These Rules of Procedure shall be followed in any disciplinary proceedings commenced after the beginning of the second semester 1968-69, subject to the constitutional authority and legal obligation of the Board of Curators and the authority delegated to the President of the University to exercise jurisdiction over all or any disciplinary matters of the University.

**Definitions.** As used in these rules, the following definitions shall apply:

**Appeal:** The exercise of the right to review by the student or Vice Chancellor for Student Services of the full record of the Student Conduct Committee or the Chancellor where discipline of expulsion, dismissal or suspension is imposed.

**Vice Chancellor for Student Services:** As used in these procedures, "Vice Chancellor for Student Services" is charged with the primary responsibility for the administration of these disciplinary procedures and refers to either the person on each campus with that title (or an appropriate or similar one) or the individual specifically designated by him to act for him.

**Disciplinary Dismissal:** An involuntary separation of the student from the institution for misconduct apart from academic performance. Dismissal differs from suspension in that it does not imply or state a minimum separation time.

**Disciplinary Expulsion:** Disciplinary dismissal of a permanent nature.

**Disciplinary Probation:** A status resulting from misconduct apart from academic performance. The student remains enrolled but under stated conditions.

**Disciplinary Suspension:** An involuntary separation of the student from the institution for misconduct apart from academic performance for a specified period of time. Suspension differs from dismissal in that after the stated time period the student is eligible to be readmitted.

**Discipline Panel:** A panel of students appointed by the Chancellor, from which shall be selected by the Chairman, upon the request of a student charged before the Student Conduct Committee, not more than three students to serve with the Student Conduct Committee.

**Review:** The exercise of the right to request the review of the Chancellor by the student or Vice Chancellor for Student Services whether or not discipline is imposed and when the discipline imposed, if any, is other than expulsion, dismissal or suspension.

**Student:** A person having once been admitted in the University who has not completed his course of study and who intends or does continue his course of study in or through one of the campuses of the University. For the purpose of these rules, student status continues whether the University's academic programs are in session or not.

**Student Conduct Committee:** As used in these procedures, "Student Conduct Committee" is that body on each campus which is authorized to conduct hearings and to make dispositions under these procedures or a Hearing Panel of such body as herein defined.

## Grievance Procedures for Students

For Student Grievance Procedures, please contact the Office of the Vice Chancellor for Student Services, 211 Jesse Hall.

## Procedures

### Section 1. Vice Chancellor for Student Services

The Vice Chancellor for Student Services on each campus or his designee is designated the primary officer for administration of discipline for unacceptable conduct or which involves infraction of University rules and regulations and will initiate disciplinary action in accordance with these regulations.

### Section 2. Preliminary Procedures

The Vice Chancellor for Student Services shall investigate any reported student misconduct before initiating formal disciplinary procedures and give the student the opportunity to present his personal version of the incident or occurrence. The Vice Chancellor for Student Services may discuss, consult, and advise with any student whose conduct is called into question, and students shall attend such consultations as requested by the Vice Chancellor for Student Services, and shall be given a copy of these procedures. The Vice Chancellor for Student Services, in making his investigation and disposition, may utilize student courts and boards to make recommendations to him which he shall consider in exercising the authority vested in him.

### Section 3. Informal Disposition

The Vice Chancellor for Student Services, after investigation, and when acceptable to the student, shall have the authority to impose appropriate discipline. Where the disposition proposed by the Vice Chancellor for Student Services in the preliminary proceedings is not accepted by the student in writing, the student shall have the rights of notice, hearing, and formal procedures as hereinafter set forth before the Student Conduct Committee. The Vice Chancellor for Student Services shall fix a reasonable time within which the student shall accept or reject a proposed informal disposition. A failure of the student to either accept or reject such proposed disposition within the time fixed shall be deemed to be an acceptance, and in such event, the proposed disposition shall become final upon expiration of such time. If the student rejects informal disposition, his signed statement shall be forwarded to the Committee. The Vice Chancellor for Student Services, at his discretion, may refer cases to the Student Conduct Committee without first offering informal disposition.

### Section 4. Temporary Suspension

Either the President or Chancellor of a campus may at any time temporarily suspend or deny readmission to a student from the University pending formal procedures when he/she finds and believes from information coming to his/her attention that the presence of a student on campus would seriously disrupt the University or constitute a danger to the health, safety, or welfare of the University. The suspending officer shall promptly notify the Dean of Student Affairs to initiate the appropriate disciplinary procedure within five days.

### Section 5. Formal Procedure and Disposition

A. *Student Conduct Committee:* (1) The Student Conduct Committee shall be appointed by the Chancellor and shall have the authority to impose appropriate discipline upon any student or students appearing before it, including, but not limited to, probation, suspension, dismissal, or expulsion. (2) The Committee, when appropriate or convenient, may be divided by the Chairman of the Student Conduct Committee into Hearing Panels, each panel to be composed of at least five members present at the hearing, including a designated chairman. A Hearing Panel has the authority of the whole Committee in those cases assigned to it by the Chairman of the Student Conduct Committee. The Chairman of the Committee or of a Hearing Panel shall count as one member of the Committee or Hearing Panel and have, in addition to his rights as Chairman, the same voting and other rights as

other members of the Committee or Hearing Panel. (3) Each Chancellor shall appoint a panel of students for his/her campus, to be known as the Discipline Panel. Upon written request of a student charged before the Student Conduct Committee, made at least forty-eight (48) hours prior to the hearing, the Chairman of the Committee or Hearing Panel shall appoint from the Discipline Panel not more than three students to sit with the Committee or Hearing Panel for that particular case. When students from the Discipline Panel serve at the request of a student charged, they shall have the same rights as other members of the Committee or Hearing Panel, including the right to vote.

B. *General Statement of Procedures:* A student charged with a breach of University rules or regulations or conduct in violation of the General Standard of Student Conduct is entitled to a written notice and a formal hearing unless the matter be disposed of under the rules for informal disposition. The procedure set forth below shall be interpreted and administered to accomplish this objective and provide for prompt consideration and disposition of student conduct cases. Disciplinary proceedings are not to be construed as judicial trials, but care shall be taken to comply as fully as possible with the spirit and intent of the procedural safeguards set forth herein. The Office of the General Counsel shall be legal adviser to the Student Conduct Committee.

C. *Notice:* The Vice Chancellor for Student Services shall initiate disciplinary actions by arranging with the Chairman to call a meeting of the Student Conduct Committee and by giving written notice by certified mail or personal delivery to the student charged with misconduct which shall set forth the date, time and place of the alleged violation, the conduct to be inquired into, and the date, time and place of hearing before the Student Conduct Committee. Notice by certified mail may be addressed to the last address currently on record with the University. Failure by the student to have his current correct local address on record with the University shall not be construed to invalidate such notice. The notice shall be given at least seven(7) consecutive calendar days prior to the hearing, unless a shorter time be fixed by the Chairman for good cause. Any request for continuance shall be made in writing to the Chairman, who shall have the authority in his discretion to continue the hearing if he determines the request is timely and made for good cause. The Chairman shall notify the Vice Chancellor for Student Services and the student of the new date for the hearing. If the student fails to appear at the scheduled time, the Committee may hear and determine the matter in his absence.

D. *Conduct of Hearing:* The Chairman shall preside at the hearing, call the hearing to order, call the roll of the Committee in attendance, ascertain the presence or absence of the student charged with misconduct, read the notice of hearing and charges and verify the receipt of notices of charges by student, report any continuances requested or granted, establish the presence of any adviser or counselor of the student, and call to the attention of the student charged and his adviser any special or extraordinary procedures to be employed during the hearing and permit the student to make suggestions of or objections to any procedures for the Student Conduct Committee to consider.

(1) *Opening Statements:* (a) The Vice Chancellor for Student Services shall make opening remarks outlining the general nature of the case and testify to any facts his investigation has revealed. (b) The student may make a statement to the Committee about the charge at this time or at the conclusion of the University's presentation, at his election.

(2) *University Evidence:* (a) University witnesses are to be called and identified or written reports of evidence

introduced as appropriate. (b) The Committee may question witnesses at any time. (c) The student or, with permission of the Committee, his adviser or counselor may question witnesses or examine evidence at the conclusion of the University's presentation.

(3) **Student Evidence:** The student shall have the opportunity to make a statement to the Committee about the charge, and may then present further evidence through witnesses or in the form of written memoranda as he desires. The Committee may question the student or witnesses at any time. The Vice Chancellor for Student Services may question the student or witnesses.

(4) **Rebuttal Evidence:** The Committee may permit the University or the student to offer any matter in rebuttal of the other's presentation.

**E. Rights of Student Conduct Committee:** The Student Conduct Committee shall have the right: (1) in cases involving more than one student which arise out of the same transaction or occurrence to hear such cases together, but in that event shall make separate findings and determinations for each student; (2) to permit a stipulation of facts by the Vice Chancellor for Student Services and the student involved; (3) to permit the incorporation in the record by a reference of any document, affidavit or other thing produced and desired to be incorporated in the record by the University or the student charged; (4) to question witnesses or other evidence introduced by either the University or the student at any time; (5) to hear from the Vice Chancellor for Student Services about dispositions made in similar cases and any dispositions offered to the student appearing before the Committee; (6) to call additional witnesses or require additional investigation; (7) to dismiss any action at any time or permit informal disposition as otherwise provided; (8) to permit or require at any time amendment of the Notice of Hearing to include new or additional matters which may come to the attention of the Committee before final determination of the case; provided, however, that in such event the Committee shall grant to the student or Vice Chancellor for Student Services such time as the Committee may determine reasonable under the circumstances to answer or explain such additional matters; (9) to dismiss any person from the hearing who interferes with or obstructs the hearing or fails to abide by the ruling of the Chairman or the Committee on request; and (10) to summarily suspend students from the University who, during the hearing, obstruct or interfere with the course of the hearing or fail to abide by the ruling of the Chairman of the Committee on any procedural question or requests of the Chairman for order.

**F. Student Rights Upon Hearing:** A student appearing before a Student Conduct Committee pursuant to formal notice of charges and disciplinary hearing shall have the right: (1) to be present at the hearing; (2) to have an adviser or counselor of his choice appear with him and to consult with such adviser or counselor during the hearing; (3) upon timely request, to have students from the Discipline Panel sit with the Committee or Hearing Panel in his case; (4) to hear or examine evidence presented to the Committee against him; (5) to question witnesses present and testifying against him at the hearing, (6) to present evidence by witness or affidavit of any defense the student desires; (7) to make any statement to the Committee in mitigation or explanation of his conduct in question that he desires; (8) to be informed in writing of the findings of the Student Conduct Committee and any discipline it imposes; and (9) to appeal to the Chancellor or Board of Curators as herein provided.

**G. Determination by Committee:** The Student Conduct Committee shall then make its findings and determinations in executive session out of the presence of the Vice Chancellor for Student Services and the student charged. Separate findings are to be made (1) as to the conduct of

the student and (2) on the discipline, if any, to be imposed. No discipline shall be imposed on the student unless a majority of the Committee present is reasonably convinced by the evidence that the student has committed the violation charged and should be disciplined therefor.

**H. Official Report of Findings and Determination:** The Committee shall promptly consider the case on the merits and make its findings and determination and transmit them to the Vice Chancellor for Student Services and the student charged forthwith.

**I. Other Procedural Questions:** Procedural questions which arise during the hearing not covered by these general rules shall be determined by the chairman, whose ruling shall be final unless the Chairman shall present the question to the Committee at the request of a member of the Committee, in which event the ruling of the Committee by majority vote shall be final.

**J. General Rules of Decorum:** The following general rules of decorum shall be adhered to: (1) All requests to address the Committee shall be addressed to the Chairman. (2) The Chairman will rule on all requests and points of order and may consult with Committee's legal adviser prior to any ruling. The Chairman's ruling shall be final and all participants shall abide thereby, unless the Chairman shall present the question to the Committee at the request of a member of the Committee, in which event the ruling of the Committee by majority vote shall be final. (3) Rules of common courtesy and decency shall be observed at all times. (4) An adviser or counselor may be permitted to address the Committee at the discretion of the Committee. An adviser or counselor may request clarification of a procedural matter or object on the basis of procedure at any time by addressing the Chairman after recognition.

#### **Section 6. Record of Hearing**

A taped or stenographic record of the hearing shall be maintained. The hearing record shall be maintained and kept as long as the discipline imposed shall be in force, or for five (5) years, whichever is earlier. The notice, exhibits, hearing record and the findings and determination of the Committee shall become the "Record of the Case" and shall be filed in the office of the Vice Chancellor for Student Services and for the purpose of appeal be accessible at reasonable times and places to both the University and the student.

#### **Section 7. Right of Appeal**

**A.** When a student is expelled, dismissed, or suspended from the University by the Student Conduct Committee, the Vice Chancellor for Student Services or the student may appeal such decision to the Chancellor of the campus or his/her designated representative by filing written notice of appeal with the Chancellor within ten (10) consecutive calendar days after notification of the decision of the Student Conduct Committee. A copy of the Notice of Appeal will contemporaneously be given by the student to the Vice Chancellor for Student Services or by the Vice Chancellor of Student Services to the student. The appealing party may file a written memorandum for consideration by the Chancellor with the Notice of Appeal, and the Chancellor may request a reply to such memorandum by the student or Vice Chancellor for Student Services.

**B.** The Chancellor or his/her designated representative shall review the full record of the case and the appeal documents and may affirm, reverse, or remand the case for further proceedings and shall notify the Vice Chancellor for Student Services and the student in writing of the decision on the appeal.

**C.** The Vice Chancellor for Student Services or the student may thereafter appeal to the Board of Curators of the University of Missouri by filing a written Notice of Appeal with the Chancellor, the President, and the

Secretary of the Board of Curators and giving notice to either the student or Vice Chancellor for Student Services, as appropriate. Such Notice of Appeal must be filed within ten (10) days of the notification of action by the Chancellor. Upon the filing of a Notice of Appeal to the Board, the Chancellor shall cause the record of the case, including any written memoranda received during consideration, to be promptly filed with the Secretary of the Board through the Office of the President.

D. The appealing party may file a written memorandum for consideration by the Board of Curators with the Notice of Appeal if he so desires, and the other party may file a written reply within ten (10) consecutive calendar days.

C. The Board of Curators shall take such action on the appeal as it deems appropriate and may require a hearing de novo on the issues made on the appeal. The Secretary of the Board shall notify the student, the Vice Chancellor for Student Services, the Committee Chairman, the Chancellor and the President in writing of the decision of the Board.

#### **Section 8. Right to Petition for Review**

A. In all cases where the discipline imposed by the Student Conduct Committee is other than expulsion, dismissal or suspension, the Vice Chancellor for Student Services or the student may petition the Chancellor of the campus or his/her designated representative in writing for a review of the decision within five (5) consecutive calendar days after notification of the decision of the Student Conduct Committee and by serving a copy of the Petition for Review upon the nonappealing party within such time. The Petition for Review shall state the grounds or reasons for review, and the nonappealing party may answer the petition within five (5) consecutive calendar days if he so desires.

B. The Chancellor or his/her designated representative may grant or refuse the right of review. If the Chancellor or representative reviews the decision, the action of the Chancellor shall be final unless it be to remand the matter for further proceedings or unless the action of the Chancellor be to impose discipline of expulsion, dismissal, or suspension.

C. If the Chancellor imposes discipline of expulsion, dismissal, or suspension, the Vice Chancellor for Student Services and the student shall have a right to appeal to the Board of Curators as provided under Section 7. In all cases where the Petition for Review is refused, the action of the Student Conduct Committee shall be final.

#### **Section 9. Status During Appeal**

In cases of suspension, dismissal, or expulsion where a Notice of Appeal is filed within the required time, a student may petition the appellate authority in writing for permission to attend classes pending final determination of the appeal. The appellate authority may permit a student to continue in school under such conditions as may be designated pending completion of appellate procedures, provided such continuance will not seriously disrupt the University or constitute a danger to the health, safety, or welfare of the University community. In such event, however, any final disciplinary action imposed shall be effective from the date of the action of the Student Conduct Committee.

#### **Section 10. Student Honor Systems**

Forums under student honor systems established for investigating facts, holding hearings, and recommending and imposing sanctions are authorized when the student honor code or other regulations, containing well defined jurisdictional statement and satisfying the requirements of Article V of the By-Laws of the Board of Curators, have been reduced to writing and have been approved by the Chancellor and the Board of Curators and notice thereof in writing has been furnished to students subject thereto. Procedures shall satisfy the requirements of the Board of

Curators By-Laws, Article V, and shall contain procedures herein before stated insofar as appropriate and adaptable to the particular situations and shall be approved by the Chancellor and the General Counsel. Students subject to student honor systems shall have the rights of appeal as set forth in Sections 7, 8 and 9 of these Rules of Procedure.

## **Student Access to Records**

1. "Education Records" are those records, files, documents and other materials which contain information directly related to a student and are maintained by the University or by a party acting for the University. Those records made available under the Family Education Rights and Privacy Act of 1974 are student financial aid, the student's cumulative advisement file, disciplinary records, the admissions file, and the academic record.

2. The Director of Financial Aid, the appropriate academic dean, the Vice Chancellor for Student Services, the Director of Admissions, and the Registrar are the officials responsible for the maintenance of each type of record listed in Section 1.

3. University of Missouri-Columbia students will have access to the educational records identified in paragraph 1 and, in accordance with the Family Educational Rights and Privacy Act of 1974, the University of Missouri-Columbia will not make available to students the following materials:

A. Financial records of the parents of students or any information contained therein.

B. Confidential letters and statements of recommendation which were placed in the education records prior to January 1, 1975, if such letters or statements are used only for the purpose for which they were specifically intended, and so long as the letters and statements were solicited with a written assurance of confidentiality, or sent and retained with a documented understanding of confidentiality.

C. Confidential letters of recommendation and statements of recommendation which were placed in the student's education record after January 1, 1975 respecting admission to the University, application for employment and receipt of an honor or honorary recognition, provided the student has signed a waiver of the student's rights of access.

4. University of Missouri-Columbia "Educational Records" do not include:

A. Records of instructional, supervisory and administrative personnel and educational personnel ancillary thereto which are in the sole possession of the maker thereof and which are not accessible or revealed to any other person except a substitute. For the purpose of this definition, a "substitute" means an individual who performs on a temporary basis the duties of the individual who made the record, and does not refer to an individual who permanently succeeds the maker of the record in his or her position.

B. The records and documents of the University of Missouri Police Department that are maintained solely for law enforcement purposes and are not available to persons other than law enforcement officials of the same jurisdiction; provided, that the educational records maintained by the University are not disclosed to the University of Missouri Police Department.

C. In the case of persons who are employed by the University but who are not in attendance at the University, records made and maintained in the normal course of business which relate exclusively to such person and that person's capacity as an employee where the records are not available for any other purpose.

D. All records on any University student which are created and maintained by a physician, psychiatrist,

psychologist, or other recognized professional or paraprofessional acting in his or her professional capacity, or assisting in that capacity, and which are created, maintained or used only in connection with the provision of treatment to the student, and are not available to anyone other than persons providing such treatment, provided, however, that such records can be personally reviewed by a physician or other appropriate professional of the student's choice.

E. Records of the University which contain only information relating to a person after the person was no longer a student at the University. An example would be information collected by the University pertaining to the accomplishments of its alumni.

5. Students may, upon request, review their records and if erroneous information is included therein, may request the expunging of such information from their files. Such erroneous information will then be expunged upon authorization of the official responsible for that file.

6. University of Missouri-Columbia students desiring to challenge the content of their records may request an opportunity for a hearing to challenge the content of such student's education records in order to insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of such student, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein. If, as a result of the hearing, the University decides that the information is not inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, it shall inform the student of his or her right to place in his or her education record a statement commenting upon the information in the education record and/or setting forth any reasons for disagreeing with the decision of the University. If the education records of the student or the contested portion thereof is disclosed by the University the explanation shall also be disclosed by the University to that party.

**Informal Proceedings.** The University official charged with custody of the records will attempt to settle informally any disputes with any student regarding the content of the University's educational records through informal meetings and discussions with the student.

**Formal Proceedings.** Upon the request of the University official charged with custody of the records or the student the hearing required by Section 6 shall be conducted.

A. The request for a hearing shall be submitted in writing to the campus Chancellor who will appoint a hearing officer or a hearing committee to conduct the hearing.

B. The hearing shall be conducted and decided within a reasonable period of time following the request for the hearing. The parties shall be entitled to 10 days prior written notice of the time and place of the hearing.

C. The hearing shall be conducted and the decision rendered by an appointed hearing official or officials who shall not have a direct interest in the outcome of the hearing.

D. The student shall be afforded a full and fair opportunity to present evidence relevant to the hearing, and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney.

E. The decision of the University shall be based solely upon the evidence presented at the hearing and shall include a summary of the evidence and the reasons for the decision.

F. The decision shall be rendered in writing within a reasonable period of time after the conclusion of the hearing.

G. Either party may appeal the decision of the hearing official or officials to the campus Chancellor. Appeal

from the Chancellor's decision is to the President. Appeal from the President is to the Board of Curators.

7. The University of Missouri-Columbia considers "Directory Information/Public Information" to include a student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information.

The University of Missouri-Columbia may disclose personally identifiable information from the education records of a student who is in attendance at the University if that information has been designated as directory information. Students have the right to refuse to permit the designation of any or all of the categories of personally identifiable information as directory information for themselves. Such refusal must be made to the Registrar's Office prior to the end of the second week of classes of each school's term.

The University of Missouri-Columbia may disclose directory information from the education records of an individual who is no longer in attendance at the University without following the procedures stated in the paragraph above.

8. The University of Missouri-Columbia will mail grade reports to students at their permanent mailing address only. Grades will not be mailed to parents unless the students have completed the necessary authorization in the Registrar's Office.

9. The University of Missouri-Columbia may permit access to or release the educational records without the written consent of the student to a dependent student's parent, as defined in Section 152 of the Internal Revenue Code of 1954. In accordance with the Family Education Rights and Privacy Act of 1974, Subpart D, Section 99.31, information needed for the administration of financial aids will be made available to qualified requesters without prior consent.

10. If any material or document in the educational record of a student includes information on more than one student, the student may inspect and review only such part of such material or document as relates to him/her or to be informed of the specific information contained in such part of such material.

11. Students desiring reproduction of copies of educational records will be charged a nominal fee. Official copies of transcripts will be charged at the rate of \$1 each and unofficial copies at the rate of 50 cents each.



## Traffic Regulations

Any student attending the University of Missouri-Columbia who possesses, operates or maintains a motor vehicle in or about the city of Columbia (Boone County) must register the vehicle with the University Police, Traffic Division, 816 Conley Ave., within 48 hours of the arrival of said vehicle. There is no fee for this registration, but there is a \$25 penalty for failure to do so. The registration certificate must be properly displayed on the vehicle within 24 hours; there is a \$15 penalty for failure to do this.

A registration certificate does not entitle one to any parking privileges. UMC has a pay-parking system. Authorized parking permits are required on all University parking facilities at all times during the entire 12 months of the year.

During breaks and vacations, traffic and parking rules and regulations are enforced by the UMC Police.

Detailed regulations concerning operation and possession of a motor vehicle may be obtained at the Traffic Division, 816 Conley Ave.

## Alcoholic Beverages

1. The University of Missouri-Columbia lends its full support to all state and federal laws and local ordinances regulating the sale and possession of alcoholic beverages.

2. The possession or consumption of alcoholic beverages by students or their guests on UMC property or on the premises of university-supervised housing is prohibited.

3. University organizations, a substantial number of whose members consist of students under the age of 21, shall not permit the drinking or serving of alcoholic beverages at any social function or meeting of the organization and shall not permit the attendance at such social function or meeting of any person under the influence of alcohol.

4. It is the responsibility of each organization to see that those in attendance at their social functions and meetings conduct themselves in accordance with UMC regulations.

5. An organized house, such as a fraternity, sorority, or cooperative, shall be held responsible, as an organization, for violations of UMC regulations committed on the premises under its control.

## Use of Computing Facilities

The academic computing facilities of the University are limited and should be used wisely and carefully. Access to computer network services is through a project number password combination, or in layman's terms, a credit card. Use of a credit card for other than its intended purpose constitutes unauthorized use of University property.

## Addresses

Students must provide the Registrar with current Columbia and permanent addresses by the opening of class each semester and subsequently notify the Registrar of any change of address within 48 hours after the change. Failure to do so will subject the student to disciplinary action under Section 6.0111 of the Collected Rules and Regulations of the University.

In cases where official written notification of the student is required (e.g., disciplinary hearings), the University's obligation of notification will have been satisfied when such notification is made to the current address listed with the Registrar's office.

## Notices to Students

The University makes every effort to notify students either individually or collectively of all matters pertaining to registration and preregistration, payment of fines and fees, and other such matters which affect students. In addition, offices of the deans attempt to notify students concerning graduation requirements and other matters, pertinent to their progress toward graduation. Students must take cognizance of all notices, and within a reasonable time after such notice is given, students will be deemed to have knowledge of all matters contained in such notices. The University cannot assume responsibility for the non-delivery of mail or for the misplacement of written notifications in group housing. It is the policy of the University to retain for a reasonable period all letters returned for nondelivery by the United States Postal Service.

If summoned by any University official or committee, a student must answer summons within the time specified in the official notification.

## Non-University Publications

### Sale and Distribution on Campus

#### Definitions

**Non-University publications:** any publication not officially published by the University or by a University-recognized student organization.

**Distribution:** the dispensing or making available through means other than U.S. Mail, whether by sale or otherwise, by persons or agencies other than official University divisions, departments and offices.

**Distribution Rules.** Distribution of non-University publications shall be unrestricted on the Columbia campus provided:

(1) the publication is intended primarily for dissemination of news, opinion and information, and not for promoting sales of goods, products, or services; and,

(2) the publication is not distributed at places or times where in the opinion of the Chancellor such distribution would constitute a clear and substantive interference with the conduct of University classes, study, business or other functions or activities, nor with pedestrian or vehicular traffic (in general, this provision will be interpreted as prohibiting distribution of publications within buildings); and,

(3) unless the publication to be distributed is a member of the Audit Bureau of Circulations, the distributor mails two copies of each issue of the publication he intends to distribute on campus via the U.S. Post Office to the University General Counsel's Office, University Hall, Columbia, Missouri, prior to the commencement of such distribution; and,

(4) the publication carries the name and address of the publisher, and the names of the several editors and the officers of the publication; and,

(5) the publication does not in any manner state, infer or imply that it is connected with or under the auspices of the University; and,

(6) distribution of the publication does not constitute a violation of applicable state or federal laws; and,

(7) written permission to distribute the publication is obtained from the Business Officer prior to initial commencement of distribution.

The sale and/or distribution of non-University publications by the Memorial Union, Brady Commons, and University Bookstore shall be in accordance with criteria established by the Bookstore Committee and in keeping with good business practices.



# Housing Rules & Regulations

1. Although the University recommends that unmarried freshman men and women reside in University-supervised housing, all students may reside in any available housing they may select: (a) University-supervised housing or (b) off-campus housing.
2. University supervision of student housing is limited to:
  - a. residence halls operated by the University of Missouri-Columbia (UMC);
  - b. houses operated by groups (cooperatives, fraternities and sororities) recognized as student organizations by the Committee on Student Organizations, Government and Activities; and
  - c. the privately-owned residence hall (Mark Twain Residence Hall) whose owners have agreed to provide supervisory personnel satisfactory to UMC and to enforce in their facilities the same rules and regulations regarding conduct that are observed in facilities operated by UMC.
3. Closing Hours in University-Supervised Housing
  - a. All living units are considered to be closed to the public (persons other than residents and authorized guests) after the following hours:  
 Sunday through Thursday ..... 11:30 p.m.  
 Friday & Saturday ..... 1 a.m.
  - b. Living units will be locked at the hour they are closed to the public and may be opened after 6 a.m. each morning.

c. The owner of each living unit is responsible for maintaining a security program which enables residents to enter the unit after it is locked.

#### 4. Guests and Visiting Hours

a. Except for events approved and supervised as "Open Houses," members of the opposite sex—other than a parent or guardian of the student concerned—may not be guests in a student's room in University-supervised housing.

##### b. Women Guests in Men's Houses

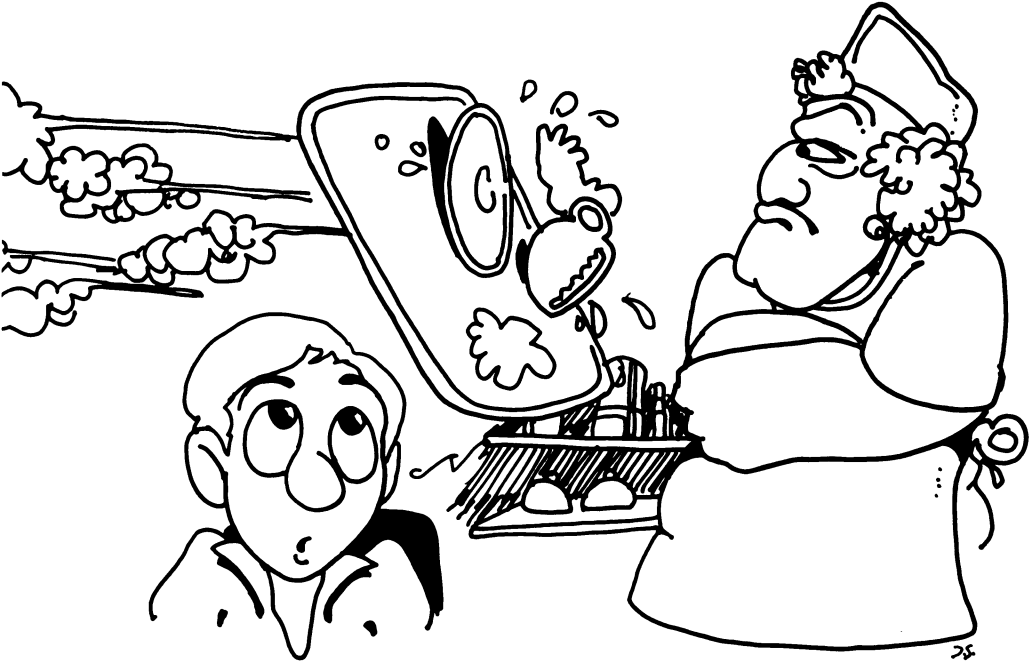
(1) Women may be guests in fraternity houses and men's residence hall lounges (except house lounges in Mark Twain Residence Hall and Hatch, Hudson, Cramer, Graham, and Stafford halls) from 8 a.m. daily until the regular closing hour for University supervised residences.

(2) In the public lounges, including vestibules of Bingham, Blair, Pershing, Rollins, and Loeb Halls, women may be guests daily until the regular closing hour for University-supervised residences unless otherwise posted.

(3) Women may be guests in the men's house lounges of Mark Twain Residence Hall, and Hatch, Hudson Cramer, Graham, and Stafford halls only during functions that have been scheduled at the request of the majority of the residents of the house concerned and have been approved by the resident director or head resident. The resident director or head resident shall determine the rules and supervision for such functions.

##### c. Men Guests in Women's Houses

(1) Men may be guests in the public lounges of the University-supervised housing from 8:00 a.m. daily to regular closing hours.



(2) Men may be guests in women's house lounges in Mark Twain Residence Hall and UMC women's residence halls only during functions that have been scheduled at the request of a majority of the residents of the hall or house concerned and have been approved by the head resident or resident director. The head resident or resident director shall determine the rules and supervision for such functions.

d. A living unit that has obtained approval of a special lounge program that permits coeducational use of the unit's lounge during other than regularly scheduled hours may have guests of the opposite sex in the lounge in accordance with the provisions of the lounge program and applicable guidelines recommended by the Housing Committee and approved by the Chancellor. A current copy of these guidelines will be maintained, available to students, by the head of the living unit and the head officer of that living unit as well as the appropriate administrative offices for housing and student affairs. These guidelines shall contain sufficient protections to insure compliance with all University rules and regulations and the University of Missouri Housing Policy adopted by the Board of Curators. Any irregular conduct or infraction of guidelines or regulations may result in a modification or suspension of the lounge program.

e. Guests of the same sex may stay overnight in University supervised living units only if arrangements have been made in advance by the head resident or resident director. The visitor should be the guest of a specific resident in that living unit and should register according to whatever procedures the unit has established.

f. Open Houses—An organization may hold on its own premises an Open House at which members of the opposite sex may be guests in students' rooms by complying with appropriate guidelines recommended by the Housing Committee and approved by the Chancellor. The guidelines shall contain sufficient protections to insure compliance with all University of Missouri Housing Policy adopted by the Board of Curators.

g. Individual house units may elect to reduce the number of visiting hours stated above or in guidelines. Any irregular conduct or infraction of guidelines or regulations may result in a modification or suspension of visiting hours.

h. Special Situations—Parents, guardians, and close relatives of students of the same or opposite sex may be admitted to the student's unit subject to individual house rules and the discretion of the head of the living unit.

5. Students shall not bring (or arrange to have delivered) any alcoholic beverages on the premises of University-supervised student residences; and the storage or consumption of alcoholic beverages by students or guests in such student living accommodations, or on the premises, is forbidden.

6. Firearms, bows and arrows, other weapons, fireworks, ammunition, or explosives of any description shall not be brought into University-supervised student living accommodations at any time.

7. University-supervised housing accommodations shall be open for inspection by Columbia Campus officials at any reasonable time. If there is reason to believe that a student has violated UMC regulations, UMC officials reserve the right to authorize an inspection of the student's possessions in accordance with published guidelines pertaining to the entry of student rooms. Except in cases in which circumstances make it impossible or impracticable for the student to be present, any inspection of a student's possessions shall be made in the presence of the student.

Recognition or continued recognition by the University of Missouri-Columbia of any organized student

group which controls its own premises shall carry with it as a condition of such recognition the right of proper University of Missouri-Columbia officials to enter onto the premises of the organization for the purpose of inspection which may be incident to or required for safeguarding the health and welfare of the students using and occupying the premises and for the enforcement of regulations of the University of Missouri-Columbia. Recognition on the Columbia Campus shall be withdrawn from any such organization upon its refusal to permit such inspection . . . (statement of the Board of Curators, adopted September 20, 1957).

8. Every fraternity, sorority, cooperative, or other group recognized as a student organization by the Committee on Student Organizations, Government and Activities (SOGA) and operating a house, shall employ a resident director. Before employing a resident director the organization must receive approval from the Center for Student Life, of the individual and of the terms of employment. Every student group operating a house must notify its resident director(s), in writing by April 1 of that year, of its intention with regard to offering a contract for the following school year. If the resident director(s) are invited to return, the contract should be completed as of this date. A copy of the contract is to be filed with the Center for Student Life by April 1.

Resident directors in organized houses are required to be present during those hours when the house is open for guests of the opposite sex unless a suitable substitute has been provided with the approval of the Center for Student Life. Suggestions as to substitutes for resident directors may be requested from the Center for Student Life.

9. Report prior to Vacations and Holidays. Prior to any vacation or holiday, an organized living unit must submit to the Center for Student Life a written report of its plans for operation of the house during the vacation or holiday period, giving such information as the Center for Student Life may require.

Only the Center for Student Life may approve the opening of a group house during the summer months or during vacation periods and, if open, the person or persons to provide supervision. While a group house is closed it shall not be accessible for use by any person except with permission, in each case, from the Center for Student Life.

10. Unless the Director of Housing grants permission for the housing of non-students, rooms in University-supervised housing shall be rented during an academic year or summer session to students only. Upon request the Director of Housing may grant approval for the housing of non-students, provided the owner can give satisfactory assurance that the non-students will be so located that they will not disturb student residents.

11. Any contractual arrangements concerning residence in any facilities, including Mark Twain Residence Hall, that are not owned by the University are entered into between students and the owners of the facilities, and the University shall neither take part in the contractual arrangements nor attempt to arbitrate any financial disputes that may arise therefrom.

12. If a private owner or recognized student organization requests that its housing facilities be classified as "University-supervised," the decision regarding the request shall be made by the Housing Committee.

13. If, at any time, the Housing Committee determines that a University-supervised housing facility has not been maintained or operated in a manner satisfactory to the Committee, the Committee may withdraw the classification of "University-supervised" and, if deemed necessary to protect the health or safety of residents, the Committee may direct that facilities operated by recognized student organizations be closed and/or residents vacate the premises.

---

# University of Missouri System

The University of Missouri is one university with four campuses—Columbia, Kansas City, Rolla and St. Louis. Established in 1839 at Columbia (the oldest and largest of the four campuses), the University is recognized as the first state university west of the Mississippi River and was designated a land-grant university in 1870. In addition to its traditionally assigned tasks of teaching and research within the campus settings, the University has extended its educational benefits to all sections of the state of Missouri.

The University is governed by the Board of Curators. The president of the University and his staff coordinate programs of all four campuses. The chancellors are the chief academic and administrative officers for their respective campuses.

## Board of Curators

Term Expires January 1, 1981

C. R. Johnston, Springfield

Wallace R. Stacey, Independence

Rex Z. Williams, Rolla

Term Expires January 1, 1983

Daniel L. Brenner, Kansas City

Robert A. Dempster, Sikeston

William T. Doak, Vandalia

Term Expires January 1, 1985

William G. Cocos, Jr., St. Louis

David W. Lewis, St. Joseph

Marian O. Oldham, St. Louis

Officers of the Board

Wallace R. Stacey, President

C. R. Johnston, Vice President

Catherine Hunt, Secretary

Donald S. Holm, Jr., Treasurer

General Counsel for the University

Jackson A. Wright

## Central Administration

James C. Olson, President

Elmer Ellis, President Emeritus

James R. Buchholz, Vice President for  
Administrative Affairs

Carl N. Scheneman, Vice President for  
Extension

Melvin D. George, Vice President for  
Academic Affairs

## Chancellors

Barbara S. Uehling, Columbia Campus

George A. Russell, Kansas City Campus

Joseph M. Marchello, Rolla Campus

Arnold B. Grobman, St. Louis Campus

## UMC Administration

Chancellor: Barbara S. Uehling, 105 Jesse, 882-3387

Vice Chancellor for Alumni Relations and Development: Guy Entsminger, 114 Alumni  
Center, 882-4786

Vice Chancellor of Student Services: Norman Moore, 211 Jesse, 882-6776

Director, Center for Student Life: William L. Riley, 107 Read, 882-3621

Director, Counseling Service: James A. Irvin, 207 Parker, 882-6001

Director, Learning Center: Bonnie Zelenak, 304 Watson Place, 882-2493

Director, Housing: Harold W. Condra, 123 Jesse, 882-4352

Director, Memorial Union: Robert N. Brock, S102 Memorial Union, 882-3418

Director, Student Financial Aids: George C. Brooks, 11 Jesse, 882-2751

Acting Director, Student Health Service: Diane T. Brukardt, 224 Student Health  
Center, 882-7481

Interim Provost for Academic Affairs: Owen J. Koeppe, 114A Jesse, 882-6596

Director, Admissions and Registrar: Gary L. Smith, 228 Jesse, 882-7651

---



UNIVERSITY OF MISSOURI-COLUMBIA

University Libraries  
University of Missouri

## Digitization Information Page

Local identifier M book 1979-80

### Source information

|              |                  |
|--------------|------------------|
| Format       | Book             |
| Content type | Text with images |
| Source ID    | N/A              |
| Notes        | N/A              |

### Capture information

|                          |                                |
|--------------------------|--------------------------------|
| Date captured            | 2/3/2023                       |
| Scanner manufacturer     | Plustek OpticBook              |
| Scanner model            | A300 Plus                      |
| Scanning system software | Book Pavilion                  |
| Optical resolution       | 600 dpi                        |
| Color settings           | 24 bit color & 8 bit grayscale |
| File types               | tiff                           |
| Notes                    |                                |

### Derivatives - Access copy

|                  |  |
|------------------|--|
| Compression      | Tiff: LZW compression                    |
| Editing software | Adobe Photoshop 2022                     |
| Resolution       | 600 dpi                                  |
| Color            | color covers; grayscale for the rest     |
| File types       | pdf created from tiffs                   |
| Notes            | Images cropped, straightened, brightened |