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The KATO KODE has been written with the student in mind, especially the new student. We expect you to know what Mankato State is, what it offers you and what your responsibilities are.

--Prepared by the Student Personnel Office
Student Conduct and College Regulations

Your role on this campus is of prime importance when you realize you are part of a community where thousands of individuals work, eat, sleep, study, play, etc. In a relatively small area such as this college campus, your responsibility expands to an even greater degree.

An academic environment should allow the student freedom to explore and to find out - who he is, what he is and where he is going. Sometimes people have to be reminded that their freedom extends only to the boundary of his nearest neighbor.

The following college regulations are necessary for an orderly atmosphere that promotes the objectives of our College.

STUDENT CONDUCT

Each student is expected to conduct himself in accordance with the regulations of the College and such laws of the city, state, and federal governments as apply to matters of personal conduct.

Regulations serve as a guide to good conduct. In the final analysis, however, standards of conduct become a responsibility of each member of the student body.

It is understood when a student is accepted for admission at Mankato State College that he is willing to abide by all regulations of the college.

The College reserves the right to dismiss students whose personal qualities, general health, scholastic achievement, conduct, or other standards are such that continued enrollment would not be in the best interests of the College and the student.

State College Board regulations provide that persons admitted to the privileges of the College are expected to comply with all college regulations for the guidance and direction of students, to recognize a personal responsibility for the preservation from damage or destruction of the property of the state and the college, the buildings and grounds, and in general character and deportment to evidence worthiness to become graduates of a collegiate institution. Disregard of any of these rules of conduct may be considered as sufficient cause for denying the privileges of the college to any student.

The president or his designated representative shall have authority to counsel with and to take disciplinary action against any student who violates the College standards of conduct by placing students on disciplinary probation, restricting privileges, suspending from college, or expelling from college. In any case of academic or disciplinary censure the student shall be afforded an opportunity to appear in his own behalf before proper authority.

Those who violate college regulations or who disregard acceptable standards of conduct will be asked to appear for a hearing before the Committee on Student Standards. Students are given the opportunity to present any evidence that has bearing on the case under consideration. Each case is given individual attention and emphasis is placed upon helping students improve their attitudes and conduct.

DRINKING

College regulations and the laws of the State of Minnesota forbid serving, drinking or storing of intoxicating beverages, including beer,
in any college housing facility and in any housing facility for students on or off the campus, as well as at any activities of student groups.

STUDENT AUTOMOBILES

Students are urged not to bring motor vehicles to the campus. Traffic congestion is a problem. No assurance of parking space can be given.

SELLING AND SOLICITING

No individual or organization may sell or solicit on the College premises without special written permission from the Dean of Students.

COLLEGE IDENTIFICATION CARDS AND FEE RECEIPTS OPEN DOORS

Upon entry to Mankato State College each student receives an official college I.D. card which includes his photograph, and student number. This card, along with the activity fee receipt received at registration, are used for many purposes and should be carried at all times.

Admissions to athletic events, convocations, films, dances, use of library, registration, student elections, etc., require presentation of the I.D. and often the fee receipt.

College policy requires that students carry card and fee receipt on their person at all times.

Students should not misuse the I.D. card. The cards are meant for the use of you only and cannot be given to someone else. Students may be required to present their identification to college authorities (including Resident Assistants), Residence Hall Staff Members or law enforcement officers. Failure to do so or misuse of the I.D. will result in disciplinary action.

ACADEMIC HONESTY

A college education opens up the possibilities of an individual gaining much needed confidence in dealing with areas of their interest with the highest of integrity. With this in mind the faculty at Mankato State College holds academic honesty in highest regard. A student guilty of cheating on a test or on an assignment will be dealt with directly by the instructor and may be brought before the Student Standards Committee for disciplinary action.

The old adage, “when you are honest with yourself, it is so much easier to be honest with others,” might be applied in this situation.

REPORTING ADDRESS OR CHANGE OF ADDRESS

Each student is required to report his correct Mankato or commuting address. This reported address must be the student’s actual place of residence and will be the one to which all college correspondence will be sent. If any change of residence is made during the quarter, the new residence address must be reported immediately to the Office of Registrar and Student Personnel Office.

Any student who knowingly falsifies any official college record, including such records as are maintained in regard to student housing, will be subject to disciplinary action.

CAMPUS DRESS CASUAL BUT NEAT

One outward demonstration of the adult maturity of the student is his dress, physical neatness and cleanliness. The style for campus dress at MSC is casual but neat. Coeds wear skirts, sweaters, sport dresses, and knee socks or hose in the classroom. Sneakers and loafers are both popular and comfortable. Class time dress for men includes slacks, sweaters, shirts, and sports coats.

DRESS CODE FOR COLLEGE DANCES

Dress for dances sponsored by CUSA and of an all school nature will require the following dress. Dress will be designated on advertising but normally the “Casual” Code will be used unless otherwise indicated.

FORMAL: Tuxedos and Formals.

SEMI-FORMAL: Suits and cocktail dresses - dressy dress.

INFORMAL: Sports coats, slacks (dress), ties for men. Dressy dresses for girls.

CASUAL: Shirts, sweaters, slacks for men. Socks and shoes must be worn. Skirts, sweaters, blouses for women (no shorts, sweatshirts, slacks).
HAZING IS NOT A PART OF CAMPUS TRADITION

Hazing is a violation of college policy whether it be in support of college tradition or by a group pursuing its purposes. Serious injury can occur as a result of such practices.

Hazing is defined as activities that constitute unnecessary-difficult work or harassment with abusive or ridiculous tricks or treatment.

HOUSING POLICIES AND REGULATIONS FOR OFF-CAMPUS HOUSING

The Minnesota State College Board has adopted the following regulations regarding the off-campus housing of students;

SCB 44 OFF-CAMPUS HOUSING

The President of each college or his designated representative, shall formulate and enforce reasonable standards for the off-campus residence of unmarried students for the purpose of protecting student health, providing adequate protection against fire and other hazards, promoting optimum student conditions, and providing adequate adult supervision.

At the present time, MSC has limited the enforcement of these regulations to single students under 20 years of age as of Sept. 20, 1967 living in housing that has been approved by Mankato State College Housing Office.

1. No alcoholic beverages
2. No pets
3. No women guest in rooms (men)
4. No firearms (including bows)
5. No guests lodged without consent of householder
6. Women's closing hours:
   Sun-Thurs: 12:30 A.M.
   Fri-Sat: 2 A.M.
7. Women must sign out with householder
8. Unmarried students under 20 years of age may not live in an apartment which has its own separate entrance
9. No men guests in rooms (women)

In addition to this summary list each student should become familiar with the requirements that the householder must maintain if he is to be listed as having approved housing.

Detailed list of off-campus housing policies are available in the Housing Office which cover responsibilities of the student, the householder and the college.

RESIDENCE HALL JUDICIAL BOARDS ACT ON DISCIPLINE MATTERS

Existing within each Residence Hall are the "J" Boards or more formally the Judicial Boards. These are student boards which act upon matters concerning enforcement of residence hall regulations. These Boards have the authority to make recommendations to the Student Standards Committee concerning disciplinary probation, temporary suspension, indefinite suspension, etc.

Men's and women's halls have separate "J" Boards.

STUDENT STANDARDS COMMITTEE CONCERNED WITH STUDENT CONDUCT

The Student Standards Committee, consisting of the Student Personnel Deans and the Dean of Administration are concerned directly with student infractions of College policies and regulations. Disciplinary decisions may be made by individual deans or action may be taken by the full committee depending on the circumstances. Students may be asked or may request to appear for a hearing before the Committee and may present evidence that has bearing on the situation under consideration. Each case is given individual attention and emphasis is placed upon helping students improve their attitudes and conduct.

Two students appointed by the Student Senate meet with the committee periodically to discuss policy.

GUEST SPEAKERS

Student groups desiring to bring guest speakers to the campus are expected to make arrangements in advance with the Office of Student Personnel.

UNLAWFUL ASSEMBLY AND MOB ACTIVITY EXPLAINED

Minnesota State law provides that when three or more persons shall assemble with intent:

1. To commit any unlawful act by force
2. To carry out any purpose in such a manner as to disturb the public peace; or
3. Being assembled shall attempt or threaten any act tending toward a breach of the peace or an injury to persons or property, or any unlawful act
then such an assembly is unlawful, and every person participating therein, by his presence, aid, or instigation, shall be guilty of a misdemeanor.

Mob activity on the campus is a violation of college policy. Those who are present anywhere in the immediate area of such activity or who shall have assisted in organization of such activity shall be considered involved. Violators shall be subject to possible imprisonment or fine according to state law and may further be subject to dismissal from college.

Students not involved in unlawful assemblies are urged not to stand around as spectators. Your presence may lend unintentional support and encouragement and place you in a position where you may be considered involved and thus subject to disciplinary action.

GROUP SOCIAL FUNCTIONS

Social activities of recognized campus groups must operate within the guidelines as established by the “Social Regulations” found below. Requirements concerning hours, chaperones, etc., are covered and the officers of all groups should become familiar with them.

All social functions must be registered in the Activities Office at least one week prior to the function. Appropriate forms are available. Names of chaperones should be included on the form before it is turned in and not later than 48 hours prior to the event.

College social functions are primarily for students, faculty, and alumni. A student may bring one guest to all school social functions. Non-college students are not allowed at college functions except on special circumstances cleared through the Activities Office or as a personal guest or date of a college student. Guest privileges for a College group function, not of an all school nature and normally held for benefit of its members, shall normally be left to the judgment of the individual group.

SOCIAL REGULATIONS

1. DEFINITION OF A SOCIAL EVENT OR FUNCTION

A social function or event is any group event, formal or informal, which is not a regular organizational business meeting and which is planned, organized, and sponsored by an organization.

2. REGISTRATION OF SOCIAL FUNCTIONS

All social events sponsored by student groups must be registered through the Student Activities Office (Student Union). Functions shall be registered at least one week in advance of the date of the function. Any student or advisor in doubt about a social function should make inquiry at the Activities Office before going forward with plans.

3. REGISTERED PROCEDURES

a. Organization shall pick up registration form from Activities Office, Student Union.
b. Registration form should be filled out in two copies.c. Form submitted to Activities Office.

4. HOURS OF SOCIAL EVENTS

Social functions of all organizations (not of an all school nature) held Monday through Thursday are to be held between the hours of 4:00 p.m. and 10:30 p.m. Social functions and events continuing after 10:30 may be held Friday and Saturday. Such Friday and Saturday night functions must end at 12:30 a.m. Sunday functions must end by 10:30 p.m. Exceptions must be requested at Activities Office for special occasions.

All-school functions must be held on weekends unless special permission is received and will conclude at 12:00 midnight unless special permission is granted. (All-school function is one that is open to entire student body.)

5. OFFICIAL RESPONSIBILITY AND CHAPERONS

The officers of any organization have primary responsibility for the maintenance of good order, accepted social behavior, and adherence to College regulations. All members of the organization should consider themselves responsible to adhere to College regulations both literally and in the spirit of the regulations. Guests are expected to observe the same regulations as Mankato State College students.

6. CHAPERON REQUIREMENTS

Two Chaperons are required at the following type functions:

1. All school functions.
2. All off-campus functions (but within city limits).

One Chaperon is required at the following:

1. On-campus functions not of an all school nature.
2. Exchanges, coffee hours, teas, etc.
No Chaperons are required at the following:
1. At "unregistered-informal social functions" (see description of Unregistered Informal Social Function). However, at least one officer and the resident advisor shall be present and assume chaperone responsibilities.

The Activities Office may require more than the above minimum requirements if in their judgment the nature and size of event warrants it.

In case of gross discourtesy or disregard of college regulations, a chaperon should speak to the officers of the group so that they may take steps to remedy the situation. In the event this course of action is not appropriate or successful the chaperon can use his own best judgment to solve an existing condition with full authority as a representative of the College.

7. CHAPERON ELIGIBILITY

A married couple is considered as one chaperon. At least one of the chaperons (or couples) must be a faculty or administrative staff member. For chaperoning purposes, housemother, campus pastors, graduate counselors, resident advisors, and graduate students employed by the College shall be considered as staff members. In cases of two chaperons (or couples) the other chaperon must be an adult, mature, responsible member of the community.

FRATERNITY AND SORORITY HOUSE POLICIES
UNREGISTERED-INFORMAL SOCIAL FUNCTIONS

Recognized college organizations shall be allowed to hold unregistered-informal social functions in their official place of residence (as recognized by the college) or on college property on Friday and and Saturday nights between the hours of 8:00 p.m. and 12:30 a.m. and Sunday, 2:00 p.m. to 10:30 p.m.

An informal social function is one that does not require planning or organization and which allows individual members of an organization the privilege of inviting INDIVIDUAL GUESTS into their place of residence for social purposes similar to that of a guest in the living room of a home. The purpose of this privilege is to encourage members of organizations to entertain their guests in their official places of residence so as to provide them with an opportunity to develop and practice social skills. Functions shall be restricted to the general occupancy room areas of the residence. Entertainment must be provided solely by members and live musicians or entertainers shall not be hired or employed.

The conduct, tone, and atmosphere, shall at all times be of the highest standard and shall reflect the degree of quality considered necessary for adult ladies and gentlemen and the organization which they represent.

It should be understood that an informal function cannot be a substitute or construed as replacement for registered social events such as dances, exchanges, etc. Informal functions shall not be used as rushing events but are solely established as the personal privilege of each individual member of an organization. Such functions cannot be conducted on a group basis (with another group) and must retain the personal, individual invitation basis for each guest. Questions should be referred to the Activities Office.

(General Occupancy Area – shall be the living room, dining room, kitchen, recreation room areas. Study rooms, bedrooms, dorm or other sleeping quarters, garages, etc., are not general occupancy areas.)

GUESTS – STUDY TABLES AND VISITING

Guests are allowed in the official residences of organizations Monday through Thursday for the purposes of visiting and/or studying between the hours of 1:00 p.m. and 10:30 p.m. Female guests shall be restricted to the occupancy areas. (This should not be construed or conducted as an informal social function as noted under that classification.)

CONDUCT REQUIREMENTS

The following conduct requirements shall be adhered to:

1. House rules of the place where function is being held must be observed.

2. The college disapproves of the misuse of alcoholic beverages by its students at any time. Those found under its influence expect College as well as civil action. College regulations prohibit the possession or use of alcoholic beverages on the campus and at social affairs. State law forbids the purchase or use of alcoholic beverages by minors.

3. No arrangements for dispensing or serving alcoholic beverages can be made by the groups giving the party, or by any individual, either at the place of the party or any adjoining premise.

4. Organizations violating the regulations and laws should expect disciplinary action.
5. It is a privilege to attend Mankato State College, therefore, individuals and organizations must consider themselves obligated at all times in all places to conduct themselves, individually, and in groups, so as to reflect credit to themselves and to the college.

VACATION PERIODS

During vacation periods groups are not permitted to hold social functions in their places of residence without special permission from the Student Activities Office. Summer quarter is considered a vacation period.

Any situation arising for which no provision is made in these social regulations will be handled at the discretion of the Dean of Students.

PUBLICITY POLICIES

Posting – General Policies

1. Approval – All materials posted or displayed must receive approval from the office of the Vice President for Administrative Affairs. Only college-sponsored activities will receive approval for posting materials on college bulletin boards.

   Posters shall be no larger than 14" x 22". Materials for the same event shall be posted no closer than five feet from each other. Exceptions to this ruling for elections shall be in accordance with established election rules and must receive prior approval from the Vice President for Administrative Affairs. All posters not approved and/or not properly displayed will be removed.

2. Removal – All material displayed must be removed within 24 hours following the event publicized. In no case will a display be up more than two weeks. It shall be the responsibility of the sponsoring groups to remove publicity materials. Care should be used in taking down materials to avoid damage to surfaces.

3. Regular college bulletin boards are to be used for posting materials. Walls, doorways, window, etc. are not to be used for posting.

Posting – Exceptional Policies

Posting for special events include selection of Homecoming Queen, Snow Week, Charity Carnival and Student Elections.

The following areas as indicated in each building ARE AVAILABLE for posting materials – not to exceed one week:

1. Old Main Coffee Shop and Cafeteria with the approval of the ARA Food Service.
2. Ceramic walls of the Auditorium Lobby “D” Floor of the Science and Arts Building. (Not on painted walls or stair wells).
3. Campaign boards in the hall of the Administration Building leading to the Coffee Shop.
4. Pillars and ceramic tile walls in the lobby of the Physical Education Building, Valley Campus.
5. Cement wall leading from Old Main to Valley Physical Education Building.
7. Ceramic tile walls in the stair wells of the English-Education Building.
8. Ceramic tile walls in Highland Physical Education Building.

Materials SHALL NOT be posted on the following:

1. Ceilings.
2. Light fixtures.
3. At extreme floor heights.
4. Over other people's material.
5. In food service area unless permission granted by the manager of food service.
6. On mirrors, windows, or glass doors.
7. In rest rooms.
8. In stair wells.
9. On steps or any exterior building surfaces.
11. On stands or easels that create traffic blocks and which impede the movement of traffic or create a traffic hazard. No stands shall be located in traffic lanes of any lobby area.
12. Exterior of any college building (including steps, railings, and sidewalks, trash receptacles, doors, windows).
13. On emergency doors or exits.
15. On furniture or fixtures.

Lawn and outside displays – publicity and advertising material on lawn or outside display must have approval of the Vice President for Administrative Affairs' Office in order that a definite understanding will be had regarding its removal and maintenance.
Auto Posting – shall be done only with the permission of the owner.

Handbills and flyers – distribution shall be done in such a manner as to avoid an untidy situation in building area or on college grounds.

Displays, sales, ticket and registration booths and room reservations – shall be assigned by the Vice President for Administrative Affairs’ Office. Allocating of spaces, etc., for displays, registration and meetings does not include the use of bulletin boards near the space. Reservation, or use of college facilities forms shall be filled out and presented to the Administrative Vice President’s office for confirmation and approval.

Bulletin boards – located in college buildings throughout the campus and used to publicize regular routine college events are not to be used. Bulletin boards assigned to departments or those purchased by a specific group are not available for general publicity use. Material posted on them will be removed. Scotch tape, tacks, nails, pins, staples, etc., shall not be used on any surface except bulletin boards specially provided for publicity. No method of affixing materials to walls and other display areas shall be used that makes holes, dents, or scratches, or leaves a residue on the wall. Masking tape may be used without damaging or soiling surfaces if it is not allowed to remain on a surface for a period longer than one week.

Insurance – Any group contemplating publicity and display should consider their liability in cases where damage or injury to persons or property may take place. The college may require insurance coverage be provided by sponsoring groups if it is the opinion of the responsible college administrator that there is a risk involved.

Trees and shrubs – shall not be used for display of publicity materials or in any manner for advertising or promoting activities and events.

Rallies (pep, campaign, publicity) – This method of publicizing events and activities shall be conducted during class breaks, commencing two minutes after class breaks and concluding two minutes prior to classes starting.

This publicity form must be done in such a manner so as not to block or impede foot or auto traffic unless specific arrangements have been made for alternate traffic routing.

At no time shall these activities be conducted so as to disturb classes and general working conditions in the administrative offices.