

PANHEL-WRA SELF-LIMITED HOURS POLICIES AND PROCEDURES

ELIGIBILITY

A woman will be eligible when she reaches her twenty-first birthday or senior status, as defined by the Registrar.

Those senior women under twenty-one must have parental permission sent to the Residence Department.

Guests who are not Iowa State University students may enter their residences at the same time as their hostesses using the self-limited hours privilege. They may not check keys out personally.

The policy will be continued during summer school.

ISSUING OF KEYS--SIGNING OUT AND IN

Card-Keys will be issued by housemothers, their assistants, and head residents in the residence halls. In the sororities the cards will be issued by persons approved by the Women's Hours Administrative Committee. Those issuing the cards will be responsible for enforcing the policies and reporting infractions to the WHAC immediately.

Cards must be checked out in person by the participant.

Card-Keys may be issued to eligible women on one of the following bases:

1. They may be checked out at any time during the quarter and remain in the participant's possession for the remainder of the quarter.
2. They may be checked out at any time during the quarter and returned at any later date during the quarter at the student's discretion.

All keys must be checked in during all quarter breaks and University vacations.

Each residence will be responsible for checking at least once a week to be certain that all participants have their keys in their possession. This weekly check is for security reasons.

Participants must sign out and in.

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Each participant using a Card-Key within anytwenty-four hour period must sign in during that period. An exception is when "overnight" permission has been granted.

(NOTE: SELF-LIMITED HOURS SHALL NOT BE USED IN LIEU OF "OVER-NIGHTS." See "Signing Out," Rule No. 3, page 57, of The Chart.)

PENALTIES

If at the time of the Card-Key check the participant cannot produce her key, it is assumed that the key is lost. She will then be denied her self-limited hours privilege for one full quarter.

The privilege will be revoked permanently:

1. if a participant enters the residence with a card which she did not check out in person;
2. if a participant signs out the card for another person;
3. if a participant allows a non-approved person to enter the residence with her or with her card;
4. if a non-participant enters the hall with a Card-Key.

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Infractions shall be reported to the Women's Hours Administrative Committee. Execution of the policy will be subject to check by WHAC. Appeals may be presented to and handled by the WHAC.