

# **STUDENT HANDBOOK AND PLANNER 2001-2002**

# Letter From The Chancellor and President

*The primary responsibility of Texas Woman's University is to serve its students by providing an environment for living and learning that is of the highest quality. You are here to pursue the academic program of your choice and to earn a degree that will enable you to have a productive life both professionally and personally. But the experiences you have at TWU beyond the classroom, laboratory and library are equally important.*



*Student life at TWU goes hand-in-hand with academic life. Your experiences in the classroom and residence hall or in student organizations; your relationship with other students and with faculty, staff and administrators; what you do on campus and in the community--all affect your growth and development as an individual. We want this total experience to be positive and rewarding.*

*This Student Handbook and Planner has been prepared to provide assistance and direction as you participate in the life of the university. It is your guide to services, procedures, and policies. Keep it, and updated editions, for reference while you remain at TWU.*

*My very best to you. Please call on any of the Student Life staff if you have questions about the content of this handbook or about other aspects of student life.*

*Sincerely,*

A handwritten signature in dark ink that reads "Ann Stuart". The signature is written in a cursive, flowing style.

*Ann Stuart, Ph.D.  
Chancellor and President*

# Letter From The Division of Student Life



## The Vice President, Associate Vice President, and Directors of Student Life

Back row: Judy Southard-Athletics, Don Rosen-Counseling Center, Bill Currie-Wellness Services, Marcia Blair-Conference Services, Nancy Murphy-Chadwick-Housing Front row: Dr. Richard Nicholas-Vice President for Student Life, Dr. Dee Siscoe-Associate Vice President for Student Life, Patrick Vasquez-Intercultural Services, Beth Lewis-Food Service, Monica Mendez-Grant-Center for Student Development, Dr. Linda Lekawski-Student Health Services

*Dear Students*

*Welcome to Texas Woman's University! Whether you are entering for your first semester or returning to continue your studies, we are glad you are here. If you are a new student, we hope you will quickly find new friends and new opportunities for personal and professional growth. If you are returning to TWU, we wish for you the renewal of friendships and the establishment of new relationships that will broaden and enrich your academic experience.*

*The Student Handbook and Planner is your guide to information and services on campus. You should become acquainted with your rights and responsibilities as a student and with the many opportunities for participation in organizations, committees, and co-curricular activities that will enhance your university experience. Read your Student Handbook and Planner, or make yourself familiar with the contents, and keep it handy for reference. If you have questions along the way, please bring them to our attention in the Division of Student Life, or direct them to a member of the faculty or staff. We are here to help you.*

*On behalf of the staff in the Division of Student Life, please accept our good wishes for the new year. We are proud of the rich heritage of the Texas Woman's University, and we encourage you to explore all the possibilities that TWU has to offer.*

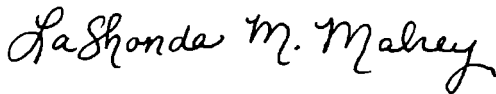
*Best wishes,  
Division of Student Life*

# Welcome All Pioneers!

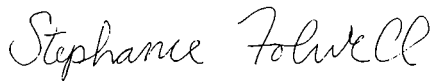
*Congratulations on your decision to join the Texas Woman's University student body. Whether you are on the Dallas, Denton, or Houston campus, your time at TWU promises to be full of exciting opportunities in scholarship and leadership. The Denton campus is the home of the Pioneers, and with over 95 campus organizations, it is a thriving center for student life. The Dallas campuses, Parkland and Presbyterian, offer upper division courses in health sciences. Located in the heart of the Texas Medical Center, the Institute of Health Sciences in Houston offers a variety of educational possibilities.*

*The United Student Association and Student Government Association are dedicated to enhancing communication through a united campus voice. The USA/SGA acts as a liaison between the administration, faculty, and students to ensure that the student's voice is heard and acted upon. We encourage each one of you to participate in USA/SGA, develop your leadership potential, and make TWU a better place for all students!*

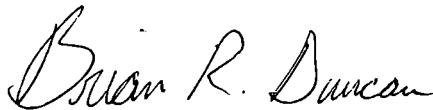
*We are excited that you have chosen to be a Pioneer! We hope that you will find the transition from high school, undergraduate study, or the work force a positive one. You will find that the faculty, staff, and students of Texas Woman's University are always ready to work with you and for you!*



Denton USA President



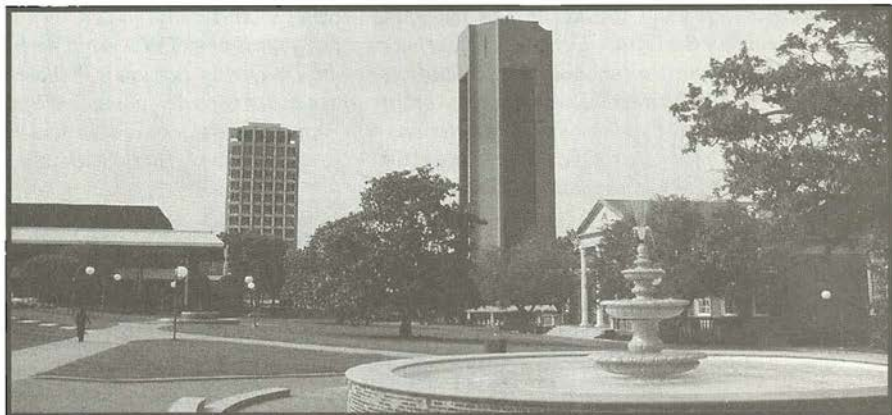
Dallas USA President



Houston SGA President



# A University Primarily For Women



## **It is the special mission of the Texas Woman's University:**

- \* To serve as a distinct and unique institution among public institutions of higher education in Texas in order to provide undergraduate and graduate education of the highest quality in a learning environment that empowers and affirms the full development of students, primarily women;
- \* To place emphasis on the liberal arts and sciences, health-related and other professional studies, and research that will enhance the progress and welfare of the people of Texas, the nation, and the world in a time of rapid technological and social change;
- \* To encourage students to develop intellectual, humanitarian, and leadership skills that will advance their potential for service in all areas of human endeavor;
- \* To provide minority students, primarily women, an academic and social environment for learning, involvement, and leadership development to enable them to pursue and complete higher education programs which afford economic mobility and independence;
- \* To provide educational programs to meet the needs of adult students, especially women, who wish to resume or initiate collegiate or graduate study in preparation for career entry or advancement;
- \* To serve as a resource and depository for information and knowledge about women and their contributions to the history and progress of the State of Texas, the nation, and the world;
- \* To provide service to the wider community through its on-campus health and educational clinics, continuing education programs, programs in the visual and performing arts, and basic and applied research in education, food science, health sciences, nutrition, and textile technology.

# Texas Woman's University

## Denton Dallas Houston

Texas Woman's University is a comprehensive public university, primarily for women. As a teaching and research institution, the University emphasizes the liberal arts and specialized or professional studies. Established in 1901 by an act of the 27th Legislature as the Girls Industrial College, the institution began classes in 1903.

In 1905 the Legislature changed the name to the College of Industrial Arts. The college grew in academic excellence, in size and scope, and in reputation. The rising academic qualifications of the faculty, the building of a substantial library and research and instructional facilities, and the increasing demand for graduate education for women led to the establishment of graduate studies at the college in 1930. In 1934 the name of the institution was changed to the Texas State College for Women to describe more accurately the scope of the school. Doctoral degrees were first awarded in 1953. Since 1957 the name has been Texas Woman's University to reflect its status as a major institution of higher learning. TWU is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, GA. 30033-4097; telephone number - 404/679-4501) who award baccalaureate, master's and doctoral degrees.

Through its eight schools and colleges, TWU offers more than 100 majors leading to bachelor's master's, and doctoral degrees. The university is organized into three major academic divisions: the University General Divisions, which include the College of Arts and Sciences, the College of Education and Human Ecology, and the School of Library and Information Studies; the Institute of Health Sciences, which includes the College of Health Sciences, the College of Nursing, the School of Occupational Therapy, and the School of Physical Therapy. The Graduate School offers advanced degree programs through the colleges and schools of the University. TWU is among the leading providers of health care professionals in the state and the nation. The College of Nursing is one of the largest in the United States. The school of Occupational Therapy is the largest in the nation and has the only graduate program in Texas and the only doctoral degree offered at a public university. The School of Physical Therapy has one of the leading programs in the U.S. and one of only four doctoral programs in the nation.

The University is noted for its services and programs for students, including family housing for single parents, and for its many outreach programs for women and minority students. Among these are mission specific programs offered by the TWU Science and Mathematics Center for Women, a Minority Biomedical Research Support Program, and Institute on Women's Health. In addition the Blagg-Huey Library's Woman's Collection at TWU is the largest depository for research material about women in the South and Southwest, and it is one of only three major collections of its kind in the United States.

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**Texas Woman's University**

**ACADEMIC  
PLANNER**

**2001-2002**



# AUGUST

**SUNDAY**

**MONDAY**

**TUESDAY**

5

6

7

12

13

14

19

20

End of early registration  
for fall 2001 and  
payment due

International  
Student  
Orientation

21

Student Financial Aid  
refund checks for fall  
mailed

Graduate Student  
Orientation

26

27

Classes begin

28

Late registration

## JULY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
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29	30	31				

## SEPTEMBER

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30						

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4
8 Last day of classes Summer II & III  Last day to file request for approval to apply for December 2001 graduation in Graduate School	9   Final Examinations Summer II & III	10	11
15	16	17	18
22   Residence Halls open 10 a.m.	23   Pioneer Camp begins	24 Last day to register or make schedule changes without incurring late fees  Pioneer Camp	25   Pioneer Camp
29   Late registration	30   Late registration	31 Last day to file for teacher certifications for students completing degree requirements by December 2001  Last day to register or add a class	

# SEPTEMBER

SUNDAY	MONDAY	TUESDAY
2	3	4
	Labor Day Holiday University closed	
9	10	11
16	17	18
	Rosh Hashanah begins at sundown	Rosh Hashanah
23 30	24	25

## AUGUST

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## OCTOBER

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21	22	23	24	25	26	27
28	29	30	31			

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	September - December Exhibit: "From Their Own Hands: CIA/ TSCW Student Made Pottery." Courthouse Museum		1   Financial aid deadline for spring 2002
5 CAB's September Fest 2:30pm Hubbard Oval 940.898.3609	6	7  Last day to file application for graduation by students completing degree requirements by Dec. 2001.	8
12  Last day to drop a class, but not withdraw from the University and receive a full refund*.	13	14 CAB's Trip to Turner Falls Friday & Saturday September 14 & 15 940.898.3609	15
19	20	21  Last day to withdraw from the University, dropping all classes and receive a 25% refund*	22
26  Yom Kippur begins at sundown	27  Yom Kippur	28	29
* Less non-refundable fees.			
CAB - Campus Activities Board			

# OCTOBER

SUNDAY

MONDAY

TUESDAY

1

2

Breast Cancer  
Awareness Month

7

8

9

Columbus Day,  
Observed

14

15

16

National Boss Day

21

22

23

28

29

30

Daylight Saving Time  
ends

## SEPTEMBER

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## NOVEMBER

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25	26	27	28	29	30	



WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
3	4	5	6
		last day to drop a class without academic penalty	Family Day 940.898.3626
10	11	12	13
		Nursing Professional 8 a.m. - 3:30 p.m. Dallas Alumni Gala 4 - 8 p.m. Beck Weathers, M.D. keynote speaker Wyndham Anatole Hotel Contact 940.898.2401	
17	18	19	20
			CAB's Trip to State Fair 940.898.3609
24	25	26	27
United Nations Day			Make a Difference Day 940.898.3826
31			
SCAT's Halloween Fest 940.898.3641			
Halloween			
SCAT - Student Center Advisory Team			
CAB - Campus Activities Board			

# NOVEMBER

SUNDAY

MONDAY

TUESDAY

4

5

6

Election Day

11

National Hunger and Homeless Awareness Week

12

13

Veterans Day

18

19

20

25

26

27

Residence Halls open at 1:30 p.m.

Classes resume

## OCTOBER

S	M	T	W	T	F	S
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## DECEMBER

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30	31					

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	<p>1</p> <p>Chancellor's Symposium</p> <p>Second installment payment due if on installment plan</p>	<p>2</p>	<p>3</p>
<p>7</p>	<p>8</p>	<p>9</p> <p>Lecture: "CIA/TSCW Pottery." Speaker, Georgia Caraway 2 p.m. Commissioners Courtroom Courthouse, 2nd floor, Denton</p>	<p>10</p>
<p>14</p> <p>Italian Night 5 -7 p.m. foyer of Art Building <i>Dept. of Visual Arts</i></p>	<p>15</p> <p>Centennial Dance Retrospective November 15 - 17 <i>Dept. of Performing Arts</i></p>	<p>16</p> <p>Last day to file theses, dissertations and professional papers for students completing degree requirements by December 2001</p>	<p>17</p>
<p>21</p> <p>Residence Halls close at 5 p.m.</p>	<p>22</p> <p>Thanksgiving Holiday University closed</p>	<p>23</p> <p>University closed</p>	<p>24</p>
<p>28</p>	<p>29</p> <p>SCAT's Winter Wonderland 940.898.3641</p> <p>Last day to drop a class or withdraw from the University</p>	<p>30</p>	
SCAT - Student Center Advisory Team			

# DECEMBER

SUNDAY

MONDAY

TUESDAY

2

3

4

9

10

11

Hanukkah  
begins at sundown

Hanukkah

16

17

18

Residence Halls  
close at 10 a.m.  
Houston

Commencement,  
Houston

23

24

25

Christmas Eve

Christmas

## NOVEMBER

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## JANUARY

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27	28	29	30	31		

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1       World AIDS Day
5	6 Caroling at Old Main 5 p.m. then candlelight walk to the Little Chapel Holiday reception following the closing ceremony, Greenhouse last day of classes	7	8    Final examinations begin
12	13   Final examinations completed	14	15   Residence halls close at 10 a.m. Denton  Commencement, Denton
19	20	21   University closed for holidays	22
26	27	28	29
30	31    New Year's Eve		



# JANUARY

SUNDAY	MONDAY	TUESDAY
		1  New Year's Day
6	7	8
13	14	15
20	21  Martin Luther King, Jr. Holiday	22  SCAT's Welcome Back event 940.898.3641  Classes begin
27	28  Last day to withdraw and receive a 80% refund*	29

DECEMBER						
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FEBRUARY						
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24	25	26	27	28		

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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9	10	11	12
16	17	18	19
23	24	25	26
30	31		
SCAT-Student Center Advisory Team			

# FEBRUARY

SUNDAY	MONDAY	TUESDAY
3	4  Last day to withdraw and receive a 70% refund*	5
10	11  Last day to withdraw and receive a 50% refund*	12  Lincoln's Birthday
17	18  Last day to withdraw and receive a 25% refund* Presidents' Day	19
24	25	26

JANUARY						
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MARCH						
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24	25	26	27	28	29	30
31						

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2
6	7	8	9
13     Ash Wednesday	14  SCAT's Red and White Ball 940.898.3641  Valentine's Day	15	16
20	21	22   Washington's Birthday	23
27	28		
* Less non-refundable fees.			
SCAT-Student Center Advisory Team			

# MARCH

SUNDAY	MONDAY	TUESDAY
3	4	5
10	11	12
17	18	19
St. Patrick's Day 24 Palm Sunday	25	26
31 Easter		

FEBRUARY						
S	M	T	W	T	F	S
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APRIL						
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WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2
6	7	8	9
13	14	15	16
20	21	22	23
27	28	29	30
	Passover begins at sundown	Good Friday	

	SUNDAY	MONDAY	TUESDAY																																																																																											
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# MAY

**SUNDAY**

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SCATStudent Center Advisory Team			

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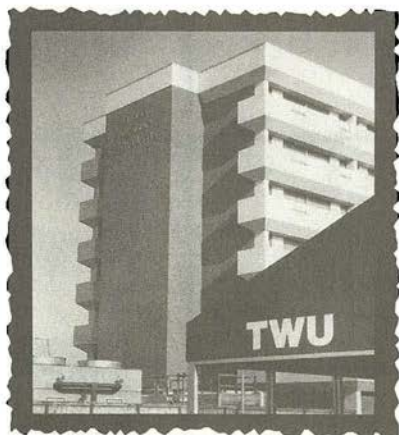
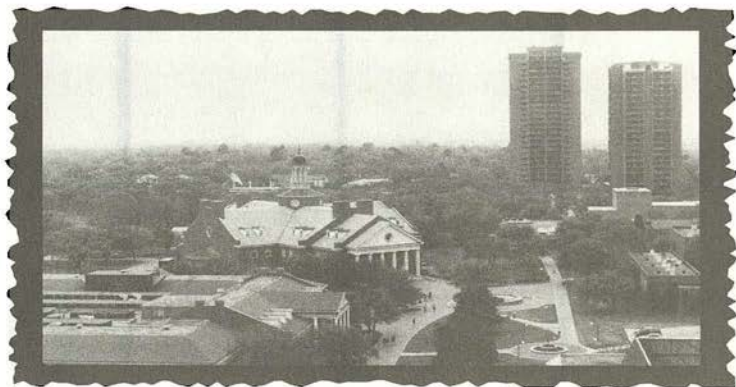
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# Denton • Dallas • Houston



# 1

# Student Life

## **PHILOSOPHY AND SERVICES OF THE DIVISION OF STUDENT LIFE**

The Division of Student Life actively supports the mission of Texas Woman's University and its learning environment by:

- providing intentional educational opportunities beyond the classroom to empower and affirm the full development of students, primarily women;
- enhancing progress and welfare of students;
- encouraging students to develop and employ a variety of intellectual, humanitarian, and leadership skills which will provide a foundation for lifelong learning and service; and
- recognizing, supporting and responding to the needs of diverse populations.

The Division of Student Life comprises the Office of Student Life, the Center for Student Development, Conference Services, Counseling Center, Food Services, Health Services, Intercollegiate Athletics, International Education, Intercultural Services, Student Center, University Housing and Wellness Services. Many other services are provided through other University divisions.

The student services described in the following pages are available to students currently enrolled at the University. For some services or events, a fee may be charged and/or proper TWU identification may be required. Services vary from one University site to another. This student handbook supersedes all previous student handbooks governing student life at the Texas Woman's University. For more information about the Division of Student Life, visit our web site at

[www.twu.edu/o-sl](http://www.twu.edu/o-sl) or e-mail us at [stulife@twu.edu](mailto:stulife@twu.edu).

**The information, policies, and procedures contained in this student handbook do not constitute a contract and are subject to change without prior notice.**

## **THE STUDENT'S ROLE IN INSTITUTIONAL DECISION MAKING**

A major goal of Texas Woman's University is to empower and affirm the full development of students in a learning environment of the highest quality. As constituents of the academic community, students are free, individually and collectively, to express their views on issues of institutional policy and on matters of general interest to the student body. In addition, students are encouraged to participate with faculty and staff in institutional decision making. Such opportunities are provided through involvement in many facets of University life. These include the United Student Association in Denton and Dallas and the Student Government Association in Houston, of which all students are members, the Residence Hall Association, the Campus Activities Board, and the Student Center Advisory Team, as well as the many other organizations—honorary, departmental, academic, special interest, and social opportunities. Students are also encouraged to participate in one or more of the University-wide committees and advisory boards whose purposes include decision making that impacts the life of the University and its community.

# Student Life

## STUDENT LIFE EMERGENCY LOAN

The Student Life Emergency Loan fund is designed to help students with unexpected emergency circumstances. **It is NOT intended to help pay tuition, fees, or books.** The loan fund is designed to assist students with unexpected financial burdens, such as medical expenses, childcare, a death in the family, car repairs, and other personal emergency situations. For more information, contact the Office of Student Life, Denton campus, Student Center room 206, 940.898.3615.

## CENTER FOR STUDENT DEVELOPMENT

The Center for Student Development provides leadership development opportunities and promotes student involvement. In addition, the office provides service leadership through outreach programs utilizing a volunteer network comprised of student leaders. Students who are interested in information about the student commuter services, volunteer services, campus programs, leadership development or campus organizations should contact the Center for Student Development at 940.898.3626 or email [StuDevelop@twu.edu](mailto:StuDevelop@twu.edu) or visit the web at [www.twu.edu/o-sl/csd/](http://www.twu.edu/o-sl/csd/).

## Commuter Services

The Center for Student Development is a resource center for commuter students. The Center sponsors monthly programs for the social and developmental needs of the commuter student. The Center maintains the Ride Share Board, a hotline number with program information and inclement weather closings, and a listserv for commuter students to connect with one another.

## Campus Activities Board (CAB)

The Campus Activities Board (CAB), a branch of the United Student Association, is the student-run organization responsible for providing activities and programs for the student body and the university community. CAB also provides valuable experiences and opportunities for students to develop personal and professional skills in leadership, time/stress management, and group dynamics, etc. Chair positions and committee memberships are open to all students. Additional information is available in the CAB office in the Student Center room 105, 940.898.3609.



CAB's annual Spring Fling event.

## Leadership Development

Students at TWU are encouraged to take advantage of formal leadership development programs and informal opportunities to develop their personal and professional skills. This approach to leadership ensures that students can tailor their own program to promote their individual needs. Leadership programs, workshops, and retreats provide a strong foundation for transitions from TWU to the work force. Participation in a leadership development program is an integral part of a student's college experience.

## New Student Orientation

Participation in an orientation program is required for all new students with less than 12 credit hours in order to facilitate a smooth transition to university life. The

# Student Life

purpose of the orientation experience is to inform students of the academic, social opportunities, and student services available to them and to remind them that they have the support and encouragement of the faculty, staff, and administration in making decisions that affect their education.

The orientation programs include sessions for transfer students, freshmen, international students, and graduate students. Meetings with faculty in the academic departments and with Student Life professional staff are part of the program. Academic advising and registration are key components in the orientation program.

New students also participate in Pioneer Camp. Pioneer Camp is the second part of the orientation program and occurs immediately prior to the fall semester. Pioneer Camp further assists students with their transition to college life and provides them with an opportunity to meet new friends and become involved in the university community. For more information, contact the Center for Student Development at 940.898.3626, the orientation website at [www.twu.edu/o-sl/orientation/](http://www.twu.edu/o-sl/orientation/), or email us at [orientation@twu.edu](mailto:orientation@twu.edu).

## Student Life Underground Gazette

The Student Life Underground Gazette (SLUG) is a publication of the Division of Student Life. The SLUG features information on Student Life offices, free classified ads, and announcements concerning campus programming and special events. The SLUG is distributed weekly on the Denton campus. Additional information is available in the Center for Student Development on the Denton campus.

## Student Organizations

Involvement in university student organizations allows students to acquire: leadership, communication, and team

building skills. Participating in student organizations is beneficial during a student's collegiate experience and in their role as a citizen within the community. Organizations such as the United Student Association, - honorary societies, sororities, professional organizations, and various special interest groups are vital components in the educational experience at TWU. Participation in student organizations is important to a student's intellectual and professional development. A current listing of the registered organizations may be obtained from the Center for Student Development. Although student organizations do not receive any university funding, they are afforded the opportunity to apply for student leadership funds through the House of Representatives.

## Student Organization Policies and Qualifications

All student organizations must register and update their files in the Center for Student Development each semester in order to use University facilities and services. Representatives from all student organizations are required to attend a meeting at the beginning of the fall semester to obtain important information relevant to student groups. A complete guide, the Student Organization Manual, for all student organization policies and procedures may be obtained through the Center for Student Development or on the web page [www.twu.edu/o-sl/orgmanual.html](http://www.twu.edu/o-sl/orgmanual.html). Registered organizations enjoy the following privileges:

- access to Student Life vans. A driver must meet safety standards and be authorized to drive a van by the state of Texas. Policies are available in the Student Center, room 209;
- access to a student organization mailbox located in front of the Cyber Lounge in the Student Center;
- access to meeting rooms on campus free of charge, with the provision that outside groups may not use rooms

# Student Life

under a registered student organization's name;

- access to information and support through the professional staff members within the Center for Student Development;
- ability to elect a member of the organization to serve as a delegate within the House of Representatives;
- ability to create a student organization web page; and
- appear in University publications.

## Student Organization Events/Programs

Student organizations who wish to have events or programs with attendance of 100 persons or more must adhere to the guidelines in the Large Event Policy. Organizations are requested to submit a calendar of events to the Center for Student Development at the beginning of each semester. These activities will be included on a master calendar, available to student groups, for planning purposes.

In support of the mission of Texas Woman's University, the Division of Student Life discourages planning co-curricular activities during the week of final exams. Meetings, programs, or activities during this time period may compromise a student's academic ability.

## Gifts to the University

The University prohibits off-campus solicitation of donations except under conditions defined and approved by the Center for Student Development and the Office of Institutional Development. To ensure that proper procedures are followed, student organizations should contact the Center for Student Development and then the Office of Institutional Development before initiating any off-campus fund raising activities. Each donation/fund raising activity requires a project information form to be submitted. Additional information is available from these two offices.

## Establishing New Student Organizations

In order to become a registered organization at TWU, an organization must complete an interest form which is submitted to the House of Representatives for review. An organization, once approved, must adhere to the following policies:

- shall be open to all TWU students regardless of race, sex, creed, disability, sexual orientation, age and/or sex (national sororities NPC and NPHC groups are exempt from gender discrimination by the Title IX Education Code);
- shall be led by TWU student officers elected or appointed by the organization;
- shall have two TWU faculty and/or staff advisers. One of the two faculty/staff advisers must be a full-time employee;
- shall meet a genuine, demonstrated student interest of at least ten (10) students;
- shall uphold all University rules and regulations in addition to all state and federal laws;
- shall be composed of a majority of TWU students;
- shall update their organization registration each fall semester and provide the Center for Student Development with a list of new officers in the spring semester (if applicable); Please note that an organization must complete the new student organization process if the group has not been registered in the last 18 months;
- shall not be an unsolicited auxiliary of a national organization;
- shall not use the "Texas Woman's University" or "TWU" name in its title, or any document, including checks and/or a checking account application or signature or use the University tax ID number; and
- shall submit an updated local constitution and bylaws on an annual basis. If a group has a relationship with a national affiliate, a copy of the national constitution and bylaws must be submitted on an annual basis. National organizations must verify their national affiliation on an annual basis.



# Student Life

## Requirements for Elected and appointed Officers of Student Organizations and/or Student Government

Academic and social standards for membership and service as officers of student organizations are stipulated in the respective constitutions and bylaws of each organization. In some cases, such requirements may be above the general University requirements. In order to qualify for elected or appointed posts, a student must be in good standing with the University and must have a cumulative grade-point average of 2.0. In addition, a student must be enrolled for 9 semester hours as an undergraduate or 6 semester hours as a graduate student.

## Responsibilities of Faculty/Staff Advisers

Each registered student organization must have at least two (2) faculty/staff advisers. When faculty/staff accept the position of adviser to student organizations, they agree to accept certain responsibilities to the University. These include but are not limited to the following:

- to be certain that an authorized University representative (or adviser) is present at all scheduled events, especially any activity involving travel or large events involving 100 or more persons;
- to be certain of the content and manner of all scheduled programs, so they are presented in a format congruent with University policies;
- to communicate and explain federal, state, and local regulations which are applicable to the functions and activities of the organization;
- to meet with the Center for Student Development staff, as required, to review and discuss any problems, ideas or suggestions;
- to maintain contact with relevant University officers and national organization officers if an affiliation exists; and
- authorize and sign all registration forms and room requests.

## United Student Association & Student Government Association

The United Student Association and the Student Government Association have a long history of student participation and service to the University. The United Student Association meetings are held on the Denton and Dallas campuses on a regular basis, and the Houston Student Government Association also meets regularly. All students are welcome and encouraged to attend the meetings. Active participation in student governance committees provides students with an opportunity to play a major role in the decision making on their campus. Students interested in holding a leadership position in the United Student Association or the Student Government Association must qualify for office according to the standards stated in the Constitution and Bylaws. Elections are held in the fall semester on the Dallas and Houston centers and in the spring semester on the Denton campus. Students should contact the Center for Student Development or Student Life Coordinator on their respective campus for specific dates.

## Community Outreach

The Center for Student Development maintains a strong commitment to community service. The Center offers individual students as well as student organizations the resources to become involved in community service in the Denton, Dallas and Fort Worth areas. The Center has a database of community service agencies and projects, and supports Helping Hands, a TWU organization dedicated to Texas Woman's University students interested in learning about volunteering and participating in community service. Helping Hands plans and sponsors service projects and events throughout the year. The Center also coordinates the Alternative Spring Break trip each year.

# Student Life

## CONFERENCE SERVICES

The Office of Conference Services provides an integrated approach to the coordination of conferences, camps and meetings. This service is available to faculty, staff and students engaged in planning non-university events as well as to members of the community who wish to use campus facilities.

The Conference Services staff assists in coordinating the details of conferences or meetings to ensure the success of each event. Services include accommodations for meeting space, housing, food service, media equipment and recreation for conference events on the Denton campus.

Requests for information about reservations may be obtained through the Conference Services office, located in Hubbard Hall or call 940.898.3644. Faxed requests for information can be sent to 940.898.3556 and written requests should be sent to P.O. Box 425379, Denton, TX 76204-5379. Visit the web site at [www.twu.edu/o-sl/confservices/](http://www.twu.edu/o-sl/confservices/). The email address is [confservice@twu.edu](mailto:confservice@twu.edu).

## COUNSELING CENTER

The Counseling Center offers a wide range of free and confidential services designed to help students meet personal, educational and career goals. Students typically come to the Counseling Center with concerns including career indecision, test anxiety, inability to study effectively, and personal concerns such as relationship difficulties, depression, anxiety and family issues. Individual and group counseling are available to help students resolve their concerns and learn new ways to be more effective.

During the fall and spring semesters, both day and evening hours are available at all four campuses/centers. Since hours may vary by location, please check the schedule at each campus/center.

The Counseling Center administers and interprets standardized career and psychological inventories that may help a student with personal, educational or

career goals, when appropriate. There is a small charge for the cost of purchasing and scoring these inventories.

## Crisis Intervention Services

The Center provides emergency assistance to students in crisis on a 24-hour-a-day basis. During Center hours, students may phone or stop in at the Counseling Center for immediate emergency assistance. After hours, students may call the TWU Department of Public Safety at their campus/center and ask to speak with the counselor-on-call. The TWU DPS will notify the counselor-on-call so that the counselor may speak to you directly.

In times of crisis, the following community agencies, not connected with TWU, may also be of assistance:

- \* In Denton -Crisis Line – 940.387.5555
- \* In Dallas—Crisis Hotline—214.828.1000
- \* In Fort Worth—Crisis Hotline – 817.927.5544
- \* In Houston—Crisis Hotline – 713.228.1505

## Group Counseling

The Counseling Center on the Denton campus offers a number of groups each semester. Group offerings usually include Adult Children of Dysfunctional Families, Sexual Abuse Recovery, Black Women's Support Group, Latina Women's Circle and Women's Therapy. Other groups are also offered on a rotating basis. Current semester's groups are listed on the web site at [www.twu.edu/o-sl/counseling](http://www.twu.edu/o-sl/counseling).

## Outreach and Consultation

Counseling Center staff are available to provide workshops and programs to classes, student organizations, or residence hall floors, with appropriate advanced notice. The Counseling Center maintains a list of over 40 programs and can create new programs on request. A list of topics is available at [www.twu.edu/o-sl/outreachconsult.html](http://www.twu.edu/o-sl/outreachconsult.html). They include self-management skills (anxiety, depression, time, anger, stress), relationship skills (grief/loss,

# Student Life

communications, expressing feelings, assertiveness), career skills (exploration, choice) and many other topics. Students are urged to request workshops and presentations that are related to their interests and needs.

The Counseling Center maintains a self-help library of over 90 handouts on a variety of topics. Handouts are available at all Counseling Center locations, in the Denton Student Center on the first floor and on the web at [www.twu.edu/o-sl/selfhelp.html](http://www.twu.edu/o-sl/selfhelp.html).

Consultation is available to students, faculty and staff to discuss issues related to the well-being of TWU students. Areas of concern might include roommates, disruptive students, difficulties between students and faculty/staff, and difficulties between groups of students.

## Academically-Related Services

The Counseling Center does not provide academic advising for course work. Students should contact the appropriate academic department or the Academic Advising Center. Evaluation of transcripts from other institutions for transfer to TWU should be discussed with either the appropriate academic department or with the staff in the Office of Admissions. Information about TASP is available from the Office of Admissions and the Academic Advising Center.

Registration bulletins for a variety of national tests are available at all Counseling Center locations. These include SAT, GRE, TOEFL, GMAT, NCHE, and Praxis. The Denton campus is an official test site for the SAT. Links to information and on-line registration for most national tests are available on the web at [www.twu.edu/o-sl/test.html](http://www.twu.edu/o-sl/test.html).

## Locations

Denton - West Jones Hall-940.898.3801  
Dallas Parkland - DED 116-214/.689.6655  
Dallas Presbyterian - DPH 16-214.689.6655  
Houston - 103 N. Res. Hall-713.794.2959

## The Staff

The Counseling Center is staffed by a culturally diverse group of full-time psychologists and professional counselors. The Denton campus serves as a training site for TWU graduate students in counseling psychology. The Denton campus is also the site of a doctoral internship program accredited by the American Psychological Association. All staff are either certified or licensed or in the process of obtaining licensure in their professional disciplines. A list of our current staff is available at [www.twu.edu/o-sl/staff1.html](http://www.twu.edu/o-sl/staff1.html).

## FOOD SERVICES

Food service on the Denton campus is provided by ARAMARK, a professional food service contractor and management team. During fall, spring, and summer semesters, a choice of meal plans provides food service seven days a week. A selection of plans consists of traditional contract meals or an a-la-carte cash plan. Meal plans are facilitated with the use of computerized ID meal cards.

Students are encouraged to choose the meal plan that will most adequately meet their needs. Food is served in the Student Center and the Guinn-Stark Commons. Special arrangements can be made for students who are ill and for those on special diets by contacting the office of Food Services. (*Meals will not be served during the Thanksgiving holiday, winter or spring breaks.*)

The computerized ID meal card may not be transferred to another individual nor can missed meals be carried over to another semester. There is a replacement fee for lost meal cards. The cost of meal plans and hours of service are published in separate bulletins for fall, spring, and summer, and they are available in the University Housing office, Admissions, Student Life and the Food Services office.

All students living in traditional rooms in the Denton residence halls must select a meal plan. Students residing in apartments are not required to purchase

# Student Life

the meal plan; however, they may do so. Meal plans are also available to commuter students. Food is also available on a cash basis in all dining locations.

Additional cash value may be added to the card at any time during the semester. Any decreases in the meal plan must be made during the first week of classes. Meal plan increases may be made at any time during the semester. Additional information may be obtained by writing the Office of Food Services at P.O. Box 425619, Denton, Texas 76204-5619.



Student Health Services medical staff.

## HEALTH SERVICES

Student Health Services (SHS) provides quality basic health care and preventive services to the students of our university. By providing these services, the SHS intends to assist each student in maintaining maximum physical health, so that the student may realize, to their fullest, the educational opportunities afforded by the university.

If a patient requires specialty care not available at the SHS, the student will be assisted in referral to a community provider or hospital. The University assumes no responsibility for transportation or any other cost related to private medical care.

## Immunization and Medical History

The student is responsible for the accurate completion of all health history records. Vaccinations should be current upon admission to the University. Texas

state law requires certain immunizations for students majoring in allied health programs prior to the start of their clinical training experience.

All new students who have lived in areas of the world where tuberculosis is highly prevalent are required to be screened for tuberculosis at Student Health Services or at a subcontracting clinic site in Dallas or Houston. This screening for tuberculosis shall be initiated prior to attendance of the first day of classes on the Denton campus and the Dallas and Houston Centers. For information on any of the requirements, please contact the Student Health Services at 940.898.3826.

## Outpatient Clinic

The Student Health Service offers weekday clinics for the diagnosis and treatment of illness or injury. Patient care is provided by physicians and nurse practitioners. Registered nurses are on duty to assist in treating health care problems. The nurses also provide an "Ask a Nurse" telephone service when the clinic is open. For more information on hours of operation, please call 940.898.3826.

Fees are assessed for office visits, lab services, medications, and medical equipment/supplies. All x-rays are referred to off-campus facilities, and students are responsible for all charges. The University maintains a pharmaceutical service with a part-time pharmacist on duty to fill prescriptions from the Student Health Services or from private physicians.

Services are not available when classes are not in session, i.e., at Thanksgiving, Christmas, and during Spring Break. If immediate medical care is required at these times, students are referred to local hospitals or urgent care clinics off campus. The TWU Department of Public Safety may assist in calling for emergency transport in the event of a medical emergency.

When the University closes due to inclement weather, please call the clinic

for possible changes in clinic hours of operation. The clinic location in Denton is in the lower level of Hubbard Hall, and the phone number is 940.898.3826.

## **Transportation to the University Clinic**

Officers from the Department of Public Safety will, on occasion, escort sick or injured students to the Student Health Services or to a local hospital. Individuals who are sick or who have minor injuries and can walk with some assistance should be escorted to a vehicle and transported to the Student Health Services. An ambulance is not available to transport students to the Health Services. Individuals who have serious injuries, i.e., broken bones, severe bleeding, prolonged unconsciousness, spinal injury, etc., should be transported to a city hospital by a city ambulance.

## **Health Care-Houston**

The University provides access to medical care for students in Houston through the University of Texas Health Science Center Student/Employee Health Services. For information on location and hours of operation, contact the UT clinic at 713.500.3250 or the Student Life Coordinator at 713.794.2158.

## **Health Care-Dallas**

The University provides access to medical care for students at the Parkland and Presbyterian Centers through the Corporate Health Management Clinic in Dallas. For information on location and hours of operation, contact the Corporate Health Clinic at 214.361.0995 or the Student Life Coordinator in Dallas at 214.689.6696.

## **Student Health Insurance**

An optional student health insurance plan is available to TWU students. Student Health Services is equipped to handle routine medical problems when a student is on campus. Major illnesses or accidents may require special medical at-

tention or hospitalization that is not available at the University. The University sponsored insurance program covers service on or off-campus for a semester or for a twelve-month period. Students and/or their parents are urged to consider the insurance program. Further information may be obtained from the Health Services.

International students and students majoring in Physical Therapy are required to have health insurance coverage. Coverage for hospitalization, Student Health Services benefits, and options for students who want to insure health care for spouses and children are available with the University sponsored plan.

## **HOUSING**

University Housing is committed to offering a living environment where individual growth effectively takes place and where classroom learning is integrated into the daily living experience. Emphasis is placed on offering reasonably priced, comfortable facilities that promote a strong sense of community, appreciation for individual differences, and civility towards others.

The six residence hall communities are located on the main campus in Denton and at the Houston Center. Traditional student rooms, apartments, and family housing are available to meet the varied needs of the TWU student.

University Housing offers a team approach in understanding and providing the needs of the residence hall students. All matters related to residence halls, such as assignments, charges, maintenance, staffing, and programs are coordinated within University Housing. University regulations which apply to residence hall living and individual building procedures are designed to provide health, security, and reasonable privacy for all residents. Each student is responsible for knowing and complying with these regulations in the interest of the comfort and convenience of the entire residential community.

# Student Life

## Housing Residency Requirement

Texas Woman's University requires that all full-time single undergraduates who have not completed 60 credit hours, who are not veterans of military service, or who do not live with parents or legal guardians within commuting distance, live in University residence halls.

Students commuting from the homes of parents or legal guardians must submit a notarized Commuter Authorization Form prior to registration, so that they can be cleared for registration.

If a student wishes to be released from the residency requirement, she/he must present her/his request in writing. For more information, students should contact the University Housing office at 940.898.3676.

## Special Features

The five residence halls in Denton and the residence hall at the Houston Center provide numerous features that enhance the living environment. Each residence hall offers a variety of facilities for residents, including cable TV service, room refrigerators, TV lounges, computer facilities, vending machines, and laundry rooms.

To meet the various needs of the TWU students, special interest areas are offered in the residence halls. Students who wish to live with other students in their same academic major, health care professions, classification or campus organizations, including sororities and clubs, may indicate so on their housing applications. Residential communities are reserved for non-traditional and graduate students in two residence halls. The residence halls have specific areas designated as 24-hour quiet areas and nonsmoking areas in which students may elect to reside.

## On-campus Apartments

On-campus apartment housing is offered for graduate students, upperclassmen, nontraditional students, and

students with families. Furnished and unfurnished two-bedroom and efficiency apartments and furnished one-bedroom and efficiency apartments are located in three residence halls on the Denton campus. Apartment applications are available at the University Housing office.

## Family Housing

Family Housing provides living options for married students with a maximum of two children and single parents with a maximum of three children. Married students and single parents with children 12 years and older may reside in an apartment in either Guinn, Reagan Houston or Mary Hufford Halls. Married students and single parents with children under 12 years of age may reside in apartments in Mary Hufford or Reagan Houston Halls. Married students without children may reside in a traditional room or apartment, based on availability, at the Houston Center Residence Hall or Guinn Hall, Denton campus.

## The Clubhouse

The Clubhouse, located in Mary Hufford Hall, is a children's after school and summer recreation program designed for 5-12 year-old children of TWU students. The Clubhouse is open from 3 to 6 p.m. during the fall and spring semesters and from 7:30 a.m. to 5:30 p.m. in the summer. Children must be 5 years old by September 1st to enroll in the Clubhouse program. The program is available Monday through Friday. Limited after school pick-up service is available to bring children to the Clubhouse. For more information call 940.898.3653 or 940.898.3676.

## Commuter and Guest Housing

Accommodations are available on a space-available-basis for University guests, commuter, and distance-learning

# Student Life

students in Guinn Hall in Denton and the Houston Center Hall. Commuter/distance-learning students and guests not participating in conferences or workshops are limited to a maximum of three consecutive nights per stay. Students, parents, faculty, and staff are invited to take advantage of these excellent facilities and services. Contact the University Housing office for rates and information.

## International Experience Community

The International Experience Community floor provides students with the opportunity to experience different cultures. Students from the U.S. can choose to room with students from other countries. International students will be part of a supportive community that fosters cultural exchange. This unique living environment is offered in Guinn Hall with a floor lounge and kitchenette. Students interested in living in the International Experience Community should contact University Housing at 940.898.3676.

## Scholars Community

Students admitted to the TWU Honors Scholars Program have the opportunity to live on one of the two floors with their peers in Guinn Hall. This distinct community provides students with double and private rooms and a floor lounge for study and social activities, and a mini-computer lab or kitchenette. Students interested in the Scholars Community should contact University Housing at 940.898.3676.

## NET (Neighbors Educated Together)

Freshmen and sophomore students have the opportunity to apply, through the University Housing office, to become a part of NET, a distinct learning community at TWU. This program offers

students an opportunity to develop an academic peer support group in the residence hall environment or as a commuter student during their first year at the University.

On-campus students involved in NET are assigned to a residential community in Stark, Jones or Guinn Halls. All NET students enroll in some of the same classes and participate in social and academic groups that will enhance their transition to the university learning experience. To learn more about the NET program call 940.898.3676.

## Residence Hall Staff

Resident Assistants (RA) are students who live on the floors of the residence halls with the residents. An RA promotes and provides leadership, support, friendship, programs, and special events. She/he assists the student in becoming more integrated into the campus and residence hall community.

Residence hall staff members play a vital role in many important aspects of residence hall life. The Student Life Coordinator (Houston) and Residence Directors (Denton) are full-time professional staff members who assume major responsibility for the overall operation of the residence hall communities. The Senior Resident Assistant assists the Residence Director or Student Life Coordinator with the operation and activities of the hall. These staff members help students utilize the facilities to their fullest, adjust to University life, and they act as advisers and counselors to students and organizations within the residential community.

## Housing for Students with Disabilities

Housing with special accommodations for students with disabilities is provided in Denton and Houston. Additional information may be obtained by contacting University Housing at 940.898.3676.

# Student Life

## Residence Hall Association

The Residence Hall Association, a branch of the United Student Association, is a campus organization which represents all students living in university residence halls. Through elected representatives, RHA speaks for the students on issues pertaining to residence hall living. They also facilitate programs and recommend policies relevant to the well-being of the residence hall student.

## Residence Hall Council

The Hall Council is the student governing organization in each residence hall. The Hall Council's primary responsibilities include allocation and expenditure of all activity funds; planning and implementation of programs, recruitment and participation in intramural events; and involvement with other programs or activities which may occur in the residence halls.

## Security Access

Many of the residence halls are equipped with security access readers on exterior entrance doors. Students access the residence halls by using their ID card with an electronic mag stripe on the back. Each card is programmed for use only by the specific student card holder. Keys are issued for entrance to individual student rooms. When the doors are locked, students and non-residents may obtain access to the hall by calling the resident they are visiting or by contacting the staff at the front desk.

If an ID card is lost, it should be reported immediately to the Card Office located on the third floor of Jones Hall in Denton or in the Learning Resource Center of the MGJ building in Houston, Monday through Friday. Lost cards should be reported to the residence hall office after 8 p.m. on weekdays and weekends. A \$10 fee will be charged for replacement of ID card.

## Housing Policies and Procedures

The University does not assume parental responsibility for students; however, the University is concerned with the well-being of every member of the University community. Housing regulations and policies allow the maximum amount of freedom and responsibility for each student which is consistent with an orderly campus and residential environment. The Residence Life Handbook covers all housing policies and procedures including quiet hours, pets, cooking appliances, possession of alcohol, drugs and firearms, keys, damage complaints, hall closings, etc. All students are encouraged to read the Residence Life Handbook carefully.

## Refunds/Contract Breakage

After a student has taken occupancy (i.e., checked out keys), she/he may cancel a contract providing she/he will not be in violation of the University Residency Requirement. If the contract is cancelled after occupancy, a failure to complete the contract fee will be assessed. NOTE: The effective date of any refund will be the actual date the student officially checks out of the residence hall. The \$100 deposit will be forfeited, and a daily rate, up to the official checkout date, will be assessed. In Denton a \$20 meal plan service handling fee is also charged. The remaining balance, if any, will be refunded. Refunds may be issued up to the fourteenth (14th) day prior to the end of a semester (fall and spring) and the seventh (7th) day prior to the end of each summer term (I or II). No refunds will be issued after that time.

## Room Assignments

Room assignments are made on a space available basis. The student's stated preference will be used as a guideline in making their assignments; however, the University cannot guarantee a private



# Student Life

room nor can the assignment of a roommate be guaranteed. A student occupying a room on a private basis will be charged the private occupancy rate.

## Visitation and Guest Policy

The visitation policy and guidelines for the residence halls have been designed for the convenience of residents who may be entertaining visitors of the opposite sex. The guidelines for visitation in student rooms and in designated public areas shall be agreed upon by the individual Hall Councils and approved by the Director of University Housing or her designee.

The maximum hour parameters for visitation in Jones Hall and Stark Hall are: Sunday through Thursday 10 a.m. - 1 a.m. and Friday and Saturday 10 a.m. - 2:30 a.m. Halls that offer 24 hour visitation include: Reagan Houston Hall, Guinn Hall, Mary Hufford Hall and the Houston Center Hall.

Residents in a hall or residential living unit may vote to have the maximum hours, or fewer hours of visitation, within the specified time frames noted above. The hours and regulations are posted in each hall.

## INTERCOLLEGIATE ATHLETICS

Texas Woman's University continues to be a leader in founding and developing programs for women athletes in the



Senior Infielder, Nickie Engelbrecht

United States. Texas Woman's University teams have won state, regional, and national championships, and individual athletes have set national records, achieved All-American honors, won medals in the Olympics, and participated on Pan American and national teams representing the United States. As members of the NCAA and the Lone Star Conference, students-athletes are provided with the opportunity to compete in an extensive schedule of home and away events as well as invitational, state, regional, and national tournaments. Athletics programs are available in basketball, gymnastics, softball, tennis and volleyball.

For additional information concerning TWU athletic programs, contact the Director of Athletics at 940.898.2378, or write P.O. Box 425349, Denton, Texas 76204-5349 or visit the web site at [www.twu.edu/athletics](http://www.twu.edu/athletics)

## OFFICE OF INTERCULTURAL SERVICES

The Office of Intercultural Services (OIS) provides the TWU community with educational programs and workshops designed to enhance the appreciation for cultural diversity among university students, staff, and faculty. Minority and international students comprise more than 30% of the student population at TWU. OIS serves as a resource to all students, staff, and faculty at TWU and encourages a positive campus climate and community.

OIS sponsors the COLORS Mentoring and Advising Program, diversity training workshops, cultural celebrations and activities, and educational programs. Other resources include the Multicultural Library with more than 300 books. OIS also assists student organizations with issues of cultural diversity. OIS is located in the Student Center in room 117. OIS may also be reached by phone at 940.898.3679, or email at [Intercultural@twu.edu](mailto:Intercultural@twu.edu).

# Student Life

## COLORS

### Mentor & Advising Program

COLORS (*Creating Opportunities for Leadership and Obtaining Racial Support*) is a mentoring and advising program established to provide freshmen and transfer students the opportunity to share ideas with and learn from TWU faculty, staff and upper-class students outside a classroom setting. Interaction with a faculty/staff mentor and upper-class student peer adviser encourages a protégé to excel academically, socially, and culturally while making a smooth transition into college.

Each protégé will be matched with a mentor and a peer adviser based on the academic discipline of a protégé. Ideally, the mentoring relationship continues until graduation. Applications and additional information can be obtained by calling the Office of Intercultural Services at 940.898.3679.

## OFFICE OF INTERNATIONAL EDUCATION

The Office of International Education provides educational and cultural programs for students to develop global understanding of themselves and the world. Services provided include, study abroad programs, immigration advising/counseling and various cultural activities for all TWU students. In addition, the office encourages students to develop leadership skills by participating in the annual International Week events, Global Nomad project and other events to recognize and celebrate TWU's diverse student population. The Office of International Education is located in the Student Center in room 206. Additional information may be obtained by phone at 940.898.3338, or email at [intloffice@twu.edu](mailto:intloffice@twu.edu).

## INTERNATIONAL STUDENT INFORMATION

### Immigration and Naturalization Service

A part of the Department of Justice, the Immigration and Naturalization Service is part of the U.S. government agency primarily responsible for enforcing U.S. immigration laws and regulations. The INS district office with jurisdiction over international students and scholars at the Texas Woman's University is Immigration and Naturalization Service, 8101 North Stemmons, Dallas, TX 75247.

Expect long waits in this office and even more difficulty in trying to reach them by telephone. Questions may be answered more quickly by the International Student Coordinator who is located in the Office of Admissions.

### Some Essential Rules

1. Passports must be renewed at least six months before they expire.
2. All students on F-1 visas receive a notation of D/S on their Forms I-94. D/S stands for Duration of Status and covers the time required for the completion of the original degree for which the student is accepted. Students who complete a degree and wish to pursue another educational goal must request another Form I-20 to notify the INS of the new degree program.
3. The INS expects students on F-1 visas to finish their education within the time period stipulated on the Form I-20. Individual degree time allotments are established as follows:

Bachelor's	4 years, plus 1 year grace
Master's	3 years plus 1 year grace
Doctoral	5 years, plus 18 months grace

If the time spent on a particular degree has exceeded the time limit indicated above, an extension of stay must be requested.
4. Every fall and spring semester, students on F-1 visas are to complete a full-time course of studies. Normally this is 12 hours for undergraduate

# Student Life

students and 9 hours for graduate students, however; there are some exceptions, especially for graduate students. Summer enrollment is not required.

5. Any time the student is considering dropping below full-time status she/he should contact the International Student Coordinator as soon as possible.
6. An F-1 immigrant classification does not permit off-campus employment without authorization of the INS. Even with INS permission, the student may not work more than 20 hours a week, except during vacation periods, and must remain a full-time student.
7. Any time the student leaves the United States and intends to return, even for a very brief trip, a valid passport visa and a current I-20 or IAP-66 are required when the student enters the United States.
8. Except for short visits to Canada, Mexico, and the Caribbean, the I-94 need not be retained by the student when leaving the United States. A new one will be issued upon re-entering.
9. The passport visa can be renewed only at a U.S. consulate outside the United States.
10. Any change of address must be reported to the International Student Coordinator who is charged by INS with keeping such information up to date. Such a change should be reported within ten days.

## Visa

A stamp is put into the passport by the U.S. consulate overseas which permits the student to enter (or re-enter) the United States. The visa may indicate "one" or "multiple entries," the date the visa expires, and the type of visa, such as B-2, F-1, F-2, J-1, or J-2. Students do not need to renew their passport visas, even if they have expired, as long as they remain within the United States. However, if students leave and intend to return after the

Visas have expired, even for a very short trip, the passport visas must be renewed at a U.S. consulate outside the United States. Renewal cannot be effected within the United States.

If students intend to visit countries other than their own, they may or may not need visas to enter those countries. It depends upon the country, the length of stay, and the native country of the visitors. The International Student coordinator can provide the address and phone number of the nearest consulate of the country being visited.

## Form I-94: Arrival/Departure Record

Commonly called "visa," the I-94 is actually a "permit to stay." (The visa is the stamp put on the passport by the American consul). The I-94 is a white three-by-five inch paper form initially stapled to the visa page of one's passport.

Normally the I-94 is to be surrendered each time one leaves the United States. A new one will be issued for each reentry. It is advisable however, to keep the I-94 if going to Mexico, Canada, or the Caribbean Islands for a short visit. Students holding F-1 visas are required to keep pages 3-4 of the Form I-20 AB issued to them by the school which they are attending. The page marked I-20-ID (Student Copy) bears the admission number assigned to the student by INS at the time of her/his first entry into the U.S.

The admission number is a permanent record and is entered into the INS Computer. Form I-20-ID (Student Copy) is to be used for temporary absences from the U.S. The student must have page four signed by the International Student coordinator before each trip outside the U.S. Page four will accumulate a record of all transactions about the student's status, such as an extension of stay, off-campus work permission, and authorization for practical training. If the student transfers to another school, pages 3-4 of the new Form I-20-AB will become the student's

I-20-ID and will bear the same admission number as the previous I-20-ID. Both the old and the new I-20-ID copies should be kept by the student to reflect her/his complete record of transactions. The admission number will be recorded and maintained by the schools as part of the record-keeping requirements. The admission number will be used for all communications and transactions with INS.

## F-1 Student Visa

The F-1 visa is obtained from an American consul outside the United States. To qualify, one must present a form I-20 (Certificate of Eligibility) from an approved U.S. institution of learning and provide proof of adequate financial support.

## Full-Time Status

To be considered full-time, the undergraduate F-1 student must complete 12 hours each semester. The graduate student must complete nine hours. It is not sufficient simply to register for a full-time load. One must complete the semester to satisfy immigration requirements. Summer school is optional.

There are some exceptions to the above, especially for graduate students. The International Student Coordinator will provide information about these exceptions if it is necessary to drop below full-time status.

## Employment Regulations Applying to F-1 Visa

A student does not need permission to work if the employment is connected to a scholarship, fellowship, or assistantship, since such work is considered to be a part of the student's academic program.

Part-time employment on campus is permitted (not to exceed 20 hours a week except during vacations) if the job does not interfere with the student's ability to maintain a full-time student load provided that employment does not displace a United States citizen or Permanent Resident.

## HEALTH INSURANCE AND TUBERCULOSIS SCREENING FOR INTERNATIONAL STUDENTS

As a condition of admission, Texas Woman's University requires all international students to maintain medical and hospitalization insurance for the entire period of their enrollment at TWU. The University sponsors a health insurance program which would assist the student in covering the cost of medical care in the event of illness or injury. The program offers options for each student to add health care coverage for their spouses and children.

The student insurance fee is automatically added to the student's tuition and fees bill each semester. Reimbursement is possible if sufficient alternate coverage is provided and an insurance waiver form is completed. Alternate coverage is defined as being comparable to the current policy endorsed by the university (at least a \$50,000 major medical benefit, \$10,000 repatriation benefit, and \$25,000 medical evacuation benefit).

Students who serve as Graduate Research Assistants, Graduate Teaching Assistants, or Graduate Assistants, if eligible for university staff insurance, must complete a waiver form at Human Resources when signing up for the University's insurance plan. This waiver will reimburse the student for the semesters documented on the waiver, with the exception of a supplemental policy for repatriation and medical evacuation benefits, which the University staff insurance plan does not provide.

International students are encouraged to provide proof of alternate insurance coverage prior to registration to prevent registration delays. Insurance fee waivers can be obtained through the TWU Student Health Services. **The deadline for submission of these waivers, to receive reimbursement, is the 12th class day during fall/spring semesters and the 4th class day during summer sessions.** Please call 940.898.3826 if you have any questions regarding insurance policies.

# Student Life

All new international students who have lived in areas of the world where tuberculosis is highly prevalent are required to be screened for tuberculosis at the Student Health Services on the Denton campus (or at a subcontracting clinic site in Dallas or Houston). This screening for tuberculosis shall be initiated prior to the first day of class attendance on the Denton, Dallas, or Houston campuses. For additional information regarding this policy, please call the Student Health Services on the Denton campus at 940.898.3826.

## LITTLE CHAPEL-IN-THE WOODS

The Little Chapel-in-the-Woods is an interdenominational site of worship, meditation, and spiritual renewal for students at Texas Woman's University. Constructed in 1939 and dedicated by First Lady Eleanor Roosevelt, the Chapel is the legacy of former TWU President Dr. L. H. Hubbard and more than 300 students of the University who helped design, planned, and/or executed the ten stained glass windows, the brass lighting fixtures, the wood carvings, and the beams.

Designed by architects O'Neal Ford, A.B. Swank and Associates and Preston M. Geren, the Chapel is a popular site for recitals, nondenominational services and other special events. Meetings may be held there if sponsored by a recognized University organization. The most popular use by students and community members alike is for weddings. Brides make reservations well in advance to guarantee their special date for exchanging vows in this charming and intimate Chapel. With the exception of pre-planned Texas Woman's University events, reservations are made on a first-come, first-served basis and must be paid in advance.

In addition to the Little Chapel-in-the-Woods, the University Gardens and the Greenhouse are also available for private use. Receptions, luncheons and other small gatherings, including those sponsored by

a recognized student organization take place in this unique setting. The Greenhouse is reserved as a separate facility and includes the use of the gardens. Both the Greenhouse and the Little Chapel-in-the-Woods may be reserved together for a reduced fee. Additional information may be obtained through Conference Services in Hubbard Hall, 940.898.3644.

## STUDENT CENTER

The Student Center provides facilities and services intended to meet the needs of a diverse University community. The Student Center Advisory Team provides students the opportunity to develop leadership skills that provide a foundation for service within and beyond the University experience.

The following offices are located in the Student Center on the Denton campus: Intercultural Services (room 116), Student Center office (room 209), Center for Student Development (room 117), and International Education (room 206). The office of the Vice President and the Associate Vice President is located in room 206 in the Student Center.

The Student Center offers four dining locations, an art gallery, a branch of the U.S. Post Office, the TWU Bookstore, TV lounges, ATM machines, meeting/lounge space, and a cyber lounge with access to e-mail and the internet. Lockers are available in most academic buildings, and they can be rented in the Student Center office for a semester or an academic year. At the Dallas and Houston Centers, services and space for leisure and for study are available in the residence halls and/or academic buildings.

## Food Service in the Student Center

The Garden Room, the Underground, the Baker's Dozen, and Chick-Fil-A are located in the Student Center and provide a change of pace for students, faculty, and staff to enjoy breakfast, lunch, dinner.

# Student Life

## Room Reservations

Meeting facilities are available in the Student Center by reservation on a first-come, first-served basis. Space is available to registered campus organizations, academic components, individual students, and conference groups. Room reservation requests must be submitted in writing to the Student Center office. Call 940.898.3641 or fax at 940.898.3603.

## Post Office

A branch of the U. S. Post Office is located on the first floor in the Student Center on the Denton campus. Post Office box rental and window services are available for all students, faculty, and staff. The telephone number for the Post Office is 940.382.5811.

## WELLNESS SERVICES

Facilities of Wellness Services, and participation in its scheduled programs, are open to TWU students, faculty and staff, and the general public. Members must be at least 16 years old. TWU students may use the Wellness Center free with a current student ID card. TWU employees pay a reduced fee to join the Wellness Center, and the general public pays a nominal monthly fee.

A basic membership in the Wellness Center includes access to the Jones Hall Fitness Room, Pioneer Hall racquetball courts, track, indoor pool, gymnasium, outdoor pool, participation in the Campus Recreation program, and all of the aerobic exercise classes offered through Wellness Services. Several programs are available for additional fees. Some of these include: nutritional counseling, massage therapy, personal training, weight training classes, and private swim lessons.

## Campus Recreation

Get involved in Campus Recreation programs and participate in new activities, improve health and fitness, capture the thrill of competition, and experience

the great outdoors. Interact with a variety of people and make new and lasting friends. Join, and become an active part of the TWU community. The Open Rec program is designed to meet the needs of individuals who desire to participate and work out on their own, according to their own personal schedule. For more information, come by Jones Hall room 100 or call 940.898.2933. For more information visit the website [www.twu.edu/o-si/camprec.html](http://www.twu.edu/o-si/camprec.html).

Sports Leagues provide several opportunities for students, faculty, and staff to interact in various competitive sport situations. Organized recreational and competitive sports are available for all regardless of skill or physical abilities.

The Outdoor Adventure Program provides outdoor recreation experiences which are instructional, challenging and fun. Each trip is designed for participants of all skill levels. Camping equipment is available through the Campus Recreation office for a minimal check out fee.

Special Events originate from participants' interests to do something new, creative, and different. Special Events include, but are not limited to, demonstrations, contests, tournaments, lectures, shows, clinics, fun runs, and information booths, etc.

## Fitness Room

The Wellness Center Fitness Room, located on the first floor of Jones Hall on the Denton campus, is open Monday-Friday, 6 a.m.-10 p.m.; Saturday, 8 a.m.-6 p.m.; Sunday, 1-6 p.m. The Fitness Room has treadmills, Lifecycles, Nordic Ski Machines, Nautilus equipment, stairmasters, a Gravitron, and a large free weight area. The phone number is 940.898.2900.

## Nutrition Clinic

The Wellness Services Nutrition Clinic is committed to the promotion of health and well-being through wise nutritional choices. To achieve this mission, the TWU

# Student Life

Wellness Services Nutrition Clinic provides diet and nutritional counseling, as well as educational materials. Each individual is responsible for her/his own eating habits, and the process of changing eating habits involves learning new information and skills.

The nutrition counselor, a registered dietician, is qualified to assist individuals with making changes in eating habits. The Clinic is open to TWU students, faculty, staff and Wellness Center members at a reduced rate. It is also open to the general public. The phone number is 940.898.2644.

Nutritional Counseling Services include:

- healthy eating habits throughout life (pregnancy, infancy, childhood, adolescence, and adulthood);
- nutrition education (vitamins, minerals, cholesterol, fiber, nutrition label, shopping tips, dental health, sports nutrition, and other areas);
- weight control counseling, one-on-one and counseling in small group weight loss classes (weight loss, gain, and/or maintenance); and
- behavior modification diet counseling.

## Swimming Pools

The University has an outdoor and an indoor swimming pool on the Denton campus. Supervised activities are provided, including swimming lessons and water aerobics. Lifeguards are on duty during recreational swim periods. Both pools are available for rental by private groups during unscheduled periods. Indoor pool reservations are made through Conference Services.

The outdoor pool is the University swimming and sunbathing center in the summer. It is open to the public. Admission is free with a TWU Student ID or membership in the Wellness Center. A fee is charged for all others. The pool is open daily from June 1 through the beginning of September. The phone number is 940.898.2902.

## Pioneer Hall

Pioneer Hall is home to a new 8 lane indoor pool, 5 racquetball courts, indoor track, and gymnasium. Pioneer hall is available for general recreational use by students and members of the Wellness Center at scheduled hours. The phone number is 940.898.2561.

## Massage Therapy

Massage therapy is offered through TWU Wellness Services. Massage therapy focuses on balancing body, mind and spirit using Polarity Therapy, Reiki, Shiatsu and Swedish Massage. Both chair and full body massages are available. Call 940.898.2900 for an appointment.

## Fitness Center-Dallas

A fitness center facility is available on the Dallas Parkland campus. For the Presbyterian campus, TWU has made arrangements for students to participate in the Findlay Ewing Cardiovascular and Fitness Center (CVC) which is affiliated with the Presbyterian Hospital of Dallas. A portion of the monthly membership fee is paid by TWU on a monthly basis for each student participating in the CVC. Students may contact the Student Life Coordinator-Dallas for more information and membership application to the CVC.

## Fitness Center-Houston

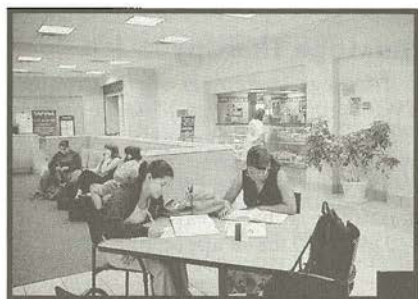
The Fitness Center for Houston students is located on the second floor of the residence hall, and it is open to TWU students, faculty, and staff. The equipment is also available for residents living in the residence hall. The Fitness Center is equipped with Universal weight machines, stationary bikes, and treadmills. Hours of availability are listed at the residence hall desk.



# Student Life

## Tennis Courts

Eight lighted tennis courts are available to students, faculty, and staff on the Denton campus. Tennis shoes and TWU ID's are required.



## UNIVERSITY COMMITTEES WITH STUDENT MEMBERSHIP

Students, as well as faculty, staff, and administrators, are appointed each year to serve on TWU committees. Through participation in one of the many University committees, students play an important role in policy determination and implementation.

Students must be in good standing with the University and have a cumulative GPA of 2.0 or above in order to qualify for committee participation. Students who are interested in serving on a committee should contact the Office of Student Life at 940.898.3615.

### University Committees Include:

- Alcohol & Drug Education Committee
- Black History Month Committee
- Campus Activities Board (CAB)
- Campus Recreation Advisory Board\*
- Code of Conduct Review Committee\*
- Committee for Campus Climate and Community (Denton & Houston)
- Counseling Center Advisory Board\*
- Family Day Committee\*
- Health Fair Committee
- Hispanic Heritage Month Committee

- HIV Education Coalition (Denton & Houston)
- Native American History Month Orientation Committee\*
- Redbud Committee\*
- Student Life Advisory Board\*
- Student Center Advisory Team (SCAT)\*
- Student Health Advisory Board\*
- Student Services Fee Allocation Committee\*
- Student Travel Fund\*
- TWU Athletic Council\*
- TWU Conservation & Recycling Committee
- Wellness Coalition
- Who's Who Selection Committee\*

\*Appointments to these committees may be made from the pool of volunteers by the chairperson of the committee or the Vice President for Student Life, as appropriate.



# Student Life

## SCHOOL SONGS

### Alma Mater

Hail Alma Mater! Hail!  
Joyous we sing;  
Voices atune with love  
shall loudly ring.  
Thy students sing today  
praises to thee,  
Hail! Texas Woman's University!

Strong ties of friendship  
true bind us to thee,  
Hours spent with thee are  
dear to memory  
With loyal love aglow  
sing we our song,  
Hail! Let our voices glad the  
notes prolong!

On broad and rolling plains,  
'neath Texas skies,  
There, crowned with majesty,  
thy buildings rise.  
Thou hast with purpose new  
lighted our way.  
Hail! Alma Mater! Hear our song today.

### To the Texas Woman's University

To the Texas Woman's University  
Forever to be true.  
For everything you stand for,  
Maroon and white to you.  
The friends we've made  
While learning here  
Will last our whole lives through.  
To the students and our school  
We pledge ourselves anew.

## SCHOOL COLORS

Maroon and White

### Motto in the University Seal:

Scientia Lumen Vitae-  
Knowledge is the Light of Life

## MOTTO

We learn to do by doing



# 2

# University Services and Resources

Programs and facilities are planned to provide and enhance the educational experience of students. Career Services introduces students to preparation for the world of work. The Department of Public Safety, the Library, and the Financial Aid office are important components for students, and the goal of these offices is to make the learning environment a safe and comfortable one. The other services listed in this section provide additional resources to support your educational experience.

## ART EXHIBITS

The Visual Arts department has two gallery areas. The East and West Galleries are located in the Fine Arts Building. The East and West Galleries exhibit international, national, and regional art work by recognized artists as well as art work by TWU students and faculty members. The Promenade Gallery, located in the ACT Building features work by TWU students and regional artists. In addition to the exhibits, various nationally recognized guest speakers visit the campus and present lectures relevant to the exhibits.

The exhibits are funded by the Department of Visual Arts and the Artist and Lecture Series. Announcements of scheduled events are published throughout the year.

## CAMPUS PERFORMANCES

In addition to performances by professional artists, recitals and performances by students in the Department of Performing Arts are presented regularly. Most of these programs are free; however, there is a nominal admission

charge for some performances. A TWU student ID is usually required. Any TWU student may audition for a part in dance concerts, plays, or musicals. Any TWU student may audition for membership in any music performing groups including the Concert Choir, Flute Choir and Jazz Ensemble, etc. Additional information may be obtained from the academic departmental offices at the beginning of each semester.

## CAREER SERVICES

The Office of Career Services, in the Human Development Building (HDB), 2nd floor on the Denton campus, assists students by functioning as a liaison between the University and the world of work. The Office of Career Services provides career guidance and counseling as well as a wide range of resources including workshop and seminars concerning resume writing, interviewing skills, job search techniques and library information. The office also gives students access to part-time employment, co-op education and job search assistance through on-campus recruitment activities and career fairs. For additional information, call 940.898.2950 or visit our web site [www.twu.edu/o-cs/](http://www.twu.edu/o-cs/).

## Student Employment

Career Services is a centralized student employment information center for part-time positions on campus as well as part-time off-campus opportunities.

On the Denton campus, job opportunities are listed on the Student Employment board in the Human Development

# University Services and Resources

Building and in the Student Center, game room. Employment permits are available in the Career Services office in Human Development Building. Students employed on campus may work up to 20 hours per week.

Students at the Dallas-Parkland campus and the Dallas-Presbyterian campus should submit their employment permits to the Administrative Coordinator at that campus. Students at the Houston Center should submit their employment permits to the Financial Aid office (MGJ 911).

## Cooperative Education

Cooperative Education is a program which assists students in finding career-related work experiences while they are pursuing bachelors or graduate degrees. Most positions offered to participating students are paid and pre-professional, and they generate academic credit.

After eligibility for the Cooperative Education program has been determined, the student obtains the approval of her/his major or minor department. Upon receiving departmental approval, students work individually with the coordinator from the Office of Career Services who assists the students with a suitable job referrals.

In addition to meeting the eligibility requirements of the Texas Woman's University, students must have the necessary qualifications to meet the more specific criteria established by each participating employer. Cooperative Education positions are competitive. Salaries and work objectives are established in a three-way contract between student, university, and employer.

All Cooperative Education students are at an advantage in seeking post-graduate employment, since they graduate with career-related work experience.

## Job Search Assistance

Job search assistance services are available to students and alumni who are seeking full-time permanent employment.

It is recommended that undergraduate students register for placement assistance services as they achieve senior status or when graduate students near the completion of their degrees.

Career Information Days are held on the Denton campus as well as the Dallas and Houston centers. Two separate Career/Interview Days are held on the Denton campus for public/private school districts. Career Days are held so that students and alumni may visit with employers from many organizations regarding career opportunities. Career employment opportunities in education, business, industry, government and non-profit organizations are available.

Graduating seniors and alumni interested in developing credential files containing references and a resume should visit the Office of Career Services or print the information from the web at [www.twu.edu/o-cs/](http://www.twu.edu/o-cs/).

## Career Counseling

Career counseling is available to assist students with their career planning and exploration needs. Students can conduct individual self assessments and explore careers in order to select a major. Students receive individualized career counseling with the career decision making process. Career tests, such as the Self Directed Search and SIGI+ are administered to assist students with major selection process. A career resource room is available to students in HDB 2 to provide occupational information regarding careers within the world-of-work. A career planning course is offered each fall semester offering a structured group setting for career decision making. This course is offered through the Psychology department - PSY 4913.01, "The Psychology of Career Exploration and Development".

## CHILD DEVELOPMENT CENTER

The Child Development Center (CDC) operates two programs: the half-day Child Care Program and the Nursery School. It

# University Services and Resources

is located at 1900 Cherrywood across University Drive (Hwy. 380) adjacent to the Denton campus.

The CDC provides a safe and nurturing environment that promotes the physical, social, emotional, and cognitive development of young children while responding to the needs of their families. The program creates a learning environment that is designed to meet the unique needs of each age group. Special consideration is given to each child's individual growth patterns, strengths, interests, and experiences. The efforts to provide quality care and education are evidenced by the CDC's accreditation through the National Association for the Education of Young Children. University students from academic departments observe and participate in the Child Care Center and the Nursery School.

The Child Care program gives priority to children of TWU students, staff, faculty, and alumni. The Center serves children from the general community after all other spaces are filled. Hours are Monday through Friday from 7 a.m. to 6 p.m. and 7 a.m. to 6 p.m. on Friday. Children are accepted between the ages of 18 months and kindergarten.

The half-day Nursery School is open to anyone regardless of University affiliation. Children who are ages 3 or 4 are eligible. Children can attend from 8:30 to 11:30 a.m. or from 12:30 to 8:30 p.m.

Child Care Center is closed when TWU offices are closed. The Nursery School follows the University class schedule beginning the first day of class each semester and ending on the last day of finals week.

Information may be requested from the Child Development Center, Texas Woman's University, P.O. Box 425769, Denton, Texas 76204-5769, or call 940.898.2321. There is a waiting list for all three programs, so it is important that interested parents contact the CDC at their earliest convenience.

## CLINICS

TWU operates several clinics and centers on its Denton campus which offer important services to the university and community. Some services require fees.

**Dental Hygiene Clinic**—MCL 111, 940.898.2888

**Counseling and Family Development Center**—HDB 307; 940.898.2600

**Institute for Clinical Services and Applied Research**—MCL 909; 940.898.2285

**Nutrition Clinic**—Jones Hall; 940.898.2644

**Occupational Therapy Clinic**—MCL 621, 940.898.2810

## DEPARTMENT OF PUBLIC SAFETY

The Department of Public Safety is responsible for all law enforcement services on all TWU campuses. On-campus escorts, unlocking and jump starting automobiles, first aid response, delivery of emergency messages, crime prevention services, severe weather procedures, parking, and vehicle and personal property identification are a few of the available services in the following locations:

### Denton Campus

301 Administration 940.898.2911

### Houston Center

1130 M. D. Anderson Blvd. 713.794.2222

### Dallas-Parkland Center

1810 Inwood 214.689.6666

### Dallas-Presbyterian Center

8194 Walnut Hill Lane 214.706.2492

## Registration of Property

Registration of valuable personal articles is encouraged. Cameras, stereo equipment, computers, tape recorders, cell phones, pagers and other valuables will be engraved with an identification number and recorded in the Department of Public Safety free of charge. An engraver is available to both commuter and residence hall students for short-term use.

# University Services and Resources

## Severe Weather Procedure

A severe weather watch is defined as an atmospheric condition which is likely to produce severe weather. A severe weather warning is defined as severe weather which requires preparation and/or precautions. Severe weather may be defined as tornadoes, cyclones, and high winds. In the event of inclement weather, information about closings may be obtained by calling 940.898.3430.

Department of Public Safety will notify administrative offices and each Residence Hall Director of a severe weather watch or warning issued by the National Weather Service. Students will go to pre-assigned areas when necessary. The radio stations listed below will provide weather information.

Civil Defense Emergency (Radio)  
KLIF (1190 in Dallas) AM station  
KPRC (950 in Houston) AM station  
KRLD (1080 in Dallas) AM station

## Traffic and Parking

"Traffic Rules and Regulations," is published annually with the rules and regulations which apply to visitors as well as members of the University community. Copies are available at the Department of Public Safety, the Cashier's office, and the Student Life office.

Parking facilities are provided for both resident and commuting students in clearly designated areas. Parking for students with disabilities is available at various locations throughout the campus, which is identified on the campus map as part of the pamphlet of regulations.

A vehicle is properly registered when a parking decal has been permanently affixed as indicated in the pamphlet. Parking decals may be obtained at the Department of Public Safety any day of the week.

Visitors on campus may obtain a temporary one-day parking permit from the University Information Booth or from the Department of Public Safety on campus.

Bicycle registration is required of all resident and commuting students. Unregistered bicycles will be impounded.

Registration is free and considered a protection for the owner.

## Parking for Students with Disabilities

Designated parking is provided on the TWU campuses for students with disabilities. After purchasing the appropriate parking decal, students with permanent and temporary disabilities, who have a state-wide license plate or placard, may park in any designated parking space. Locations of these spaces are indicated on the campus map found in the pamphlet of regulations.

## Lost and Found

All articles found anywhere on campus should be turned in immediately to the Department of Public Safety. Students are advised to report lost or missing articles to the Department of Public Safety on each campus.

## Concealed Handguns

Carrying a concealed weapon on university property is illegal under the concealed handgun law in Texas, and it is a violation of TWU's published employment policy. Texas law requires persons who wish to carry a handgun to complete a handgun safety course.

The law also identifies several locations, including university property, where it is illegal for anyone to carry a weapon, even with a state-issued license.

Persons who could otherwise legally carry a concealed handgun are advised not to bring the weapon to any of the university campuses. If you have any questions, please contact DPS at 940.898.2911.

## Injury Accident Reporting Procedure

If a member of the faculty, staff, student body, or a visitor is hurt on campus property, he or she is required to report the accident to the Department of Public Safety. If the injured person is unable or unwilling to report the accident,

# University Services and Resources

any member of the University community having knowledge is required to report it. The Department will coordinate medical treatment, initiate investigations, and refer individuals to proper offices for preparation of worker's compensation forms, if required. Student accidents will be reported to the Office of Student Life. Department of Public Safety will retain responsibility for the investigation and reporting of injury accidents.

## FINANCIAL AID

To help students meet school expenses, TWU administers a number of programs for financial assistance such as scholarships, grants, and loans. Financial need, academic and citizenship records, and promise of achievement are considered when applications for assistance are processed.

The Director of Student Financial Aid is responsible for administering all student aid programs. Requests for information and application forms should be directed to Office of Student Financial Aid, Texas Woman's University, P. O. Box 425408, Denton, Texas 76204-5408.

Since renewal of financial assistance from year to year is not automatic, students must submit new applications each year. To be eligible for grants, scholarships, loans, and campus employment, students must maintain satisfactory progress in their courses of study. In order to maintain financial aid eligibility, full-time undergraduate students must successfully complete nine or more credit hours each long semester and meet or exceed the appropriate minimum cumulative grade point average for their classification.

Graduate students enrolled for at least six credit hours, but less than twelve credit hours, must successfully complete six credit hours each long semester and meet or exceed the minimum cumulative grade point average for their classifications. Grades of F, I, X, W, and WF will not satisfy the academic progress require-

ment. Graduate students are limited to a maximum of 54 credit hours of financial aid eligibility for a master's degree and 90 credit hours for a doctoral degree, excluding courses taken for completion of the master's degree.

Failure to meet the minimum satisfactory academic progress standards will result in financial aid probation. A student on financial aid probation will be permitted to receive aid for one semester. If the student meets the minimum requirements during the probationary semester, she or he will return to good standing. Failure to meet the standards will result in the loss of financial aid eligibility until the minimum standards are met. Students with mitigating circumstances, such as divorce of a parent or spouse, death of an immediate family member, or severe medical problems may appeal their status to the Director of Financial Aid.

In applying for and receiving financial assistance from the University, a student is obligated to respect the policies and regulations of the University and to furnish complete and accurate information on the application. Any financial aid recipient who withdraws from the University prior to the completion of a semester may have to refund part or all of the financial aid received for that semester. The amount of refund will be determined at the time of the student's withdrawal.

A part-time student is not eligible to receive financial assistance from certain aid programs. These provisions are discussed in the financial aid bulletin issued by the Office of Student Financial Aid. The University General Catalog also lists special sources of financial aid.

Students at the Houston Center who need financial assistance should contact the financial aid counselor on that campus at 713.794.2315. Students at the Dallas Center should contact the Administrative Coordinator at the Dallas Parkland Center at 214.689.6520 and at the Presbyterian Center at 214.361.8608.

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Students on the Denton campus should call 940.898.3050 or you may access the website at ([www.twu.edu/finaid/](http://www.twu.edu/finaid/)).

Financial aid deadlines: financial aid scholarships - March 1, 2002, summer - March 1, 2002, fall/spring - April 1, 2002 and spring only - September 1, 2002.

## Project Pioneer

"Project Pioneer" is designed to assist students with financial need by providing a "no frills-no bills" plan which enables students to work on campus to pay for their housing and meals. Students participating in the program live in double occupancy rooms in the residence halls. Information is available from the Financial Aid office.

## THE FOOD PANTRY

The Food Pantry on the Denton campus in room 200 in the Old Main building is maintained by faculty and students in the Department of Sociology and Social Work. It is intended as an emergency food source for use by anyone across the campus community in need of food staples and snacks. The Pantry serves 10 to 20 students a month and is intended to provide one meal during times of financial need. Students are asked to remember this and to make their selections accordingly.

Although maintained by the Department of Sociology and Social Work, the Food Pantry is made possible because administrators, faculty, staff, and students of the TWU community make contributions of both food and money.

## GOLF COURSE

The University's 18-hole golf course and Club House, located on the Denton campus, are available to students and the public. A nominal green fee is charged for students with the presentation of a TWU ID card. There are nominal fees for public use of the golf course depending on week-day or weekend usage.

## LIBRARY

Students are encouraged to make full use of library services and facilities at TWU including:

- a collection of more than 549,000 paper volumes and 10, 000 e-books;
- a magazine and newspaper subscription list of over 8,287 print and electronic titles;
- web-based and local access to literature searches from 90 computer databases;
- nationally recognized Woman's Collection;
- an audiovisual collection for study, career development, and leisure;
- a TexShare Courtesy Card for students to use on-site for circulation privileges at libraries throughout Texas;
- interlibrary Loan Service for students to borrow materials from other libraries;
- individual or group orientation tours of the library by the reference staff;
- instructional sessions on the use of library resources and research services;
- Software and Instruction and Technology Exploration (SITE) lab;
- general use lab with PCs and Macintosh; and
- exhibits and displays.

Students are responsible for material charged to their names and social security numbers and for all fines accrued to those names and numbers. Students are responsible for knowing what the fine and renewal policies are. This information is available in the library or through the Library's web pages, ([www.twu.edu/li-brary](http://www.twu.edu/li-brary)). If library books are lost, students should report the loss at once and make arrangements to pay for them before the end of the semester. Students must present an ID card each time a book is checked out.

Materials may be checked out for three weeks by undergraduates, six weeks by graduate students, and for the semester by doctoral candidates. Materials are renewable unless requested by another patron. Books may be recalled after three weeks for reserve or special needs. Books obtained from other libraries or through Interlibrary Loan are subject to the rules of the lending institution. Renewals may be

# University Services and Resources

requested at the circulation desk, by E-Mail, by telephone, or via the Library web page renewal form. Fines are assessed for overdue materials. All fines must be cleared for students to be eligible to receive transcripts, register for another semester, or graduate.

## Denton Campus

Students have access to the library seven days a week. Services are provided on a modified schedule during holidays and between semesters.

## Dallas Sites: Parkland and Presbyterian Libraries

These libraries, containing the most comprehensive collection in Nursing, Occupational Therapy, and Physical Therapy in the Metroplex, include books and journals in other fields supporting both allied health and non-health science courses taught at the Dallas Centers.

At the Parkland campus, the library is located in the Education building. The Presbyterian library is on the ground floor of the Education Building.

Library hours are available seven days a week and subject to change depending on demand. Holiday hours are also available. Hours are posted each semester.

## Houston Center

Library services are provided under contract with the Texas Medical Center Library, one of the best medical libraries in the nation. It serves as Regional Medical Library for Region 5 of the National Network of Libraries of Medicine. A research librarian is available in the TWU educational building.

## PIONEER CARD

Students, faculty and staff with a TWU ID may participate in the TWU Pioneer Debit Card program. The convenient, safe and easy to use Pioneer Card program makes purchases easier and utilizes campus services at the following locations on campus without carrying cash, checks or credit cards.

- Dining services
- Classroom kiosk
- The C-Store
- TWU Bookstore
- Public Safety (DPS)
- Student Health Services
- Wellness Services
- Resident hall washers and dryers

Pioneer Card accounts may be opened on the Denton campus at the ID Card Center, located in University Housing at Jones Hall, 3rd floor, 940.898.3676, or the Bursar office at the Administration Clock Tower (ACT), 940.898.3570.

## PERSONAL STUDENT IDENTIFICATION CARD

A personal student identification card is provided for all students through the ID office on the Denton, Dallas-Parkland, Presbyterian, and Houston campuses. The personalized identification card is to be used for the entire academic career, and it will be electronically validated each semester of enrollment. These are permanent ID cards, and they are replaced for a fee if they are lost, stolen, discarded or at the student's request.

A \$2 fee to cover the cost of the student identification card system is required of all students who register for each fall, spring semesters, and each summer term. Replacement cards will be made at any time during the semester for a fee of \$10.

The student ID card is required for services in the Library on the Denton, Dallas Parkland, and Dallas Presbyterian campuses or at the Learning Resource Center on the Houston campus. The card is also required on the Denton campus for meal plan dining, Student Health Services, Wellness Services and other campus programs/performances and special events.



# University Services and Resources

## STATE HISTORICAL COLLECTIONS

### Texas Women- A Celebration of History

The University Library is the permanent home of the "Texas Women-A Celebration of History" exhibit. The exhibit is the result of a three-year research and fund-raising effort by the Texas Women's History Project, sponsored by the Texas Foundation for Women's Resources. Governor Ann Richards took her children to a historical exhibit in San Antonio and heard them ask, "But where are the women?" This exhibit, initiated by Ms. Richards, marks the first statewide effort to tell the story of the significant contributions of Texas women.

## STUDENT ACCOUNTS

Students must pay all accounts, such as fees, rents, library fines, and loans when they are due. Before the end of each academic session, each student is expected to ensure that all outstanding accounts are paid. Grades, reports, diplomas, and other University benefits will be withheld until these obligations are met.

## STUDENT NAME AND ADDRESS CHANGE

All students who change their names or addresses during their academic careers at the University should notify the Office of the Registrar in writing so that University records may be kept current. After graduation students should notify the Alumnae Association and Career Services office of any name or address changes.

## STUDENT PUBLICATIONS

*The Lasso* is the student newspaper of Texas Woman's University, and it is written and edited by students. It is a weekly publication in tabloid format distributed on Wednesdays.

Its purposes are to inform students, faculty, and staff of University issues and events and to provide a channel for student, faculty, and administrative commu-

nication. In addition, the paper serves as a training ground for future journalists.

The student serving as editor of *The Lasso* will be appointed by the President upon recommendation from the TWU Faculty-Student Board for Campus Publications. In the event the Publications Board recommends that the editor no longer serve in that position, the editor may appeal (in writing) to the Publications Board within ten (10) calendar days after notification is received.

Students in all majors are encouraged to apply for positions in writing, editing, photography, publications design, advertising, cyber publishing and circulation. The newsroom is located in the offices of the Mass Communications Program. The editor is selected by the Faculty-Student Board for Campus Publications.

During the spring semester, and in addition to publication of *The Lasso*, mass communications students produce a television news program, "Campus Report," which is aired over a local cable channel.

For a full copy of the Texas Woman's University Policy on the student newspaper, contact the Department of Mass Communication at 940.898.2186.

## STUDENT LOUNGES

Student lounges are located on the Denton campus in the following areas:

### Chemistry/Physics

Science Building - (Biology side) 3rd floor or call 940.898.2550

Science Building-Lobby area of the 3rd floor, outside 301/303 or call 940.898.2345.

### Music

Music Building-Student Lounge-103 or call 940.898.2500.

### Sociology/Social Work

Old Main Building-Practice Center or Sociology 940.898.2502, Social Work 940.898-2071.

### Commuter Lounge

Student Center, lower level, room 008

# University Services and Resources

## TWU NATIONAL ALUMNAE ASSOCIATION

The National Alumnae Association was organized in 1905 to support the educational aims of Texas Woman's University, its students and alumni, and to involve alumni and students in the continuing life of the University through activities and programs.

Current TWU students are invited and encouraged to participate in campus alumni activities. Each February, the University community celebrates Founders' Day to commemorate the establishment of the University. Homecoming, an annual April event, welcomes alumni from the College of Industrial Arts (CIA), Texas State College for Women (TSCW), and TWU back to the campus to relive memories and to experience the University as it is today. During Homecoming, the Distinguished Alumna, Outstanding Senior, and Outstanding Graduate Student Awards are presented.

Students receive a \$5 property deposit transfer card in the mail. By completing and returning the card, graduating seniors may join the Association in lieu of their first year's membership dues. Current students enrolled in TWU graduate or undergraduate programs may join the Association for a reduced membership of \$15 per year. Regular annual membership is \$30 per year, and membership begins when your payment is received.

Dues paying members of the Association receive *PIONEER*, the official Alumnae Association magazine, opportunities to purchase exclusive Alumnae Association merchandise, an Alumnae Association Master Card for eligible members, as well as limited athletic and recreational privileges.

For more information, students are invited to come by the Association office at 330 East University near Guinn Hall or call 940.898.ALUM (2586).

## TWU'S WEB-BASED RESOURCES

Texas Woman's University is primarily oriented to IBMPC-compatibles, however, Apple Macintosh, PowerMac and I-Mac computers are also used. The computers in the campus labs support Microsoft Office Suite, Internet access and academic coursework.

If you are planning to access TWU's web-based courses and resources off-campus, the following minimum computer configurations are *recommended*: PC\*

- Pentium processor or better
- Windows '95, Windows '98, NT 4.0, or better
- 500 MB hard drive (if downloading files, 2 GB should be minimum)
- 32 MB RAM (minimum)
- 28.8 BPS modem
- Sound capability (sound card and speakers)
- Netscape 4.x or Internet Explorer 5.x
- Internet access

### Macintosh\*

- Power PC processor or better
- System 7.5 or better
- 500 MB hard drive (if downloading files, 2 GB should be minimum)
- 32 MB RAM (minimum)
- 28.8 BPS modem
- Sound capability (speakers)
- Netscape 4.x or Internet Explorer 5.x
- Internet access

*\*Note: Some courses may have additional and/or alternate computer requirements. Please check with the academic department.*

TWU's web-based classes and resources may be accessed from a variety of locations, including homes, offices, schools, labs, local colleges or universities, and public libraries. For technical assistance, please contact the TWU Helpdesk at 940.898.3971 or ([helpdesk@twu.edu](mailto:helpdesk@twu.edu)).

# 3

## Academic Affairs and Records

### ACADEMIC CLASSIFICATION OF STUDENTS

Student classifications include freshman, sophomore, junior, senior, post-baccalaureate, master's, and doctoral.

Classification	A student who has completed...
Freshman.....	0-29 semester hours
Sophomore.....	30-59 semester hours
Junior.....	60-89 semester hours
Senior.....	90 or more semester hours but who is yet to graduate

Classification	A student who has earned...
Post-Baccalaureate.....	the bachelor's degree and is taking only undergraduate courses
Master's student.....	the bachelor's degree and has been accepted in a master's level program
Doctoral student.....	the master's degree (or its equivalent) and has been accepted into a doctoral program

When a student transfers from another college or university, classification is determined by the number of hours accepted for transfer.

Effective September 1, 2001, freshmen students must score at least 950 on the SAT or 20 or above on the ACT.

### CLASS ATTENDANCE

The University expects students to attend all classes regularly and punctually. It is a policy of the University not to allow a fixed number of "cuts" in any class. The only excused absences:

1. illness certified by a physician;
2. serious illness or death in student's immediate family;
3. absence from the campus with the sanction of the University or for a religious holiday;

A university education includes a variety of valuable experiences inside and outside the classroom. The central value of a university experience includes superior instruction in the regular courses and classes of the curricula.

For information concerning individual courses and academic departments, the student should consult the University General Catalog or the Graduate Catalog, which may be obtained from the Office of Undergraduate/Graduate Admissions. The academic deans, directors, and instructors of the prospective courses may also be consulted for information or assistance.

The Provost and Vice President for Academic Affairs serves as the Director of Academic Programs. Enrollment Management issues all information concerning the records of attendance, grades, and credits.

### TEXAS RESIDENCY REQUIREMENTS

Rules and regulations for determining residence status in the State of Texas are specified under Title 3 of the Texas Education Code. An out-of-state resident who comes to Texas for the primary purpose of furthering her or his education will be classified as a non-resident student. A person classified as a non-resident student upon first enrollment at Texas Woman's University is presumed to be a non-resident for the period during which she/he continues as a student.

For further information, please contact the Office of Admissions at P.O. Box 425589, Denton, TX 76204-3589, or call the Admissions Office at 940.898.3047.

# Academic Affairs and Records

Instructors may keep a record of class attendance. Therefore, students should make every effort to attend class. In the event that a student must miss class due to an excused absence, the student may obtain an absence memo from the Office of Student Life. The student will be responsible for providing the Office of Student Life with the proper verification for the absence. The student will also be required to make-up all missed course work and assignments as required by the instructor. For situations that do not meet these guidelines, the student is responsible for contacting the professor directly. Students should contact the Office of Student Life at 940.898.3615 on the Denton campus in Student Center in room 206, for assistance.

## Religious Holidays

A state law allows students in Texas colleges and universities to make up missed work if they are absent because of a religious holy day.

The law requires an institution of higher education to allow a student who is absent from classes for the observance of a "religious holy day" to take an examination or complete an assignment scheduled for that day at another time. The student must notify the instructor prior to the day of the planned absence.

The law defines a "religious holy day" as a day observed by a religion whose place of worship is exempt from property taxation under state law.

If a student plans to be absent for an observance, written notice must be given to each instructor by the 15th day of the semester.

The law, which became effective August, 1985, states that a student who is excused under these conditions may not be penalized for the absence; however the instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination.

## GRADES AND GRADEPOINTS

The number of grade points given for each grade made by a student is determined as follows:

### Grade Number of Grade points

- A- 4 times as many gradepoints as credit hours
- B- 3 times as many gradepoints as credit hours
- C- 2 times as many gradepoints as credit hours
- D- 1 time as many gradepoints as credit hours
- F- None
- I- None
- W- None
- WF- None
- X- None
- Cr/Pr- Courses in which this grade is given are not considered in the computation of grade point average.

### Grades are interpreted as listed below:

- A- Excellent
- B- Good
- C- Average
- D- Inferior but passing
- F- Failure
- Cr- Credit
- Pr- In Progress
- I- Incomplete
- W- Withdrew from course while passing
- WF- Withdrew from course while failing (same as F)
- X- Tuition default (partial payment)

A student may not repeat a course more than twice. The grade used to compute the students GPA is the most recent grade earned in the course.

## Grade of Incomplete

The grade of Incomplete (I) is given only when a student is doing passing work, but because of extenuating circumstances, cannot complete all of the course work by the end of the semester/term. Extenuating circumstances include (1) incapacitating illness which prevents a student from attending classes; (2) a death in the immediate family; (3) change in work schedule as required by an employer; or (4) other emergencies deemed appropriate by the instructor. A grade of Incomplete should not be requested nor given for lack of completion of work because of procrastination or dissatisfaction with the grade earned.

For more information about Incomplete grades, please refer to the current undergraduate catalog.

# Academic Affairs and Records

## University Honor Roll

Students who maintain a GPA of 3.3 or above with at least 9 credit hours per semester are eligible for recognition in honor of their distinction in scholarship. The list of names of eligible students is automatically forwarded from Information Technology Services to the Office of the Provost and Vice President of Academic Affairs, and honorees receive notice of their honor in the mail. Questions regarding the University Honor Roll may be directed to the Provost and Vice President for Academic Affairs.

## Unsatisfactory Progress Reports

No mid-semester grades are issued. Instructors may submit an unsatisfactory progress report to the Dean of Enrollment Management on each student whose course work is unsatisfactory. The report is forwarded to the student. Unsatisfactory progress reports are not issued during the summer.

## TEXAS ACADEMIC SKILLS PROGRAM (TASP)

The Texas Academic Skills Program (TASP) is an instructional program

designed to ensure that students attending public institutions of higher learning in Texas and students entering educator preparation programs in Texas have the academic skills necessary to perform effectively in college-level work. Students not yet proficient in an academic area are required to participate in developmental education activities. The TASP includes a testing component designed to provide information about the reading, mathematics, and writing skills of students entering public colleges, universities, and educator preparation programs in public and private institutions.

New undergraduate students must take the TASP test *prior* to enrolling at the University. There are exceptions to this requirement; however, questions regarding those exceptions should be directed to the Academic Advising Center.

Students who do not pass all parts of the test by the time they complete 60 semester credit hours are limited to lower-division classes.

The test fee will be paid by the student. Additional information, including specific information for students with disabilities, is available in the TASP Bulletin at ([www.Tasp.nesinc.com](http://www.Tasp.nesinc.com)).

## How to figure your G.P.A.

1. Total the number of hours credit you have attempted. For example,

English 1013	3 hours
History 1013	3 hours
Sociology 1013	3 hours
Math 10133 hours	
Biology 1013	3 hours

15 hours attempted

2. Multiply the number of hours, in which you have received A's, by 4, those hours in which you received B's by 3, those hours in which you received C's by 2, and those hours in which you received D's by 1. Add the results to determine your total number of grade points.

English 1013	3 hours—A	3 hours of A's	= 12 grade points
History 1013	3 hours—B	3 hours of B's	= 09 grade points
Sociology 1013	3 hours—A	3 hours of A's	= 12 grade points
Math 1013	3 hours—A	3 hours of A's	= 12 grade points
Biology 1013	3 hours—D	3 hours of D's	= 03 grade points

3. Divide the total of 48 grade points by the total of 15 semester hours to get your grade point average.  
48 divided by 15 = 3.0625 (your G.P.A.)

# Academic Affairs and Records

## DISABILITY SUPPORT SERVICES

The Disability Support Services (DSS) office is designated to respond to the specific needs of students with disabilities. The office acts as the centralized clearing house for those academic adjustments that will most appropriately meet each student's needs. DSS facilitates services that allow students to have equal access to academic programs and services while providing the assistance and encouragement needed to meet the challenges of university life.

To obtain services, a student must meet the following criteria:

1. Receive notice of acceptance to TWU.
2. Complete the application and intake process through the Disability Support Services office.
3. Provide documentation indicating the presence of an impairment which substantially limits one or more major life activities.
4. Apply well in advance of the semester for which assistance is needed to obtain services in a timely manner. Additional information, including a Campus Access Guide, may be obtained by contacting Disability Support Services, P.O. Box 425966, Denton, TX 76204-5379, CFO 105 or call 940.898.3835, (Voice) or TDD access at 940.898.3830.

## ACADEMIC ADVISING AND SUPPORT PROGRAMS

Academic Advising and Support Programs coordinates the efforts of several offices through which students can enhance their learning experience at Texas Woman's University. Recognizing that the learning experience of each student is unique, we promote individual responsibility for academic success and help students develop increased confidence in their ability to learn. To that end, Academic Support Programs offers access to academic advising,

learning resources in mathematics, science, composition, and reading, and support for students with disabilities. Information is also available on the web ([www.twu.edu.ugrad](http://www.twu.edu.ugrad)) or by e-mail ([aasp@twu.edu](mailto:aasp@twu.edu)). Preparation for the state-mandated Texas Academic Skills Program Test is also provided. Components included in Academic Support Programs include:

Academic Advising Center  
Career Services  
Disability Support Services  
Learning Assistance Office  
Office of Associate Dean  
Science Learning Resource Center  
Writing Center - "Write Site"

The following courses and services are offered:

UNIV 1000	Student Success Skills
ENG 1003	Introduction to Writing
ERDB 1003	Fundamentals of College Reading and Learning
MATH 1113	Fundamentals of Algebra
MATH 1123	Transition to College Mathematics

**Language Laboratory:** The Department of English, Speech, and Foreign Languages, in cooperation with the media center located in the Blagg-Huey Library, provides an opportunity for foreign language students to practice listening and oral skills in several languages. The Center is equipped with several listening stations for the benefit of students who wish to listen to tapes on location. For those students who wish to check out tapes, a nominal fee is assessed at the beginning of each semester.

**Learning Assistance:** The Learning Assistance Office offers assistance with learning and study strategies. TASP preparation in reading and mathematics is offered each semester in a small class setting. Testing accommodations, such as a reader, a scribe, and/or quiet room, are offered to students who qualify

# Academic Affairs and Records

through Disability Support Services. Seminars covering topics which help with learning and study skills are offered throughout the semester. The Learning Assistance office is located in CFO room 106 and is open from 8 a.m. to 5 p.m. Monday-Thursday. Please come by for additional information or call 940.898.2046.

**Mathematics and Computer Science Tutors:** Student tutors are available to help students experiencing problems relating to class work in mathematics and computer science courses. Tutoring sessions are scheduled in Stoddard Hall, Room 211, at regular times during the week with some evening hours included. A schedule of available times is posted at this site. For more information, students may call the department at 940.898.2166, or come by the departmental office in CFO 812.

**Science Learning Resource Center (SLRC):** The SLRC serves as a central location for undergraduates who need assistance in chemistry, biology, and physics. The SLRC offers computer-assisted instruction, audiovisual materials, examination files, printed references, and molecular model components. Graduate and undergraduate assistants rotate shifts at the Center and serve as tutors. Call 940.898.2553 or visit the website at ([www.twu.edu/slrc/](http://www.twu.edu/slrc/)) for more information.

**Writing Center:** The Write Site, Texas Woman's University's writing center, serves the needs of the entire university community through individualized and computer-aided writing instruction, special workshops and programs on writing-related topics, and through its service as a writing resource center for TWU and the community. Graduate and undergraduate students in every discipline are welcome to make appointments with experienced tutors who can offer assistance in invention, grammar and mechanics, organization, documentation, matters of style, and special needs. The

Center is located in CFO room 131. Individuals may make appointments by phone 940.898.2341 or in person.

## Academic Advising Center

Staff in the Academic Advising Center encourages student success and increases retention rates. Academic advising includes helping individual students make decisions about educational and career goals and informing them about opportunities for majors and minors as well as options within degree requirements. It is the responsibility of students to investigate necessary resources and information to help them make informed decisions regarding their academic careers.

The Academic Advising Center (AAC) provides guidance for students who are planning their academic program. Primary attention is given to freshmen, those who are undecided majors, non-degree seeking, non-traditional, pre-professional (PT, OT, Com Sci, DHy, SOWK) and those who need help to prepare for the TASP examination. Students with more than 30 credit hours are encouraged to see an adviser in the department of their major. The AAC also provides support for students in gaining confidence in their ability to learn and succeed through the course UNIV 1000, 940.898.3850. The Academic Advising Center is located in the Human Development Building (HDB), room 202.

## Center for Student Research Support

The Center for Student Research Support (CSRS) office assists undergraduates and graduate students in pursuing the scholarly activities of their chosen field of study. The CSRS goals are to:

1. motivate more students to pursue research;
2. increase the quality, number and type of research opportunities for students;

# Academic Affairs and Records

3. assist students with the transitions in academic training and with career opportunities.

To achieve these goals, the CSRS staff collaborates within the University community to build internal and external support for student research.

Students should inform the CSRS office about their research interests. The staff is eager to help students in all disciplines find: 1) research fellowships; 2) other research opportunities; and 3) post graduate opportunities. The CSRS web site ([www.twu.edu/CSRS/](http://www.twu.edu/CSRS/)) provides links to research opportunities as well as information about research-related events and support services. The annual TWU Student Research and Creative Arts Symposium is open to all students.

For information, call 940.898.2457, send email to ([CSRS@twu.edu](mailto:CSRS@twu.edu)), or write to the CSRS office at, P.O. Box 425975, Denton, TX 76204-5975.

## CORE CURRICULUM TRANSFER POLICY

Effective fall 1999, students who transfer with an associate's degree from a Texas public institution of higher education are not required to complete the Texas Woman's University Core Curriculum.

Students who transfer with an associate's degree from other institutions of higher education must complete the TWU Core Curriculum. Legislatively mandated courses include Government 2013, Government 2023, History 1013 and History 1023.

Unless exempt, undergraduate students must meet requirements of the Texas Academic Skills Program prior to graduation from Texas Woman's University.

## APPEALS PROCEDURE FOR ACADEMIC MATTERS

### Undergraduate Grade Appeals

Undergraduate grade appeal procedures and time limits of a department, college, or school shall be followed. If the student wishes to appeal the decision made at the Dean's level, the student may file a final appeal to the Office of the Provost and Vice President for Academic Affairs. This notice of appeal must be in writing and received by the Office of the Provost and Vice President for Academic Affairs within 14 calendar days after the date of the decision of the Dean.

The appeals procedure in the event of academic dishonesty is described on page 75.

### Graduate Appeals

The policy on academic review and appeal procedures in the Graduate School are outlined in the current Graduate Catalog.

## ACADEMIC PROBATION AND SUSPENSION

### Undergraduates

Undergraduate students who meet the minimum academic standards specified below for their classification are considered to be in good academic standing at the University. Students who fail to meet the minimum cumulative grade point average for their classification, as outlined below, are subject to academic probation and/or suspension. Official designation of academic probation or academic suspension will be made only by the Registrar's office. Good academic standing, academic probation, and academic suspension will be based solely on the computation of the grade-point average. Because the academic status of the student is based on established standards and mathematical calculations, there is no appeal of the designation of academic probation or academic



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suspension. The only review of this status will be to verify calculations. The status of students will be determined at the close of each semester by the Office of the Registrar.

The minimum cumulative gradepoint average which is required for a student to remain in good academic standing, is outlined below. The total number of hours attempted at Texas Woman's University and all hours transferred from other institutions of higher education will be included in determining the cumulative gradepoint average.

Classification (based on total number of hours attempted at TWU and in transfer)	Minimum Cumulative Gradepoint Average
0-30	1.8
31-60	2.0
61 and above	2.0

A student who is placed on academic suspension for the first time may return to the University after a period of one semester. The status of the returning student will be academic probation. Should the student fail to achieve the minimum cumulative gradepoint average for her / his classification a second time, she or he will be placed on academic suspension for a period of one academic year.

Should the student then fail to achieve the minimum cumulative gradepoint average she/he will be placed on academic suspension for a period of two academic years.

It is not possible for students to remove themselves from probation or suspension at the Texas Woman's University by attendance at another university.

## ACADEMIC PROBATION AND SUSPENSION: GRADUATE STUDENTS

### Master's Degree Students

Graduate students are expected to maintain a "B" average, and consistent failure to do so will make them subject to dismissal from the University by the Dean of the Graduate Studies and Research. When a student's cumulative grade average on graduate-level course work falls below "B", or when a student receives a grade of "D" or "F" in a graduate course, the student will be placed on academic probation and notified of this status. During the next semester or full summer session of enrollment, the student will then be allowed to attempt to restore the total average to "B" or above. Failure to accomplish this status will result in dismissal from the Graduate School. It is not possible to improve the grade record at the Texas Woman's University by attendance at another university.

### Doctoral Degree Students

No grade below "B" is accepted toward a doctoral degree at the University. Doctoral students are expected to maintain grades of at least "B," and consistent failure to do so will result in their removal from the Graduate School. When a student's cumulative grade average on graduate-level course work falls below "B," or when a student receives a grade of "D" or "F" in a graduate course, the student will be placed on academic probation and notified of the status. During the next semester or full summer session of enrollment, the student will be allowed to attempt to restore the total average to "B". Failure to accomplish this status will result in dismissal from the Graduate School. It is not possible to improve the grade record at the Texas Woman's University by attendance at another university.

# Academic Affairs and Records

If a doctoral student makes grades below "B" in program courses, continuance in the degree program will be examined by the student's advisory committee. A student will not be allowed to continue in the doctoral program if there are two failing grades in the doctoral program.

## WITHDRAWAL FROM THE UNIVERSITY

A student who finds it necessary to withdraw from all credit classes must formally withdraw from the University through the Office of Student Life on the Denton campus or the Student Life Coordinator on the Dallas or Houston campus. The effective date of withdrawal is the day upon which the student submits the completed Request for Withdrawal Form, and it is approved in the appropriate office. Withdrawals are not permitted during the week preceding the first day of final examinations for either the long session or summer term.

A student who withdraws on or up to the 12th class day will have no record of coursework on the transcript. A student who withdraws after the 12th class day and before the last day to drop without penalty will receive a grade of "W". After the last date to withdraw without penalty, the grade of "WF" is assigned, unless the student withdraws for medical reasons or a "W" is recommended by the instructor.

## REFUNDS UPON WITHDRAWAL FROM THE UNIVERSITY

The following schedule has been adopted for refunds for tuition and fees upon withdrawal from the University during the fall or spring semester:

Prior to the first day of class.....	100%*
(see University Calendar)	
During the first five class days of the semester.....	80%
During the second five class days of the semester.....	70%
During the third five class days of the semester.....	50%

During the fourth five class days of the semester.....	25%
After the fourth five class days of the semester.....	None
*100% except for matriculation fee	

No part of tuition or fees is returned after the fourth week of the fall or spring semester.

The following schedule has been adopted for refunds for tuition and fees upon withdrawal from the University during any summer term:

Prior to the first class day of each summer term.....	100%
During the first, second, or third class day of each summer term.....	80%
During the fourth, fifth, or sixth class days of each summer term.....	70%
Seventh class day of each summer term and thereafter.....	None

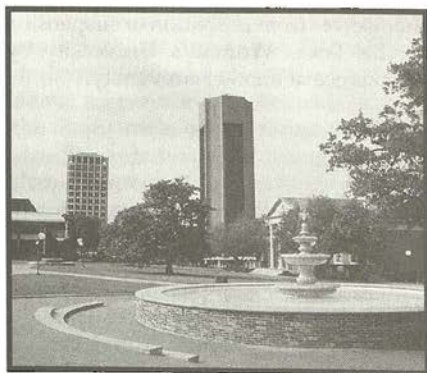
## ACADEMIC RECORDS

### Adding/Dropping a Course

Students should refer to the University calendar and current schedule of classes for specific dates and deadlines for changing their schedules. There is a \$3 fee for dropping or adding a course.

### Transcript

Copies of transcripts are available, at the student's request, in writing. The copies will be ready for the student within a reasonable period of time following the submission of the written request. Copies of transcripts may be obtained in the Transcript office.



# Academic Affairs and Records

## Student Directory Information

It is the policy of the Texas Woman's University to obtain the written consent of a student before disclosing personally identifiable information from that student's education records other than directory information and information requested for official use. This policy complies with the Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment, which applies to all educational institutions and educational agencies that receive funds under any program administered by the U.S. Secretary of Education. The law provides three fundamental rights to students who attend post-secondary institutions:

- right to inspect and review education records;
- right to request to amend education records;
- right to limit disclosure of "personally identifiable information" contained in education records

Educational Records are those records, files, documents, and other materials:

1. directly related to a student; and
2. maintained by an educational agency or institution or by a party acting for the agency or institution.

**\*\* Education records are any record maintained in any way, including, but not limited to: handwriting, computer media, print, video or audio tape, film, microfilm and Microfiche, e-mail. etc.**

Directory information includes the following information relating to a student: the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletes, most recent previous school attended, degrees and awards, photographs, dates of attendance, e-mail address, class roster, full or part-time status and class schedule.

**Directory information will not be disclosed if the student so notifies the Registrar's office at the address indicated below in writing prior to the final day of registration.**

Texas Woman's University  
P.O. Box 425559  
Denton, TX 76204-5559

Individuals who may obtain information other than directory information may include:

1. other TWU officials with a need to know;
2. officials of other schools where the student seeks enrollment;
3. certain representatives of the federal government;
4. state educational authorities;
5. governmental representatives in connection with financial aid for which a student has applied;
6. organizations conducting studies for or on behalf of educational institutions or agencies for testing purposes, student aid programs, and instructional improvement;
7. accrediting organizations;
8. those responsible for ensuring compliance with a judicial order;
9. appropriate parties in a health and/or safety emergency;
10. parents of a dependent student as defined in Section 152 of the Internal Revenue Code of 1954.

## Limitations on Right to Review Education Records

Educational records to which students may have access do not include the following:

- financial records and statements of their parents or any information contained therein, without parents' authorization.
- records which are "created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional" acting in a professional capacity which are created or used only in connection

# Academic Affairs and Records

with the provision of treatment for the student and which are held in strict confidence, provided they may be personally reviewed by a physician or other appropriate professional of the student's choice;

- working records which are the sole possessions of instructional, supervisory, administrative, and educational personnel provided they are "not accessible or revealed to any other person except a substitute;"
- confidential letters and/or statements written prior to January 1, 1975, and those written with a documented understanding of confidentiality.

## Request to Amend Education Records

A student who believes that information contained in education records is inaccurate or misleading may request that the record(s) be amended. The student should first meet with the administrative or faculty official responsible for the record.

If such a meeting is not sufficient to resolve the difference, the matter should be reviewed by the appropriate dean. If the differences remain unresolved, the student should submit a written request for a hearing to the appropriate Vice President. The student will be informed well in advance of the date, place, and time of the hearing. Opportunity will be afforded the student to present evidence related to the issue in question. A decision in writing will be provided to the student within a reasonable period of time after the conclusion of the hearing.

A request to amend a grade, or a hearing to contest the assignment of a grade, is not allowed under this procedure. However, one may contest whether or not the grade was recorded accurately.

The procedure indicated above does not apply to placement credentials. For additional information, see page 51 or contact the Career Services office.

## Student Access

Students may inspect, review, and receive a copy of their education records upon request and upon completion of a form supplied by the component maintaining the records in question. Access is given to a student within a reasonable period of time, not to exceed 45 days. Personal/protected information about other students or University personnel will be redacted from the documents prior to release to the student. For review of documents, an appropriate administrative official or member of the faculty will be present. For copies of written documents and/or audio tapes, students will be accessed a fee to cover costs associated with their request.

## Education Records

Education records of the University are contained in the offices of:

1. Enrollment Management
2. Director of Career Services
3. Director of Information Technology Services
4. Director of Student Financial Aid
5. Director of University Health Services
6. Dean of the Graduate Studies and Research
7. Provost and Vice President for Academic Affairs
8. Office of Student Life

# 4

## Student Conduct Policies

### ACADEMIC DISHONESTY

Academic integrity is the foundation of the academic community. Because each student has the primary responsibility for being academically honest, students are advised to read and understand all sections in this handbook relating to standards of conduct and academic life.

#### Definitions

Academic dishonesty includes cheating, plagiarism, falsifying academic records, and other acts intentionally designed to provide unfair advantage to the student or the attempt to commit such acts.

Cheating includes, but is not limited to, intentionally giving or receiving unauthorized aid or notes on examinations, papers, or class assignments intended to be individually completed. Cheating also includes the unauthorized copying of tests or any other deceit or fraud related to the student's academic conduct.

Plagiarism occurs when a student obtains someone else's work and presents those ideas or words as her or his own academic work.

Falsifying academic records includes, but is not limited to, altering grades or other academic records.

#### Procedures

In the event of alleged academic dishonesty, a faculty member will document the incident on an Academic Dishonesty Incident Report. A student who wishes to report an alleged incident of academic dishonesty may do so by completing the Academic Dishonesty Incident Report and submitting it to the instructor for the

course. The faculty member will schedule a conference with the student to discuss the allegations. If the student does not dispute the charge, the instructor may then assign a reasonable penalty, such as a verbal reprimand or lowered grade. Any penalty imposed will be recorded on the incident form and filed by the faculty member with the Office of Student Life in the student's educational record.

In cases of alleged academic dishonesty, faculty members are encouraged to check with the office of Student Life to determine if any previous sanctions for violations of the policy on academic dishonesty have been recorded.

In all cases in which the student disputes the charge, she or he may request a review of the issue with the department chair, program chair or associate dean within 10 days following the initial meeting with the faculty member. If the matter cannot be resolved at that level, the student may contact the dean of the college/school to request a hearing on the matter. (Graduate students will contact the Dean of the Graduate School). The Dean will appoint a Hearing Committee to conduct a hearing to be held within 10 class days of the request. The faculty member making the allegation will present the case to the Hearing Committee. The hearing shall include evidence and witnesses for both sides of the dispute. The results of the hearing including the facts of the violation and sanctions imposed, if any, will be documented on the incident form and filed with the office of Student Life.

# Student Conduct Policies

## Hearing Committee

- The Hearing Committee shall be comprised of 4 faculty members (not including any of the student's current faculty) and 2 students appointed by the dean of the college/school. One member shall be appointed as chair.
- The TWU academic dishonesty policy does not include the right to have legal representation at committee hearings; however, students may select a TWU student, staff or faculty member as adviser to be present for consultation purposes during the hearing. The adviser may not address the committee members or witnesses.
- Following the hearing, the committee will make a recommendation to the dean of the college/school who will make a post-hearing decision. The student will receive written notice of the dean's decision within a reasonable time period after the hearing.

A student may appeal the decision of the dean in writing to the Provost/Vice President for Academic Affairs within 72 hours of receipt of the decision. The decision of the Provost/Vice President for Academic Affairs is final. Grades or degrees may be withheld pending the outcome of the appeal.

## Penalties in the Event of Academic Dishonesty

In the event of academic dishonesty, the following courses of action are available to the University, based upon the severity of the violation:

- Verbal reprimand
  - Assignment of a lower grade on the test/paper/project in question, with an explanation from the instructor.
  - Assignment of a grade of F in the course.
  - Expulsion from the course with the assignment of a passing grade (W)
  - Expulsion from the course with the assignment of a failing grade (WF)
- Referral to the Student Code of Conduct Review Committee for consideration of University-wide sanctions, including the possibility of suspension or expulsion from the University.



Students studying in the Garden Room, located in the Student Center.

## STUDENT RIGHTS AND RESPONSIBILITIES

Texas Woman's University is a community of scholars in which the ideals of freedom of inquiry, freedom of thought, freedom of expression and freedom of the individual are sustained. TWU is committed to preserving the exercise of any right guaranteed to individuals by the constitution. However, the exercise and preservation of these freedoms and rights require a respect for the rights of all people in the community to enjoy them to the same extent. In a community of learning, willful disruption of the educational process, destruction of property, and interference with the orderly process of the university or with the rights of other members of the university cannot be tolerated.

Students enrolling in Texas Woman's University and registered student organizations assume an obligation to conduct themselves in a manner compatible with the University's function as an educa-



# Student Conduct Policies

tional community. The act of registering for classes or registering as a TWU student organization is considered an explicit acceptance of TWU's regulations as outlined in the most recent issue of the Student Handbook and Planner, the University General Catalog, the Graduate Catalog, and other official University publications. To fulfill its functions of imparting and gaining knowledge, TWU retains the authority to maintain order within the university and to exclude those who are disruptive of the educational process or who represent a threat to the community.

Students and student organizations enjoy the following rights:

1. the right to an environment in the residence halls, academic buildings, and other areas on campus which will be as conducive as possible to study and serious inquiry;
2. the right to inquire about and to recommend improvements in policies, regulations, and procedures affecting the welfare of students through appropriate channels such as student government, administrative offices, and various committees;
3. the right to a fair hearing (procedure described below) when charged with violation of University regulations.

Students and student organizations must assume the following responsibilities:

1. The responsibility for being fully acquainted with published regulations and for complying with these regulations in the interest of an orderly and productive community;
2. The responsibility for respecting the rights and property of other persons in the University community.
3. The responsibility for knowing that each student's conduct reflects not only upon the student but also upon the institution and the members of the community and that conduct must be judged accordingly.

## Section I: Statement of Community Respect

Texas Woman's University is committed to providing equal educational opportunities to all students and to fostering an educational environment free from intimidation and harassment. While upholding the principles of free intellectual inquiry and freedom of expression, the University condemns any form of intimidation or harassment, including intimidation or harassment which arises from sexual harassment and forms of discrimination including racism. Racism can be defined as behavior or a pattern of conduct that humiliates, harms, or places individuals at a disadvantage on the basis of race, color, ethnicity, or national origin.

The pursuit of community respect requires tolerance of intellectual positions and the expression of ideas that are different from, and contrary to, one's own beliefs and values. The TWU community expects that the expression of these ideas will be exercised in ways that are consistent with norms of civility toward all people and that demonstrate respect for the cultural traditions of the diverse racial, religious, ethnic and national groups that comprise the University community.

## Section II: Code of Conduct

The Code of Conduct includes a list of violations, incidents other than academic dishonesty, for which disciplinary action may be imposed on students and student organizations. Violations of the Code of Conduct fall into the following categories:

- A. Falsification, forgery, alteration, unauthorized possession, or misuse of University documents, records, or identification, or knowingly furnishing false information to the University or to a University official.
- B. Destruction, damage, unauthorized possession of or misuse of private or University property.
- C. Being in unauthorized places including campus or faculty offices and buildings after hours, without proper authority.

# Student Conduct Policies

- D. Obstruction or disruption of teaching or any other lawful function or mission of the University.
- E. Willfully refusing or failing to leave any property owned, operated, or controlled by the University upon being requested to do so by an authorized University official.
- F. Verbal, physical, or psychological abuse, including detention or threat of bodily harm to self or another person or persons in the University community.
- G. Possession, use, sale, or delivery of controlled substances or dangerous drugs or other narcotics or illicit drugs wherein the possession, use, or delivery thereof is a violation of local, state, or federal laws.
- H. Manufacture, sale, or delivery of alcoholic beverages on University properties or violation of the University alcohol policy (see Drug and Alcohol Policy on page 79).
- I. Being under the influence of alcohol or drugs in a public place.
- J. Sexual harassment, or sexual assault, including rape, or acquaintance rape, forcible or nonforcible.
- K. Intimidation or harassment of TWU students or employees.
- L. Theft of property or damage, other than accidental, to property of the University, members of the TWU community, or campus visitors.
- M. Violation of rules relating to the use of campus buildings and other University facilities or services.
- N. Malfeasance or misuse of elective or appointed office in a student organization which is injurious to the organization, its members, or the welfare of the University community.
- O. Hazing of any kind including acts directed against a TWU student by another student, or by a group of students, if the intent is to or the effects of such acts would intimidate or subject the student to indignity or humiliation including any violation of the TWU Hazing Policy. (See Hazing Policy on page 96)
- P. Failure to answer an official summons or to comply with lawful directions of University officials acting in the performance of their duties.
- Q. Denial of or interference with any person's lawful right of access to, use of, or exit from any University facility or with any other lawful right of any person on the campus.
- R. Possession or use of firearms, dangerous weapons, explosives, and/or dangerous chemicals outside of the classrooms.
- S. Violations of city, state or federal laws.
- T. Smoking in "no smoking" areas.
- U. Unauthorized tampering with any fire alarm or fire safety system.
- V. Violation of the TWU Information Technology Use Policy which governs acceptable and ethical conduct.
- W. Other violations determined by University authorities to warrant disciplinary action.

## Section III: Code of Conduct Review Process

- A. Individuals are encouraged to file complaints when they believe there has been a violation of the Texas Woman's University Code of Conduct. The formal mechanisms of this Code are designed to afford fairness to the individuals involved, and to resolve cases in a timely manner. Those filing complaints under these standards should contact the Office of Student Life, in room 206 in the Student Center. Incidents occurring in one of the residence halls involving resident student(s) will, upon the request of the Office of Student Life, follow the residence hall conduct review process. The Student Code of Conduct review process applies to all TWU students and student organizations.
- B. When an incident complaint is filed, the student or organization named in the complaint will be asked to meet



# Student Conduct Policies

with the University administrator charged with review of violations of the University's Code of Conduct to discuss the alleged violation(s). The University administrator, to be designated by the Vice President of Student Life, is usually the Associate Vice President of Student Life on the Denton campus and the Associate Vice President of the Dallas Centers on the Parkland and Presbyterian campuses and the Vice Provost of Health Affairs in Houston. Incidents that occur in a TWU residence hall and involve resident students will typically be handled through the residence hall conduct review process; however, cases involving physical violence, firearms, drugs and/or violations of city, state, or federal laws may be referred directly to the Code of Conduct review process. Incidents involving commuter students or occurring outside of the residence halls will be handled through the Code of Conduct review process by personnel in the Office of Student Life on the campus where the incident occurred.

- C. If, as a result of the initial meeting, the allegation(s) is not contested, the Review Officer will either determine the appropriate sanction(s) and communicate the decision to the student or conduct an Administrative committee hearing to review the case. The student may obtain a hearing before the Student Code of Conduct Review Committee ("Review Committee") concerning the sanction imposed by the Review Officer by delivering a written notice to the Review Officer within 72 hours of notification of the decision.

If, at the initial meeting, the matter is contested, the student alleged to have violated the Code of Conduct will be notified, in writing, of the specific section(s) of the Code of Conduct involved and the procedures available for a hearing before the Review Committee. Written notice of violation(s) may be hand delivered to students in

classes and elsewhere or sent by certified mail.

- D. A hearing will be held by the Review Committee within 15 class days following the initial meeting with the Review Officer. Texas Woman's University Student Code of Conduct policy **does not** include the right to have legal representation at Review Committee hearings; however, students may have a TWU adviser/friend present for consultation purposes during the hearing. The adviser/friend may not address the Review Committee members or any witnesses present. After consideration, the Review Committee will make a recommendation to the Associate Vice President of Student Life who will make a post-hearing decision. The student may appeal the decision of the Associate Vice President of Student Life by delivering a written notice of appeal to the Vice President of Student Life within 72 hours following the receipt of the Associate Vice President of Student Life's post-hearing determination. The decision of the Vice President of Student Life is final.
- E. As an alternate procedure, the student named in the complaint may elect in writing, at the initial meeting with the Review Office, to have an administrative hearing rather than a hearing before the Review Committee. Administrative hearings may also be used during summer sessions, semester breaks, and/or other times where the review officer determines it to be appropriate due to the nature of the alleged offense. Administrative hearings will be conducted by the University Review Officer who will hear the case and render a decision or by a committee of three faculty and/or staff members. For cases which are contested, the hearing will involve all pertinent issues, and where the case is not contested, the administrative hearing

# Student Conduct Policies

will involve only the appropriate sanction(s).

- F. The Review Committee is comprised of faculty, staff, and students who hear the case and render a decision. All students on the committee must be in good academic standing (minimum GPA 2.0) in order to be eligible to serve on the Review Committee.

1. Denton campus: The Denton Campus Review Committee is comprised of six (6) students appointed by the United Student Association President, six (6) students appointed by the Vice President of Student Life, six (6) faculty members appointed by the Provost and Vice President for Academic Affairs, and three (3) staff members appointed by the Vice President of Student Life. Each Review Committee hearing will utilize four students, two faculty, and one staff person. The students, faculty, and staff who hear the case will be randomly selected from each category of the Review Committee. In the event that there are not sufficient review committee members available, additional members may be appointed by the Vice President of Student Life.

2. Dallas and Houston campuses: The Associate Vice President for each center shall have the authority to call an ad hoc review committee for the purpose of conducting hearings for their Center. The ad hoc review committee will be comprised of two students appointed by the President and the Student Government Association President or United Student Association President on the respective campus, two students appointed by the Associate Vice President, two faculty members appointed by the Associate Vice President, and the Student Life Coordinator.

## Section IV: Disciplinary Sanctions

Authority to administer a fair and just disciplinary program has been delegated by the President and Chancellor to the Vice President of Student Life and/or the Associate Vice President for Student Life. The Vice President of Student Life or the Associate Vice President for Student Life may take any immediate interim disciplinary action when, in the opinion of the official, such action is necessary to protect life or property or the well-being of members of the TWU community. This policy applies to student violations by graduate and undergraduate students.

Penalties may be imposed singly or in combination upon individuals, groups, or organizations. The following sanctions may be imposed by the University:

- A. **Warning**: A warning is a written notice to the student or organization that the conduct in question violates University regulations. A warning becomes part of a student's or organization's disciplinary record in the Office for Student Life. For organizations, a warning may include notification to the organization's president or adviser and to the chapter's national headquarters, if any.
- B. **Loss of Privileges**: The University may deem it appropriate to take away certain privileges from an individual or organization. This sanction may include removal from an elective or appointed office of a registered campus organization, removal of recognition, and ineligibility to represent the University.
- C. **Imposition of special conditions**: The student may be required to participate in works of service on the University campus or in the community as deemed appropriate. Additionally, the student(s) may be asked to perform certain tasks, or make restitution, whether monetary or by specific duties, or comply with a behavioral contract.
- D. **Disciplinary Probation**: Disciplinary Probation is levied for a specific time based on the seriousness of the circum-

# Student Conduct Policies

stances of the case. Disciplinary Probation constitutes a loss of good standing at the University, automatic loss of privileges, and serves as a warning that any further violation of University regulations may result in more serious consequences, including suspension or expulsion. Disciplinary Probation is a sanction which remains a permanent part of the student's confidential record in the Office of Student Life.

E. **Interim Suspension:** Interim suspension is a sanction levied by the Vice President of Student Life or a designee when she/he is satisfied that the continued presence of the student on the campus constitutes a threat to the security or emotional safety and well-being of members of the University community, guests, or University property. Appeals of an Interim Suspension must be submitted in writing to the Vice President of Student Life within five (5) class days from the effective date of the interim suspension.

F. **Suspension:** Suspension is the separation of the student or organization from the University for a definite or indefinite period of time or until written specified conditions are met. Conditions may include a ban that prohibits visitation on the campus, during the suspension, without prior written approval from the Vice President of Student Life.

G. **Expulsion** is the permanent separation of the student or organization from the University. A student expelled from the University is not eligible for readmission.

H. Other sanctions which are deemed appropriate by the University.

## Enforcement of Regulations

The University reserves the right to establish or modify any existing regulations when unusual circumstances dictate. A student who is under suspension from another institution shall not be permitted to enter the Texas Woman's

University until the student's eligibility to re-enter the institution which imposed the suspension can be established. A student under suspension or administrative withdrawal from Texas Woman's University may not be permitted to visit on campus during the suspension or withdrawal period except for a brief period in the office of a University administrator to transact essential official business.

## ALCOHOL AND DRUG POLICY AND GUIDELINES

In the summer of 1985, the Texas legislature passed Senate Bill 21 which changed the legal drinking age from 19 to 21 effective September 1, 1986. Specifically, the Texas law prohibits the purchase, consumption, and/or possession of alcoholic beverages by anyone under the age of 21. In addition to Texas law, Texas Woman's University must comply with the Federal Drug-Free Schools and Communities Act Amendments of 1989.

Since irresponsible use of alcoholic beverages is detrimental to the maintenance of an educational environment, it is the intent of the University to establish practices and procedures which discourage irresponsible use of alcoholic beverages and ensure compliance with local, state, and federal laws. While the decision to use or not to use alcoholic beverages is a matter of individual choice among persons of lawful age under State statutes, the University will attempt to encourage an environment where individual choice is coupled with responsible behavior and respect for the rights of others. This will be accomplished by supporting the responsible and legal use of alcoholic beverages and by educating the students about the effects of misuse and abuse of alcohol.

In regard to the use of alcoholic beverages, the University community should be aware that:

1. Residence hall staff members must, if they discover underage drinking, take immediate steps to stop the activity, including presiding over the cessation

# Student Conduct Policies

of drinking and the disposal of the alcoholic beverages.

2. Student organizations, their officers, and advisers are liable if underage students manage to obtain alcoholic beverages at an organization-sponsored event, regardless of where the event is held.
3. Provision and/or distribution of or failure to control access to alcoholic beverages to underage students by those of legal drinking age is a violation of University regulations and may be a violation of local and state laws.

## Statement of Policy

### A. General University policy and procedures to be followed by all individuals and groups:

1. Use or possession of alcoholic beverages at Texas Woman's University by an individual under the age of 21 is prohibited. Failure to comply with this regulation violates state law and the policy governing student conduct and will subject the individual to disciplinary action.
2. Texas Woman's University reserves the right to designate locations, times, and conditions under which alcoholic beverages may be served and under which persons of legal drinking age may consume or possess beer, wine, or distilled spirits in or on any property under the control or jurisdiction of the University.
3. Persons of lawful age under Texas statutes may be permitted to possess and/or consume alcoholic beverages in the privacy of their rooms/apartments in residence halls of the University.
4. Alcoholic beverages intended for consumption on any university property, except for private residence hall rooms, must be purchased from the Food Services contractor. Any exceptions to this policy must be authorized by the University Large Event Committee.
5. Groups, individuals, departments, or organizations desiring to serve or con-

sume any type of alcoholic beverage on campus must obtain permission in advance by means of the Alcoholic Beverage Use Request (ABUR) Form. Forms may be obtained from the Office of Student Life, Student Center 206 or the Student Center Office, SC 209 (Denton campus); the Student Life Coordinator (Dallas Parkland Center); the Student Life Coordinator, front desk of the North Residence Hall (Houston Campus). In order to provide time for processing, ABUR forms must be completed and filed with the appropriate office(s) at least 15 working days in advance of the proposed function where alcoholic beverages would be served.

Only the following exceptions will be made to the required filing of an Alcoholic Beverage Use Request Form:

- (a) private use in a residence hall and/or apartment as indicated under Section A.3;
  - (b) the Golf Course Clubhouse - beer and wine may be sold for consumption by persons of lawful age (under Texas statutes) on the premises in the sales area as designated in the appropriate license during hours in accordance with Denton ordinances and State laws; and
  - (c) private homes owned by the University or on University property including the President's home and other private residences rented to individuals by the University.
6. Alcoholic Beverage Use Request (ABUR) Forms will not be approved for areas of the campus which are designated as non-public or as instructional areas. For purposes of this policy these areas include, but are not restricted to: offices; public child care facilities; libraries; research areas; laboratories; music practice rooms; laundries; warehouses; stockrooms; shops; general service areas; mechanical rooms; the power plant; rest rooms; studios; computer rooms; study rooms; hallways; elevators; balconies; and classrooms. Approval will also be contingent upon evidence

# Student Conduct Policies

of appropriate methods of complying with State statutes regarding the serving of alcoholic beverages to persons not of lawful drinking age and evidence of appropriate security measures. Request forms must have the approval of the appropriate facilities coordinator, the Associate Vice President for Student Life in Denton, the Associate Vice President at the Dallas campus, or the Vice Provost/Health Affairs on the Houston campus, the Director of the Center for Student Development, and the Department of Public Safety.

7. On-campus possession of open containers and consumption of beer, wine, and/or distilled spirits by individuals is prohibited in all public areas of University-owned or controlled facilities and grounds (excluding the golf course) except for those specifically designated by this policy or those specifically approved on a per-event basis via the Alcoholic Beverage Use Request Form.

8. With the exception of the Golf Course Clubhouse, all sales of alcoholic beverages on the Denton campus will be coordinated through the Food Services contractor.

9. General Guidelines:

(a) Public University funds, including Student Services fees, Student Center fees, and residence hall fees, may not be used to purchase alcoholic beverages on or off campus.

(b) A copy of the approved Alcoholic Beverage Use Request (ABUR) Form must be available at any event where alcoholic beverages will be present as proof that approval was obtained.

(c) Hosting individuals and/or organizations, as well as individuals in attendance, are responsible for the conduct of those attending the event, ensuring that any consumption of alcoholic beverages occurs in a lawful and re-

sponsible manner and that people under the legal drinking age do not consume alcoholic beverages.

(d) All individuals attending an activity where alcoholic beverages are served, consumed, or are present must maintain on their persons appropriate proof of age. Participants must present either a Texas driver's license or a photo I.D. card issued by the Texas Department of Public Safety.

(e) Possession or use of a false identification will result in appropriate disciplinary and/or criminal action.

(f) Appropriate disciplinary and/or criminal action will be taken in cases where persons of legal age are found providing alcoholic beverages to persons under the age of 21.

(g) Texas Woman's University registered student organizations may not serve, sell, or consume alcoholic beverages at any organization meeting or function on or off campus.

10. Advertising of University events where alcoholic beverages will be consumed must be consistent with the educational philosophy of Texas Woman's University, the TWU posting policy and with the following general guidelines:

(a) Advertisement for any university event where alcoholic beverages are being served must note the availability of non-alcoholic beverages and food as prominently as the alcoholic beverages.

(b) The messages conveyed in the promotion of any event must not encourage any form of misuse of alcoholic beverages.

(c) Publicity must not convey that consumption of alcoholic beverages is the purpose or reason for the event.

(d) Promotion must not refer to the

# Student Conduct Policies

amount/quantity of alcohol e.g., two-keg party, etc.

- (e) Advertisements for events must not portray drinking as a solution to personal or academic problems of students nor as necessary to social, sexual, or academic success.
- (f) Alcoholic beverages must not be provided as awards, door prizes, or give-aways.

## **B. Specific Guidelines for University Residence Halls:**

Residence hall occupants and their guests are required to comply with state and local statutes concerning possession, sale, and consumption of alcoholic beverages. If used, alcoholic beverages must be used in moderation to ensure residents' rights to privacy, sleep, and study within their rooms/apartments. Loud or disruptive behavior, interference with cleanliness of the residence halls, or drinking habits which are injurious to health or education of an individual or those around her/him are reasons for appropriate disciplinary action by the University.

Residence hall occupants of lawful age may consume and possess alcoholic beverages in the privacy of their rooms and/or apartments only under the following guidelines:

1. Alcoholic beverages may be possessed or consumed, but not sold, in the privacy of student rooms/apartments by those residents and their invited guests who are of legal drinking age.
2. All alcoholic beverages which are transported through public areas must be unopened and concealed. See Section A.7, "Statement of Policy," for further information.
3. All private gatherings held in student rooms/apartments must be confined to the specific room/apartment, and the door must be closed. A maximum of six occupants (residents and guests) is allowed per room/apartment.
4. Students may not possess an excessive amount of alcoholic beverages. The definition of "excessive" is at the discretion of the Department of University Housing. Kegs or other large containers that contain or have contained alcoholic beverages are prohibited in the residence halls.
5. Advertisement of private gatherings (parties) in a resident's room/apartment is prohibited.
6. Residents are responsible for the action(s) of their guests at all times. The use/misuse of alcoholic beverages does not excuse disruptive, noisy, or indecent behavior.
7. Progressive drinking parties are not allowed.
8. Alcoholic beverages cannot be served or consumed at functions sponsored by RHA or hall governments.

## **C. Referral Procedures for Noncompliance:**

Individuals or organizations violating the University Alcoholic Beverage Policy will be referred to the appropriate Vice President, Associate Vice President/Vice Provost at each campus/center, or their designees for disciplinary and/or criminal action.

## **D. Penalties for Noncompliance:**

All students, faculty, staff, and visitors using University facilities have a responsibility to abide by all conditions of the University Alcoholic Beverage Policy. Persons found guilty of non-compliance with this policy or the laws of the State of Texas have committed a violation of University rules and regulations and are subject to sanctions commensurate with the offense as outlined in the Student Handbook and Planner, Faculty/Staff handbooks, and Sections A-L under "Legal Requirements Concerning the Use of Alcohol" in this policy.

1. Student violations of the Alcohol Policy will result in confiscation and disposal of the alcoholic beverages and referral to the University disciplinary

# Student Conduct Policies

system for appropriate sanctions.

2. Non-affiliated groups or organizations in violation of this policy will have the function or event closed immediately, forfeiting the remainder of their rental as well as their deposit, and may lose the privilege of future use of Texas Woman's University facilities.

## Legal Requirements

### Concerning the Use of Alcohol

The use of alcoholic beverages by members of the Texas Woman's University community is at all times subject to the alcoholic beverage laws of the State of Texas as they may be amended. Such laws presently include, in part:

- A. Purchase, Consumption, or Possession of Alcoholic Beverages by a Minor - A minor commits an offense if she/he consumes an alcoholic beverage except in the visible presence of an adult parent, guardian, or spouse; she/he possesses an alcoholic beverage except during employment by a licensee or in the visible presence of an adult parent, guardian, spouse, or other adult to whom the minor was committed by a court. A violation is a misdemeanor punishable by a fine of not less than \$25 nor more than \$200 on a first conviction. If a person has been previously convicted of a violation of this section, the violation is a misdemeanor punishable by a fine of not less than \$250 nor more than \$1,000. (Alcoholic Beverage Code [ABC] Sec. 106.02, 106.04, and 106.05)
- B. Purchase of Alcoholic Beverages for a Minor/Furnishing Alcoholic Beverages to a Minor - A person commits an offense if she/he purchases an alcoholic beverage for, gives to, or knowingly makes an alcoholic beverage available to a minor, unless the person is visibly present when the minor possesses or consumes the beverage and is the minor's adult parent, guardian, spouse, or an adult to whom the minor

was committed by a court. A violation of this section is a misdemeanor punishable by a fine of not less than \$100 nor more than \$500. (ABC Sec. 106.06)

- C. Misrepresentation of age by a Minor - A minor commits an offense if she/he falsely states that she/he is 21 years of age or older or presents any documents that indicate that she/he is 21 years of age or older to a person engaged in selling or serving alcoholic beverages. A violation of this section is a misdemeanor punishable by a fine of not less than \$25 and not more than \$200 on a first conviction. If a person has been previously convicted of a violation of this section, a violation is a misdemeanor punishable by a fine of no less than \$100 nor more than \$500. (ABC Sec. 106.07)
- D. Public Intoxication - An individual commits an offense if the individual appears in a public place under the influence of alcohol or any other substance to the degree that the individual may endanger self or another. Public intoxication is a Class C misdemeanor which is punishable by a fine of up to \$500. (Sec. 42.02, Penal Code)
- E. Sale of Alcoholic Beverages - The sale or possession for the purpose of sale of any type of alcoholic beverage is prohibited by state law unless the seller possesses a valid license or permit (ABC Sec. 11.01 and Sec. 61.01). The term "sale" is broadly interpreted by law enforcement authorities to include such practices as charging admission to events where alcoholic beverages are served. In addition, tickets, activity fees, membership dues, or other exchanges which are in any way restrictive are viewed as indirect payment for alcoholic beverages and are illegal unless the alcohol is obtained through a valid liquor license.
- F. Consumption After Hours - Consumption of alcoholic beverages in a public place is not permitted between the hours of 12:15 a.m. and 7 a.m., Monday

# Student Conduct Policies

through Saturday; 1:15 a.m. and 7 a.m. on Saturday; and 1:15 a.m. and noon on Sunday. Section 105.06 of the Alcoholic Beverage Code makes consumption after hours a misdemeanor offense with a fine of up to \$50. Therefore, an individual should not possess any cup, glass, can, bottle, or any other receptacle containing alcoholic beverages in a public place between the hours listed above. This includes streets, parking lots, restaurants, bars, or any establishment open to the public as well as outside fraternity and sorority houses.

G. Consumption or Possession of Alcoholic Beverages in a Motor Vehicle - A person commits an offense if the person consumes an alcoholic beverage while operating a motor vehicle in a public place. An offense under this section is a Class C misdemeanor punishable by a fine of up to \$500. (Sec. 49.03 Penal Code)

H. Driving While Intoxicated - "Intoxication" is defined as not having the normal use of mental or physical faculties by reason of the introduction of alcohol, a controlled substance, a drug, or a combination of two or more of those substances into the body or having an alcohol concentration of 0.10 percent or more. (Sec. 49.04 Penal Code)

A person commits an offense if the person is intoxicated while driving or operating a motor vehicle in a public place. A first offense is punishable by a fine of no less than \$100 nor more than \$2,000 and confinement to jail for a term not less than 72 hours and not more than two years. If the person driving or operating the motor vehicle has an open container of alcohol in the person's immediate possession, the offense is a Class B misdemeanor with a minimum term of confinement of six days. (Section 49.04 Penal Code)

I. Boating While Intoxicated - A person commits an offense if the person is intoxicated while operating a watercraft. An offense under this section is a Class

B misdemeanor with a minimum term of confinement of 72 hours. (Section 49.06 Penal Code)

J. Intoxication Assault - A person commits an offense if the person, by accident or mistake, while operating an aircraft, watercraft, or motor vehicle in a public place while intoxicated by reason of that intoxication causes serious bodily injury to another. "Serious bodily injury" means injury that creates a substantial risk of death or that causes serious permanent disfigurement or protracted loss or impairment of the function of any bodily member or organ. An offense under this section is a felony of the third degree. (Sec. 49.07 Penal Code)

K. Intoxication Manslaughter - A person commits an offense if the person operates a motor vehicle in a public place, an aircraft, or a watercraft and is intoxicated and by reason of that intoxication causes the death of another by accident or mistake. An offense under this section is a felony of the second degree. (Sec. 49.08 Penal Code)

L. Enhanced Offenses and Penalties - If it is shown on trial of an offense under Section 49.04, 49.05 (Flying While Intoxicated), or 49.06 that the person has previously been convicted one time of an offense relating to the driving or operating of a motor vehicle, an aircraft, or a watercraft while intoxicated, the offense is a Class A misdemeanor with a minimum term of confinement of 30 days. If it is shown that the person has previously been convicted two times of an offense relating to the driving or operating of a motor vehicle, an aircraft, or a watercraft while intoxicated, the offense is a felony of the third degree. (Sec. 49.04 Penal Code)

This policy is subject to annual review by the University Alcohol and Drug Education Committee.



# Student Conduct Policies

## DRUG POLICY AND APPEALS PROCEDURE

### A. Definitions

1. The term "illegal drug" shall mean any drug or substance defined and regulated under Article 4476-14 or Article 4476-15 or Vernon's Texas Civil Statutes (except as may be allowed by said provisions~ or any drug or substance the possession or delivery of which is made illegal by any other law or regulation of the state of Texas.
2. "Use" of a drug shall include use, possession, manufacture, sale, distribution, or delivery on Texas Woman's University property of any one or more illegal drugs.
3. "On Texas Woman's University property" shall mean on or in any building, facility, grounds, streets, or other property owned, leased, or controlled by the Texas Woman's University.
4. "Penalty" shall mean the sanction imposed for violating the policy. The sanction to be imposed for violating the policy shall be as designated by the Texas Woman's University.
5. The "Student Code of Conduct Committee" is a standing committee of the University, the faculty component being appointed by the Provost and Vice President for Academic Affairs, and the student component being appointed by the Vice President of Student Life and the United Student Association.
6. "Policy" means the published policy of the Texas Woman's University which prohibits the use of illegal drugs by students on University property.

### B. Policy Statement

It is the policy of the Texas Woman's University that the use of illegal drugs is prohibited on Texas Woman's University property. Such use of drugs by Texas Woman's University students is

subject to penalties set out in the Student Handbook which includes suspension from attendance or enrollment at Texas Woman's University.

### C. Complaint Filed

Any person having knowledge of use of illegal drugs on campus should report said event to the Vice President of Student Life.

### D. Investigations, Summons, and Interview

When there is an allegation of violation of this policy, an administrative hearing will be held to:

1. make whatever investigation is appropriate;
2. summon the student to advise her/him of the allegations of a possible violation of University rules and regulations and discuss the charges and evidence with student;
3. afford the student an opportunity to respond and to offer mitigating circumstances; and
4. notify the student of the decision of the administrative hearing after such decision has been reached and of the right to appeal the decision to the Vice President of Student Life.

### E. Interim Action

Where it is determined by the Vice President of Student Life or her/his designee that the student's continuing presence poses a danger to persons or property or an on-going threat of disrupting the academic process, the Vice President of Student Life or her/his designee may take immediate interim disciplinary action including suspension. No such action may be taken until the Vice President of Student Life or her/his designee discusses or attempts to discuss the case with the student. If interim action is taken, a hearing or other process shall be scheduled as soon as possible.

### F. Procedure Before the Hearing Committee/Hearing Official

See Code of Conduct page 77.

# Student Conduct Policies

## STATE OF TEXAS PENALTIES

### Offense, Maximum Penalties

Public Intoxication, Class C, \$500 fine  
Driving/Boating W/Intoxicated, Class A, 1 yr, \$4,000 fine  
Selling Alcohol to a Minor, Class A, 1 year, \$4,000 fine  
Purchasing Alcohol for a Minor, Class B, 180 days, \$2,000 fine  
Alcohol Consumption by a Minor, Class B, 180 days, \$2,000 fine  
Alcohol Purchase by a Minor, Class B, 180 days, \$2,000 fine  
Alcohol Possession by a Minor, Class B, 180 days, \$2,000 fine  
Driving Under Influence by a Minor, Class B, 180 days, \$2,000 fine  
Misrepresentation of Age by Minor to Purchase Alcohol, Class B, 180 days, \$2,000 fine  
Marijuana Possession, Under 2 oz., Class B, 180 days, \$2,000 fine  
Marijuana Delivery, 1/4 oz. to 5 lbs., State Jail Felony, 2 yrs, \$10,000 fine  
Marijuana Delivery, Adult to Minor, 2nd Degree Felony, 20 yrs, \$10,000 fine  
Cocaine Delivery, 1-4 grams, 2nd Degree Felony, 20 yrs, \$10,000 fine  
Cocaine Possession, 1-4 grams, 3rd Degree Felony, 10 yrs, \$10,000 fine  
Intox. Manslaughter, 2nd Degree Felony, 20 yrs, \$10,000 fine  
Rx Drug-Unlawful Possession, 2nd Degree Felony, 20 yrs, \$10,000 fine  
Heroin Delivery 1-4 grams, 2nd Degree Felony, 20 yrs, \$10,000 fine  
Heroin Possession 1-4 grams, 3rd Degree Felony, 10 yrs, \$10,000 fine  
LSD Delivery 1-4 grams, 2nd Degree Felony, 20 years, \$10,000 fine  
LSD Possession 1-4 grams, 3rd Degree Felony, 10 years, \$10,000 fine  
PCP Possession 1-4 grams, 3rd Degree Felony, 10 years, \$10,000 fine  
PCP Delivery 1-4 grams, 2nd Degree Felony, 20 years, \$10,000 fine  
Methamphetamine Delivery 1-4 grams, 2nd Degree Felony, 20 yrs, \$10,000 fine  
Methamphetamine Possession 1-4 grams, 3rd Degree Felony, 10 yrs, \$10,000 fine

## FEDERAL PENALTIES

### Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

#### 21 U.S.C. 844(a)

1st conviction: Up to 1 year imprisonment and fined at least \$1,000, or both.

After 1 prior drug conviction: 15 days to 3 years in prison; \$2,500 to \$5,000 fine.

Special sentencing provisions for possession of crack cocaine: Mandatory 5 years in prison, not to exceed 20 years.; \$1,000 to \$250,000 fine; or both, if:

(a) 1st conviction and the amount of crack possessed exceeds 5 grams.

(b) 2nd crack conviction and the amount of crack possessed exceeds 3 grams.

(c) 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

#### 21 U.S.C. 853 (a) (2) and 881 (a)(7)

Any person convicted of violation of this title and for which the violation was punishable by imprisonment for more than one year shall forfeit any property constituting or derived from any proceeds obtained as the result of this violation or any property used or intended to be used to commit or facilitate possession of a controlled substance.

#### 21 U.S.C. 831 (a) (4)

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

#### 21 U.S.C. 844a

Civil fine of up to \$10,000 (pending adoption of final regulations).

#### 21 U.S.C. 853a

Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.

#### 18 U.S.C. 922g

Any person convicted of a crime punishable by imprisonment for a term exceeding one year shall be ineligible to possess a firearm or ammunition which has been shipped across state lines. Revocation of certain Federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

#### Miscellaneous

Revocation of certain Federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

# Student Conduct Policies

## Federal Trafficking Penalties

## APPENDIX A

CSA	PENALTY			DRUG	PENALTY		
	2nd Offense	1st Offense	Quantity		Quantity	1st Offense	2nd Offense
I   							

Law as originally enacted states 100 gm Congress requested to make ??? correction to 1 kg \*Does not include marijuana, hashish, or hash oil. (See separate chart)

## Federal Trafficking Penalties-Marijuana

As of November 18, 1988

Quantity	Description	First Offense	Second Offense
1,000 kg or more; or 1,000 or more plants	Marijuana Mixture containing detectable quantity*	Not less than 10 years, not more than life. If death or serious injury, not less than 20 years, not more than life. Fine not more than \$4 million individual, \$10 million other than individual.	Not less than 20 years, not more than life. If death or serious injury, not less than life. Fine not more than \$8 million individual, \$20 million other than individual.
100 kg to 1,000 kg; or 100-999 plants	Marijuana Mixture containing detectable quantity*	Not less than 5 years, not more than 40 years. If death or serious injury, not less than 20 years, not more than life. Fine not more than \$2 million individual, \$5 million other than individual.	Not less than 10 years, not more than life. If death or serious injury, not less than life. Fine not more than \$4 million individual, \$10 million other than individual.
50 to 100 kg	Marijuana	Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine \$1 million individual, \$5 million other than individual.	Not more than 30 years. If death or serious injury, not less than life. Fine not more than \$2 million individual, \$10 million other than individual.
10 to 100 kg	Hashish		
1 to 100 kg	Hashish Oil		
50-99 plants	Marijuana		
Less than 50 kg	Marijuana	Not more than 5 years. Fine not more than \$250,000, \$1 million other than individual.	Not more than 10 years. Fine \$500,000 individual, \$2 million other than individual.
Less than 10 kg	Hashish		
Less than 1 kg	Hashish Oil		

Includes Hashish and Hashish Oil

(Marijuana is a Schedule I Controlled Substance)

## Controlled Substances—Uses & Effects

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# Student Conduct Policies

## **GRIEVANCE PROCEDURES Relative to Title IX, Disability/ Handicap, Title VI, Racial Discrimination, and Other Federal Regulations and Statutes**

Any employee or student has the opportunity to obtain a just and timely review of grievances evolving from any policy or practice which is considered by employees or students to be harmful, unfair, or discriminatory under Title IX or the Disability/Handicap, Title VI, Racial Discrimination, or other federal regulations. Most complaints can be resolved through counseling sessions between the employee and her/his supervisor. When a complaint involves a matter within the administrative officer's or supervisor's control, that official will:

1. hear the employee's or student's complaint immediately;
2. impartially and objectively review the facts and make every effort to effect a reasonable adjustment, if warranted; and,
3. inform the employee or student of the right to seek resolution at a higher administrative level if not satisfied with the remedy reached.

Each employee or student is expected to attempt to resolve complaints informally. A complaint becomes a grievance when an employee has exhausted all avenues available to obtain administrative remedy to the complaint through informal measures with supervisors and/or administrative officers.

### **I. Definitions:**

#### **A. Grievance:**

Grievance means a complaint alleging any policy, procedure, or practice which would be prohibited by the Disability/Handicap Regulations, Title IX, or other federal regulations or statutes.

#### **B. Title IX and Disability/Handicap Regulations:**

"Title IX" means Title IX of the

Education Amendments of 1972, the 1975 implementing regulations, and other regulations relating thereto. "Disability Regulations" means the Americans with Disabilities Act of 1991 and the regulations relating thereto. "Handicap Regulations" means Section 504 of the Rehabilitation Act of 1973 and regulations relating thereto.

#### **C. Grievant:**

Grievant means a student or employee of the Texas Woman's University who submits a grievance relevant to Title IX, Disability/Handicap Regulations, or other federal regulations or statutes.

#### **D. Texas Woman's University:**

Any reference to the Texas Woman's University means any school, department, subunit, or program operated by the Texas Woman's University.

#### **E. Title IX Coordinator, Disability/Handicap Regulations Coordinator and Affirmative Action and Equal Employment Officer:**

The Coordinator means the employee(s) designated to coordinate the Texas Woman's University efforts to comply with and carry out its responsibilities under such laws and the implementing regulations.

#### **F. Grievance Representative:**

Grievance Representative means any person designated by the Texas Woman's University or by the Coordinator as a person with whom Title IX, Disability/Handicap, or other federal regulations or statute, grievances may be filed. The Grievance Representative may be delegated other tasks by the Coordinator.

#### **G. Respondent:**

Respondent means a person alleged to be responsible for the violation alleged in a grievance. The term may be used to designate persons

# Student Conduct Policies

with direct responsibility for a particular action or those persons with supervisory responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the grievance.

## **H. Review Officer:**

Review Officer means the representative(s) of the Texas Woman's University or of its governing body who is the delegated authority for hearing/resolving a grievance at a specified level of grievance processing.

## **I. Grievance Decision:**

Grievance Decision means the written statement of a review officer of her/his findings regarding the validity of the grievance allegation and the corrective action to be taken.

## **J. Corrective Action:**

Corrective action means action which is taken by the Texas Woman's University to eliminate or modify any policy, procedure, or practice found to be in violation of Title IX, Disability/Handicap, Title VI, Racial Discrimination, or other federal regulations and statutes and/or to provide redress to any grievant injured by the identified violation.

## **II. Filing of Grievances:**

### **A. Eligibility for Filing:**

Any student or employee, or any member of the Texas Woman's University community may file any grievance relating to these regulations with the Coordinator.

### **B. Pre-grievance Meetings:**

Prior to the filing of a written grievance, the grievant(s) should first consult with and have a pre-grievance meeting with the respondent alleged to be directly responsible for the alleged violation and/or persons with immediate supervisory authority related to the grievance. These persons will make reasonable efforts to

meet with any student or employee to discuss their complaints. If the matter cannot be resolved at the immediate supervisor level, an appeal should be made to the Coordinator for subsequent processing in accordance with the procedures outlined below.

## **C. Grievance Filing:**

Grievances filed with the Coordinator shall be in writing on the Grievance Form provided by the Texas Woman's University through its Coordinator and shall provide the following information: name and address of grievant(s); nature and date of alleged violation; name(s) of persons responsible for the alleged violation (where known); requested relief or corrective action; and any background information the grievant believes to be relevant.

## **D. Grievance Forms:**

A grievance form may be obtained from the Coordinator, upon request to facilitate the filing of the grievance. The grievant may request assistance from the Coordinator's office to assist in the completion of the form or in the filing of the grievance.

## **E. Time Limit for Grievance Filing:**

A grievance must be filed within sixty days of the occurrence of the alleged regulations violation.

## **III. Initial Processing of Grievances and Notification of Respondents:**

Within five days of the filing of a grievance, the Coordinator shall notify the respondent(s) of the grievance.

## **IV. Grievance Processing Levels:**

The following grievance levels are designated as set out under the appropriate category of grievance as listed below. Grievances will first be reviewed or heard by the official designated at grievance Level I.

# Student Conduct Policies

Appeal from the decision at Level I will be reviewed or heard by the grievance Level II official, with appeals being made therefrom to higher levels until the highest appellate level has been reached .

## Grievance Processing Levels for Non-Academic Employees:

- Level I Supervisor of the employee
- Level II TWU Director of Human Resources
- Level III Five member *ad hoc* committee appointed by Vice President for Finance and Administration
- Level IV Vice President for Finance and Administration

## Grievance Processing Level for Academic Employees/Students

(where complaint relates to academic matters):

- Level I Department Chair
- Level II Dean
- Level III Five member *ad hoc* committee of faculty appointed by the Provost and Vice President for Academic Affairs
- Level IV Provost and Vice President for Academic Affairs

## Grievance Processing Level for Students

(where complaint relates to other than academic matters):

- Level I Associate Vice President for Student Life or other administrator designated by the Vice President of Student Life
- Level II Five member *ad hoc* committee appointed by the Vice President of Student Life
- Level III Vice President of Student Life

### V. Nature of Reviews and Hearings:

#### A. Review by an Individual Review Officer:

Reviews will be handled in an informal manner, with the Review Officer requesting whatever information or documentation from persons concerned as is deemed

necessary for the review. The Complainant and Respondent may submit in writing to the Review Officer such other relevant information as they desire.

#### B. Review and/or Hearing before *ad hoc* committee:

Review and/or hearings before an established University *ad hoc* committee will be conducted in accordance with University procedures .

### VI. Other Miscellaneous Provisions and Procedures:

#### A. Acceptance or rejection of a decision by the Grievant:

If the grievant rejects a decision rendered at a particular grievance level, she/he shall, within ten days of the receipt of the decision, notify the Coordinator of intent to appeal the grievance to the next level. This notification shall be in writing. If no such notification is received by the Coordinator within ten calendar days, any recommendation for corrective actions by a Review Officer or hearing committee shall be forwarded to the President and Chancellor for consideration, and the grievance will be recorded as closed by the Coordinator. Should the last day for filing such appeal fall on Saturday, Sunday, or legal holiday recognized as a state holiday by the State of Texas, then the appeal may be filed on the first day following such Saturday, Sunday, or legal holiday.

#### B. Scheduling of the Hearing:

The coordinator shall arrange a date for the hearing(s) and notify the grievant, the respondent, and the Review Officer(s) of the time and place of hearing. This shall be done in the most expeditious manner.

#### C. Expeditious Manner:

Grievances at all stages shall be handled by the Texas Woman's University in the most expeditious manner.

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## D. Transmittal of the Decision:

Each Review Officer and the *ad hoc* committee designated in Level IV herein shall, within a reasonable time, after such hearing is concluded transmit a written copy of the hearing decision to the Grievant, the Respondent, if any, and to the Coordinator. Mailing of such written documents to the Grievant by prepaid stamped envelope in the United States mail at the address listed on the Grievance Form shall be deemed notice to the Grievant as of the third day after the date of mailing.

## E. Representation:

The grievant(s) has the right to be represented by knowledgeable person(s) of her/his selection at any point during the initiation, filing, or processing of the grievance.

## F. Assistance:

The institution/agency will provide assistance to grievants, including access to copies of the Title IX, Disability/Handicap, Title VI, Racial Discrimination, and other federal regulations or statutes.

## G. Maintenance of Grievance

### Records:

*Ad hoc* committee grievance hearings may be recorded on recording devices supplied by the Coordinator. Such recordings shall be maintained for a period of three years after resolution of the grievance. Grievant may obtain a copy of the recording from any recorded hearing, at grievant's expense.

## H. Maintenance of Written Grievance Records:

### (1) Grievance files:

Records shall be kept of each grievance process. These shall include, at minimum, the written grievance complaint filed by the grievant, the written finding of the hearing officer(s), and any other material designated by the Coordinator. A file of such records shall be maintained in the office of the appropriate Coordinator.

### (2) Public grievance files:

For purposes of the dissemination of grievance precedents, separate

file records may be kept which indicate only the subject matter of each grievance, the resolution of each grievance, and the date of the resolution. These records shall not refer to any specific individuals, and they shall be open to the public.

### (3) Duration of maintenance of written grievance records:

All written grievance records will be maintained for a minimum of three years after grievance resolution.

## I. No Harassment:

No person shall be subjected to recrimination for having utilized or having assisted others in the utilization of the grievance process.

## J. Role of the Title IX Coordinator:

It is the primary responsibility of the Title IX or Disability/Handicap Coordinator to ensure the effective installation, maintenance, processing, record keeping, and notifications required by the grievance procedures.

## K. The steps set out in the preceding sections of the Title IX and Disability/Handicap Grievance Procedure for the Texas Woman's University shall also constitute the Grievance Procedures for Title VI, VII, and VIII, the Equal Pay Act of 1963, Executive Order 11246 as amended by 11375, and other Federal statutes and regulations which relate to the University.

Title VI refers to Title VI of the Civil Rights Act of 1964. Title VII refers to Title VII of the Civil Rights Act of 1964. Title VIII refers to Title VIII of the Public Health Services Act as amended by the Comprehensive Health Manpower Act and the Nursing Training Amendments Act of 1971. The Equal Pay Act of 1963 was enacted as subsection 6(d) of the Fair Labor Standards Act of 1938, 29 U.S.C. 206(d). Executive Order 11246 was issued on September 24, 1965, 42 U.S.C. 2000e, and Executive Order 11375 was issued on October 17, 1967, 32 Fed. Reg. 14303.



# Student Conduct Policies

## DISTRIBUTING AND POSTING INFORMATION

The University has provided adequate facilities for distribution of interoffice mail, official campus publications, and similar materials. The use of the aforementioned facilities is restricted to those persons comprising the University community. Material distributed through such facilities must be related to University-sponsored business or must be otherwise specifically authorized to be distributed through such facilities after approval has been obtained from the Center for Student Development.

All persons and organizations, both those officially and those not officially connected with the University, may come upon University property for effecting the distribution of announcements, notices, pictures, advertisements, or publications only after giving notice to the Center for Student Development of the time, place, and manner of such distribution and by filing a copy of the material to be distributed with the Center for Student Development at least one day prior to the time of distribution. Distribution of such matter may occur in public areas at reasonable times. Non-public areas are libraries, dining halls, residence halls, classroom buildings, and other areas in which the residential and educational or instructional activities of the University are regularly conducted. Such distribution shall be conducted in a manner consistent with State law, and those conducting such distribution shall not block or substantially impede pedestrian or vehicular traffic or create disturbances which will disrupt the educational activities and purposes of the University. All such material to be distributed shall be subject to the laws governing obscenity and libel, and any person distributing the same will be responsible for compliance with the standards provided by such laws.

## Posting of Information

The University provides bulletin boards and other facilities for posting or publicizing official messages and announcements by students, faculty members, staff members, and registered campus organizations. Bulletin board locations for posting non-university sponsored announcements have been designated throughout the campus. A copy of all posters and announcements to be posted and publicized on bulletin boards and other University facilities must be furnished to the Center for Student Development. Obscene or libelous information may not be posted or publicized on bulletin boards and other University facilities. Posters should be no larger than 8 1/2" x 11" in size unless special permission for posting is secured. Posters relating to all-campus events and activities of major student organizations may be displayed in the Student Center, on residence hall bulletin boards, and at other specifically designated locations. When announcements apply only to students in a particular department, notice must be given to the chair of the appropriate department by filing a copy of the material to be posted with the chair at least one day prior to the posting on departmental bulletin boards. Classroom bulletin boards, in particular, may not be used for any form of advertising. Posters and signs should not be attached in any way to the interior or exterior of University buildings, except on authorized bulletin boards. University personnel have been instructed to remove posters, notices, and other items not in compliance with this policy.

Persons and organizations not officially connected with the University may come upon University property and may use the University facilities for effecting the posting of announcements, notices, pictures, placards, advertisements, or publications only after obtaining authorization from the Center for Student Development. The request should designate the time, place, and manner of such

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posting. A copy of the material to be posted must be filed with the Center for Student Development. Posting may occur only in those places provided by the University for posting or publicizing official messages.

If space for posting of notices, announcements, pictures, placards, advertisements, or publications is limited because of the demands for such space, first priority will be given to administrative and faculty notices dealing with the educational activities and purposes of the University. Second priority will be given to students and registered campus organizations for the posting of notices. Last in priority will be all other persons and organizations not officially connected with the University. All such material posted shall be removed by the person or organization responsible for posting the same within three days of its loss of currency. The University reserves the right to remove any non-current material or any materials posted contrary to the above-stated policy.

The only exceptions to these provisions for the posting or distribution of literature are those indicated in the section on the Free Speech area.

## FREE SPEECH AREA

In order to provide an area that will support the climate and conditions for teaching, research, and community service, the University has identified, on the Denton campus, the area west of the Student Center. The space is available to TWU faculty, staff, and students, and to members of the community. The space may be used for, but is not limited to, the expression of personal politics, philosophy, religious viewpoints, surveys, or announcements. Vending sales are prohibited in the Free Speech Area. At this time, reservations are not required for the Free Speech Area. The accommodation of speakers does not imply endorsement of the views expressed.

In addition to the Free Speech Area, a bulletin board, which requires no approval for posting, is provided on the west side of the Student Center. Materials will be periodically removed as items are outdated, and the board will be cleared completely at the end of each semester.

An important goal for TWU is to provide a comfortable and hospitable environment for the entire University family. It is also important to nurture, protect, and enhance free speech. In the exercise of first amendment rights, members of the community should demonstrate a concern for the promotion of tolerance, civility, and trust.

## HAZING

The Texas Woman's University complies with the provisions of Chapter 37, Subchapter F, "Hazing," of the Texas Education Code.

- (1) "Hazing" means any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization. The term includes:
  - (A) any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
  - (B) any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
  - (C) any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other sub-

# Student Conduct Policies

stance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;

- (D) any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from entering or retaining registration in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subdivision; and
  - (E) any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code.
- (2) A person commits an offense if the person:
    - (A) engages in hazing;
    - (B) solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing;
    - (C) recklessly permits hazing to occur; or
    - (D) has first hand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or has first-hand knowledge that a specific hazing incident has occurred, and knowingly fails to report that knowledge in writing to the Vice President of Student Life or her/his designee or other appropriate official of the institution.
  - (3) The offense of failing to report is a Class B misdemeanor (6 months in jail and a \$2,000 fine).
  - (4) Any other offense under this section that does not cause serious bodily injury to another is a Class B misdemeanor.
  - (5) Any other offense under this section that causes serious bodily injury to another is a Class A misdemeanor (one year in jail and a \$4,000 fine).
  - (6) Any other offense under this section that causes the death of another is a state jail felony (up to two years in jail).
  - (7) An organization commits an offense if the organization condones or encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing. An offense under this section is a misdemeanor punishable by a fine of not less than \$5,000 nor more than \$10,000 or if the court finds that the offense caused personal injury, property damage, or other loss, a fine is imposed of not less than \$5,000 nor more than double the amount lost or expenses incurred because of the injury, damage, or loss.
  - (8) It is not a defense to prosecution of an offense under this sub-chapter that the person against whom the hazing was directed consented to or acquiesced in the hazing activity.
  - (9) In the prosecution of an offense under this sub-chapter, the court may grant immunity from prosecution for the offense to each person who is subpoenaed to testify for the prosecution and who does testify for the prosecution. Any person reporting a specific hazing incident involving a student in an educational institution to the Vice President of Student Life or her/his designee or other appropriate official of the institution is immune from civil or criminal liability that might otherwise be incurred or imposed as a result of the report. Immunity extends to participation in any judicial proceeding resulting from the report. A person reporting in bad faith or with malice is not protected by this section.
  - (10) This sub-chapter does not limit or affect the right of an educational institution to enforce its own penalties against hazing.

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## HIV INFECTION/AIDS POLICY

Acquired Immune Deficiency Syndrome is a disease which is caused by the Human Immunodeficiency Virus (HIV). People infected with HIV may be otherwise healthy for a prolonged period of time; however, eventually, their immune systems will become weakened due to increasing numbers of reproducing HIV cells, and they will be at increasing risk of severe life threatening complications due to common and/or opportunistic diseases.

A positive diagnosis of HIV infection is dependent upon valid, reliable blood testing procedures. A person whose blood has been tested with such procedures, and whose test results indicate HIV infection, is said to be HIV-infected / HIV-positive / HIV-seropositive. A person who has AIDS has developed one or more of the specific, severe/life-threatening symptoms resulting from infection by other diseases or from progressive degeneration of the immune system due to HIV infection. A person may be HIV-infected and not have AIDS.

According to the best available and reliable information from the Centers for Disease Control of the United States Public Health Service, individuals infected with HIV and individuals with AIDS do not present a health risk to other people in circumstances that do not include sharing or direct exposure to infected blood, other body fluids, and/or blood products. Exposure to HIV is defined in terms of broken skin, mucous membrane, or parenteral contact with infected blood/blood products, body fluids, tissues, cell cultures, and/or culture media.

1. A TWU student or employee who has been diagnosed clinically as infected with the Human Immunodeficiency Virus (HIV), or as having Acquired Immune Deficiency Syndrome (AIDS), will be treated by the University in a manner that is consistent with federal and state laws, the latest policies set forth by the Centers for Disease Control (CDC), and approved University policies.

2. The University will not discriminate against and will make reasonable accommodations for anyone who is HIV-infected, consistent with the Americans with Disabilities Act (PL 101-336, 1990). The University will recognize that those who are diagnosed with AIDS are considered qualified handicapped individuals by virtue of the 1988 Supreme Court ruling that persons with AIDS qualify as handicapped in accordance with Section 504 of the Rehabilitation Act of 1973,

No otherwise qualified handicapped individual... shall, solely by reason of handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity [conducted by Texas Woman's University].

In accordance with the Americans with Disabilities Acts (ADA) of 1990;

the ADA upholds and extends the standards for compliance set forth in Section 504 of the Rehabilitation Act of 1973 to employment practices, communications, and all policies, procedures, and practices that impact the treatment of students with disabilities...

Therefore, initial student admission to and continued attendance at TWU and initial or continued employment by TWU will not be denied to an HIV-infected individual because of that infection, nor denied to a person with AIDS based solely upon that handicap.

3. Refusal to work with or provide services to an HIV/AIDS infected individual does not excuse a student or employee from fulfilling assigned responsibilities.

4. The University, and all that it has authority over, will make available to its students and employees accurate information and a coordinated, and comprehensive educational program about the transmissibility of HIV/AIDS and the precautions that should be taken by HIV-infected persons and other individuals to prevent the spread of the disease.

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5. The guidelines most recently recommended by the Centers for Disease Control concerning the handling and disposing of blood, blood products, body fluids, and contaminated materials will be followed in all applicable learning/working situations. Each component of the University may develop and maintain appropriate additional guidelines consistent with approved TWU policies concerning HIV/AIDS. University personnel who supervise students and/or employees in applicable learning/working situations will be responsible for the education of their super-vises concerning CDC and University guidelines/policies.

6. The University will comply with federal and state laws, regulations, and policies that protect the confidentiality of medical and educational records. Information regarding HIV/AIDS which may be contained in student and employee records may not be released without the prior, written permission of the individual affected unless otherwise specifically provided by law. No individual affiliated with TWU may disclose the identity of an HIV-infected person or person with AIDS who also is affiliated with TWU without the prior written consent of that person.

## Policy Review

This policy will be reviewed biennially by the Texas Woman's University HIV Education Coalition (HIVEC). Proposed changes will be approved by the general membership of HIVEC, and the approved proposal for policy changes will be forwarded to the appropriate TWU administrators.

## IMMUNIZATIONS

Immunization documentation is not required for University enrollment, except for those in allied health studies. However, immunizations against diphtheria, hepatitis B, measles, meningitis, mumps, poliomyelitis, rubella, tetanus

and varicella are encouraged to prevent outbreak and spread of these diseases.

Information about these recommended immunizations and others, such as hepatitis A, pneumococcal, or influenza vaccine, is available at the Office of Student Life and the Student Health Service on the Denton campus and from the Associate Vice President in Dallas and the Vice Provost/Health Affairs at the Houston campus.

Please contact the Student Health Service, a private physician, or the local health department to arrange immunizations.

This information is provided pursuant to SB 1517 amending Sections 2.09 and 2.09a of the Texas Education Code, spring 1991.

## INFORMATION TECHNOLOGY USE POLICY

Access to the information resource infrastructure both within the University and beyond the campus, sharing information, and security of the intellectual products of the academic community, all require that each and every user accept responsibility to protect the rights of other users. Any member of the University community who, without authorization, accesses, uses, destroys, alters, dismantles or disfigures the University information resources, properties or facilities, including those owned by third parties, thereby threatens the atmosphere of increased access and sharing of information, threatens the security within which members of the community may create intellectual products, and maintains records and engages in unethical and unacceptable conduct. Access to the information technology systems at the University is provided as a privilege and must be treated as such by all users of these systems. Members of the University community should strive for the most responsible use of the institution's resources. Users accept the responsibility to: 1) respect the legal protection provided by copyright and licens-

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ing of programs and date; 2) respect the privacy and rights of other users; and 3) respect the intended usage of resources.

Information resources in this statement are meant to include any information in electronic or audiovisual format or any hardware or software that make possible the storage and use of such information (i.e., electronic mail, local databases, externally accessed databases, CD-ROM, motion picture film, recorded magnetic media, photographs, digitized information, voice mail, faxes). For more information or a full copy of TWU's Information Technology Use Policy, contact ITS at 940.898.3970.

## LARGE EVENT POLICY

A large event is defined as any event with an anticipated attendance of 100 people or more. Large Event policies also apply in the event that alcohol is served or if admission is charged. The policy includes guidelines designed to provide safety and risk management for large and/or special events. Police officers may be assigned to any such event upon the review and recommendation of the Large Event Committee. Complete copies of the policy are available in the Office of Student Life in SC 206 or in the Office of the Student Center in SC 209.

## NONDISCRIMINATION POLICY STATEMENT

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

The Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, national or ethnic origin, age, veteran's status, or qualified disabled persons.

The University complies with non-discrimination regulations under Title VI

and Title VII of the Civil Rights Acts of 1964; Title IX of the Education Amendments Act of 1972; Equal Pay Act of 1963; Vietnam Era Veterans' Readjustment Assistance Act of 1974; Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990; the Age Discrimination in Employment Act of 1967; and other applicable statutes.

Inquiries concerning University grievance procedures may be directed to the designated officials named below:

### **EEO/Affirmative Action Officer:**

Director of Human Resources, Texas Woman's University, P.O. Box 425739, Denton, Texas 76204-5739

### **Title VI and Title IX Officer:**

Vice President for Student Life, Texas Woman's University, P.O. Box 425379, Denton, Texas 76204-5379

### **Americans With Disabilities Act Compliance Officer:**

Director of Human Resources, Texas Woman's University, P.O. Box 425739, Denton, Texas 76204-5739

Students should contact Disability Support Services, Texas Woman's University, P.O. Box 425966, Denton, Texas 76204-5966.

## POLITICAL CAMPAIGNS AND VOTER REGISTRATION

It is the policy of the Texas Woman's University to encourage full participation of its entire student body, staff and faculty as voters in primary and general elections. Candidates for public office or their representatives may campaign on the Texas Woman's University campus in public areas at reasonable times. Likewise, deputy voter registrars may register students, staff, and faculty of the University on the campus in public areas at reasonable times pursuant to authority conferred by State law. Non-public areas are the libraries, dining halls, residence halls, classroom buildings, and other areas where residential and educational or instructional activities of the University are regularly conducted.

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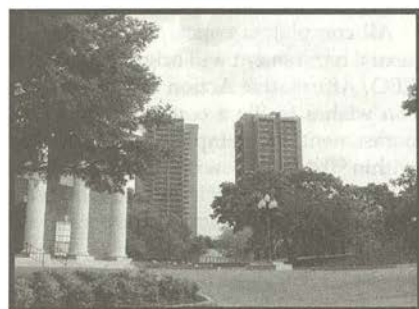
Political candidates or their representatives and voter registrars shall conduct their activities on the campus in a manner consistent with State law and must not block or substantially impede pedestrian or vehicular traffic or create disturbances which disrupt the educational activities and purposes of the University. State (university) facilities (including internal mail facilities and personnel) are not to be used for political purposes.

## RESERVATION OF UNIVERSITY SPACE

### Instructional Buildings and Auditoriums

Arrangements for the use of instructional buildings or auditoriums by students and/or student organizations must be made through the Conference Services office. The conditions for use of the building area, including appropriate faculty supervision, must be stated at the time approval is requested.

When approval is granted for the use of instructional areas after 10 p.m., or for the use of auditoriums, the Department of Public Safety must be notified.



Guinn and Stark Halls with the library in front.

## University Grounds

Student groups that wish to have open-air rallies or other outdoor activities, exclusive of academically related programs, should reserve areas through the Conference Services office. Requests for space must be approved by the Center for Student Development prior to scheduling any student event.

Unauthorized demonstrations or mass meetings which interfere with the orderly process of the University will not be permitted on the campus.

## REPORTING CRIMINAL INCIDENTS AND EMERGENCIES

### Including Rape, Acquaintance Rape, and Other Sex Offenses

Incidents which occur on University property, including crimes, health emergencies, fires, or other similar occurrences should be reported to the Department of Public Safety. Students may report sex offenses to local law enforcement authorities, including on-campus and local police. Campus authorities in the Counseling Center, Housing Staff, and Vice President of Student Life are available to assist in such reporting, upon the student's request. Prompt reporting ensures that the evidence is not destroyed and increases the probability of suspect apprehension.

Incidents may be reported in person at any Department of Public Safety office, by telephone, or by emergency (red) telephones. To provide easy access for the campus community, emergency (red) telephones, with direct access to the University Department of Public Safety, are located in most campus buildings and several outdoor areas. The emergency telephones in the residence halls ring to the front desk of the respective residence hall.

Assistance in changing academic situations after an alleged sexual assault incident should be requested from the Provost and Vice President for Academic Affairs. Assistance in

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changing living situations after an alleged sexual assault incident should be requested from the Director of University Housing.

All reported incidents will be investigated and, as appropriate, referred to the criminal courts for prosecution, Director of Human Resources and /or to the Vice President of Student Life for University discipline. Victim counseling and mental health services are available through the University's Counseling Center as well as other non-university agencies. A list of community resources for victims of sexual assault is available in the Counseling Center.

Various programs are presented each semester in the areas of crime prevention, sexual harassment, and personal safety. These programs are sponsored by the United Student Association, Campus Activities Board, University Housing office/Residence Hall Association, Counseling Center, office support staff, and the Department of Public Safety.

## SERIOUS ILLNESS OR INJURY PROCEDURE

If you encounter a person who has been seriously injured or is ill, do not attempt to move the victim unless a life-threatening situation exists, i.e., a fire in the building.

If you have been trained in first aid or cardiopulmonary resuscitation, you should begin to help the victim. It is important to remember not to become a victim yourself. As soon as you can, call the Department of Public Safety and provide the following information:

- your name;
- the telephone number and the location from which you are calling;
- the condition of the victim;
- whether or not an ambulance is required;
- whether or not the person is ambulatory
- whether or not anyone has started first aid or CPR;
- whether or not any hazardous situation exists with regard to reaching the victim i.e., fire, downed electrical power lines, etc.

## SEXUAL HARASSMENT

It is the policy of the Texas Woman's University that no member of the University community may sexually harass another. Any employee or student will be subject to disciplinary action for violation of this policy.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or education;
2. submission to or rejection of such conduct by an individual is used as the basis for employment or academic decision affecting that individual;
3. such conduct has the purpose or effect of substantially interfering with an individual's professional or academic performance or creating an intimidating, hostile or offensive employment, education, or living environment.

Sexual harassment is illegal under Title VII of the Civil Rights Acts of 1964 and Title IX of the Educational Amendments Act of 1972. In some cases, sexual harassment may be subject to prosecution under the criminal sexual conduct law.

All complaints concerning matters of sexual harassment will originate with the EEO/Affirmative Action officer. If a person wishes to file a complaint of sexual harassment, the complaint must be filed within 90 days following an incident. The full text of this policy is available from the Department of Human Resources and the Office of Student Life.

## SMOKING

The buildings and parking facilities at Texas Woman's University at Denton, Dallas, and Houston shall be designated "smoke-free" except for private residence hall rooms and designated outdoor smoking areas.



# Student Conduct Policies

## **TUBERCULOSIS SCREENING AND CASE MANAGEMENT POLICY**

Texas Woman's University adopts a policy regarding tuberculosis screening and case management which reflect the recommendation of the American College Health Association (ACHA).

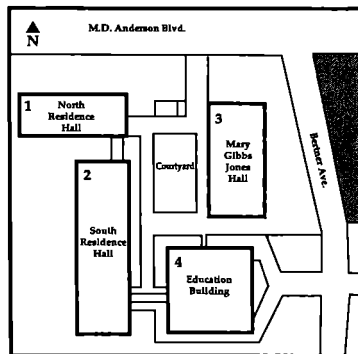
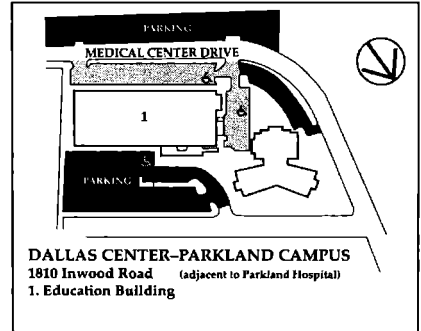
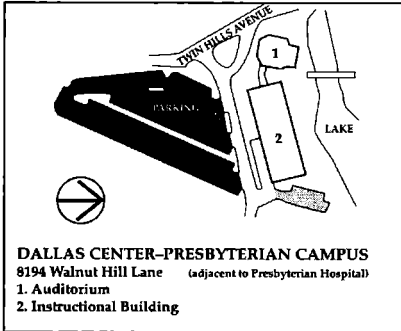
### **Policy**

All new international students and other new students from high incidence areas, as defined by the Centers for Disease Control and Prevention (CDC) of the U.S. Department of Health and Human Services, will be required to be screened for tuberculosis with the Mantoux test. This screening is to be initiated prior to attendance of the first day of class at TWU. A student's attendance in classes will be blocked in the event of non-compliance with this health requirement or in the event of failure to release the results of the screening to the TWU Student Health Services. For the purpose of this policy, student screening and case management will be as provided by the ACHA and the local health department.

If you have any questions regarding tuberculosis screening or case management policy, please contact the Student Health Services at 940.898.3826.

# 5

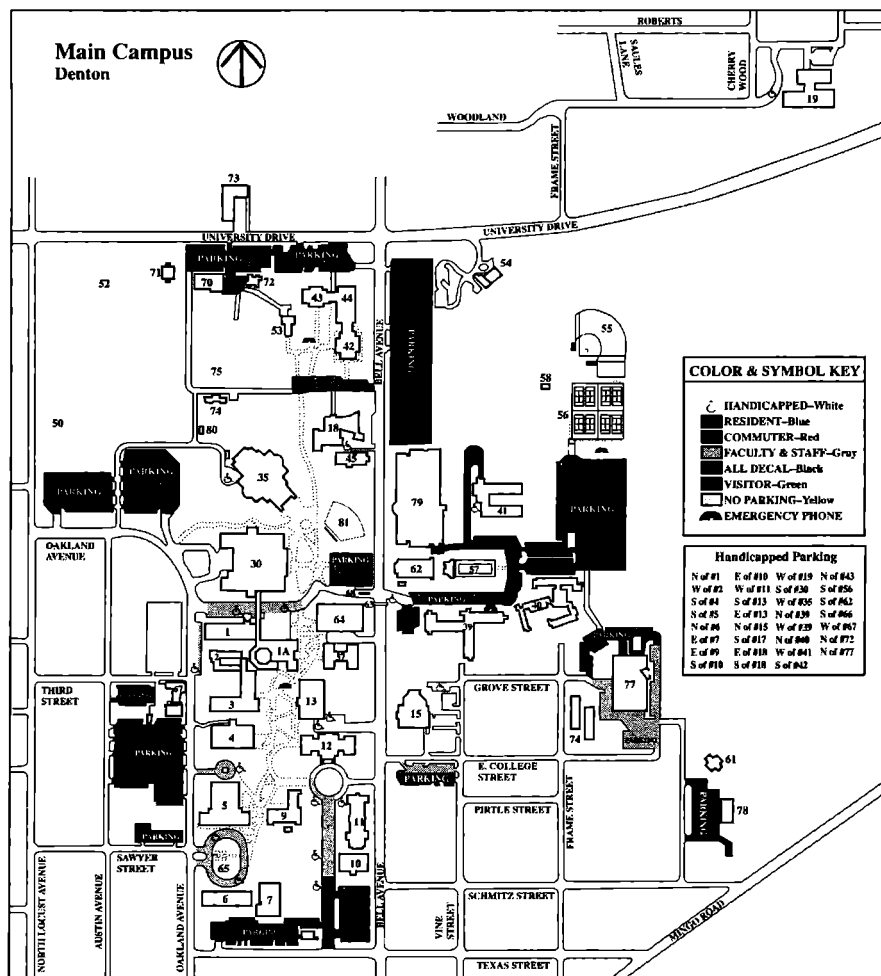
## Campus Maps



### HOUSTON CENTER

1. North Residence Hall
2. South Residence Hall
3. Mary Gibbs Jones Hall
4. Educational Building

# Main Campus Denton



## COLOR & SYMBOL KEY

- HANDICAPPED-White
- RESIDENT-Blue
- COMMUTER-Red
- FACULTY & STAFF-Gray
- ALL DECAL-Black
- VISITOR-Green
- NO PARKING-Yellow
- EMERGENCY PHONE

## Handicapped Parking

- |          |          |          |          |
|----------|----------|----------|----------|
| N of #1  | E of #10 | W of #19 | N of #43 |
| W of #1  | E of #11 | S of #30 | S of #56 |
| S of #4  | S of #13 | W of #35 | S of #62 |
| N of #5  | E of #13 | N of #39 | S of #66 |
| N of #6  | N of #15 | W of #20 | W of #92 |
| E of #7  | S of #17 | N of #68 | N of #72 |
| E of #9  | E of #18 | W of #41 | N of #77 |
| S of #10 | S of #18 | S of #42 |          |

- |  |   |  |                             |
|--|---|--|-----------------------------|
| 1 Admissions and Registration Building       | 13 CFO Tower  | 45 Institutional Development Building          | 65 Pioneer Woman Statue     |
| 1A Administrative Conference Tower           | 15 Multipurpose Classroom Laboratory Building                           | 50 Recreation Area                             | 67 Human Resources          |
| 2 Arts and Sciences (Patio Building)         | 18 Redbud Auditorium  | 52 Lowry Woods                                 | 68 Information Booth        |
| 3 Arts and Sciences Building                 | 19 Child Development Center   | 53 Little Chapel-in-the-Woods                  | 70 Power Plant              |
| 4 Graduate Science Research Building         | 30 Hubbard Hall (Student Health Services & Department of Public Safety) | 54 University House                            | 71 N. Electrical Substation |
| 5 Music Building/Margo Jones Auditorium      | 35 Mary Evelyn Blagg Huey Library                                       | 55 Softball Field                              | 72 Alumnae House            |
| 6 Art Building                               | 37 Stoddard Hall  | 56 Tennis Courts                               | 73 Storage Building         |
| 7 Bralley Annex                              | 39 Mary Gibbs Jones Hall  | 57 Outdoor Swimming Pool                       | 74 Greenhouse               |
| 9 Science Building                           | 40 Reagan Houston Hall  | 58 Athletic House                              | 75 Gardens                  |
| 10 Undergraduate Science Laboratory Building | 41 Mary Hufford Hall  | 60 University Golf Course                      | 76 S. Electrical Substation |
| 11 Human Development Building                | 42 Nelda C. Stark Hall  | 61 Golf Club House                             | 77 Physical Plant           |
| 12 Old Main Building                         | 43 John A. Guinn Hall   | 62 Dance, Gymnastics and Human Performance Lab | 78 Golf Storage             |
|  | 44 The Commons  | 63 Pedestrian Bridge                           | 79 Pioneer Hall             |
|  |   | 64 Student Center (Bookstore and Post Office)  | 80 Greenhouse Restroom      |
|  |   |  | 81 Amphitheater             |



# Important Numbers

## Area code - 940 in Denton

Academic Advising Center  
Admissions - Undergraduate  
Admissions - Graduate  
Arts and Sciences, College of  
Athletics  
Bad Weather Information

Biology

Human Biology

Bookstore

Business and Economics

Career Services

Career Counselor

Cooperative Education

Student Employment

Center for Student Development

Center for Student Research Support

Chemistry and Physics

Child Development Center

COLORS Mentoring and Advising Program

Communication Sciences and Disorders

Computer Lab

Conference Services

Hubbard Hall Reservations

Little Chapel-in-the-Woods Reservations

Counseling and Family Development Clinic

Counseling Center

Criminal Justice (History and Government)

Sociology and Social Work

Dance

Department of Teacher Education

Dental Hygiene

Disability Support Services

Drama

Early Childhood Education

Education and Human Ecology, College of

Elementary Education

EMERGENCY SERVICES HOTLINE

English, Speech and Foreign Languages

Family Sciences

Fashion and Textiles

Financial Aid (Student)

Food Service Menu Line

Food Services by ARAMARK

Golf Course

HDB 2 898-3850

ADM 105 898-3188

ACT 7 898-3188

CFO 1201 898-3326

PH 220 898-2378

(Denton) 898-3430

(Dallas) 214-689-6631

(Houston) 713-794-2310

GRB 230 898-2351

SCI 313 898-2562

SC 898-3103

CFO 405 898-2111

HDB 2 898-2950

HDB 2 898-2953

898-2952

898-2951

SC 135 898-3626

HDB 898-2457

SCI 204 898-2550

CDC 898-2321

SC 117 898-3634

MCL 806 898-2025

SH 202 898-3286

Blagg-Huey Library

HH 898-3719

898-3644

898-3651

898-3644

HDB 114 898-2600

West JH 898-3801

CFO 605 898-2133

CFO 306 898-2052

DGL 206 898-2085

MCL 412 898-2271

OMB 220 898-2870

CFO 105 898-3835

TDD: 898-3830

MUS 109 898-2500

MCL 906 898-2267

MCL 408 898-2202

MCL 511 898-2227

898-2911

CFO 905 898-2324

HDB 105 898-2685

OMB 415 898-2661

ADM 1st Floor 898-3050

898-3666

898-3663

Club House 898-3163

Guinn Hall		898-3636
Graduate Studies and Research	ACT 13	898-3415
Health Sciences, College of	CFO 1210	898-2852
Health Studies	CFO 1002	898-2860
History and Government	CFO 605	898-2133
Housing, University	JH 3rd Floor	898-3676
Hufford Hall		898-3687
ID Card Services	JH 3rd floor	898-3676
Intercultural Services	SC 117	898-3679
International Education	SC 206	898-3048
Jones Hall		898-3655
Kinesiology	PH 2	898-2575
Learning Assistance Office	CFO 106	898-2046
Library, Blagg-Huey		898-2665
Library and Information Studies, School of	SH 404	898-2602
Library Science Library	SH 106	898-2621
Lost and Found (Public Safety)	HH	898-2911
Margo Jones Performance Hall	MJPH	898-2501
Mass Communications	HDB 301	898-2181
Mathematics and Computer Science	CFO 812	898-2166
McNair Scholars Program	HDB 002	898-3365
Music	MUS 109	898-2500
Nursing, College of	ASB 232	898-2401
Nutrition and Food Sciences	OMB 307	898-2636
Occupational Therapy, School of	MCL 615	898-2802
Performing Arts (Dance, Drama, Music)	MUS 109	898-2500
Physical Therapy, School of	MCL 708	898-2460
Pioneer Hall		898-2561
Police (see Public Safety)		
Pool, Outdoor (In Season)		898-2902
Pool, Indoor	PH, 1st floor	898-2561
Post Office, US	SC, 1st floor	382-8511
President's Office	ACT 15	898-3201
Psychology and Philosophy	CFO 713	898-2303
Public Safety, Department of	HH	898-2911
Parking Office		898-2925
Reading and Bilingual Education	MCL 510	898-2227
Reagan Houston Hall		898-3684
Redbud Theatre Box Office	RDB	898-2020
Residence Hall Association	JH 362	898-3618
Science Learning Resource Center	SCI 212	898-2553
S.I.T.E. Lab (Media Services)	Library Garden Level	898-3789
Sociology and Social Work	CFO 306	898-2052
Stark Hall		898-3694
Student Center	SC 209	898-3641
Student Government Association (see United Students Association)		
Student Health Services	HH	898-3826
Immunization Clinic		FAX:898-3849
Student Life	SC 206	898-3615
Teacher Education and Certification	MCL 408	898-2202
Technology and Learning Center	MCL 421	898-2440
Transcript Office	ADM 127	898-3038
United Students Association (USA)	SC 108	898-3633
U.S. Post Office	SC 1st Floor	382-8511
Visual Arts	ART 107	898-2530
Wellness Services/Center	JH 117	898-2900
Nutrition Clinic	JH 98	898-2644
Massage Therapy	JH 110	898-2940
Women's Studies	HDB 307	898-2119
Write Site Writing Center	CFO 131	898-2341

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