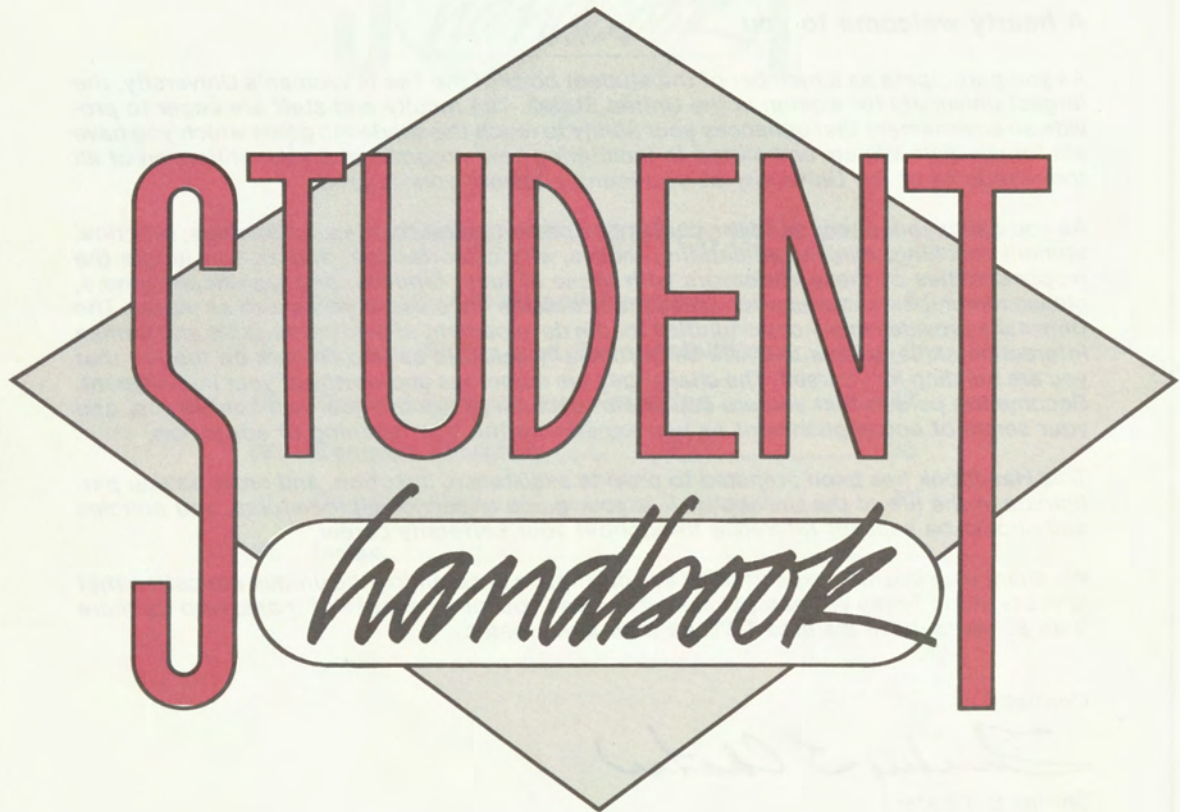


TEXAS WOMAN'S UNIVERSITY



STUDENT

handbook

A hearty welcome to you

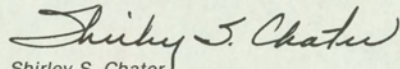
As you participate as a member of the student body of the Texas Woman's University, the largest university for women in the United States. The faculty and staff are eager to provide an environment that enhances your ability to reach the academic goals which you have set for yourself. We are committed to facilitating your progress and your utilization of all the resources of the University as you journey toward your degree.

As you direct your energies to the challenges presented by courses, internships, practica, student teaching, clinical affiliations, theses, and dissertations, and as you juggle the responsibilities of these endeavors with those of jobs, families, and significant others, please remember that education takes place outside the classroom, as well as inside. The University provides many opportunities for the development of leadership skills and human interaction skills, assets that will be particularly valuable as you embark on the life that you are building for yourself. The challenges are numerous and worthy of your involvement. Become the person that you are capable of becoming, expand your self-confidence, and your sense of accomplishment as you experience the true meaning of education.

This Handbook has been prepared to provide assistance, direction, and order as you participate in the life of the University. It is your guide to services, procedures, and policies and should be kept for reference throughout your university career.

We share your positive expectations as you engage in obtaining the unique education that is yours at the Texas Woman's University and as you join the ranks of those, who for more than 80 years, have claimed TWU as their alma mater.

Cordially



Shirley S. Chater
President



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ACADEMIC AFFAIRS AND RECORDS

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A university education includes a variety of valuable experiences. Those of highest worth are often gained outside the classroom. However, the great central value of a university experience is to be found in 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 Director of Admissions and Registration. The academic deans, directors, and instructors of the prospective courses may also be consulted for information or assistance.

Faculty advisors are assigned to undergraduate and graduate students from their major departments and serve as primary counselors for the year. Students who are yet undecided about their majors are assigned a specific advisor until they have declared a major. Deans of colleges and schools, directors, chairmen of departments, directors of programs, and individual faculty members confer with students concerning major interests and selection of courses.

The Vice President for Academic Affairs serves as the supervising counselor and director of student academic programs, and the Director of Admissions and Registration issues all information concerning the records of attendance, grades, and credits.

ACADEMIC CLASSIFICATION OF STUDENTS

Students are classified as freshmen, sophomores, juniors, seniors, 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.

ACADEMIC REQUIREMENTS

The current University General Catalog and Graduate Catalog contain additional information on requirements for degrees, course loads, the honors program, and academic majors.

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 are for (1) illness certified by personal physician, (2) serious illness or death in student's immediate family, or (3) being away from the campus with the sanction of the University, or a religious holiday.

Instructors may report students to the Office of the Vice President for Academic Affairs when, by excessive absences or tardiness, they endanger their standing in a course. Instructors will list each absence. The Vice President will notify such students that their academic records are in jeopardy. If, thereafter, the students continue to be absent, the instructor may request that they be barred from class and assigned a failing mark.

Instructors must keep a record of class attendance and include it in the semester report to the Registrar. The total number of absences is to be entered on the grade report at the end of the semester.

Religious Holidays

A state law allows students in Texas colleges and universities to make up missed work if they are absent because of their observance 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. The student must have notified 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, further states that a student who is excused under these conditions may not be penalized for the absence; but the instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination.

GRADES AND GRADEPOINTS

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

Grade	Number of Gradepoints
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
WP	None
WF	None
Cri/Pr	Courses in which this grade is given are not considered in the computation of grade point average.

Grades are interpreted as listed below:

Grade	Interpretation
A	Excellent
B	Good
C	Average
D	Inferior but passing
F	Failure
Cr	Credit
Pr	In Progress
I	Incomplete
WP	Withdraw from course while passing
WF	Withdraw from the course while failing
X	Tuition default (partial payment)

The letter "G" immediately preceding the semester hour credit on both the grade sheet and permanent record indicates graduate credit. The letter "N" preceding the semester credit hour indicates that no credit hours were earned.

The Dean's List for Undergraduate Students

The Office of the Vice President for Academic Affairs issues this list which denotes distinction in scholarship for academic work during a single semester. Students receive awards of

honors when they have made no failing grades and have secured credit for not less than nine hours with grade points amounting to 3.3 times the number of hours of credit earned.

Unsatisfactory Progress Reports

No midsemester grades are issued; instructors submit an unsatisfactory progress report to the Office of the Director of Admissions and Registration on each student whose course work is unsatisfactory. It will then be forwarded to the student. The issuance of these reports must be based upon at least one written exercise. Unsatisfactory progress reports are not issued during the summer.

SPECIAL STUDY PERIOD

The day before final examinations is set aside as a Reading Day, and the week of final examinations is designated as a study period. During this period, no major exams, papers, or reports will be permitted unless specified in the course syllabus at the beginning of the semester. Activities by recognized organizations are not scheduled during this study period.

STUDY ASSISTANCE PROGRAMS

■ **Counseling Center Services:** The Counseling Center, located in West Jones Hall, offers individual and group programs along with self-help opportunities related to academic development such as career exploration, study skills, and test anxiety. Services are free. The Center is open Monday-Friday, with extended evening hours which are set each semester and are based on student demand.

■ **Pre-Professional Skills Test (PPST) Seminars:** Each semester, before administration of the PPST, seminars are held on the subjects of Mathematics and the PPST (including the anxiety component), Reading and the PPST, and Test Taking Skills. Contact the College of Education for a schedule of these seminars and workshops.

■ **Tutoring Services for Mathematics, Computer Science, and Physics:** Student assistants, who serve as tutors, are available throughout the week to help those having problems with materials related to classwork. Whenever possible, open problem-solving sessions are held on Friday

mornings or in the evenings. A student wishing to use this service should check with departmental faculty, in the departmental office (CFO 812), or call 817/898-2166 for the semester schedule.

■ **Writing Lab Services:** Free tutorial assistance is available through the Writing Lab, ASB 301, when classes are in session. Students are encouraged to call and make appointments.

■ **Science Learning Resource Center (SLRC) Program:** The SLRC serves as a central location for undergraduates who need intensive assistance in chemistry, biology, and physics. The SLRC offers computer-assisted instruction, audio-visual materials, examination files, printed references, and molecular model components. Graduate and undergraduate assistants rotate shifts at the Center and serve as tutors in chemistry, physics, and biology.

APPEALS PROCEDURE FOR ACADEMIC MATTERS Undergraduate Appeals

In the event an undergraduate student wishes to appeal a decision relating to an academic matter other than academic dishonesty or academic probation or suspension, the appropriate procedure is:

1. Contact the faculty member responsible for the decision and ask for further consideration of the issue.
2. If the student is not satisfied with the action of the faculty member, she/he may ask the chairman of the academic department to review the matter and consider intervening on behalf of the student.
3. If the issue is not resolved satisfactorily at this level, the student may seek redress by appealing to the dean of the school or college, the provost of the appropriate division (University General Divisions, Institute of Health Sciences), and finally to the Vice President for Academic Affairs.

The appeals procedure in the event of academic dishonesty is described on page 11.

Graduate Appeals

The policy on academic review and appeal procedures in the Graduate

School is outlined in the current Graduate catalog for the Texas Woman's University.

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 Director of Admissions and Registration. Good academic standing, academic probation, and academic suspension will be based solely on the computation of the grade point average. Nonpunitive grades including "I" will not be counted in the computations of the cumulative 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 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 Director of Admissions and Registration.

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

Classification (based on total number of hours attempted at TWU and in transfer)	Minimum Cumulative Grade Point Average
0-30	1.4
31-60	1.7
61 and above	2.0

A student who fails for the first time to achieve the minimal cumulative grade point average for her or his classification as outlined in the table above, will be placed on academic probation for the next long semester for which she or he is enrolled.

A student who is placed on academic probation for two consecutive semesters will be placed on academic

suspension for a period of one semester.

A student who is placed on **academic probation** at the close of the spring semester will have the option to enroll in the summer session at the Texas Woman's University during the summer immediately following placement on probation. Should the student then achieve the minimal cumulative grade-point average for her or his classification and also make an average of "C" in nine or more semester hours, she or he will be returned to good academic standing at the close of the summer session.

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 minimal cumulative grade-point average for her or his classification a second time, she or he will be placed on academic suspension for a period of one academic year. A student placed on academic suspension for the second time may return to the University on the status of academic probation after a period of one academic year. Should the student then fail to achieve the minimum cumulative grade-point average for her or his classification as outlined in the table above, the student will be placed on academic suspension for a period of two academic years.

A student who is placed on academic suspension for the first time at the close of the spring semester will have the option to enroll in the summer session at the Texas Woman's University during the summer immediately following placement on suspension. Should the student then achieve passing grades in all work attempted and make a "C" average in nine or more hours, she or he will be removed from suspension and placed on probation at the close of the summer session.

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

Restrictions Due to Probation

A student who is on scholastic probation or disciplinary probation because of excessive absences from classes, a full time student who is not passing a minimum of nine semester hours at any reporting period or a part time student who is not passing all the hours for which she/he is currently enrolled, is subject to the following restrictions:

1. Although the student may continue as a member of any University organization that involves scholastic credit, the student may not accompany such an organization for an out-of-town performance.
2. The student may not take part in a campus activity that requires many hours of rehearsal.
3. The student is not eligible to hold office in the Student Government Association or any other registered student organizations.
4. The student may not represent the University in official programs.
5. The student is not eligible to receive any form of financial assistance including scholarships, grants, loans, and employment on campus.

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 Provost of the Graduate School or Graduate Council. When a student's grade average falls below "B" or when a student receives a grade of "D" or "F" during any one semester or full summer session of twelve weeks, 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 raise the grade or 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 grade average falls below "B" during any one semester or full summer session of twelve weeks or when a student receives a grade of "D" or "F," the student will be placed on academic probation and notified of this status. Enrollment the next semester or full summer session to raise the grade or restore the total average to "B" or above will be allowed. 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.

If a doctoral student makes grades below "B" in program courses, continuation 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

Any student wishing to withdraw from the University must do so through the Office of Admissions and Registration. The effective date of withdrawal is the day upon which the student informs the Office. Withdrawals are not permitted during the week preceding the first day of final examinations for either the long session or the summer terms.

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 class day (see University Calendar)	100%
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

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	50%
Seventh class day of each summer term and thereafter	None

ACADEMIC RECORDS Adding or Dropping a Course

Students should refer to the University calendar and current schedule of

classes for specific deadlines and details for making any changes in their schedules.

Copy of Records

Copies of education records to which students have access will be made at the student's request, in writing, on payment of the appropriate fee. The copies will be ready for the student within a reasonable period of time following the written request. Copies may be obtained in the Admissions and Registration Office.

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. Those who may obtain other than directory information may be:

1. Other Texas Woman's University officials.
2. Officials of other schools in which the student seeks or intends to enroll.
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 insuring 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.

"Education records" are those records, files, documents, and other materials which:

1. Contain information directly related to a student and
2. Are maintained by an educational agency or institution.

"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 member of

athletic teams, dates of attendance, degrees and awards received, schedule of classes, classification, the most recent previous educational agency or institution attended by the student, and other similar information. Directory information will not be disclosed if the student notifies the Director of Admissions and Registration, Texas Woman's University, P.O. Box 22909, Denton, Texas 76204-2909 in writing prior to the final day of registration that such information should not be disclosed.

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 professions or paraprofessions" acting in a professional capacity which are created or used only in connection 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 or 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. The student may be represented by individuals of her/his choice. 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 particular appeals 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 29 or contact the Career and Employment Services Office.

Student Access

Students may inspect and review 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, but in no case more than 45 days after the request has been made. An appropriate administrative official or member of the faculty will obtain the record for the student and will be present while the student reviews the record.

Student Records

The Family Educational Rights and Privacy Act of 1974, known also as the "Buckley Amendment," and the modifications of this Act effective June, 1976, govern the Texas Woman's University policy regarding student records. All requests relating to the Act should be made to the University General Counsel, Texas Woman's University, P.O. Box 23025, Denton, Texas 76204-3025.

Education Records

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

- Director of Admissions and Registration
- Director of Career and Employment Services
- Director of Computing Resources
- Director of Student Financial Aids
- Director of University Health Services
- Provost of Graduate School
- Vice President for Academic Affairs
- Vice President for Student Life



STUDENT RIGHTS AND RESPONSIBILITIES

University Policy Governing Student Conduct
University Policy Governing Academic Dishonesty
University Policies and Standards

Standards of Student Conduct: Undergraduate and graduate students are subject to the general rules and regulations of the University. All students of the Texas Woman's University are expected to know and adhere to high standards of conduct and of academic integrity and scholarship.

STUDENT RIGHTS AND RESPONSIBILITIES

Upon enrollment at TWU, a student neither loses the rights nor escapes the obligations of a citizen. Enjoying the benefits of a state-supported university, the student-citizen has a responsibility to all members of the University community, to the laws of the land, and to the chosen institution.

The act of registering is considered an explicit agreement of a student's acceptance of University regulations as outlined in the most recent issue of the Student Handbook, the University General Catalog, the Graduate Catalog, and other official University publications.

Rights

Students enjoy the following rights:

1. The right to an environment in the residence halls, academic buildings, and other areas on the 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. Students may exercise this right through appropriate channels such as student government, administrative offices, and various committees.
3. The right to a fair hearing and opportunity to appeal when charged with violation of the University regulations.

Responsibilities

Students must assume the following responsibilities:

1. The responsibility for being fully acquainted with published regulations and for complying with them in the interest of orderly and productive community.

STUDENT RIGHTS AND RESPONSIBILITIES

2. The responsibility for respecting the rights and property of other persons in the University community.
3. The responsibility for knowing that a student's conduct reflects not only upon the student but also upon the institution and its citizenry and that the conduct must be judged accordingly.

This Student Handbook supersedes all previous Student Handbooks in its setting out of policies and procedures governing student life at the Texas Woman's University. The information, policies, and procedures contained in this Student Handbook are subject to change without notice.

UNIVERSITY POLICY GOVERNING STUDENT CONDUCT

Definition of Misconduct (other than Academic Dishonesty)

Authority to administer a fair and just disciplinary program has been delegated to the office and staff of the Vice President for Student Life. Misconduct for which students are subject to disciplinary action falls into the following categories:

1. Falsification, forgery, alteration, unauthorized possession, or misuse of University documents, records, or identification, or knowingly furnishing false information to the University.
2. Malicious destruction, damage, unauthorized possession or misuse of private or University property, including library and laboratory materials, or being in unauthorized places such as offices and buildings after hours, or being in a faculty office without proper authority.
3. Obstruction or disruption of teaching or any other lawful function or mission of the University or 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 if the person or persons are committing or threatening to commit or inciting others to commit any act which would obstruct or disrupt teaching or any other lawful institutional

function or mission.

4. Verbal, physical or psychological abuse, including detention or threat of bodily harm, of another person or persons in the University community.
5. Possession, use, sale, or delivery of narcotics or drugs wherein the possession, use, or delivery thereof is a violation of local, state or federal laws.
6. Manufacture, sale or delivery of alcoholic beverages on University properties or violation of the University alcohol policy information about which appears on pages 12-14.
7. Theft of property or damage other than accidental to property of the University or of a member of the University community or campus visitor.
8. Violation of University policies or regulations which have been published and are available to students; violation of rules relating to the use of campus buildings and other University facilities or services.
9. Malfeasance or misuse of elective or appointive office in a student organization which is injurious to the organization, its members, or the welfare of the University community.
10. Hazing of any kind and acts directed against a TWU student by another student, or by a group of students if the intent or the effects of such acts would intimidate the student or submit the student to indignity or humiliation. Any acts of personal servitude will be considered hazing.
11. Failure to answer an official summons or to comply with lawful directions of University officials acting in the performance of their duties.
12. 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.
13. Possession or use of firearms, explosives, dangerous chemicals outside of the classrooms, or other dangerous weapons.
14. Violations of the laws of the State of Texas, of any other state, or of the federal government.
15. Smoking in "No Smoking" areas.
16. Such other violations as University authorities may decide warrant disciplinary action.

Sanctions Against Misconduct

Under the direction of the President, the Vice President for Student Life may impose disciplinary sanctions directly or may delegate the authority to administer discipline to the staff of the Student Life Office. The Vice President for Student Life may take any immediate interim disciplinary action when, in the opinion of the Vice President, such action is necessary to protect life or property. This policy applies to student misconduct of graduate and undergraduate students (other than academic dishonesty).

These penalties may be imposed singly or in combination upon individuals, groups, or organizations. The following disciplinary actions may be imposed by the University:

1. Expulsion from the University.
2. Suspension from the University for a definite or indefinite period of time.
3. Interim suspension when the President, or another administrative officer authorized to act for her/him, is satisfied that the continued presence of the student on the campus constitutes an immediate threat to the security or emotional safety and well-being of members of the University community, to guests of the University, or to University property. The individual who has been suspended on an interim basis shall be entitled to a prompt hearing by the Student Appeals Committee when the threat has passed.
4. Disciplinary probation with or without loss of designated privileges for a specified period of time.
5. Loss of privileges to include removal from an elective or appointive office of a registered campus organization, ineligibility for pledging or initiation into a registered campus organization and ineligibility to represent the University.
6. Official reprimand by the University.
7. Admonition and warning.
8. Such other actions as may be approved by the University.

Procedures in the Event of Misconduct

When there is an allegation of student misconduct, the staff of the Office of Student Life will:

1. Summon the student to advise her/him of a possible violation of University rules and regulations and explain the disciplinary procedures.

2. Afford the student an opportunity to offer mitigating circumstances or to present written information of witnesses with factual knowledge in support of the student's case.
3. Refer the situation as appropriate to the Vice President for Student Life for decision if action was initiated by staff other than the Vice President. The Vice President for Student Life may elect to appoint an ad hoc committee to review the incident and make recommendations for considerations in reaching the final decision. Only the student and a representative of the University may be present during the hearing before the ad hoc committee. Witnesses, in the event of a hearing, may only appear before the committee during the time when that witness is testifying. No persons other than the committee members will be present during the actual deliberations of the ad hoc committee. The committee will report its recommendation to the Vice President for Student Life who will in turn make a final decision regarding the matter.
4. Notify the student of the decision of the Vice President for Student Life after such decision has been reached and of the right to appeal the decision to the Student Appeals Committee.

Appeals Procedures

There are separate Student Appeals Committees for Denton, Dallas, and Houston. A Student Appeals Committee is composed of six faculty members appointed by the President of the University; six junior or senior students appointed by the Presidents of the Student Government Associations in Denton, Dallas, and Houston (of which three faculty members and three students will constitute a quorum); and a non-voting recorder. In the event the appeal is filed by a graduate student, the president of the respective Student Government Association will appoint six graduate students to serve in the place of the six undergraduate students on the committee. The committee serves according to the following rules:

1. If the student is not satisfied with the Vice President's decision relating to student misconduct other than academic dishonesty (undergraduates or graduates), the student may appeal to the appropriate Student Appeals Committee. To be considered, a written appeal must be filed within 72 hours

after the student is informed of the decision of the Vice President. The appeal must indicate the names of any witness who will appear before the committee on the student's behalf. If there is not a timely appeal, then the decision of the Vice President is final.

2. The Student Appeals Committee will meet within a reasonable time following the filing of the appeal, the date, time, place, and names of witnesses appearing on behalf of the University having been provided the student who is appealing. Consideration will be limited to review of the initial hearing if there has been a previous hearing on the matter. If there has been no previous hearing before an ad hoc committee the student appeals committee will hear witnesses, if any, before making its recommendations.
3. Only the student and a representative of the University may be present during the hearings. However, witnesses also may appear before the committee to testify, but only during the time when that witness is giving testimony. No other persons will be present during the actual deliberations of the Student Appeals Committee.
4. The Student Appeals Committee may:
 - a. Recommend that the decision of the Vice President be affirmed;
 - b. Recommend that the decision of the Vice President be reversed; or
 - c. Recommend that the disciplinary sanction be modified.
5. The appellate decision will constitute a recommendation to the President of the University who will make the final decision.
6. The student will be notified of the decision in writing.

Other Appeals

Appeals not relating to student misconduct or academic dishonesty and those which are not appropriately addressed in the academic components may be addressed through the Faculty-Student Liaison Committee for Campus Life. This committee provides a forum for the resolution of issues and concerns related to campus life that have not been addressed through other channels.

UNIVERSITY POLICY GOVERNING ACADEMIC DISHONESTY

The faculty of the Texas Woman's University is committed to providing an environment conducive to programs of quality. The faculty member encourages the free pursuit of learning, respects the student as an individual, and can be for each student an intellectual guide and counselor. Each faculty member is dedicated to and demands the maintenance of academic integrity on the part of the student.

The student has the primary responsibility for being academically honest. In this regard, students are responsible for reading all of the sections relating to student conduct and academic life as well as the other sections in this Student Handbook.

Definition of Academic Dishonesty

Academic dishonesty includes cheating and plagiarism. Cheating refers to giving or receiving unauthorized aid or notes on examinations, papers, theses, dissertations, or class assignments. Cheating also includes the unauthorized copying of tests or any other deceit or fraud relating to the student's academic conduct. The definition of plagiarism, for purposes of student misconduct, is to pass off as one's own the ideas or words of another or to present as one's own an idea or product derived from an existing source.

Sanctions in the Event of Academic Dishonesty

In the event of academic dishonesty, the following courses of action with an explanation of letter grades are available to the university, based upon the severity of the violation:

1. Verbal reprimand.
2. Assignment of a lower grade with explanation from instructor.
3. Expulsion from the course with the assignment of a passing grade (WP).
4. Expulsion from the course with the assignment of a failing grade (WF).
5. Expulsion from the university for a definite or indefinite period of time with assignment of passing grades (WP).
6. Expulsion from the university for a definite or indefinite period of time with the assignment of failing grades (WF).

Procedures and Appeals in the Event of Academic Dishonesty

When there is an allegation of student misconduct, the following procedures may be followed, depending on the severity of the violation:

Dishonesty of Undergraduate Students

1. In minor infractions a private conference between the instructor and student may be sufficient, with verbal reprimand as warranted.
2. The instructor may lower the student's grade for the assignment involved and explain the action in a conference with the student.
3. Some infractions may call for expulsion from the course for the semester of the violation with the assignment of a failing grade or expulsion from the University. For an undergraduate student, this action shall be taken with the consent of and in consultation with the appropriate chairman, dean, or director. Recommendation for this action is then made to the Provost in whose division the academic dishonesty is alleged to have occurred, who will make the decision. The Provost is further authorized to select a lesser sanction.
4. The student may appeal to the Vice President for Academic Affairs. This appeal must be in writing and filed in the Office of the Vice President for Academic Affairs within 72 hours after the student is informed of the decision of the Provost. Upon receipt of the appeal, the Vice President for Academic Affairs will appoint an ad hoc committee to review the incident and to make recommendations for consideration by the Vice President for Academic Affairs in reaching the final decision. The Vice President for Academic Affairs is further authorized to select a lesser sanction.
5. Only the student and the teacher(s) (or a representative of the University) may be present during the hearing before the ad hoc committee. Witnesses on behalf of the student may appear for as long as necessary to present testimony on the case. No persons other than the committee members will be present during the actual deliberations of the ad hoc committee.
6. After a decision has been reached regarding an undergraduate stu-

dent, the Vice President for Academic Affairs will notify the student of the decision. The decision concludes the appeals process.

Dishonesty of Graduate Students

1. In minor infractions a private conference between the instructor and student may be sufficient, with verbal reprimand as warranted.
2. The instructor may lower the student's grade for the assignment involved and explain the action in a conference with the student.
3. Some infractions may call for expulsion from the course for the semester of the violation with the assignment of a failing grade or expulsion from the University. For the graduate student, this action shall be taken based upon the recommendation of the appropriate chairman, dean, or director after consultation with the graduate provost. If there is no appeal within 10 days after notification to the student of this action, the decision becomes final.
4. The student may appeal the decision within 10 days by submitting a written request to the Provost of the Graduate School asking that the matter be reviewed by an ad hoc committee of the Graduate Council. The Provost appoints an ad hoc committee of five members of the graduate faculty to hear the appeal of the student and submit a report. The student receives timely written notice of the appeal hearing. The student and the faculty member or other University representative have the opportunity to appear before the committee where each may make a statement and present witnesses.
5. If additional review is desired following the appeal before the ad hoc committee the student may request in writing within three days, a review by the Provost of the Graduate School. After review by the Provost of the Graduate School, the student may have as long as three days to request in writing a hearing before the full Graduate Council. The student receives timely notice of the meeting of the Graduate Council. The student and the faculty member or other University representative have the opportunity to appear before the Council where each may make a statement and present witnesses. Review by

the Graduate Council is the final consideration within the Graduate School. Additional academic review is possible through a written appeal within three days to the Vice President for Academic Affairs. The appeal to the Vice President for Academic Affairs is the final appeal.

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 reenter the institution which imposed the suspension can be established.

A student under suspension or administrative withdrawal from the Texas Woman's University shall 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.

UNIVERSITY POLICIES AND STANDARDS

Alcoholic Beverage Policy and Guidelines

The Texas legislature passed Senate Bill 21 in 1985 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.

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.

It is the expectation that students have a personal responsibility for their conduct regardless of how closely the event or activity is supervised by the University.

This policy is subject to annual review and will be implemented in conjunction with the educational program supported by Texas Woman's University and offered by the University Alcohol and Drug Education Committee.

Texas Woman's University 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 any 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 may only be sold on the Denton campus by the Department of Food Services in Hubbard Hall and the Golf Course Clubhouse in accordance with their licensure following the restrictions and regulations of the Alcoholic Beverage Commission. Under a temporary "beer and wine" license, the Department of Food Services may sell alcoholic beverages in other preapproved areas on a per-event basis. The sale of alcoholic beverages at Houston and Dallas campuses will be permitted with administrative approval when the appropriate licensure is obtained.
5. Groups, individuals, departments, or organizations desiring to serve or consume any type of alcoholic beverage on campus must obtain permission in advance by means of the Alcoholic Beverage Use Re-

quest (ABUR) Form. Forms may be obtained from the office of the Vice President for Student Life, Student Center 206 (Denton campus); the Student Development Coordinator, front desk of Faye Pannell Hall (Dallas campus); and the Student Development Coordinator, front desk of the North Residence Hall (Houston campus); and must be completed and filed with the respective office listed previously at least ten (10) working days in advance of the proposed function where alcoholic beverages would be used in order to provide time for processing.

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

- (a) Private residence hall rooms and apartments 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 ordinance and State laws.
 - (c) Private homes owned by the University or on University property. This includes 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 nonpublic 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, restrooms, studios, computer rooms, study rooms, hallways, elevators, balconies, and classrooms. Approval will also be contingent upon evidence of appropriate method 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 Vice

President or Assistant to the President. The University Police, the Vice President for Student Life, or the appropriate Student Development Coordinator, the Director of Commuter Services and Campus Organizations (recognized student organizations only), and the faculty coordinator for the area requested; i.e., academic areas, Food Services, Housing, etc., will be notified each time a request for alcoholic beverages use on campus is approved.

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 campus will be coordinated through the Department of Food Services.
9. General Guidelines:
 - (a) Public University funds, including Student Service 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 permission 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 responsible 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. Students 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 civil action.
- (f) Appropriate disciplinary and/or civil action will be taken in cases where persons of legal age are found providing alcoholic beverages to persons under the age of 21.
- (g) Consumption of alcoholic beverages in a public place is not permitted between the hours of 12:15 am and 7 am, Monday-Friday, 1:15 am and 7 am on Saturday, and 1:15 am and 12 noon on Sunday. Section 105.06 of the Alcoholic Beverage Code makes consumption after hours a misdemeanor offense. Therefore, an individual should not possess any cup, glass, can, bottle or any other container 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/sorority houses.

B. Specific Guidelines for Recognized Student Organization-Sponsored Events Involving Alcoholic Beverages

1. All activities that are sponsored, authorized, sanctioned, and/or financed by a recognized student organization must have completed an ABUR form and obtained approval from all appropriate parties as indicated on the form. The group's faculty/staff advisor must indicate approval in writing and be in attendance at the event. Recognized student organizations may hold events involving alcoholic beverages under the following guidelines:
 - (a) Activities involving alcoholic beverages must be limited to the established membership of a recognized organization and its designated guests. Because of Alcoholic Beverage Commission restrictions, tickets for a party may not be sold either in advance or at the door if alcoholic beverages will be available unless the alcoholic beverages are not included in the price of the admittance

fee and are being sold separately by a licensed party; i.e., the Department of Food Services.

- (b) The organization or organizations sponsoring the event must establish precautionary measures to ensure that alcoholic beverages are not served to persons under the legal drinking age or to persons who appear intoxicated; i.e., restricting the serving and consumption area for alcoholic beverages, etc.
 - (c) At functions where alcoholic beverages are served, a person or persons must be designated as the server(s) and the alcoholic beverages must be placed in such a manner and location that access to it is restricted except through the designated server(s).
 - (d) The only alcoholic beverages that may be possessed or consumed at campus events are those alcoholic beverages served at the event, and the served alcoholic beverages must be consumed within the facility designated for the event.
 - (e) Nonalcoholic beverages and adequate food must be available at the same place as the alcoholic beverages if the alcoholic beverages are provided by the organization. Food and nonalcoholic beverages must be featured as prominently as the alcoholic beverages.
 - (f) No event shall include any form of "drinking contest" or encourage any form of rapid consumption of alcoholic beverages in their activity or promotion.
 - (g) Clean-up after an event is the responsibility of the host or host organization and must be completed immediately following the event.
2. Advertising of University events where alcoholic beverages will be consumed must be consistent with the educational philosophy of Texas Woman's University and with the following general guidelines:
- (a) Advertisement for any university event where alcoholic beverages are being served must note the availability of nonalcoholic 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 amount/quantity of alcohol (i.e., 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 to individual students or campus organizations.

C. 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. It is expected that alcoholic beverages will 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 the 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/apartments 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 under Texas Woman's University 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 oc-

cupants (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 receptacles that contain 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 residence hall-sponsored functions.

D. Referral Procedures for Noncompliance

Individuals or organizations violating the University Alcoholic Beverage Policy will be referred to the appropriate vice president, assistant to the President, or their designees for disciplinary and/or civil actions.

E. 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 noncompliance 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, Faculty/Staff handbooks, and Sections 1-7 under "Legal Requirements Concerning the Use of Alcohol" in the full length policy available in locations indicated earlier in this section.

1. Violations of the alcohol policy will result in confiscation and disposal of the alcoholic beverages and referral to the University disciplinary system for appropriate sanctions.
2. Actions of all recognized student organizations are subject to review by the Director of Commuter Services/Campus Organizations. Failure to comply with the policy and University rules and regulations may lead to the

revocation of recognition privileges.

3. Nonaffiliated groups or organizations found to be in violation of this policy will have their function or event closed down immediately, losing the remainder of their rental as well as their deposit, and will lose the privilege of future use of Texas Woman's University facilities.

Campus Visitors

The University may determine whether persons coming on campus from outside the University community misuse visitation privileges through harassment of students in any form, including proselytizing, selling, or pressuring students to join organizations. Persons who have not been properly authorized to transact business on campus or to use University facilities will not be permitted to loiter in the facilities of the University or on the campus if they interfere in any way with the normal activities or procedures of the University.

Disruption of University Activities

In accordance with state statutes, the University has a firm policy against actions by individuals or groups which in any way disrupt, interfere with, or instigate disruption of or interference with teaching, public service, or any other authorized University function or activity.

Under the provisions of Article 4.30 of the Texas Education Code, no person or persons on the campus or property of the Texas Woman's University may willfully engage in any disruptive activity or disrupt a lawful assembly, such as obstructing or restraining the passage of persons in an exit, entrance, or hallway of any building without official authorization of the University; seize control of any building or any portion thereof for the purpose of interfering with any administrative, educational, research, or other authorized activity; prevent and disrupt or attempt to prevent and disrupt by force or violence or the threat of force or violence any authorized assembly; and/or obstruct or restrain the passage of any person at an exit or entrance to the campus or University property, or prevent or attempt to prevent by force or violence or by threats thereof ingress or egress of any person to or from the campus or University property without official authorization.

Under Article 51.233 of the Texas Education Code, the University may withdraw consent for a person to remain on campus in the event of disruptive activities as defined in the statute. No person may refuse or fail to leave a building under the control and management of the University when that building is regularly closed to the public upon being requested to do so by a guard, watchman, or other employee of the University, if such individuals have no apparent lawful business to pursue in the building in question.

Distribution of Literature

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 requesting authorization from the Student Activities Office.

Posting of Literature

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. A copy of all posters and announcements to be posted and publicized on bulletin boards and other University facilities must be furnished to the Student Activities Office.

Obscene and libelous materials may not be posted or publicized on bulletin boards and other University facilities.

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 requesting authorization from the Student Activities Office. The request should designate the time, place, and manner of such posting, and a copy of the material to be posted must be filed with the Student Activities Office. The University reserves the right to remove any material posted contrary to the above-stated policy.

Use of Buildings and Grounds

Student groups that wish to have open-air rallies or other outdoor activities, exclusive of academically related programs, on the grounds of the University must obtain permission from the Director of Student Activities prior to scheduling such activities.

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

Instructional Buildings and Auditoriums

Arrangements for the academic use of instructional building areas or auditoriums by students must be made through the Office of the Vice President for Academic Affairs after a review of the request by the chairman of the appropriate department. The conditions for use of the building area, including appropriate faculty supervision, must be stated at the time clearance is given by the office of the Vice President for Academic Affairs.

When approval is granted for the use of instructional areas after 10 p.m. or for the use of auditoriums, the University Police will be notified by the office of the Vice President for Academic Affairs.

Recreational Spaces

The request for the reservation of space in the Student Center is made through the Student Center Director. Approval will be given if the event does not conflict with the social calendar or with other University activities. For all activities other than regularly scheduled classes, the requests of students for the reservation of classrooms or auditoriums can be made through the office of the Vice President for Academic Affairs.

A full and detailed description of requirements for equipment such as microphones, podiums, tables, chairs, and other needs must be supplied along with the reservation request for referral to the respective departmental areas.

Political Campaigning and Voter Registration

It is the policy of the Texas Woman's University to encourage the full participation of its student body, staff, and faculty as voters in primary and general elections. Candidates for public office 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.

Political candidates 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. Political candidates wishing to campaign in public areas of the University campus may contact the Office of the Vice President for Student Life in order to obtain assistance in locating their activities in proper public areas.

Right of University to Close Campus to Certain Individuals

The University reserves the right to take necessary precautions to insure the safety of its faculty, staff, students, buildings, and grounds and to protect other University property. Under the Texas Education Code, Sec. 51.209, the University may "... refuse to allow persons having no legitimate business to enter on property under the board's control, and may eject any undesirable person from the property on his refusal to leave peaceably on request. Identification may be required of any person on the property."

Sexual Harassment

It is the policy of 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.

Unwelcomed 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 decisions 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, educational, or living environment.

Sexual harassment is illegal under Title VII of the Civil Rights Act of 1964 and other statutes. In some cases, it may be susceptible to prosecution under the criminal sexual conduct law.

Any student having a complaint of sexual harassment not related to

employment should notify the Vice President for Student Life. If the complaint is against the immediate supervisor, the employee should contact the next management level.

If the complaint arises as the result of a situation relating to employment with the University, the student should contact the immediate supervisor or Personnel Services.

Smoking

Smoking is offensive to many individuals and in some cases is in violation of local fire regulations. Therefore, all areas which are posted with "No Smoking" signs and the following areas specifically are designated as "No Smoking" areas:

- Classes or classroom buildings (except in designated areas)
- The Main Auditorium (except for the foyer and the Green Room)
- Elevators
- Designated areas in the dining halls
- Multipurpose Classroom Laboratory Building Auditorium
- Redbud Auditorium

Violation of posted "No Smoking" areas falls under Student Misconduct.

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 be sure that all outstanding accounts are paid. Grades, reports, diplomas, and other University benefits will be withheld until these obligations are met. Foreign students are required to pay cash for all costs assessed during the registration/housing assignment process.

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 Director of Admissions and Registration so that their University records may be kept current. After graduation students should notify the Alumnae Association and Career and Employment Services office of any name or address changes.

Hazing: Texas Education Code — Title 1, Ch. 4 Section 4.19

- (A) No student of any state-supported institution of higher education shall engage in what is commonly known and recognized as hazing, or en-

courage, aid, or assist any other person thus offending.

- (B) "Hazing" is defined as follows:

(1) any willful act by one student alone or acting with others, directed against any other student of such educational institution, done for the purpose of submitting the student made the subject of the attack committed, to indignity or humiliation, without his consent.

(2) any willful act of any one student alone, or acting with others, directed against any other student of such educational institution, done for the purpose of intimidating the student attacked by threatening such student with social or other ostracism, or of submitting such student to ignominy, shame, or disgrace among his fellow students, and acts calculated to produce such results.

(3) any willful act of any one student alone, or acting with others, directed against any other student of such educational institution, done for the purpose of humbling, or that is reasonably calculated to humble the pride, stifle the ambition, or blight the courage of the student attacked, or to discourage any such student from longer remaining in such educational institution or reasonably to cause him to leave the institution rather than submit to such acts; or

(4) any willful act by any one student alone, or acting with others, in striking, beating, bruising, or maiming; or seriously offering, threatening, or attempting to strike, beat, bruise or maim, or seriously offer, threaten or attempt to do physical violence to any student of any such educational institution or any assault upon any such students made for the purpose of committing any of the acts, or producing any of the results, to such student as defined in this section.

- (C) No teacher, instructor, member of any faculty, or any officer or director, or a member of any governing board of any state-supported educational institution shall knowingly permit, encourage, aid, or assist any student in committing the offense

of hazing, or willfully acquiesce in the commission of such offense, or fail to report promptly any reasonable information within his knowledge of the presence and practice of hazing in the institution in which she/he may be serving to the executive head or governing board of such institution. Any act of omission or commission shall be deemed "hazing" under the provisions of this section.

Nondiscrimination

The Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of sex, race, color, religion, national origin, age, veteran's status, or against qualified handicapped persons, except as provided by law. The University complies with non-discrimination regulations under Title VI and Title VII, Civil Rights Acts of 1964; Title IX, Education Amendments of 1972*; Vietnam Era Veterans' Readjustment Assistance Act of 1972; and Section 504 of the Rehabilitation Act of 1973. Inquiries concerning this policy may be directed to the designated officials as follows:

Affirmative Action and Equal Employment Officers:

Director of Personnel Services,
Texas Woman's University,
P.O. Box 22939,
Denton, TX 76204, 817/898-3555

Title IX Officer:

Vice President for Student Life,
Texas Woman's University,
P.O. Box 22305,
Denton, TX 76204, 817/898-3601

Handicap Officer:

Dean of the College of Health,
Physical Education, Recreation, and Dance,
Texas Woman's University,
P.O. Box 23717,
Denton, TX 76204, 817/898-2860

*Provisions of the Education Amendments of 1972 have preserved TWU's right to limit enrollment in the University General Divisions to women students because it has traditionally and historically been a single-sex institution.



STUDENT SERVICES AND FACILITIES

Philosophy and Services
of the Division of Student Life
Office of the Vice President for Student Life
Commuter Services and Campus Organizations
Counseling Center
Food Services
Health Services
Student Activities
Student Center
University Housing

OTHER STUDENT SERVICES

University Police and Safety
Career and Employment Services
Child Care Services
Financial Aids
Handicapped Student Services and Facilities
International Student Information
University Library

OTHER ACTIVITIES AND FACILITIES

Art Exhibits
State Historical Collections
Campus Performances
Golf Course
Swimming Pool
Tennis Courts
Weight Training Room
Little Chapel-in-the-Woods
Student Publications
Shuttle and Private Transportation Services
Personal Student Identification Card

PHILOSOPHY AND SERVICES OF THE DIVISION OF STUDENT LIFE

The Division of Student Life is composed of the Office of the Vice President for Student Life, Commuter Services and Campus Organizations, Counseling Center, Food Services, Health Services, Student Activities, Student Center, and University Housing.

The student services which are described in the following pages are available to all students regularly enrolled at the University. For some services or events, a fee may be charged and/or proper TWU identification may be required.

OFFICE OF THE VICE PRESIDENT FOR STUDENT LIFE

The mission of TWU's Division of Student Life is to be a major force in accomplishing the full purpose of a university education. A university education, at its broadest and most profound level, integrates the academic and the extracurricular. It expands and deepens the individual's capacity to fully experience the intellectual, emotional, physical, spiritual, and social aspects of human existence. The means for fulfilling the Student Life mission rest upon the foundation of a Student Development philosophy, the implementation of which promotes an institutional environment conducive to the development of the whole person.

A student development philosophy provides the basis for enhancing the development of:

1. Personal identity (self-concept).
2. Purpose and commitment (meaning of life).
3. Integrity and social responsibility (ethics).
4. Self-directedness (self-control and autonomy).
5. A commitment to lifelong learning (discovery, change, and continued growth).
6. A desire to preserve cultural and natural resources (aesthetics).

COMMUTER SERVICES AND CAMPUS ORGANIZATIONS

The goal of Commuter Services and Campus Organizations is to encourage students to develop professionally and personally through participation in organizations, programs and services provided by the University. The office serves as a liaison to the administration for the concerns of special populations such as commuter, international, handicapped and returning students. This is accomplished by effectively communicating information regarding the availability of services, facilities, programs, and campus organization involvement. It is the philosophy of Commuter Services and Campus Organizations that participation by students will result in a greater sense of contribution and belonging to TWU.

Commuter Services

The Commuter Services Office maintains a resource center to provide students with information of particular interest to commuter students. In addition, the Office publishes a newsletter titled *The Commuter-Cator* that is mailed directly to the commuter student's home and *The TWU Off-Campus Apartment Guide* which is available in the Office.

Regulations and Procedures Governing Campus Organizations

Student organizations must be registered each year in order to use the University name, facilities, and services. University rules which govern student organizations are designed to insure order and responsible action among the many student interests, programs, and events and to provide equity among all student groups in the use of University facilities.

Qualifications for Registered Campus Organizations

Campus groups wishing to organize may submit an application to the Commuter Services and Campus Organizations Office. Representatives of the group will then be given assistance in developing a constitution and the description of the organization's program. If, after careful review, it is deter-

mined that the proposed organization complies with University rules and regulations and there is a genuine, demonstrated student interest, the group will be registered with the Campus Organizations Office.

In order to become a registered organization at the Texas Woman's University, an organization must meet the following qualifications:

- Shall be composed solely of Texas Woman's University students.
- Shall be open to all students regardless of race, sex, creed, handicap, or age.
- Shall be led by Texas Woman's University student officers elected or appointed by the organization.
- Shall have Texas Woman's University faculty and/or staff advisors.
- Shall uphold all University rules and regulations in addition to all state and federal laws.

Campus organization officers must submit a Constitution, the number of qualified members, a list of officers and telephone numbers, and the names and phone numbers of the advisors. Registration forms must be completed and submitted each year. Any revisions or amendments made to the constitution during the course of the year must be noted on the Constitution when it is submitted the following fall.

Notification of a meeting or an activity must be given to the Campus Organizations Office in order that a complete record may be kept. Each organization must have a minimum of three meetings per year to be considered an active organization, with the exception of honor societies and departmental organizations which make internal decisions regarding the number of meetings and activities.

Registered organizations which do not comply with the general rules governing student organizations will be subject to review. If the organization is not active or does not register with the Campus Organizations Office, the name of the organization will not appear in the "Campus Organizations Directory" issued by the Campus Organizations Office each fall semester. Failure to register will also result in the suspension of University privileges. An organization not registering two consecutive fall terms will be considered "inactive." An application submitted to

the Campus Organizations Office will be required in order to regain official status. Organizations inactive for two consecutive years will be considered no longer in existence.

Scheduling of Events by Campus Organizations

In order to ensure effective coordination of the activities of student organizations with a minimum of conflict, the time and place of all special programs (such as guest speakers, parties, dances) and regular meetings must be registered at the Office of the Student Center Director. Reservation forms should be submitted and approved two weeks in advance of the event.

When it is necessary to cancel a function, the responsible officers should promptly notify the Office of the Student Center Director and cancel all arrangements. Failure to cancel an event at least two working days prior to the event will result in responsibility for payment of requested services required for the event.

Requirements for Elected and Appointed Officers of Campus Organizations

Academic and social standards for membership and service as officers of student organizations are stipulated in the respective Constitutions and Bylaws of the organizations. 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 should have a cumulative grade point average of 2.0.

Fund-Raising Regulations

The University has a firm policy prohibiting commercial solicitation of funds by non-University organizations except under official sponsorship of the University. In accordance with the following regulations, registered student organizations may engage in fund-raising activities. Approval must be obtained from the Director of Commuter Services and Campus Organizations and from the Student Center Director if the fund-raising project is to be located in the Student Center.

- Fund-raising projects must be registered, approved, and entered on the central calendar of events in the Office of the Student Center Director at least two weeks prior to the pro-

posed date. The Reservation Form is available in the Student Center Director's office and must be approved by the faculty advisor prior to submission.

- Advertising for fund-raising projects is subject to the University rules governing posters and distribution of literature.

Non-University Speakers Sponsored by Campus Organizations

As an institution of higher learning in a democratic society, the Texas Woman's University is committed to the spirit of free inquiry. Such inquiry must be conducted in a way which furthers the educational purposes of the institution. University facilities are not available for exploitation by special interests not in harmony with these educational objectives.

Officially registered campus organizations may invite speakers to the campus to address their own memberships and other interested members of the University community if suitable space is available, if there is no interference with regularly scheduled programs of the University, if a faculty advisor approves, and if rules and procedures are followed.

The University requires faculty advisor approval and complete identifying information for all individuals and groups being scheduled for performance on the University campus. Organizations wishing to sponsor non-University entertainers must supply such information to the Student Center Director. Students responsible for the event may not enter into contractual agreements; all contracts must be signed by appropriate University officials.

Responsibilities of Faculty/Staff Advisors

Faculty/Staff advisors assume the responsibility for keeping informed about the activities of the campus organizations, for attending meetings, and for advising the officers and members on University policies and procedures as well as budgetary matters. An advisor's signature is required on all forms for scheduling meetings, activities, entertainers, and off-campus speakers. Only full-time faculty or staff are eligible to be named as advisors.

Student Government Association

- **Denton Campus:** The Student Government Association has a long history of student participation and service to the University. All students are welcome to attend the SGA meetings and to be active participants through membership on SGA committees.

All students enrolled at the Denton Campus are members of SGA and are entitled to participate in the election of senators and officers of the SGA and its components as stipulated in the Constitution and Bylaws. Senators, who are elected in the fall semester, are drawn from the academic components on the Denton Campus and from the residence hall and commuter student population. Candidates must qualify according to standards stated in the Constitution and Bylaws.

- **Dallas Center:** The Student Government Association at Dallas operates under its own approved Constitution and Bylaws, conducts elections, and is responsible for the budgeting of allotted funds for its own programs and for the activities of the constituent groups.

In addition to the major officers who are elected at large in the fall semester, the Executive Council consists of representatives from all academic components present at the Dallas centers.

- **Houston Center:** The Student Government Association at the Houston Center operates under its own approved Constitution and Bylaws, conducts elections, and is responsible for the budgeting of allotted funds for its own programs and activities of its constituent groups. In addition to the major officers who are elected at large, representatives are elected from each of the academic components represented at the Houston center.

Class Organizations

Class organizations are an important part of traditional student activities at TWU. The class organization provides an opportunity to organize for the purpose of promoting enduring relationships within the class.

Typical class activities include service programs and fund-raising projects.

Class organizations include the Freshman Class, Sophomore Class, Junior Class, Senior Class, and the

Council of Graduate Students. Further information can be obtained from the Office of Commuter Services and Campus Organizations.

Departmental Organizations

Most academic departments at the University have professional and/or social organizations available to students. Students are encouraged to inquire about the particular organizations within their departments and to select those appropriate for their needs. The registered organizations are as follows:

- **Art:** American Society of Interior Designers, Delta Phi Delta-Honorary, Fine Arts Guild, American Advertising Federation
- **Biology:** Beta Beta Beta-Honorary
- **Business and Economics:** American Society for Personnel Administration-Student Chapter, Omicron Delta Epsilon, Professional Business Women's Club, Sigma Pi Beta-Honorary, TWU Accountant's Society
- **Chemistry:** Kappa Epsilon Mu, Iota Sigma Pi, Pre-Med/Pre-Dental Club
- **Home Economics and Consumer Studies:** Family and Consumer Studies
- **Communication Sciences:** Rainbow Connection
- **Dance:** Associated Dance Students
- **Dental Hygiene:** Sigma Phi Alpha-Honorary, American Dental Hygienist's Association-Student Chapter
- **Dietetics:** Student Dietetics Association
- **Education:** Pi Lambda Theta, Student Association for Bilingual Education, Student Council for Exceptional Children, Texas Association for Childhood Education
- **Fashion and Textiles:** Fashion and Textiles Club
- **Health Care Administration:** Health Care Administration Student Association
- **Health Education:** Eta Sigma Gamma
- **History and Government:** Alpha Phi Sigma—Honorary, College Republicans, Criminal Justice Club, Phi Alpha Theta-Honorary, Pi Sigma Alpha-Honorary, The Barristers-Pre-Law Club, Young Democrats of TWU
- **Home Economics Education and Consumer Sciences:** Texas Home Economics Student Section
- **Journalism and Broadcasting:** Sigma Delta Chi-Honorary, Women in Communication, Inc.
- **Language and Literature:** National Council of Teachers of English, Phi Sigma Iota, Omega Rho Alpha-Honorary, National Speech-

Language-Hearing Association, Sigma Tau Delta-Honorary

- **Library and Information Studies:** Alpha Beta Alpha, Graduate Library Science Association
- **Mathematics and Computer Science:** Kappa Mu Epsilon, E.V. White Math Club
- **Medical Records:** Student Association of Medical Records Administration
- **Military Science:** Reserve Officers Training Corps (ROTC)
- **Music and Drama:** Music Education Club, Student Association for Music Therapy, Sigma Alpha Iota-Honorary
- **Nursing:** Upper Division Nursing Students, Texas Nursing Student Association
- **Nutrition and Food Sciences:** Graduate Nutrition and Food Sciences
- **Occupational Therapy:** Pi Theta Epsilon-Honorary, Student Occupational Therapy Association
- **Physical Education:** Physical Education Majors Professional Club
- **Physical Therapy:** Physical Therapy Club
- **Psychology and Philosophy:** Psi Chi, Psychology Club, Graduate Psychology Club
- **Recreation:** Association for Future Recreational Professionals
- **Sociology and Social Work:** Alpha Delta Mu, Alpha Kappa Delta, Social Sciences Society

All University Honor Societies

- Alpha Chi
- Alpha Lambda Delta
- Mortar Board
- Phi Kappa Phi

Special Interest Organizations

- **Residence Halls:** Residence Hall Association, Guinn Hall Council, Hufford Hall Council, Reagan Houston Hall Council, Stark Hall Council, Residence Hall Council-Houston, Faye Pannell Hall Council-Dallas
- **Campus Wide Government:** Student Government Association-Dallas, Student Government Association-Denton, Student Government Association-Houston
- **Classes:** Freshman Class, Sophomore Class,

Junior Class, Senior Class, Council for Graduate Students (COGS)

- **Social Sororities:** Alpha Gamma Delta, Alpha Kappa Alpha, Alpha Omicron Pi, Delta Sigma Theta, TWU Panhellenic
- **Literary-Social Club:** Alpha Omega
- **International:** Chinese Students Organization, Denton Association of Mexican American Students (DAMAS), International Students Association, Nigerian Women Students' Association
- **Religious:** Baha'i Club, Baptist Student Union, Campus Crusade for Christ, Catholic Campus Community, Christian Students Association, Fellowship of Christian Athletes, Lutheran Campus Ministry, Texas Women's Resource Center
- **Miscellaneous:** Graduate Students Association—Dallas, Gospel Choir, National Association for the Advancement of Colored People (NAACP), Pioneer Spirit Club, President's Ambassadors, Student Organization for Activities Programming (SOAP), Valkyries Athletic Club, Women in Nontraditional Group Support (WINGS), Family Support Group, The Young Women and Men for Cultural Awareness

For more information please contact Commuter Services and Campus Organizations, Room 103, Student Center.

Social Organizations

The University has several social organizations which encompass a wide variety of interests. Some of these organizations are service oriented and pride themselves on the various services rendered both within the University and in the community. Some social organizations are national sororities, others are literary social clubs, and still others are special interest organizations. A current listing of these organizations and their officers can be obtained from the Campus Organizations Office. The literary social club

presently registered is the Alpha Omega Literary Social Club. National sororities located on campus are Alpha Gamma Delta, Alpha Kappa Alpha, Alpha Omicron Pi, and Delta Sigma Theta.

International Organizations

International organizations are an important part of TWU. Both international and American students are encouraged to participate in these organizations. The international organizations presently registered are the Chinese Students' Organization, the International Students' Association, Nigerian Women Students' Association, and the Denton Association of Mexican American Students.

Other University Organizations

There are a number of University organizations which focus on special interests. These include hall councils for the individual residence halls, Baptist Student Union, Campus Crusade for Christ, Catholic Campus Community, Christian Students Organization, Fellowship of Christian Athletes, Texas Women's Resource Center, Gospel Choir, National Association for the Advancement of Colored People (NAACP), The President's Ambassadors, Student Organization for Activities Programming (SOAP), Women in Non-Traditional Group Support (WINGS), The Young Women and Men for Cultural Awareness, and Family Support Group.

All University Honor Societies and Awards

The honor societies and special awards listed below provide recognition for students who have achieved distinction in some important aspect of University life:

- **Alpha Chi** (General Scholarship, Juniors and Seniors)
Purpose: To stimulate, develop, and recognize scholarship and those elements of character which make scholarship effective.
- **Alpha Lambda Delta** (Freshman Scholastic)
Purpose: To recognize and encourage high scholastic attainment among freshmen.
- **Mortar Board** (Delphi Chapter) (All-campus Scholarship and Service, Seniors)
Purpose: To promote and maintain a high standard of scholarship and to promote University and community leadership and service.

- **Phi Kappa Phi** (for upper level juniors or above)
Purpose: To recognize and encourage high scholastic attainment in all areas of academic endeavors.
- **Outstanding Seniors Alumnae Award:** Each year the National Alumnae Association Board selects outstanding graduating seniors for this award using the following criteria: nominees must possess and exhibit high moral character and an ambition to learn and to acquire skills in a chosen field, maintain a high grade point average while carrying a reasonably full course load of study, make outstanding contributions in the area of student life, and above all, serve as an example by being an excellent representative of the Texas Woman's University.

- **Pauline Bishop Leman Award:** A senior is selected for this award for outstanding artistic contribution. The student who is chosen for this honor on recommendation of a standing committee of the faculty must meet the minimum requirements for honors. The award is announced at the spring commencement.
- **Who's Who Among Students in American Universities and Colleges:** Students who have done outstanding work are selected for this honor from the junior and senior classes each year. Nominations are made by the instructional department, and selections are made by a standing committee of faculty and students. Ordinarily, at least a "B" average is required by the selection committee unless, in rare cases, some unique and outstanding achievements outweigh consideration of academic excellence.
- **Loveless Award:** The W.E. and Marvin Loveless Memorial Award is presented annually to a senior in recognition of outstanding scholarship, involvement, and achievements. The W.E. and Marvin Loveless Memorial Scholarship will be offered when sufficient funds have accrued in the endowment being established for this award.

Students interested in these societies and awards are encouraged to contact the individual departments for further information.

COUNSELING CENTER

The Denton, Dallas (Parkland and Presbyterian), and Houston Counseling Centers offer a wide range of services

designed to help students obtain their educational goals. Students typically come to the Centers with concerns such as indecision over their academic major and/or career goals, inability to study effectively, and personal problems such as depression, anxiety, and difficulties in relationship with others.

The Centers also offer theme-oriented groups, workshops, and presentations. Topics have included personal growth, communication skills, career exploration, academic success, assertiveness, and life planning. Students are urged to request other groups and workshops on subjects related to their interests.

The Centers serve as clearinghouses for psychiatric consultation and are committed to providing emergency assistance to students in crisis. Students in crisis may contact Counseling Center staff directly, through the Student Health Service, or through the Student Life Office. The following organizations, while not in any way connected to TWU, may also be of help to students in times of crisis:

- Denton County Mental Health: (817) 387-5555
- Information, Counseling, and Referral (ICR) in Dallas, (214) 330-7721
- Crisis Hotline in Houston (713) 228-1505

The Counseling Centers provide help in making personal, educational, and vocational decisions. They do not, however, serve as centers for academic advising; that is, prescribing a course of study for a specific major or evaluating course work from other institutions for transfer to TWU. These questions should be discussed with faculty of the appropriate academic department or with the Office of Admissions and Registration.

The Counseling Centers administer and interpret standardized tests which may help a student with personal, educational, or career decisions. In addition, the Denton Counseling Center is an official testing center for the American College Test (ACT), the Graduate Record Examination (GRE), and the Pre-Professional Skills Test (PPST). The approximate test dates are as follows (please check with the Denton Counseling Center for the exact dates each semester):

- **ACT:** October and April national test dates
Fall freshman orientation
- **GRE:** February national test date
- **PPST:** November, March, and June

Applications for these tests and other entrance examinations may be obtained at the Denton Center. None of the

Centers keep official records of the ACT, SAT, GRE, PPST, and other nationally administered tests for transmittal to other educational institutions. Forms for requesting this information from the respective national offices are available at the Denton Center.

The TWU Counseling Centers are staffed by full-time psychologists and graduate students who are carefully selected and supervised by the full-time staff members. All staff psychologists are certified by the State of Texas or are in the process of obtaining certification in their professional disciplines.

Both day and evening hours are available at all four campuses. Since hours vary by location and semester, please check the schedule at each campus. The office locations are as follows:

■ Denton	West Jones Hall
■ Parkland	DED 116, 117, 118
■ Presbyterian	DPH 215
■ Houston	HMJ 723

Additional information is available to students at each Center.

FOOD SERVICES

During fall, spring and summer semesters, the Denton campus offers a choice of meal plans which provide food service seven days a week, five days a week (Monday through Friday), or four days a week (Monday through Thursday).

Contract meals enable students to meet their dietary needs while providing variety and economy. TWU offers unique combination plans that combine contract meals with cash credit that can be used at any food facility on campus. Meal plans are facilitated by one easy-to-use computerized I.D. meal card.

Students are urged to choose the meal plan which will most adequately meet their needs. Contract meals begin at dinner the first day of registration and end at lunch the last day of finals. Food is served in Hubbard Hall and in the Student Center. Special arrangements can be made for students who are ill and for those on special diets by contacting the office of the Director of Food Services.

The computerized I.D. meal card may not be used by another person. Cash credit may not be transferred to another individual nor can meal card credit be carried over to another semester. There is a \$10.00 replacement fee for lost meal cards. Cost of meal plans and hours of meal service are published in separate bulletins for fall, spring and summer and are available in the University Housing Office, Registrar's Office, or the Food Service Office.

All students living in traditional rooms in the residence halls must select a contract meal plan. Students residing in apartments are not required to purchase the meal plan but may do so. Meal plans are also available to commuter students.

Additional cash value (crossover credit) may be added to the card at any time during the semester. Any changes in the meal plan must be made between the fifth and twelfth day of classes during each long semester.

Additional information may be obtained by writing or telephoning the Director of Food Services at P.O. Box 22939, Denton, Texas 76204-2939, (817) 898-3663.

Catering Services are available to individuals or student organizations who wish to arrange for special meetings or events. Bakery items, including birthday cakes, may also be ordered by contacting the Catering and Marketing Manager in the Department.

Food is available on a cash basis at Hubbard Hall, north dining rooms, Pioneer Room (during lunch only), and in the Garden Room and the Baker's Dozen in the Student Center.

Student Center Garden Room

The Garden Room provides a cheerful environment for students, faculty, and staff to have breakfast, lunch, dinner, or between-meal snacks. A variety of foods are available, such as hot and cold sandwiches, salad bar, pizza, snack foods, and breakfast entrees.

The Garden Room is also the location for a variety of entertainment provided by the University throughout the year.

Baker's Dozen

The Baker's Dozen, the campus bakery outlet, provides individual servings of assorted sweets and breads, gourmet coffees and teas, custom-designed birthday, wedding, and specialty cakes, and an assortment of other confections.

Houston Center and Dallas-Parkland Center

Cash services are available in the cafeterias located in the residence halls at both centers.

HEALTH SERVICES

It is the purpose and intention of the University Health Service to assist all students in maintaining good health and good health habits while enrolled

at TWU and to have those good health habits made an integral part of one's life.

Students are encouraged to use the Student Health Service on campus but are free to seek private medical care if desired. The University assumes no responsibility for transportation or any cost related to private medical care.

Immunization and Medical History

Medical History Forms will be completed by students upon their first visit to the Student Health Center. They are responsible for their own health records and will be asked to provide the staff with the dates of their latest polio, measles, diphtheria, and tetanus immunizations. Students are advised to have these brought up to date before entering the University for the first time.

Outpatient Clinic and Student Health Service—Denton

The Student Health Service offers weekday clinics for the diagnosis and treatment of routine illness and injury while the semester of classes is in session. The physician is available for this care. There are also registered nurses on duty to assist in evaluating problems which may arise in the absence of the staff physician. Registered nurses are available 24 hours a day. Students who need care which cannot be provided by the Health Services will be referred to one of the local hospitals.

Students are entitled to one free overnight stay per semester in the Student Health Service with minimal charges for additional nights. Food will be charged on a per meal basis or provided by the Food Service if the student is on a meal plan. Small charges are also assessed for lab services, certain women's health care services, and medications. All X-rays are referred to off-campus facilities.

The University maintains its own pharmacy where students may have prescriptions (written both on and off campus) filled.

When ill, a student is urged to report directly to the Student Health Center for evaluation. Local physicians and ambulances may not be called to a residence hall room.

Sick Calls and Hospital

TWU Police Officers will on occasion take sick or injured students to the University or city hospital. Individuals who are sick or have minor injuries and can walk with some assistance should

be aided to a vehicle and transported to the University Hospital. An ambulance will not be used to transport students to the University Hospital.

Individuals who have serious injuries (i.e. broken bones, severe bleeding, prolonged unconsciousness, spinal injury, etc.) which require more advanced medical expertise should be transported to a city hospital by ambulance.

In the event a resident student is taken to a city hospital, the Residence Director and Student Life representative should be notified. If a student is a non resident, Student Life staff will be notified.

If the University Hospital is closed, an ill student will be taken to AMI Denton Regional Medical Center or Flow Hospital for treatment.

Officers may be required to transport emotionally disturbed persons to various mental health units. Except in an emergency, this transportation will be provided only upon the instructions of the supervisor.

If for any reason an ambulance is called to campus, and an emotionally disturbed individual is handled, or a student is taken to a city hospital, an incident report will be filed.

As a general policy, officers will not leave campus on non police or non emergency matters, except in cases where university administrators, managers, or faculty deem it necessary because of an emergency. Non police or non emergency matters shall be defined as transportation of students to hospital or doctor offices for routine appointments, lab work, physical examinations, or to pick up a prescription or medicine.

In every case where a request for transportation is denied, the Police should give the person an explanation of the reason the request is being denied.

Health Care—Houston

The University offers services similar to those outlined above, with the exception of inpatient care, to students at Houston through the Methodist Hospital Clinic.

Health Care—Dallas

Health care services are provided by contractual agreement with St. Paul Hospital in Dallas.

Student Health Insurance

An optional student health insurance plan is available to TWU students.

Although the University Health Service is equipped to handle routine medical problems when a student is on campus, major accidents or illnesses on or off campus which require special medical attention or hospitalization are not provided by the University.

The insurance available covers a twelve-month period on or off campus for a moderate fee and supplements the treatment provided by the University Health Service on all TWU campuses. Students and their parents are urged to consider the program carefully. The cost is nominal, and the protection is comprehensive.

Further information is available at registration and may also be obtained from University Health Services or the Office for Student Life. International students and students majoring in Physical Therapy are required to be covered by an insurance plan. If not covered by an outside insurance plan, these students must acquire the Student Health Insurance.

TWU Blood Club—Denton

Each year the Denton campus holds at least one two-day Blood Drive in cooperation with the Wadley Blood Bank. All members of the University community, whether they are able to donate or not, are eligible to draw upon the credits accumulated during the Blood Drive. Students or members of their immediate families who are in need of blood may request credits to be transferred to almost any hospital in the United States. Because health insurance plans do not cover the actual cost of blood, hospital charges can be substantially reduced by applying for TWU Blood Club Credits through the Office for Student Life.

STUDENT ACTIVITIES

The Department of Student Activities provides educational, social, cultural, and recreational activities designed to attract the interests of a diverse student body. Questions regarding the various University activities, committees, and organizations described below can be answered at the Student Activities Office located on the second floor of the Student Center.

Annual Activities

During the academic year there are many traditional activities in which students are encouraged to participate. These activities include:

- **South of the Border Fiesta**—A celebration of the traditional Fiestas Patrias or the "Diaz y Seis de Septiembre" recognizing Mexican Independence Day. This event features authentic Mexican food, dances, and songs in an outdoor setting.
- **Christmas Ball**—In celebration of the Holiday Season, this ball provides students the opportunity to participate in a formal dance.
- **Founder's Day**—Sponsored by the Alumnae Association, this special event was established to celebrate the founding of Texas Woman's University in 1901. Students, alumnae, faculty, and staff are invited to attend a festive pancake dinner commemorating this important occasion. The traditional red rose is worn during the day to symbolize the friendship, growth, and strength of TWU students and alumnae.
- **Afro-American Awareness**—In observance of national Black History Month, this special event features entertainers, speakers, and displays.
- **The Redbud Festival**—Each year outstanding women and men are selected from their classes to receive recognition during Redbud Week. Students are selected by their classmates as typifying the ideal TWU student. Those receiving this honor must qualify in accordance with the usual standards for all honors. Criteria for the selection of the honorees are participation in campus activities, integrity, personality, sincerity, poise, friendliness, and quality of character.
- **Homecoming**—Homecoming, which occurs each April, features many outstanding events and gives alumnae an opportunity to view changes at the Texas Woman's University. It is a time to share, renew, and make new contacts with classmates, faculty, and students. Each year alumnae are recognized who are in the Honor classes (those graduating 25 and 50 years earlier, and in the present year) and the Reunion classes (those graduates of five year intervals up through the present senior class). All classes celebrate with a variety of social activities as they share memories and events of years past. Other Homecoming events include the Honors Convocation when Distinguished Alumna Awards are presented and current outstanding seniors are honored, a business meeting of the National Alumnae Association, and a variety of fine arts presentations.

- **Wildflower Day**—In 1980, Governor Clements designated Texas Woman's University as host of the annual state Wildflower Day. This is celebrated on the fourth Saturday in April and features the annual meeting of the Native Plant Society of Texas and a symposium presenting programs on native plants and wildflowers. On the Friday preceding Wildflower Day, the University sponsors the annual Plant-In where students, staff, and faculty gather to plant various wildflowers and native plants in the University Gardens.
- **Spring Follies**—Early in the spring semester campus organizations and individuals are invited to participate in a friendly competition, each presenting a theatrical performance. Awards are given for the top performances.

Outdoor Recreation Program

The outdoor recreation program provides students with the opportunity to engage in and enjoy a variety of experiences including day hikes at Lake Texoma, weekend backpacking in Arkansas, downhill skiing in Colorado, canoeing, and rock climbing. Transportation and trip leaders are provided. Equipment rental is available through the Student Activities Office.

Recreational Sports and Intramurals

Sports and recreational activities are an integral part of student life at TWU. A wide range of activities is offered to appeal to student interests. Aerobics, swimming, jogging, tennis, basketball, and water polo are just a few of the many and varied activities.

Through participation in recreational sports and intramurals it is hoped that the students will develop an appreciation of the worthy use of leisure time and a wholesome attitude toward physical activity for recreational purposes later in life. Recreational sports and intramurals are offered during the fall, spring, and summer sessions.

Sports Clubs

Sports clubs provide instruction, competition, and recreational activity for students. Assistance in forming a sports club is available through the Recreational Sports and Intramurals Office. For more information about existing clubs, contact the Student Activities Office at 898-3611. The primary function of these clubs is to provide an opportunity for students to participate in a sports activity and to promote instruction for interested students.

Student Organization for Activities Programming (SOAP) Board

The Student Organization for Activities Programming (SOAP) Board serves as an integral part of the student activities planning process on the Denton campus. SOAP committees have major responsibilities for trips and travel, minority affairs, and special events. SOAP Board committee chairpersons serve as leaders in the development of an effective and comprehensive activity program for the Denton campus. Students participate in activities programming on the Dallas and Houston centers in cooperation with the Student Life staff, Student Government Association, and the Residence Hall Association.

Students who are selected to chair SOAP Board committees serve terms of two consecutive semesters and are under the supervision and advisement of the Assistant Director of Student Activities. Working with the Department of Student Activities they support and carry out the objectives, policies, and goals of Texas Woman's University, the Division of Student Life, and the Department of Student Activities.

University Committees with Student Components

There are 33 University committees that provide and assist with policy and program determination and implementation. Students as well as faculty, staff, and administrators are appointed each year to serve as members. The committees identified below have student representatives who are appointed each fall. In order to qualify for a committee appointment, a student must be in good standing with the University and should have a cumulative grade point average of 2.0.

Advisory Council for Physical Therapy
Calendar Committee
Committee for Campus Beautification
Committee for Campus Safety
Committee for Campus Traffic Matters
Committee on Committees
Curriculum Committee
Educational TV
Faculty-Student Board for Campus Publications
Faculty-Student Liaison Committee for Campus Life
Graduate Council
Handicapped Regulation 504 Committee
Honors Program Committee

Housing Committee
Interdisciplinary Council on the Arts for the Handicapped
Library/Media Services Committee
Medical Advisory Board for Occupational Therapy
Multi-Cultural and Minority Affairs
Nursery School Affairs and Child Care Center
Occupational Therapy Counseling Orientation Committee
Physical Education Requirements Committee
Redbud Committee
Returning Student Committee
Special Events Committee
Student Appeals Committee
Student Services Fees Allocation Committee
Teacher Education Council
Texas Wildflower Day
Traffic Appeals Committee
TWU Athletic Council
Who's Who Committee
Woman's Day and Women Studies Committee

Students are also represented on advisory committees for the Student Center, Health Service, Commuter Services and Campus Organizations, Counseling Center, Food Services, and Vice President for Student Life.

Students who are interested in serving on any of these committees should contact the individual components or the Office of Student Life.

New Student Orientation

The University recognizes that new students deserve special attention as they join the University community so that they may become aware of the many academic and social opportunities which are available and so they may have support and encouragement in making decisions about their educational experiences, both academic and extracurricular. Several times during the summer and at the beginning of each semester, orientation programs are held for all in-coming students with special sessions for transfer students, returning/reentry students, and international students. These programs include meetings with faculty representatives of academic departments, guided tours of campus facilities, meetings with the residence hall staff, an introduction to the social activities and traditions of campus, academic advising, and preregistration for classes.

Reentry/Returning Student Orientation

During the summer and prior to the beginning of each semester, special orientation sessions are held for

students who are over the age of 25 and entering the University for the first time or who have been out of school for some period of time. These sessions are designed to assist students who have special concerns and needs, such as those related to the multiple roles of student-mother-employee-spouse. The sessions include a description of special services designed for these particular students, meetings with faculty and staff, and a discussion of their particular concerns as reentry/returning students.

STUDENT CENTER

The Mary Eleanor Brackenridge Student Center serves as the community center of the Denton campus. Students, faculty, administrators, alumnae, and guests are encouraged to utilize the services and programs. Concerts, seminars, receptions, meetings, and fund-raising events are just a few of the frequently scheduled activities in the Center.

In addition to those listed below, other convenient services offered in the Student Center on the Denton campus include ticket sales, vending machines, locker rental, change machine, check cashing, copy machines, computer terminals, meeting rooms, photo center, cable TV, free local telephone, lounge areas, and an automated teller machine.

Student Services Offices

On the Denton campus, the Student Center is the location for such offices as the Vice President for Student Life, Student Center Director/Assistant to the Vice President for Student Life, Student Activities, University Housing, and Commuter Services and Campus Organizations. The Alumnae Association, the Student Government Association, and Student Organization for Activities Programming Offices are also located in the Center.

Food Services

The Student Center offers a pleasant and convenient dining facility located in the Garden Room on the second floor. The Garden Room provides a scramble system with a varied fast food menu in a self-service operation.

The Baker's Dozen is also available on the second floor and features fresh baked items and gourmet coffees for an early morning or mid-day treat.

Students who are living in residence halls have, as part of their meal plan, credit (cash) value that may be used in the food facilities located in the Student Center.

Bookstore

The TWU Bookstore provides services on the Denton, Dallas-Parkland, and Houston centers. Textbooks, school supplies, gifts, and other items are available on all three centers. A check-cashing service is also provided at each bookstore. With proper identification students, faculty, and staff may cash checks for a nominal fee.

Post Office

A branch of the U.S. Post Office is located in the Student Center in Denton. Post office box rental is available for all students and required for students living in the residence halls.

Reservation of Meeting Rooms

TWU students may reserve space for meetings, study groups, and social events through the Office of the Student Center Director. Written requests must be approved by the Student Center Director before final confirmation is given. Security officers are required at all dances or parties and paid for by the sponsoring organization unless otherwise approved. If cancellation is necessary, groups must contact the Student Center office at least two working days prior to the event to avoid penalty.

Areas have been designated at each of the other centers where services are available to all students from the student center fee.

UNIVERSITY HOUSING

Residence hall life at the Texas Woman's University plays an important part in the educational program of the University. Students in residence have a special opportunity to become active in the University community and to follow social and academic pursuits which will enhance their personal development. Through Hall Councils, members of each residence hall can draw upon the resources of the University community to develop programs suitable for the population in that hall. The close proximity of the residential units to the academic and social centers of the University provides the best opportunity for students to participate in campus, departmental, and special interest activities.

The Department of University Housing seeks to provide a comfortable facility while demonstrating a working team approach in understanding the needs of the residence hall students. All matters related to residence halls such as assignments, charges, maintenance, staffing, and programs are coordinated

within the Department of University Housing. University regulations which apply to residence hall living and individual building procedures are designed to provide for the health, security, and reasonable privacy of all residents. Each student is responsible for knowing and complying with these regulations in the interest of the comfort and convenience of all.

Residence hall staff members play a vital role in many important aspects of residence hall life. The Residence Director is a full-time professional staff member who has the major responsibility for the overall operation of the larger residence hall communities. The Graduate Residence Director is a graduate student who has major responsibility for the operation of one of the smaller residence hall communities or who may assist the Residence Director in a large residence hall. These staff members help students utilize the facilities to their fullest advantage, aid students in adjusting to University life, and act as advisors and counselors to students and organizations within the residence hall.

To aid the University in establishing more personal contact and communication with individual students and residence hall organizations, a Resident Assistant lives on the floor with the residents. The RA is a carefully selected student who promotes and provides leadership, support, friendship, programs, and acts as a general resource person for her/his residents. She/he helps the student become more integrated into campus and residence hall life and provides aid in establishing effective residence hall government.

Commuter and Guest Housing

Accommodations are available on a limited basis in Guinn Hall for University guests and in Reagan Houston for commuter students. Faye Pannell and Houston Center Halls also provide commuter and guest housing at the Dallas and Houston Centers on a space-available basis. Commuter 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.

Family Housing

Family housing at Texas Woman's University 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 Hall or Mary Hufford Hall. Married students without children may reside in a traditional room in Faye Pannell Hall (Dallas-Parkland Campus), Houston Center Residence Hall, Guinn Hall, or Mary Hufford Hall. Single parents with children or married students with or without children may reside in an apartment in Mary Hufford Hall.

Special Features

The four residence halls on the Denton Campus and the residence halls at the Houston and Dallas Centers provide numerous features that enhance the living environment. Each residence hall offers a variety of facilities for residents, including living rooms, TV and study rooms, exercise rooms, computer facilities, refrigerators and telephones in student rooms, vending machines and laundry rooms. All classifications of students are assigned to each hall, with special sections reserved for those students who wish to reside with students of the same classification, in the same major, or in the same sorority.

Handicap Facilities

In order to accommodate the needs of handicapped residents at TWU, several modified residence hall rooms are available upon request through the Department of University Housing. Rooms are available for the mobility-impaired student in Reagan Houston, and the Houston Center residence hall. All residence halls are accessible to the mobility-impaired. For further information, contact the Department of University Housing.

Special Interest Housing

To meet the various needs of the TWU students, the Department of University Housing has established special interest housing in the residence halls. Students who want to live with other students in their academic areas, classifications, or a campus organization (sororities, clubs) may indicate this on their housing applications. Academic departments are invited to contact University Housing if they wish to establish a special interest floor or wing for their students. All residence halls have specific areas designated as 24-hour quiet areas in which students may elect to reside. For further information about special interest housing, contact the Department of University Housing.

Residence Hall Council

The Hall Council is the student organization within each residence hall which develops and presents ongoing activities. Residents of each residence hall elect the Hall Council, which is composed of a President, Vice President, Secretary, Treasurer, Intramural Coordinator, and the floor representatives.

The Hall Council's primary responsibilities include allocation and expenditure of hall activity funds; planning of social, educational, and cultural events for the hall; development of and participation in intramural athletics; and involvement with other programs or activities which may occur in the residence hall. The Residence Director or Graduate Residence Director serves as the advisor to the group.

Residence Hall Association

The Residence Hall 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. Programs and policies are developed in the social, academic, and judicial areas.

Residence Life Handbook

Each student receives a copy of the Residence Life Handbook when she/he checks into the residence hall. This handbook provides further details regarding hall facilities, activities, and policies. The information in the Residence Life Handbook supercedes this publication.

Residence Hall Meetings

Resident students should attend all general residence hall meetings and floor meetings in order to be fully informed of residence hall policies and activities. Students should read the bulletin boards for special announcements and activities. Residents are responsible for knowing the residence hall policies and activities and for all information disseminated at general hall and floor meetings.

Housing Policies and Procedures

Students over 18 are considered legal adults and the University does not assume parental responsibilities for them. The University is concerned, however, with the well-being of every

member of the University community. Therefore, housing regulations allow the maximum amount of freedom and responsibility for each student which is consistent with an orderly campus and residential atmosphere.

Residency Requirement

The Board of Regents requires that all full-time single undergraduates who have not completed 60 credit hours, who are under the age of 21, and who are not veterans of military service, or who live with parents or legal guardians within commuting distance live in University residence halls.

Residency Requirement and Contract Releases

If a student wishes to be released from the residency requirement or the Housing/Meal Services Contract, she/he must present her/his request in writing to the Director of University Housing, Texas Woman's University, P.O. Box 22305, Denton, Texas, 76204-2305. The student should include name, social security number, date of birth, major, year in school, current address, desired residence (with whom and where), and the primary reasons for the request. For financial hardships, the documentation should include sources of funding for college expenses and financial aid requested and received. Medical exemption requests must be accompanied by comprehensive records of the medical problem from the attending physician. Other types of appeals should incorporate the appropriate corresponding documentation. A letter from the parent(s) indicating knowledge and support of the desired exception is also requested in residency requirement release requests. If the request is denied, a student may then appeal to the Director of University Housing in person.

Room Changes

A student may submit a room change request to the Department of University Housing. Room change requests are available at each residence hall desk and in the Housing Office. All changes must be approved by the Residence Director/Graduate Residence Director and the Assistant Director of University Housing prior to moving. Room changes typically begin the second day following the sixth (6th) class day of the Fall and Spring Semesters and the second day following the fourth (4th) class day for Summer I, II.

Private Rooms

Requests for private rooms will be honored provided space is available. The student's stated preference will be used as a guideline in making room assignments; however, the University cannot guarantee a private room, nor can the assignment of a roommate be guaranteed. A student occupying a room on a private basis for any reason will be charged the private occupancy rate.

Late Arrival

A student for whom a room has been reserved should notify the Housing Assignment Office if late arrival at the beginning of a semester is anticipated. Failure to notify Housing may result in a reassignment of the accommodation requested.

Liability and Personal Loss/Insurance Coverage

The University assumes no financial responsibility or other liability for the loss, destruction, or damage of personal property. Students are urged to have insurance to protect against personal losses and hazards. Residents should take normal precautions to protect their property by locking their rooms when they are not occupied. The University Police Department will register valuable items such as typewriters, record players, cameras, and bicycles free of charge.

Keys

Residents are issued keys to their assigned residence hall rooms when they check into the residence halls. The key is for the exclusive use of the assigned resident and should remain in her or his possession to insure the safety and security of the room and personal property. In the event a key is lost, a student should immediately notify the Residence Director/Graduate Residence Director. There is a charge to change the lock and replace the keys. A charge also will be assessed if a resident has to check out a key more than twice in a given semester.

Resident Absence for Extended Periods

Residents who expect to be absent from the residence hall for an extended period of time are urged to contact the Residence Director/Graduate Residence Director so they may be

located in the event of an emergency. Situations of a personal nature are handled in a confidential manner by the staff.

Visitation Policy

The visitation policy and guidelines for the residence halls have been designed for the convenience of the residents when 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 Department of University Housing.

The maximum hour parameters for visitation within Stark Hall are: Sunday through Thursday 10 a.m.-1 a.m. Friday and Saturday 10 a.m.-2:30 a.m.

Halls in which unrestricted visitation may be established are:

Reagan Houston
Guinn Hall
Hufford Hall
Pannell Hall
Houston Center

Residents of a hall or residential living unit may vote to have the maximum hours or few hours within the specified time frames noted above.

The residence hall council is responsible for posting visitation hours and the accompanying hall regulations.

The residents of each hall are responsible for knowing and complying with the approved hours and publicized regulations.

Each resident host(ess) is responsible for the actions and behavior of her/his visitor(s) or guest(s).

The complete policy can be found in the Residence Life Handbook.

Residence Hall Guests

Male guests visiting women's residences and women guests visiting men's residences must abide by the Visitation Policies as outlined. Resident students may have out-of-town guests of the same sex in the residence hall for a maximum of two consecutive nights. All guests must be registered at the residence hall desk. If a resident wishes to have a guest of the same sex visit longer than two consecutive nights, she/he must notify the Residence Director or Graduate Residence Director.

Residence Hall Closing Hours

In order to provide a secure atmosphere for all residents, the

residence halls entry doors will be locked at the following times:

Sunday through Thursday
12:00 p.m.-6:00 a.m.
Friday and Saturday
1:00 a.m.-6:00 a.m.

Residents will be admitted to the residence halls after closing hours upon presentation of their student identification.

Quiet Hours

Consideration of other residents and reasonable freedom from excessive noise is expected at all times. Each Hall Council may establish "quiet hours." Each resident is expected to refrain from making loud or distracting noise. During final examination periods quiet hours may, at the discretion of the Hall Council and residence hall staff, be enforced for longer periods of time.

Refrigerators

Each student room is equipped with a small 1½ cubic foot refrigerator. Small personally owned refrigerators are also allowed in the rooms. Required specifications on personally owned refrigerators can be found in the Residence Life Handbook.

Cooking Policy

Cooking is not permitted in residents' rooms. The only cooking appliances allowed in residence hall rooms are UL-approved coffee pots and popcorn poppers with closed coil which must be in excellent operating condition. No other cooking appliances are allowed.

Snack preparation kitchens are located in each residence hall for residents. Special arrangements can be made with the Residence Director/Graduate Residence Director for those residents interested in preparing special meals.

Telephone Service

Each student room and apartment is equipped with local telephone service. Please consult the Residence Life Handbook or contact the Housing personnel for information about long-distance calling service.

Pets

Pets are not permitted in the residence halls for reasons of health, sanitation, and safety. Residents harboring pets are subject to University disciplinary action.

Student Damage to Residence Hall

Students are expected to abide by safety and fire regulations for the safety of all residents. When it is established that fire or damage in a residence hall is the result of carelessness, neglect, or willful action, the student will be held financially liable for the damage and also be subject to disciplinary action.

Required Emergency Procedures

Students are required to participate in regularly scheduled fire and severe weather drills. When a fire drill or severe weather alert occurs, students are expected to follow the procedures, as well as any special instructions, issued by the residence hall staff or the University Police. These procedures are discussed at the hall and floor meetings and are posted throughout each residence hall.

Sales, Solicitations, and Deliveries

Sales and solicitations are prohibited in the residence halls except under official sponsorship of the University. Students are not allowed to act as agents on campus for any commercial organizations or run a commercial business from their rooms. Outside deliveries to the residence halls are limited to those classified as essential services. Deliveries from commercial enterprises are not permitted, with exceptions listed below:

- University agencies or employees
- Licensed freight or express companies
- Parents or friends bring personal gifts or belongings,
- U.S. Postal Service/Western Union
- Florists/Pharmacists
- Food delivery
- Others with permission of the Residence Director/Graduate Residence Director or Assistant Director of Housing in special circumstances.

Possession of Firearms, Dangerous Materials, and Other Weapons

Possession or use of firearms, ammunition, firecrackers, knives/switchblades or similar items is prohibited on campus. Flammable materials, including gasoline or gasoline engines, are not allowed in any part of the residence halls. Open flames and candles are also prohibited for safety reasons.

Privacy of Student Occupied Rooms

The privacy of students' living quarters will be respected, and occupants will not be subject to unreasonable intrusions. However, qualified University officers have the right of inspection when there are concerns relating to student health, safety, and the maintenance of University regulations. The University reserves the right to conduct a minimum of one health and safety inspection each semester.

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

A vehicle is properly registered when a parking decal has been permanently affixed as indicated in the traffic brochure. Parking decals may be obtained at the Office of the University Police and Safety.

Car pool information is available through the University Police.

Visitors on campus may obtain a temporary parking permit from the University Police.

Bicycle registration is required of all resident and commuting students. Unregistered bicycles will be impounded. Registration is free and is a protection for the owner.

Lost and Found

All articles found anywhere on campus should be turned in immediately at the University Police office. Students are advised to report lost or missing articles to this office promptly.

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 Police and Safety. If the injured person is unable or unwilling to report the accident, 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 by the Office of the Vice President for Student Life. The Safety and Health Officer will have overall responsibility for the investigation and reporting of injury accidents.

CAREER AND EMPLOYMENT SERVICES

The Office of Career and Employment Services assists students by functioning as a liaison between the University and the world of work. Many services

directly related to student jobs, career decision-making, and career work experiences are available through this office. These include career planning and career exploration; student employment both on campus and off campus; cooperative education; seminars on job search techniques, resume writing and job interview techniques; campus career days; and assistance with placement in permanent work positions.

Student Employment

The Office of Career and Employment Services is a centralized student employment information center for on-campus employment as well as part-time temporary off-campus opportunities. Individual attention is given to each student, and referrals are made based upon the employers' requests and the candidates' abilities.

Employment permits, available in Career and Employment Services, must be submitted to the Financial Aids Office for approval. After this approval has been obtained, the student reviews the job information board and requests job referrals. On the Denton campus, job vacancies are listed on the job board located on the second floor of the Student Center and in the Office of Career and Employment Services. Students at the Dallas-Parkland campus and Dallas Presbyterian campus should submit their employment permits to the Office of the Administrative Coordinator on that campus. Students at the Houston campus should submit their employment permits to the Financial Aid Counselor on that campus.

When a student has been offered a job on campus, the department chairman will sign the permit and the student will return it to the Office of Career and Employment Services. Students employed on campus may work up to 15 hours per week and may not hold concurrent jobs on campus. The 15 hours maximum may be extended with some positions on a temporary basis pending approval from Financial Aids with the request of the supervisor.

Students referred to off-campus jobs must also have a permit processed through Financial Aids. Records are maintained for off-campus placements through the Office of Career and Employment Services although hiring decisions and salaries are determined by the employing agency.

Position listings change continuously with many different opportunities available to students.

Cooperative Education

The Cooperative Education program places students in career-related work experiences while they are pursuing bachelors' or graduate degrees. The positions offered to participating students are salaried and preprofessional and generate academic credit. Many Cooperative Education students receive permanent job offers from their employers after graduating from Texas Woman's University. All Cooperative Education students are at an advantage in seeking post-graduation employment since they graduate with career-related work experience.

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 a staff coordinator from the Office of Career and Employment Services who assists the students with a suitable job placement.

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.

Placement

Placement services are available to students and alumnae who are seeking full-time permanent employment. For those students who register with the Placement Office, credentials are held for permanent retention and are available for use throughout the lifetime of a registrant. Registrants are notified via computer listings of employment opportunities for which they are qualified. Job vacancies throughout the United States and in foreign countries are received daily in the Office of Career and Employment Services where they are coded and entered into the computer job match program.

Registrants may also sign up for on-campus interviews with recruiters representing business, industry, governmental agencies, health care institutions, and school districts. Recruiters schedule campus visits to interview qualified student applicants for a variety of full-time, summer, cooperative

OTHER STUDENT SERVICES

UNIVERSITY POLICE AND SAFETY

The University Police and Safety Department is responsible for all law enforcement and protective services on all TWU campuses. Crime prevention services, severe weather procedures, parking, vehicle and personal property identification are a few of the available services.

Locations:

Denton Campus
Office: 1215 Oakland
Phone: (817) 898-2911

Houston Campus
Office: 1130 M.D. Anderson Blvd.
Phone: (713) 794-2222

Dallas-Parkland Campus
Office: 1810 Inwood
Phone: (214) 689-6666

Dallas-Presbyterian Campus
Office: 8194 Walnut Hill Lane
Phone: (214) 689-6666

Registration of Valuable Property

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

Severe Weather Procedure

Severe weather watch may be defined as atmospheric conditions which are likely to produce severe weather. A severe weather warning may be defined as severe weather occurring in the area which necessitates precautions being taken. Severe weather may be defined as tornadoes, cyclones, and high winds.

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

Civil Defense Emergency Radio AM Stations
KDNT (1440 in Denton)
KLIF (1190 in Dallas)
KPRC (790 in Houston)

Traffic and Parking

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

education, or internship positions. Job interview days are also held on the Dallas and Houston campuses. Interview schedules are listed in the Daily Lass-O and the student activities calendar and are posted in the Student Center and in the Office of Career and Employment Services.

Students are eligible to register for Placement Services who have completed a minimum of 12 semester hours at the Texas Woman's University. The following persons are strongly urged to register regardless of their employment status:

- Students who have achieved senior status
- Graduate students who are nearing completion of degree requirements
- Alumnae who are actively seeking new positions or may be seeking positions in the future.

Additional information concerning the open-and-closed-file policy in compliance with the Family Educational Rights and Privacy Act governing the placement credentials of a registrant may be obtained from the Coordinator of Placement Services.

CHILD CARE SERVICES

On the Denton campus, Texas Woman's University provides both a nursery school for young children and extended child care for children of students, faculty, staff, and alumnae.

The children's programs provide experiences in art, music, science, language, problem-solving, and motor activity. Children who participate daily in the programs enjoy many varied and enriching experiences.

All staff members are qualified by training and experience to provide helpful guidance and valuable learning activities for young children. Parents should enroll their children as early as possible in order to complete health records and to facilitate planning of classes. Children are grouped by program and age level.

Child Care Center

The Child Care Center is designed to encourage and support the education of TWU students. Because of the University's interest in assisting the parent, the Center seeks to provide care of the highest quality for the young child.

The Center staff provides a balanced program whose purpose is to enhance physical, mental, emotional, and character development. Child care is available Monday through Thursday from 7 a.m. until 6:15 p.m. and Friday

from 7 a.m. until 6 p.m. for children aged 18 months to six years. Nine groupings are established for toddlers, preschoolers and kindergartners. Drop-in emergency care is also available when space is available.

A well-balanced lunch and nutritious snacks are provided daily. Several payment plans are also available.

Both the nursery school and child care programs are housed in the modern Child Development Center at Cherrywood and Woodland Streets off University Drive (U.S. 380). This air-conditioned, well-equipped facility provides an excellent physical environment to support the teaching and supervision provided by program staff members.

Nursery School

Daily participation in the nursery school program permits continuous growth for the child and enrichment of the school experience. Enrollment in the program is limited by space and staff. Within each class group, activities are varied to meet the needs of the three- and four-year-olds. Morning sessions are from 9:00 a.m. to noon, and afternoon sessions are from 12:30 to 3:30 p.m., Monday through Friday. Both classes receive a mid-session snack.

University students majoring in Child Development and Family Living as well as students from other academic departments observe and participate in the nursery school program. Student teachers in Nursery Education help to direct the program.

FINANCIAL AID

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

The Director of Student Financial Aids is responsible for administering all student aid programs. Requests for information and application forms should be directed to:

Office of Student Financial Aids
Texas Woman's University
P.O. Box 22628
Denton, Texas 76204-2628

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.

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, WX, WP, and WF will not satisfy the academic progress requirement. Graduate students are limited to a maximum of eight long semesters of financial aid eligibility for a master's degree and twelve long semesters 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 Aids.

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 are discussed in the financial aids bulletin issued by the Office of Student Financial Aids. The University General Catalog also lists special sources of financial aid.

Students on the Houston campus who need financial assistance should contact the financial aids counselor on that campus at (713) 794-2315. Students on the Dallas campuses should contact the Administrative Coordinator, (214) 689-6520 for Dallas-Parkland and (214) 361-8608 for Dallas-Presbyterian. Students on the Denton campus should call (817) 898-3050.

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 in exchange 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 Aids Office.

HANDICAPPED STUDENT SERVICES AND FACILITIES

To meet the needs of handicapped students, the University has modified the following buildings for mobility-impaired students:

- On the Denton Campus: Fine Arts; Library Science; Music and Drama; Science; Health, Physical Education, Recreation, and Dance; Multipurpose Classroom-Laboratory; Arts and Sciences; Library; Graduate Research; Undergraduate Science Laboratory; Human Development; Redbud Auditorium; Administration Building; Administration Conference Tower; Hubbard Hall; University Hospital; Dance, Gymnastics and Human Performance Laboratory Building; Mary Eleanor Brackenridge Student Center; Mary Hufford Hall; Guinn Hall; Stark Hall and Reagan Houston Hall.

- On the Dallas-Parkland Campus: Instructional Building; Faye Pannell Hall.

- On the Dallas-Presbyterian Campus: Instructional Building.

- On the Houston Campus: Mary Gibbs Jones Building; Houston Center Residence Hall.

A Handicapped 504 Committee has been formed to serve as a point of contact for members of the TWU community regarding problems, grievances, and solutions related to an accessible and nondiscriminatory physical and academic environment. The Office of Student Life has also designated a handicapped student liaison to assist students with the process of resolving problems. The Director of Commuter Services and Campus Organizations should be contacted for further information.

Buddy System

A "buddy system" has been implemented by the adaptive physical education graduate students. The purpose of this system is to assist students with special needs on campus during

inclement weather. Handicapped students are provided the phone numbers of the physical education graduate students and can call them for assistance. There is a Handicap 504 Committee on campus. The Compliance officer for the 504 Committee is the Dean of the College of Health, Physical Education, Recreation, and Dance.

Elevator Keys

Keys are required for some elevators on campus. The building guide indicates elevator access. To obtain a key, the handicapped student must complete a key request form (available from the University Police) and return it to University Police and Safety with a \$5.00 key deposit. This is required for each building elevator to which the student is seeking access.

Handicapped Parking Stickers

Handicapped parking is provided on the TWU campuses. To obtain a sticker for access to these spaces, the student must complete a handicapped sticker request form (available from the University Police and Safety Department). The physician section of the application may be completed by the student's personal physician or the physician at University Health Services. The forms are then returned to University Police and Safety. There is no charge for this sticker.

INTERNATIONAL STUDENT INFORMATION

Immigration and Naturalization Service

A part of the Department of Justice, the Immigration and Naturalization Service is 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
Room 6A21, Federal Building
1100 Commerce Street
Dallas, TX 75242
(214) 767-0510

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 Advisor who also has direct contact with INS and is located in the Admissions Office.

Some Essential Rules

1. Passports must be renewed at least six months before they expire.

2. All students on F-1 visas attending school on August 1, 1983, were automatically granted Duration of Status. Even though a specific expiration date appears on the I-94, the student is listed in the Immigration and Naturalization Service, filed as D/S; and no request for extension of stay is necessary provided that the student continues as a full-time student and obeys the injunction of not working without authorization. The Duration of Status extends to the granting of the degree. If another educational goal is sought, the student must request permission for extension of stay.

F-2 dependents are similarly converted to Duration of Status.

3. Every fall and spring semester, students are to complete (not just register for) a full-time course of studies. Normally this is 12 hours for undergraduate students and nine hours for graduate students. However, there are some exceptions, especially for graduate students.

4. Any time the student is considering dropping below full-time status, the International Student Advisor should be contacted as soon as possible.

5. Summer school is not required. At the discretion of the INS, summer school hours may be counted toward full-time status during the following academic year.

6. An F-1 visa 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, a current I-20 or IAP-66, and any other documents are needed when re-entering the United States.

8. Except for short visits to Canada, Mexico, and the Caribbean, the I-94 need not be retained when leaving the United States. A new one will be issued upon reentering.

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 INS within ten days of the change. The form to be used is available at any INS office.

Visa

This is the stamp put into the passport by the U.S. consul overseas

which permits the student to enter (or reenter) 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 need to renew their passport visas, even if they have expired, so long as they remain within the United States. However, if students leave and intend to return after they have expired, even if 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 Office 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, if one is not going to be visiting other countries, and if the passport visa has expired.

A new document, Form I-20 ID copy, will be issued to each entering F-1 student at the port of entry and to each current F-1 student upon next contact with INS. Form I-20 ID copy is to be retained by the student at all times and not surrendered upon temporary departure from the U.S., as it will be needed for reentry after a temporary absence. It will accumulate a record of all transactions about the student's status, such as extension of stay, transfer of schools, off-campus work permission, and authorization for practical training. Form I-20 ID copy will serve most of the purposes now served by Form I-94 for F-1 students (although Forms I-94 will still be issued to F-1 students), but it will be retained by the student permanently regardless of departures and reentries. It will carry an admission number, which will be unique to the individual

student, which will belong to that student permanently, and which must be recorded and maintained by schools as part of their recordkeeping requirements. The admission number will be the key to INS computerized files on the student and must be used in all communications with and transactions by INS.

F1 Student Visa

This 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 F-1 student must complete 12 hours each semester if she/he is an undergraduate or nine hours if a graduate student. Summer school is optional but may count, at the discretion of INS, if the student drops below full-time during the subsequent academic year. It is not enough simply to register for a full-time load. One must complete the semester to satisfy immigration requirements.

There are also a number of exceptions to the above, especially for graduate students. The International Student Advisor 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 her/his employment is connected to a scholarship, fellowship, or assistantship, since such work is considered to be a part of the student's academic program.

The International Student Office may authorize part-time employment on campus (not to exceed 15 hours a week except during vacations) if the job does not interfere with the student's ability to maintain a full-time student load and provided that employment does not displace a United States citizen or Permanent Resident.

An F-1 student must have INS authorization to work off campus; and for this, INS must be convinced that the student has experienced an "unforeseen change in financial circumstances" since coming to the United States, e.g., such as the death of a sponsor or economic upheaval in her/his home country. (Note: Generally INS does not consider inflation, tuition

increases, marriage, or the birth of a child to be "unforeseen.")

The student applies for permission to work by completing form I-538, to which she/he usually attaches a letter or other documentation explaining and attesting to her/his change in financial circumstance. The International Student Advisor must also mark approval on the I-538.

INS often takes two months or longer to approve F-1 work permission requests. Approval will be indicated on the back of the I-20 ID. If granted, the student may not work more than 15 hours a week (except during vacation periods), must continue to be a full-time student, and must cease to work when she/he has overcome the financial hardship.

Practical Training

INS may grant an F-1 student permission to engage in full-time employment as "practical training" for up to 12 months after she/he has completed a degree. The request should be made two months before, and no later than one month after, receiving a degree or finishing a course of studies. The student should not wait until she/he has located an employer before making the request.

To request practical training, the student completes an I-538 formally petitioning INS for permission for practical training. The International Student Advisor must also mark approval. Documents, including the student's I-20 ID and \$15 fee, are submitted to INS. Approval will be indicated on the back of the I-20 ID. Requests for practical training, if made on time and with proper documentation, are almost always granted. However, the student should not begin to work before she/he has received formal permission.

The initial period of practical training begins automatically within sixty days of the awarding of the degree or completion of studies, whether or not the student has found an employer. However, practical training may be extended for an additional six months only if the student has found employment. To request the second period, the student needs a letter from her/his employer describing the nature of her/his occupation and duties. The student completes another I-538 to secure the approval from the International Student Advisor.

A student involved with practical training has to pay income taxes but not social security taxes.

Cooperative Education

A student may engage in employment (such as an internship or practicum) as part of her/his course of studies if this is a requirement of all the students in the program. The student does not petition INS for permission, nor is any formal approval given. However, the amount of time spent in cooperative education will later be subtracted from any permission to engage in practical training and in no case may exceed 12 months.

Violations of Immigration Laws and Regulations

There are a number of ways in which a nonimmigrant student may violate the immigration laws of the United States. The following four are the most important:

1. Unless the student has a valid excuse for failure to enroll in school or to maintain a full-time course load, the International Student Office is obligated by law to report these violations when requested by INS, usually once each year.

2. The International Student Office is not obligated to report unauthorized employment. However, unauthorized employment makes the student liable for deportation.

Note: INS can and does check social security records to determine if a student has been working without authorization.

3. Conviction for crimes involving moral turpitude makes a student liable for deportation. Crimes related to narcotics, including the possession of marijuana, carry automatic deportation.

4. Immigration regulations require the student to request INS permission when transferring schools.

Health Insurance

The policy of TWU is that it is mandatory for every international student, including permanent resident aliens, to have at least minimal health insurance coverage. The University sponsors such health insurance through a policy which covers students who require hospital treatment, provides limited supplemental Student Health Center benefits, and offers options for students who want to insure health care for spouses and children.

The student health insurance policy provides coverage for the entire academic year, and coverage is continued even if students find it necessary

to withdraw from the University. If a student already possesses alternate insurance coverage, and if it is equal to or superior to that provided by the University-sponsored policy, as evaluated by the Office of Student Life, she/he may apply for a refund of the entire premium by presenting proof of such coverage to the Office of Student Life within ten days of registration for each semester and each summer term. This alternate insurance coverage must be issued by an American company or be certified by an appropriate government agency, be issued in the student's name, and be current.

International students are encouraged to verify insurance coverage prior to the registration day in order to prevent registration delays.

UNIVERSITY LIBRARY

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

- A collection of more than a half million volumes.
- A magazine and newspaper subscription list of approximately 4,300 titles.
- Reciprocal borrowing privileges with the libraries of North Texas State University and East Texas State University.
- A courtesy card for graduate students to use libraries of members of the Association for Higher Education of North Texas (with certain restrictions).
- Interlibrary Loan Service for students to borrow materials from other libraries.
- Access to literature searches from over 100 data bases (on a cost-per-item basis).
- Private or group orientation tours of the library by the reference staff.
- Exhibits and displays.
- Listening booths for study or relaxation.

The following guidelines apply to using the Library:

A student must present an ID card each time a book is checked out.

Students are responsible for material charged to their name and social security number and for all fines accrued to their name and number. 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.

All material is recalled at the end of the semester. The exact date is posted.

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.

A library shuttle service is available upon request to transport students from the residence halls to the library and back during the evening hours Sunday through Friday. The University library should be contacted at the beginning of each semester for shuttle information.

Dallas Center-Parkland and Presbyterian Libraries

These libraries, containing the most comprehensive collection in nursing 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 center, the library is on the first floor of the residence hall. The Presbyterian center library is on the ground floor of the Education Building.

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

Houston Center

Library services are provided under contract by the Texas Medical Center Library, one of the best medical libraries in the nation.

ART EXHIBITS

The Department of Art has three gallery areas, the East and West Galleries located in the Fine Arts Building and the Promenade Gallery located in the ACT 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 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 Art and the Artist and Lecture Series. Announcements of

scheduled events are published throughout the year.

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 Woman's History Project, sponsored by the Texas Foundation for Women's Resources. It was begun by State Treasurer Ann Richards, who took her children to a historical exhibit in San Antonio and heard them ask, "But where are the women?" This exhibit marks the first state-wide effort to tell the story of the significant contributions of Texas women.

Texas Woman's University Historical Collection

The Texas Woman's University maintains an outstanding collection of University memorabilia on the first floor of the Old Main Building. A part of this space is devoted to the new and growing collection of the State History of Texas Women. Other State archives maintained are the American Association of University Women and Phi Delta Theta.

Museum of the Daughters of the American Revolution (DAR)

The Texas Society of the Daughters of the American Revolution donated the objects on display in the museum to the University. Located in the College of Nutrition, Textiles, and Human Development Building, it contains many historical Texas costumes and items of silver and china which indicate the culture and social graces of Texas women. A major feature of the collection is the display of inaugural gowns of the wives of Presidents of the Republic of Texas and of Governors of the State of Texas.

CAMPUS PERFORMANCES

In addition to the professional artists brought to the campus each year, recitals and performances by students

in the Department of Music and Drama and by students from the Department of Dance are presented regularly. All of these programs are free or have a very low admission charge. A TWU student ID is usually required. Any TWU student may audition for a part in dance concerts, plays, or musicals. Additional information may be obtained from the appropriate departmental offices at the beginning of each semester.

GOLF COURSE

The University's fine 18-hole golf course and club house are available to students and the public. No green fees are charged for students with the presentation of a TWU ID card. There are nominal fees for public use of the golf course, with rates depending upon weekday or weekend usage.

SWIMMING POOLS

The University has both an outdoor and an indoor swimming pool. The outdoor pool is the University swimming and sunbathing center in the summer and early fall. Admission is free with a TWU Student ID or membership in the Wellness Program. A fee is charged for all others.

The aquatic center in the HPERD Building contains a well-equipped indoor pool and a gallery with a seating capacity of 500. This pool is available for general recreational use by students, eligible guests (one per TWU participant per month), and members of the Wellness Program at hours scheduled by the College of Health, Physical Education, Recreation, and Dance. TWU identification is required.

TENNIS COURTS

The University has eight lighted tennis courts which are available for students, faculty, and staff. Tennis shoes and TWU ID's are required.

WEIGHT TRAINING ROOM

A weight training room is available to students and members of the Wellness Program at hours designated by the College of Health, Physical Education, Recreation, and Dance. TWU identification is required.

LITTLE CHAPEL- IN-THE-WOODS

The distinguishing feature of the Chapel, and one which makes it unique, is that TWU students, supervised by the faculty of the Department of Art, designed and executed all of the art work including the stained glass windows, lamps, wood carvings, floor, and other features. The interdenominational Chapel was erected in 1939.

The Chapel, and its gardens, are popular settings for weddings for TWU students, alumnae, and the general public. Reservations may be made through the Office for Student Life. Wedding receptions may also be arranged with the TWU Food Service.

STUDENT PUBLICATIONS

The Daily Lass-O is produced by students in the Department of Journalism and Broadcasting. Students gain valuable experience in writing, editing, typography, advertising, and photography. The paper is distributed Tuesday, Wednesday and Thursday in Denton, Dallas, and Houston with Monday special editions monthly.

Editorial guidance is provided through faculty advisors from the Journalism Department. The advisors report to the Board of Publications, which also serves as a steering committee for the selection of editors.

During the spring semester, journalism and broadcasting students produce a live television news program aired over the local cable television station.

SHUTTLE AND PRIVATE TRANSPORTATION SERVICES

To accommodate students, the Student Activities Office arranges for transportation to and from the Dallas/Fort Worth Airport and Love Field Airport, both before and after the University holidays as well as to activities and events in the Dallas/Fort Worth area. Arrangements may be made at the Student Activities Office.

A private bus transportation system provides commuting students with bus services to and from the Dallas/Fort Worth area during the regular class schedule. Schedules, tickets, and information may be obtained through the Office of Student Life.

PERSONAL STUDENT IDENTIFICATION CARD

A personal student identification card will be provided for all students at the ID stations on the Denton, Dallas Parkland and Presbyterian, and Houston campuses beginning fall semester, 1987. The personalized identification card may be used for the entire academic career and will be validated each semester of enrollment.

A fee of \$2 will be charged each semester as a part of student fees at the time of registration. Date Processing will code the registration permit to identify new students. Those classified as new students will receive a picture ID. Replacement cards will be made at registration or at any time during the semester for a fee of \$5. Cards will be validated each semester in the upper right hand corner of the back of the ID by a decal showing the semester and year of enrollment.

A nonpicture identification card will be furnished to those students registering off campus; it will also be validated by applying a decal to the back side of the card. Any student registering off campus may obtain a picture ID at any of the TWU campuses.

The personalized student identification card will be used for services in the Library on the Denton campus, at the Library on the Parkland campus, or at the Learning Resource Center on the Houston campus. The card will also be used on the Denton campus for meal plans, including cash credit, through the Department of Food Services.



CAMPUS DIRECTORY

Office	Location	Telephone
Academic Affairs Correspondence Study Field Trips Reservations for Academic Rooms for Conferences or Seminars	Administration Conference Tower 12th Floor	898-3301
Admissions and Registration Academic Probation and Suspension Academic Records Admissions (Graduate) Advanced Standing Campus Tours Class Schedules Courses: Add or Drop International Students Grade Reports I.D. Cards Name and Address Changes (Student) Registration Reinstatement—Scholastic Veterans Administration Information Withdrawal from the University	Administration Building Room 208	898-3000
Alumnae Association & Records	Mary Eleanor Brackenridge Student Center First Floor	898-2586
Assistant to the President	Denton Campus: Administration Conference Tower 14th Floor Dallas Campus: Education Building Houston Campus: Margo Jones Room 916	(817) 898-3223 (214) 689-6600 (713) 794-2333
Athletics	Jones Hall, Room 98	898-2378
Campus Organizations	Mary Eleanor Brackenridge Student Center Room 103	898-3626

Office	Location	Telephone
Career and Employment Services Career Counseling Cooperative Education Occupational Information Placement Service for Seniors and Graduates Student Employment	Jones Hall Second Floor	898-2970
Cashier's Office Automobile Decals Student Financial Statements Tuition and Fees Payment	Administration Building Room 202	898-3570
Child Care Center Nursery School	Denton Campus: 1900 Cherrywood St.	382-7032 382-3791
Commuter Services	Mary Eleanor Brackenridge Student Center Room 103	898-3626
Conferences	Denton Campus: Academic Affairs University Housing	898-3309 898-3682
Cooperative Education, Office of	Jones Hall Second Floor	898-2950 898-6164 D-FW Metro 434-2967
Counseling Center Crisis Counseling Educational-Vocational- Personal Counseling GRE and ACT Testing	Denton Campus: West Jones Hall Dallas—Parkland: Education Building Rooms 246 and 249 Dallas Presbyterian Room 29 Houston Center: Mary Gibbs Jones, Rooms 615 and 616	898-3801 (214) 689-6655 (713) 794-2059
Dental Hygiene Clinic	Multipurpose Classroom- Laboratory Building	898-2888
Financial Aids Financial Assistance Scholarships Student Loans Work Study Grants— Applications and Proposals	Denton Campus: Administration Building Room 212 Dallas Campus: DED 113, DPH 218 Houston Campus: Margo Jones Room 924	898-3050 (214) 689-6520 (713) 794-2315
Food Services Contract Meal Service Catering-Weddings Meal Plan Changes Receptions Special Orders for Student Organizations	Denton Campus: Hubbard Hall Dallas Campus: Faye Pannell Hall Houston Campus: Cafeteria	898-3663 (214) 689-6690 (713) 794-2112
Fiscal Affairs	Administration Conference Tower Bldg. 11th Floor	898-3505
Graduate Office Continuing Education Degree Programs	Administration Conference Tower Bldg. 7th Floor	898-3400 898-3393 D-FW Metro 434-1757
Health Services, Student Allergy Injections Drug Prescriptions Ordered by University Doctors	Denton Campus: University Health Services Dallas Campus: Saint Paul Family Center	898-3826 (214) 879-2094

Office	Location	Telephone
Gynecological Services Influenza Vaccine Injections—Scheduled Laboratory Studies—Pregnancy Test, Blood, Urine, etc., when indicated (lab fee) Tine test (for Tuberculosis)— Student Teachers	Houston Campus: Methodist Hospital	(713) 790-6300
Housing Information	Denton Campus: Mary Eleanor Brackenridge Student Center Room 206 Dallas Campus: Faye Pannell Hall Houston Campus: Residence Hall	898-3676 (214) 689-6700 (713) 794-2158
Institute of Mental and Physical Development	Multipurpose Classroom- Laboratory Building	898-2285
Intramurals and Recreation	Mary Eleanor Brackenridge Student Center Room 202	898-3614
Laundry Dry Cleaning Service	Hubbard Hall	898-3177
Library Information Desk Library Shuttle	Library	898-3745 898-2665 D-FW Metro 434-2863
Lost and Found (Police and Safety)	1215 Oakland	898-2911
Personnel Services	Administration Building Room 215	898-3555
President of the University	Administration Conference Tower Bldg. 15th Floor	898-3201
Public Information, Office of	Administration Conference Tower Bldg. 2nd. Floor	898-3456
Residence Hall Association	Mary Eleanor Brackenridge Student Center Room 206	898-3675
Student Activities Activities Calendar Intramurals/Recreation Posting Approval Social Activities Student Orientation	Mary Eleanor Brackenridge Student Center Room 202	898-3611 898-3613
Student Center Bookstore Check Cashing Service Student Supplies and Textbooks Copy Machine	Mary Eleanor Brackenridge Student Center First Floor	898-3103
Student Center Post Office	Mary Eleanor Brackenridge Student Center First Floor	898-8511
Student Center Dining Garden Room	Mary Eleanor Brackenridge Student Center Second Floor	898-3287

Office	Location	Telephone
Student Center	Office of the Student Center Director Second Floor First Floor Second Floor Second Floor First Floor First Floor First Floor, Rm. 103	898-3640
Student Development Coordinator	Dallas Campus: Faye Pannell Hall Houston Campus: Residence Hall	(214) 689-6700 (713) 794-2157
Student Employment Services	Jones Hall Second Floor	898-2959
Student Government Association	Mary Eleanor Brackenridge Student Center First Floor	898-3652
Student Life Inquiries Regarding Student Concerns Student Health Insurance Title IX Officer Chapel Reservations Commuter Bus Tickets Student Handbook	Mary Eleanor Brackenridge Student Center Room 206	898-3601 898-3602
Student Publications Daily Lass-O TWU Magazine	Journalism Building	898-2181 898-2191
University Housing Conferences and Workshops Meal Plans and Housing Residence Hall Administration and Programming Residence Hall Applications Resident Assistant Applications Room Change Requests	Mary Eleanor Brackenridge Student Center Room 206	898-3676
University Police and Safety Automobile and Bicycle Registration Car Pool Information Emergencies and Emergency Escort Lost and Found Parking and Traffic Regulations Property Registration Safety Hazards/Concerns Reporting Student Advisory Council Student Patrols	1215 Oakland	898-2911

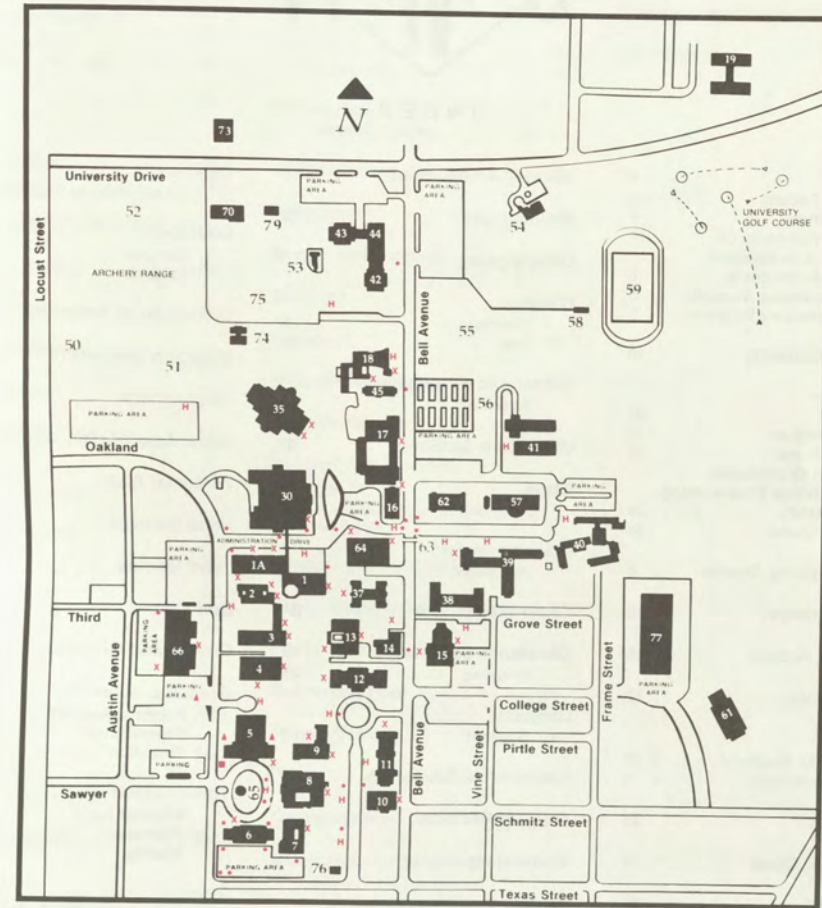
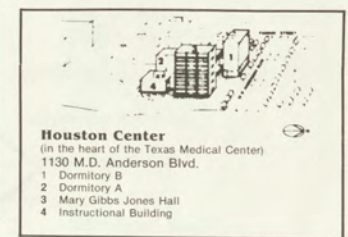
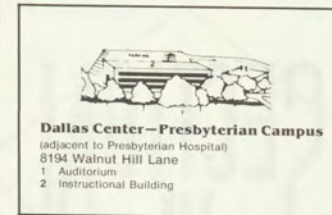
SECTION V

CAMPUS MAP

- | | | |
|--|--|--|
| 1 Administration and Conference Tower (ACT) | 17 Health, Physical Education, and Recreation Building (New Gym) | 54 President's Home |
| 2 Arts and Sciences (Patlo Building) | 18 Redbud Auditorium | 55 Athletic Field |
| 3 Arts and Sciences Building | 19 Child Development Center (Child Care Center and Nursery School) | 56 Tennis Courts |
| 4 Graduate Research Building | 30 Hubbard Hall | 57 Outdoor Swimming Pool |
| 5 Music Building | 35 Blagg-Huey Library | 58 Track and Field House |
| 6 Margo Jones Auditorium | 37 Stoddard Hall | 59 Track and Athletic Field |
| 7 Art Building | 38 Smith-Carroll Hall | 61 Golf Club House |
| 8 Bralley Annex | 39 Mary Gibbs Jones Hall | 62 Dance, Gymnastic, and Performance Laboratory (DGL) |
| 9 Bralley Hall | 40 Reagan Houston Hall | 63 Pedestrian Bridge |
| 10 Science Building | 41 Mary Hufford Hall | 64 Student Center (Book Store, Post Office, and Alumnae Association) |
| 11 Undergraduate Laboratory Building | 42 Nelda C. Stark Hall | 65 Pioneer Woman Statue |
| 12 Nutrition, Textiles, and Human Development Building | 43 John A. Guinn Conference Center | 66 University Police and Safety Department |
| 13 Old Main Building | 44 The Commons | 70 Power Plant |
| 14 Classroom and Faculty Office Tower (CFO) | 45 University Hospital | 73 Vehicle Storage |
| 15 Journalism Building | 50 Recreation Area | 74 Greenhouse |
| 16 Multipurpose Classroom-Laboratory Building | 52 Lowry Woods | 75 Gardens |
| | 53 Little Chapel-in-the-Woods | 76 Electrical Substation |
| | | 77 Physical Plant |

Handicapped Accessible Symbols

- Curb cut or accessible (sloped).
- X Building ramp (accessible doorway).
- Sidewalk leads to steps.
- ◀ Accessible to door but not always unlocked.
- H Handicapped parking.



TEXAS WOMAN'S UNIVERSITY Denton, Texas

SECTION VI

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School Songs

Alma Mater

Hail Alma Mater! Hail!
Joyous we sing;
Voices a-tune with love shall
loudly ring.
Thy daughters 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 a-glow 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 songs 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 living here
Will last our whole lives through.
To the seniors and our school
We pledge ourselves anew.

School Colors

American Beauty Rose
Red and White

Spirit Symbol

Pioneers

Motto

Motto in Cornerstone of Old Main,
first building of the University
We Learn To Do By Doing

Motto in the University Seal:

*SCIENTIA LUMEN VITAE—
Knowledge is the Light of Life*

