

# Texas Woman's University

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## Student Handbook





## Texas Woman's University

Dear TWU Student:

It is a pleasure for me to extend a cordial greeting to you. I am pleased by your decision to join us at the Texas Woman's University, and I trust that your scholastic endeavors and social activities will combine to bring pleasure and balance to your academic life here.

The Texas Woman's University is truly a student-centered university. A constant and carefully preserved tradition of TWU is the individual attention and consideration accorded each student. For eighty years, TWU has been a leader in women's education. We have had from the first and retain for the future a Pioneer spirit, and we have looked to our students "to mark a trail" as we have expected them to become the leaders in their fields. You are now a part of this tradition and of these expectations.

All of us at TWU have great confidence and pride in our students, and we appreciate the opportunities we have to provide outstanding educational programs. We trust that you as a member of our student body will develop intellectually, socially, and culturally while you are with us and that while you are here you will also make a unique contribution to the academic life of TWU.

This Handbook is designed to help you as you move into the variety of studies and other activities at the University. I urge you to study it carefully and keep it as a handy reference regarding University policies and procedures which have been developed through the years to ensure a well-ordered progress and harmonious life for all.

In making your decision to become a part of TWU, you join more than 40,000 who have earned degrees here. As you work toward your degree, I urge you to be active in all aspects of campus life and to find in yourself and develop that Pioneer spirit that can lead you to fulfillment and accomplishment.

Sincerely yours,

Mary Evelyn Blagg Huey  
President



## Texas Woman's University Yesterday and Today

Neither the education of women nor the education of any students in vocational subjects was universally accepted when the Texas Legislature founded the Girls Industrial College in 1901. The controversial experiment was begun following a dozen years of agitation by the state Grange and numerous women's groups. Three bills to establish the College had failed before 1901—one in the House in 1891, one in the Senate in 1897, and one in both houses in 1899. Even the founding legislation of 1901 passed only when the presiding officer of each house broke a tie with his affirmative vote.

The founding legislation charged the College with a dual mission which has guided it throughout its existence—providing a literary education and preparing young women "for the practical industries of the age." When it began classes in 1903, the College had established a curriculum which attempted to maintain a satisfactory balance between traditional literary subjects and the new industrial courses.

During its early years, the College placed heavy emphasis on practical instruction related to scientific homemaking for its students and, through an extension service, for women all over the state. At no time, however, did the college neglect, either in its coursework or in its extension services, its charge to provide literary instruction. At the same time it pioneered homemaking research and education, it introduced the first college credit in Texas for music and for drawing, designing, painting, and other arts. The traditional study of languages and literature has always maintained an important place alongside the sciences and their practical applications.

In 1905 the name of the College was changed to the College of Industrial Arts to eliminate confusion caused by the original name. Under five presidents—Cree T. Work, 1903-10; William B. Bizzell, 1910-14; Francis Marion Bralley, 1914-24; Lindsey Blayney, 1925-26; and Louis H. Hubbard, 1926-50—the college grew in academic excellence, in size and scope, and in reputation. The rising academic qualifications of the faculty, the building of a substantial library and research and instructional facilities, and the increasing demand for graduate education for women led to the establishment of graduate studies at the College in 1930.

In 1934 the name of the institution was changed to the Texas State College for Women, a phrase which had long been used in print and in conversation to describe accurately the scope of the College. The College first offered master's degrees in home economics, fine and applied arts, English, history, Spanish, and education. By the early 1950's doctoral studies in the College of Household Arts and Sciences (now Nutrition, Textiles, and Human Development) were added, with the first doctoral degrees awarded in 1953. Since 1957 the name of the institution has been the Texas Woman's University, reflecting its status as a major multipurpose institution of higher learning. Under this name the University has had two presidents, John A. Guinn, 1950-76, and Mary Evelyn Blagg Huey, 1976-present.

In 1972, the University adopted its present organization by establishing three major academic components—the University General Divisions, the Institute of Health Sciences, and the Graduate School. The University General Divisions offer undergraduate instruction in the Colleges of Humanities and Fine Arts; Natural and Social Sciences; Education; Nutrition, Textiles,

and Human Development; Health, Physical Education, Recreation, and Dance; and in the School of Library Science. The Institute of Health Sciences offers undergraduate instruction in the College of Nursing and in the Schools of Health Care Services, Occupational Therapy, and Physical Therapy. The Graduate School administers graduate programs in each of these schools and colleges.

Now in its eighth decade of service, the institution has grown from a small college with one building, 14 faculty members, and 186 students to a major multipurpose university with campuses in Denton, Dallas, and Houston, about 500 faculty members, and nearly 8,500 students. The curriculum which led to bachelor's degrees for the first time in 1915 now accommodates studies which lead to doctoral degrees in each of the colleges of the University, and each school of the University offers work at least through the master's level. Highly respected graduates of the University hold major positions in their professions throughout the world.

In 1936, as a part of the observances of the Texas Centennial, the people of the State presented the statue of the Pioneer Woman to the University in recognition of its dedication to the education of its women and in honor of the pioneer women who participated in the settling of the frontier and in the development of Texas. The work of sculptor Leo Friedlander, the statue carries an inscription written by a pioneer woman educator, Jessie H. Humphries, first Associate Dean of the College. It reads:

"Marking a trail in a pathless wilderness, pressing forward with unswerving courage, she met each untried situation with a resourcefulness equal to the need; with a glad heart she brought to her frontier family her homeland's cultural heritage. With delicate spiritual sensitiveness she illumined the dullness of routine and the loneliness of isolation with beauty and with life abundant and withal she lived with casual unawareness of her value to civilization. Such was the pioneer woman, the unsung saint of the nation's immortals."

Texas Woman's University students will continue to blaze a trail in today's world creating a better future and tomorrow's history.

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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*

## STUDENT SERVICES





## Division of Student Life

The purpose of the Division of Student Life is to help students in their development and preparation outside the formal learning environment. The Division is viewed as educational in its aims and complementary to the formal educational programs of the Texas Woman's University. The philosophy of those in the Division of Student Life reflects a basic concern of providing help and support to students and the development and strengthening of their capabilities and potential.

The Division of Student Life is composed of the Office of the Vice President for Student Life, University Housing, Student Activities, Counseling Center, Health Services, Student Center, Career Planning and Placement Center, and Student Employment Services.

The general student services described below 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. Student Activities and University Housing will be described separately in Section II.

## Career Planning and Placement Center

The Career Planning and Placement office serves students as a liaison between their educational experience and the world of work. The University provides, without charge, career planning, exploration, and development activities; summer employment opportunities; career days; and seminars on employment preparation techniques for all students in addition to the placement service for alumnae and for students who are candidates for TWU degrees. An extensive Career Library also includes information on employment vacancies and profiles of employers.

The following students are eligible to register with the Career Planning and Placement Center:

- Candidates who have achieved senior status and/or completed 90 hours towards the bachelor's degree.
- Candidates who are within 12-15 hours of completion of all requirements for the master's degree.
- Candidates who are within 30-45 hours of completion of all the requirements for the doctor's degree.

Students who have received degrees from other institutions and who are currently enrolled in special programs at the University which do not lead to degrees are advised to establish their placement credentials with the degree-granting institution.

The Career Planning and Placement Office is one of the most important services on campus for senior and graduate students. For those students who register with the Career Planning and Placement Office and who graduate from the University, the credentials are held for permanent retention and are available for use throughout the lifetime of the registrant. Registrants who are seeking employment are notified of employment opportunities for which they are qualified. Employment vacancies throughout the United States and in foreign countries are received in the Career Planning and Placement Office. Registrants may interview with recruiters from business, industries, governmental agencies, hospitals, and school districts which regularly schedule campus visits to recruit applicants for positions after graduation. Registration with the Career Planning and Placement Office is not required for on-campus interviews for part-time and summer employment since all students are eligible to make appointments for these interviews.

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 Career Planning and Placement Office.

## Child Care Services

The 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.

## 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, and students from other academic departments, observe and participate in the nursery school. Student teachers in Nursery Education help to direct parts of the program.

## 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 through physical, mental, emotional, and character development. Child care is available Monday through Friday from 7:30 a.m. until 5:30 p.m. for children ages 18 months to six years (eight years in the summer) of TWU students, faculty, staff, and alumnae. Seven groupings are established for toddlers, pre-schoolers and kindergarteners. Hourly care is also available.

- A well-balanced lunch and nutritious snacks are available daily.
- There are several payment plans.

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

## Cooperative Education

Cooperative Education is a program of learning which combines classroom study with paid practical work experience in supervised learning situations in business, industry, government, or service enterprises in order to supplement and enhance classroom learning and career development. During the co-op work ex-

perience, the student will work as a regular paid employee while receiving professional supervision by the work supervisor and the faculty coordinator.

Cooperative Education students may choose the *alternating plan*, working full time for a semester and attending the University as full-time students the next semester, or the *parallel plan*, which allows students to participate in part-time work while registered for on-campus classes. Academic credit is given for working in positions related to the students' major or minor courses of study. Upon graduation, students will have both a degree and work experience in their chosen fields.

A Career Resource Library is located in the Office of Cooperative Education, Room 201, Student Center. Both the office and the library are open from 8:00 a.m. to 5:00 p.m., Monday through Friday.

## 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 vocational goals, inability to study effectively, and problems such as depression, anxiety, and difficulties in interpersonal relations.

The Centers also offer theme-oriented groups, workshops, and presentations. These have included personal growth groups, groups for concerns of minority students, assertive training groups, life planning workshops, and the human health series—a series of lectures and presentations in stress management, interpersonal communication, and female health care. Students are urged to request other groups and workshops on subjects related to student life at TWU.

The Centers also serve as clearinghouses for psychiatric consultations. The psychiatric consultant in Denton may also be contacted directly through the Student Health Service. The Centers and the University are committed to providing services for students in crisis at any time. Students in crisis may contact Center personnel directly, through the Student Health Service, or through the Student Life Office. The following are organizations which are not in any way connected with TWU, but may be of help to students:

- Information, Counseling and Referral (I.C.R.) in Dallas, 214/330-7721
- Crisis Hotline (in Houston) 713/228-1505
- Denton County Mental Health, 817/387-5555

While the Counseling Centers provide help in making personal, educational, and vocational decisions, they do not 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 academic component concerned and the Office of Admissions and Registrar.

Special counseling services are available for individuals and groups in the residence halls. The Counseling Center staff works with the residence hall staff in order to provide easy access to the various counseling services. The Counseling Center also administers and interprets standardized tests which may help a student with personal, educational, or career decisions. Tutoring services can be arranged through the appropriate academic departments.

The Denton Counseling Center is an official testing center for the American College Test (ACT) and the Graduate Record Examination (GRE). The ACT is administered on the Denton cam-

pus for the October and April national test dates and during freshman orientation week in the fall. The GRE is administered for the February national test date. Applications for these tests and other entrance examinations may be obtained at the Centers. None of the Centers keep official records of ACT, SAT, GRE, NTE, 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 Centers.

The Counseling Center in Denton is staffed by three full-time counselors and graduate students carefully selected and supervised by the full-time staff members. The Counseling Centers at the Parkland and Presbyterian campuses in Dallas are staffed by one full-time psychologist and graduate students, and the Counseling Center at Houston is staffed by one full-time and a half-time psychologist. All regular staff counselors are certified by the State of Texas or are in the process of obtaining certification in their professional disciplines.

The Counseling Center hours in Denton are usually 8:00 a.m. to 12:00 noon and 1:00 to 5:00 p.m. Evening hours and changes in the usual daily schedule will be posted at the Center by semester. The Counseling Center hours in Dallas and Houston vary from semester to semester and are posted at those offices.

## Financial Aids

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

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. Students who have been placed on scholastic probation are not eligible for financial assistance during probation. Minimum academic standards are discussed in detail in another section of this handbook.

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 in accordance with the University's refund policy and the federal laws applicable 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 713/792-7996. Students on the Dallas campuses should contact the



Assistant Dean of the College of Nursing on the respective campus: 214/631-3713 for Dallas-Parkland and 214/361-8608 for Dallas-Presbyterian.

### Project Pioneer

"Project Pioneer" is designed to assist students with financial need by providing a "no frills-no bills" plan which enables students to work on campus to pay for their housing and meals. The program provides 100 new student jobs on campus and was implemented as a pilot program that began with the Fall 1982 semester. Students participating in the program live in double occupancy rooms in Smith-Carroll Hall. Information is available from the Financial Aids Office.

### Handicapped Student Committee and Facilities

In an attempt 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; 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 (Central Dining Facility); University Hospital; The Old Sub; Mary Eleanor Brackenridge Student Center; Mary Hufford Hall; Guinn Hall; Smith-Carroll 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 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 non-discriminatory physical and academic environment. The Committee chairperson serves as the campus contact person for students. The Office of Student Life should be contacted for further information.

### Health Services

It is the purpose and intention of the University Health Service to assist all students in maintaining good health while enrolled at TWU. A physician and psychiatrist are available for consultation and referral.

Students are encouraged to use the 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 Forms

The Medical History Form completed by the student and a current immunization record (Diphtheria and Tetanus Toxoid required under Texas law) signed by a physician are required prior to registration.

### 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 the campus which require special medical attention or hospitalization are not provided for 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.

### Outpatient Clinic and University Health Service

The University Health Service offers weekday out-patient clinics for the diagnosis and treatment of routine illness and injury. It also serves as a twenty-four-hour receiving facility for emergency care for all students or for disposition of emergency situations to a local general hospital at the discretion of the University physician or the nurse in charge. Only the University physician is authorized to notify a student's parents of a serious illness.

Student fees provide hospitalization in the University Health Service for seven days per semester or summer session (not cumulative). Charges for special services are extra.

Students are charged for medication, x-ray, and laboratory services on a cash basis. When ill, a student is urged to report promptly to the University Health Service. A student who needs transportation should contact the Residence Hall Director who can obtain this service from the Office of University Police and Safety. Local physicians may not be called to a residence hall room.

### Houston Center

The University offers services similar to those outlined above to students at Houston through the Methodist Hospital Clinic.

### Dallas Center

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

### 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 Activities.

### 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 own education and lifestyle. Several times during the summer and at the beginning of each semester, orientation programs are held for freshmen, transfer students, and returning/re-entry students. These programs include meetings with faculty representatives of academic departments, guided tours of campus facilities by upperclass students, meetings with the residence hall staff, and an introduction to the social activities and traditions of campus life at TWU.

### Re-entry/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 multi-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 re-entry/returning students.

### Student Center

#### Denton Campus

The Student Center provides many convenient services for students through a United States Post Office, bookstore, game room, student government offices, student lounge, returning students' lounge, TV lounge, Snack Bar, computer room, and recreation and meetings rooms. Students may rent lockers for personal use for a nominal fee per term through the manager of the Student Center.

### Reservation of Meeting Rooms

Registered organizations of the University may reserve meeting rooms and the lounge area for organizational meetings and social events through the Student Activities Office.

### Bookstore

The TWU Bookstore provides services on the Denton, Dallas-Parkland, and Houston campuses. Textbooks, school supplies, gifts, and other items are available at Denton, and textbooks and certain supplies and sundry items are carried at the Dallas and Houston stores. The Denton bookstore also provides a photocopy machine and other conveniences.

A check-cashing service is provided at the Denton, Dallas, and Houston bookstores. With proper identification students, faculty, and staff may cash checks for a nominal fee.

The Denton Bookstore is open from 8:00 a.m. to 6:30 p.m., Monday and Tuesday; 8:00 a.m. to 5:00 p.m., Wednesday through Friday (the first week of classes the bookstore will remain open from 8:00 a.m. to 6:30 p.m., Monday through Thursday, 8:00 a.m. to 5:00 p.m., Friday); 8:00 a.m. to 12:00 noon on Saturday during the fall and spring semesters; and 8:00 a.m. to 5:00 p.m., Monday through Friday, during the summer session.

Hours for the Dallas Bookstore are from 9:30 a.m. to 6:00 p.m., Monday through Friday. The Houston Bookstore is open from 9:00 a.m. to 5:30 p.m., Monday through Friday.

### Game Room

The Student Center Game Room provides students and their guests a convenient area to play pool, video games, and ping pong. Be prepared to leave an I.D. with the attendant when playing pool

or ping pong. A deposit is also required when checking out equipment.

### Student Center Snack Bar

The Snack Bar is open during the following hours:

Monday through Friday	7:15 a.m.-10:00 p.m.
Saturday	9:00 a.m.- 1:00 p.m.
Sunday	2:00 p.m.- 8:00 p.m.

*Note: These hours may be subject to change.*

The Snack Bar provides a cheerful environment for students, faculty, and staff to have breakfast, lunch, or dinner. A variety of foods are available, such as hot and cold sandwiches, salads, snack foods, and breakfast entrees.

### Student Employment Services

The Student Employment Office serves as a centralized information center for on-campus employment as well as part-time temporary off-campus opportunities. On the Denton campus, job vacancies are listed on the job board on the second floor of the Student Center. Individual attention is given to each student, and referrals are made based upon the employer's requests and the candidate's abilities.

Employment permits, available in the Student Employment Office, 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. Students on the Dallas-Parkland campus should submit their employment permits to the office of the Assistant Dean of Nursing on that campus. Students on the Dallas-Presbyterian campus should submit their employment permits to the office of the Assistant Dean of Nursing 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 complete with the departmental account number. The permit is returned to the Student Employment office, and the student is placed on the payroll. Students employed on campus may work up to 15 hours per week and may not hold concurrent jobs on campus.

Students referred to off-campus jobs will also need to have a permit processed through Financial Aids. Records are maintained for off-campus placements although hiring decisions and salaries are determined by the employing agency.

Position listings change continuously with many different opportunities available to students. Student employment provides financial assistance in addition to valuable work experience.

### Student Publications

The *Daily Lass-O*, produced by students in the Department of Journalism and Broadcasting, is the only woman's university daily campus newspaper in the nation. Students gain valuable experience in writing, editing, typography, advertising, and photography. The paper is distributed on campuses Tuesday through Friday in Denton, Dallas, and Houston.

*TWU Design Magazine*, also produced by journalism students, emphasizes feature writing, photojournalism, magazine design, and advertising.

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. The seven members of the Board are appointed by and report directly to the President of the University.

## Transportation

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 University holidays as well as to activities and events in the Dallas/Fort Worth area. Arrangements may be made at the Student Life Office.

Transportation Enterprises, Inc., provides commuting students with bus service to and from the Dallas/Fort Worth area Monday through Friday. Schedules and information may be obtained by calling 214/262-4477 or 263-2285 (metro).

## 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 3,500 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 graduate 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 that name and number. If a library book is lost the student should report the loss at once and make arrangements to pay for it before the end of the semester.

All material is recalled at the end of each semester. The exact date is posted. All fines and lost material must be cleared before a student is eligible to receive a transcript, register for another semester, or graduate.

## Denton Campus

Library hours: 7:30 a.m.-10:00 p.m. Monday-Thursday  
7:30 a.m.- 9:00 p.m. Friday  
9:00 a.m.- 5:00 p.m. Saturday  
2:00 p.m.-10:00 p.m. Sunday

A library shuttle service is available to transport students from the residence halls to the library and back during the evening hours Sunday through Friday. Contact the University library at the beginning of the semester to get the shuttle schedule.

## Dallas Center—Parkland Campus

This library, containing the most comprehensive collection in nursing in the Metroplex, includes books and journals in other fields in support of non-health sciences courses taught at the Dallas-Parkland campus.

Library hours: 7:30 a.m.-10:00 p.m. Monday-Thursday  
7:30 a.m.- 9:00 p.m. Friday  
9:00 a.m.- 5:00 p.m. Saturday  
2:00 p.m.-10:00 p.m. Sunday

## Dallas Center—Presbyterian Campus

Library hours: 8:00 a.m.-9:00 p.m. Monday-Thursday  
8:00 a.m.-5:00 p.m. Friday  
Closed Saturday  
2:00 p.m.-8:00 p.m. Sunday

## Houston Center

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

## University Police and Safety

The University police provide important services to all members of the University community. The office is open 24 hours a day.

All TWU officers are certified police officers of the State of Texas. On the University campus and on property under the jurisdiction of the University, they have the same powers and duties as State police and other peace officers. Protection of persons and property, the regulation of traffic and parking, and swift assistance to individuals in emergency situations are primary police duties. To enhance security on campus, student foot patrols have been incorporated in the University Police program. For the sake of security and good order in the community, all students are expected to cooperate with police officers and the student patrols as they carry out their duties.

A Student Advisory Council meets on a regular basis to advise the University police on safety matters.

## Traffic and Parking

The pamphlet *Traffic Rules and Regulations* is published each year. All students are advised to familiarize themselves with the rules and regulations, which apply to visitors as well as regular members of the University community. Copies are available at registration or at the Office of the University Police or the Cashier's Office.

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. Parking decals are required for these areas and may be obtained at registration or at the Office of the University Police.

All students, staff, faculty, and visitors on campus must obtain parking decals.

A vehicle is properly registered when the decal has been permanently affixed to the left side of the rear window where it will be visible from the back. On vehicles with adjustable rear windows, the decal is to be placed on the front window on the driver's side.

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.

## Injury Accident Reporting Procedure

If a member of the faculty, staff, student body, or a visitor is hurt "on the job" or 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 workers' compensation forms, if required. Student accidents will be reported by the department of the Vice President for Student Life. The Safety and Health Officer will have overall responsibility for the investigation and reporting of injury accidents.

## Severe Weather Procedure

The Office of University Police and Safety will notify each Residence Hall Director of a severe weather watch or warning when issued by the National Weather Service.

Residence Hall students will go to pre-assigned areas.

1. Severe Weather Watch Atmosphere conditions are likely to produce severe weather.
2. Severe Weather Warning Severe weather is occurring in the area and precautions should be taken.
3. Severe Weather Tornadoes, cyclones, high winds.
4. Civil Defense Emergency KDNF (14.40 in Denton).  
Radio AM Stations KLIF (11.90 in Dallas).  
KPRC (7.90 in Houston).

## 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.

## 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 free of charge.

### Denton Campus

Office: 1215 Oakland Ave.  
Phone: 817/387-9543

### Houston Center

Office: 1130 M.D. Anderson  
Boulevard  
Phone: 713/792-7909

### Dallas-Parkland Campus

Office: 1810 Inwood  
Phone: 214/630-0404

### Dallas-Presbyterian Campus

Office: 8194 Walnut Hill Lane  
Phone: 214/630-0404

## Recreational Activities and Facilities

### Calendar of Events

A calendar of social, cultural, and recreational events is published for the regular fall and spring semesters and for both summer terms. Listed are all-campus student activities; special departmental pro-

grams, such as recitals and plays; University-sponsored programs; and major alumnae activities. Members of student organizations who are planning their yearly programs should refer to the published calendar and also check the central calendar maintained for all student activities in the Student Activities Office (please see Section II of this Handbook for procedures).

## 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. TWU student ID's are usually required.

## Little Chapel-in-the-Woods

The distinguishing feature of the Chapel, and one which makes it unique, is the fact 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 is a popular setting for weddings for TWU students and alumnae. Reservations may be made through the Office for Student Life.

## Art Exhibits

The Department of Art has several large gallery areas for the display of art work created by the TWU students and faculty. Both regional and nationally important artists and traveling exhibitions are displayed. Notices of scheduled events are published throughout the year. The exhibits are funded by the Department of Art and student activity fees.

The Fine Arts Building has two galleries for the exhibit of important American and international art in addition to art work by TWU students and faculty members. Notices of scheduled events are published throughout the year.

## State Historical Collections The History of Texas Women

### 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 history 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.

### Alumnae Historical Collections and Archives

The Texas Woman's University Alumnae Association maintains an outstanding collection of University memorabilia and alumnae archives on the first floor of the Old Main Building. A part of this space is for 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. The museum, located in the College of Nutrition, Textiles, and Human Development Building, contains many historic Texas costumes and items of silver and china which indicate the culture and social graces of Texas women. A feature of the collection is the inaugural gowns of the wives of Presidents of the Republic of Texas and of Governors of the State of Texas.

**Golf Course**

The University's fine 18-hole golf course and club house are available to students and the public. Green fees for students are free with presentation of TWU ID card, and fees for the public are \$5.00 on week days and \$6.00 on weekends and holidays.

**Lake Texoma Camp**

The University's campsite on Lake Texoma is available to student organizations and groups for camping, water sports, retreats, and picnicking at appropriate seasons of the year. Student organizations and individuals must register at the Office of Student Life and abide by the established safety and maintenance rules. Reservations for use of the facilities may be made at the Office of the Vice President for Student Life.

**Swimming Pools**

The University has both an outdoor and an indoor 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. 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, faculty, staff, and eligible guests (one per TWU participant) 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, faculty, and staff at hours designated by the College of Health, Physical Education, Recreation, and Dance. TWU identification is required.

**CAMPUS LIFE**

**Student Activities**

**University Housing**





## Student Activities

There are many activities offered to students attending the Texas Woman's University. The Department of Student Activities, a component of the Division of Student Life, helps provide educational, social, cultural, and recreational activities in a well-rounded environment. Questions regarding the various University activities, committees, and organizations described in this chapter can be answered at the Student Activities Office located on the second floor of the Mary Eleanor Brackenridge Student Center.

### University Committees with Student Components

There are 31 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.

- Calendar Committee
- Committee for Campus Beautification
- Committee for Campus Safety
- Committee for Campus Traffic Matters
- Educational TV
- Energy Conservation
- Entertainment Series
- Faculty-Student Board for Campus Publications
- Faculty-Student Liaison Committee for Campus Life
- Handicapped Regulation 504 Committee
- Honors Program Committee
- Housing Committee
- Interdisciplinary Council on the Arts for the Handicapped
- Library Committee
- Medical Advisory Board for Occupational Therapy
- Multi-Cultural and Minority Affairs
- OT Counseling
- Orientation Committee
- Physical Education Requirements
- Redbud
- Returning Student Committee
- SGA Advisory Board
- 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

## Campus Organizations

### University Administrative Rules, Regulations, and Procedures Governing Student Organizations

Student organizations must be registered 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 they apply to all University student organizations.

## Requirements for Elected and Appointed Officers of Student Organizations

Academic and social standards for membership and service as officers of student organizations are stipulated in their respective constitutions and by-laws. In some cases such requirements may be above the 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.

### Scheduling of Events by Student Organizations

In order to insure effective coordination of student organization activities 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 Student Activities Office. Scheduling forms should be submitted and cleared ten days in advance of the event. When it is necessary to cancel a function, the responsible officers should promptly notify the Student Activities Office and cancel all arrangements.

### Fund-Raising Regulations

The University has a firm policy prohibiting commercial peddling or solicitation of funds by non-University organizations except under official sponsorship of the University. Registered student organizations may engage in fund-raising activities with the approval of the Director of Student Activities under the following regulations:

- Fund-raising projects must be registered, approved, and entered on the Central Calendar of Events in the Student Activities Office at least ten (10) days prior to the proposed date. Fund-Raising Applications are available in the Student Activities Office and must be approved by the faculty advisor prior to submission.
- Funds raised may be used only for operational expenses of the organization, donations to TWU scholarship funds, donations to a TWU-sponsored activity, donations to the TWU Foundation, or public service and community fund drives.
- Advertising for fund-raising projects must be modest. It is subject to the University rules governing posters and distribution of literature (see University Policies and Standards under Section III).

### Non-University Speakers Sponsored by Student 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 student 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 the faculty advisor(s) approves, and if the rules and procedures outlined below are followed.

## Non-University Entertainers

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 Activities Office. Students responsible for the event may not enter into contractual agreements; all contracts must be signed by appropriate University officials.

## Guidelines for Campus Organizations

### Qualifications of a Registered Organization

Campus groups wishing to organize may submit a preliminary application to the Student Activities 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 determined that the proposed organization complies with University rules and regulations and there is a genuine, demonstrated student interest, the group will be allowed to register with the Student Activities Office. (On the Denton Campus, the review of the proposed organization will be made by the Director of Student Activities.)

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 have faculty advisors.
- Shall uphold all University rules and regulations in addition to all state and federal laws.

Every organization must submit a constitution, the number of qualified members, a list of officers and telephone numbers, and the names and phone numbers of the faculty advisors. Any organization which cannot submit the information indicated above at the appointed time must notify the Student Activities Office. In order to be valid, a constitution must have the signature of the current faculty advisors and be submitted by an officer of the organization to the Student Activities Office. Any revisions or amendments made 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 Student Activities 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. In order to avoid conflicts of time and interests, a faculty member may be an advisor for no more than two organizations concurrently.

Registered organizations which do not comply with the general rules governing student organizations will be subject to review. If the club or organization is not active or does not supply the required information to the Student Activities Office, the name will not appear in the "List of Registered Student Organizations" issued by the Student Activities Office each fall semester. Failure to appear on the list two successive fall semesters will result in the organization's being placed on the "Inactive List," and University privileges will be suspended. An application submitted for the approval of the Student Activities Office to reactivate the organization will be required in order to regain official status. Organiza-

tions which remain on the "Inactive List" for two successive fall semesters will be considered no longer in existence.

## Responsibilities of Student Organization Officers

It is the responsibility of student organization officers to be sure that copies of the current constitution and by-laws are on file with the Student Activities Office. Officers should also file their names, addresses, and telephone numbers, so they may be contacted if necessary.

## Responsibilities of Faculty Advisors

Faculty advisors assume the responsibility for keeping informed about the activities of the student organizations, attending meetings, and for advising the officers and members on University policies and procedures as well as budgetary matters. A faculty advisor's signature is required on all forms for scheduling meetings, activities, entertainers, and off-campus speakers.

## Student Government Coordinating Council

There are Student Government Associations for the Denton Campus and for the Centers in Dallas and Houston. The executive officers of these three Associations form the University Student Government Coordinating Council. The purpose of the Council is to serve the interests of all the students of the University and to promote communications among the several campuses. As the central coordinating body for all three campus governments, the Council meets at least three times a year and at least once in Denton, Dallas, and Houston. Students who wish to express opinions or suggest topics for discussion should communicate with the president or secretary of the SGA for their campus.

The Texas Woman's University has a strong tradition of student government. Student Government enables students to plan and budget for their own programs of activities, act as representatives, and form the working communications link between themselves, the University faculty, and the administration.

The three Student Government Associations and the Student Government Coordinating Council have adopted the following purposes in their respective constitutions:

### Article 1-Purpose

The purpose of the Texas Woman's University Student Government Association shall be as follows:

**Section II-A**—to promote the welfare of the student body of the Texas Woman's University.

**Section II-B**—to encourage the acceptance of the consensus of the student body in the formulation of long-range University plans and policies while fostering the best interests of the University by upholding its mission and independence and by supporting the University's growth and development in resources, quality, and prestige.

**Section II-C**—to serve as the channel of communication for the student body, faculty, and administration with respect to their inherently shared responsibilities to the University.

**Section IV**—to implement the wishes of the student body consistent with this Constitution and with the official rules, regulations, and policies by which the University is governed under the authority of its Board of Regents and the laws of the State of Texas in the United States.



On all campuses—Denton, Dallas, and Houston—all registered students are voting members of their respective Student Government Associations. Each Association has adopted a system of representation which is most suited to the constituent groups on that campus. Each SGA constitution provides for the election at least once a year of representatives from these constituent groups and for four Executive Officers: President, Vice President, Secretary, and Treasurer.

#### SGA—Denton Campus

Office: SCB 106  
Phone: 817/382-6414

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.

#### Membership

Students enrolled at the Denton Campus are members of SGA and are entitled to participate in the election of representatives and officers of the SGA and its components as stipulated in the Constitution and By-Laws, 1983. Representatives, usually elected in the fall semester, are drawn from the major constituencies on the Denton Campus, including the following categories: at-large, residence, undergraduates, and graduates. Candidates must qualify according to standards stated in the Constitution and By-Laws.

#### SGA—Dallas Center

Office: Faye-Pannell Hall, Parkland Campus  
Phone: 214/631-6405

The Student Government Association at Dallas operates under its own approved constitution and By-Laws, conducts elections, and is responsible for the budgeting of allotted student activities funds for its own programs and for the activities of the constituent groups.

In addition to the major officers who are elected at-large, the Executive Council, or representative body, consists of the presidents of the following constituent groups:

- |                                 |                             |
|---------------------------------|-----------------------------|
| •Senior Nursing Class           | •School of Physical Therapy |
| •Junior Nursing Class           | •Medical Records Program    |
| •Residence Hall                 | •Commuter Students          |
| •School of Occupational Therapy | •Graduate Students          |

#### SGA—Houston Center

Office: 1130 M.D. Anderson Boulevard  
Phone: 713/792-7715

The Student Government Association at the Houston Center operates under its own approved Constitution and By-Laws, conducts elections, and is responsible for the budgeting of allotted student activities funds for its own programs and the activities of its constituent groups.

In addition to the major officers who are elected at-large, elected representatives from each of the following constituent groups form the Executive Council:

- |                             |                                 |
|-----------------------------|---------------------------------|
| •Junior Nursing Class       | •Senior Nursing Class           |
| •School of Physical Therapy | •School of Occupational Therapy |
| •Graduate Students          | •Residence Hall                 |
| •Commuter Students          |                                 |

## Residence Hall Association

The Residence Hall Association is the organization concerned with the general welfare of all students living in the residence halls. This organization acts as the voice for residence hall students and operates from the following purpose:

- To serve as the general governing body affecting residence halls.
- To promote physical improvements in the residence halls.
- To advise each residence hall in the establishment of an autonomous governmental structure.
- To act as a board for review of residence hall council constitutions.
- To promote leadership development within the residence halls.
- To encourage and assist in the development of an educational and social environment within each hall.
- To act as the liaison between the residence hall students and the University.

The Residence Hall Association is composed of a President, Vice-President, Secretary, Treasurer, Public Relations Coordinator, and two representatives from each Residence Hall Council. The President and Vice-President are elected each spring by the membership of RHA. All residence hall students are members of the Residence Hall Association.

## 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 at the Denton campus. SOAP committees have major responsibility for the on-campus movie series, dances, concerts, lectures/speakers, intramural, and seasonal/traditional activities. SOAP Board committee chairmen serve as leaders in the development of an effective and comprehensive activity program for the Denton campus.

Students who are selected to chair SOAP Board committees serve terms of two consecutive semesters and are under the supervision and advisement of the Director of Student Activities. They receive scholarships each semester of \$150 paid in two installments. 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.

## Class Organizations

Class organizations are an important part of traditional student activities at TWU. The class organization is the first opportunity for each succeeding class to organize as freshmen to promote enduring friendships within their class and with the junior class. Early each fall semester the junior class traditionally presents the Lantern Parade and University Review in honor of the freshmen. Freshmen are introduced to the ancient and honorable traditions and legends of the "Fish" and the "Copters" by the junior class. Later in the fall, the freshman class reciprocates with its own entertainment—the Freshmen Talent Assembly.

Other typical class activities include service programs and fund-raising projects. New students not entering as freshmen are warmly welcomed to explore activities available to them.

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

Organization. Further information can be obtained from the Student Life Office.

## 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 the one appropriate for their needs. The registered organizations are as follows:

- |                                                        |                                                                       |
|--------------------------------------------------------|-----------------------------------------------------------------------|
| •Alpha Alpha Rho (Dental Hygiene)                      | •Medical Records Administrators                                       |
| •Alpha Beta Alpha (Library Science)                    | •Music Education Club                                                 |
| •Alpha Delta Mu (Social Work)                          | •Music Educators National Conference                                  |
| •Alpha Kappa Delta (Social Work)                       | •Music Therapy Club                                                   |
| •Alpha Phi Sigma (Criminal Justice)                    | •Denton Campus Upper Division Nursing Students                        |
| •Barristers Pre-Law Club                               | •Nutrition and Food Sciences Graduate Club                            |
| •Student Association for Bilingual Education           | •TWU Association of Occupational Therapy                              |
| •National Association of Black Social Workers          | •Omicron Delta Epsilon (Economic Society)                             |
| •Child Development and Family Living Club              | •Physical Education Majors Club                                       |
| •Texas Association for Childhood Education             | •Physical Therapy Club                                                |
| •Associated Dance Students                             | •Pre-Med Club                                                         |
| •Junior American Dental Hygiene Association            | •Professional Business Women                                          |
| •Student Association of Dietetics                      | •Association of Future Recreation Professionals Club                  |
| •English Majors Club                                   | •Sigma Delta Chi (Journalism)                                         |
| •Student Council for Exceptional Children              | •National Student Association of Speech, Language, and Hearing        |
| •Fashion and Textiles Club                             | •Student Education Association                                        |
| •Fine Arts Guild                                       | •TWU Junior Affiliate of the National Council for Teachers of English |
| •Food and Nutrition Club                               | •Valkyries Athletic Club                                              |
| •Association of Health Care Administrators             | •Women in Communications                                              |
| •Home Economics Education Club                         | •Sigma Phi Alpha (Dental Hygiene)                                     |
| •American Society of Interior Designers                | •Sigma Tau Delta (English)                                            |
| •Iota Sigma Pi (Chemistry)                             | •Social Science Society (Social Work)                                 |
| •Student Association of Medical Records Administration |                                                                       |

## 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 clubs. Current listings

of these organizations and their officers can be obtained from the Student Life Office. The organizations presently registered are: Aglaian Literary Social Club, Alpha Kappa Alpha, Alpha Omega, Alpha Omicron Pi, Chapparral Literary Social Club, Delta Sigma Theta, Zeta Phi Beta (Rho Delta Chapter), and Gamma Phi Beta.

## 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 Student Association and the International Student Organization. The International Student Organization is new and its membership is open to all international students.

## Other University Organizations

There are a number of University organizations which focus on special interests. These include College Republicans, Young Democrats, National Association for the Advancement of Colored People, Baptist Student Union, TWU Catholic Student Community, Denton Campus Christian Council, Contemporary Gospel Ensemble, St. Paul Lutheran Church and University Center, Community, Women's Resource Center, the Returning Students Organization, and the Hall Councils for the individual residence halls.

## 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 leadership and service.
- **Phi Delta Gamma, Alpha Theta Chapter (Graduate Scholastic, Honorary)**  
Purpose: To recognize and encourage high scholastic attainment among graduate students.
- **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, ambition to learn and to acquire skills in a chosen field, main-



tain 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.

- Other established Honor Societies are**
- |                                                                  |                                          |
|------------------------------------------------------------------|------------------------------------------|
| •Beta Beta Beta (Biology)                                        | •Phi Upsilon Omicron (Home Economics)    |
| •Delta Phi Delta (Art)                                           | •Pi Lambda Theta (Education)             |
| •Eta Sigma Gamma (Health Education)                              | •Pi Sigma Alpha (History and Government) |
| •Kappa Mu Epsilon (Mathematics)                                  | •Pi Theta Epsilon (Occupational Therapy) |
| •Phi Alpha Theta (History)                                       | •Psi Chi (Psychology)                    |
| •Omega Rho Alpha (English)                                       | •Sigma Alpha Iota (Music)                |
| •Phi Delta Kappa (for graduate students in Education Department) | •Sigma Theta Tan (School of Nursing)     |

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

## Campus Activities

### The Calendars

The Director of Admissions and Registrar prepares the University Academic Calendar, which lists all academically significant dates from the beginning of one fall semester to the next, including the three summer terms. Copies may be obtained from the Office of the Director of Admissions and Registrar.

The Office of Information prepares and distributes a Calendar of Events, listing most major social, cultural, and recreational activities, special departmental conferences and recitals, University-sponsored programs, and major alumnae programs. Many activities which cannot be included on the Calendar of Events are registered on the Student Activities Central Calendar.

Members of student organizations planning their own yearly activities should refer to the published calendars as well as to the complete central calendar of all student activities maintained by Student Activities.

## Recreation and Intramurals

Competitive sports and recreational activities are a desirable part of a student's education. Through participation it is hoped that the individual will develop an appreciation of the worthy use of leisure time and a wholesome attitude toward physical activity for recreational purposes later in life.

It is the goal of the Recreation and Intramural Office to provide an opportunity for each individual to participate in an activity of her/his own choice where facilities and equipment permit. Intramural activities are organized on a team and individual basis and are offered during the fall, spring, and summer sessions.

### Annual Activities

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

**Mexican 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.

**Funstival**—This fair features musical entertainment, food, amusement rides, and games.

**Christmas Ball**—In celebration of the Holiday Season, this ball provides students the opportunity to participate in a formal dance.

**Founder's Day**—This special event was established to celebrate the founding of the 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.

**Black History Week**—In observance of national Black History Month, this special week features entertainers, speakers, and displays. The highlight of the week is the Ms. Essence Ball where an outstanding minority student is recognized for academic and social achievements.

**The Redbud Festival**—Each year outstanding women are selected from the four classes as Redbud Princesses. The women are selected by their classmates as typifying the ideal TWU student. Students receiving this honor must qualify in accordance with the usual standards for all honors. Criteria for the selection of the Princesses are participation in campus activities, integrity, personality, sincerity, poise, personal attractiveness, friendliness, and quality of character.

On the Denton Campus, 70 women from the undergraduate classes are selected as Princesses. The freshman and sophomore classes then choose five Crown Princesses, and the junior and senior classes select four Crown Princesses. At the Dallas and Houston Centers, six Princesses are chosen from the junior and senior classes. Each class then selects one Crown Princess. The Redbud Princesses from the Dallas and Houston Centers travel to Denton for the Redbud Festival and Pageant. The Redbud Queen is selected from the 22 Crown Princesses, by a panel of judges, to reign over the annual spring Redbud Festival.

**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 ten year intervals starting with the present class). On Friday of Homecoming, the Honor and Reunion classes get together for social activities and an evening dinner to share memories and events of years past.

Other Homecoming events include the Thursday Honors Convocation when Distinguished Alumna Awards are presented and current outstanding students are honored. The Saturday Brunch features Dr. Mary Evelyn Huey as the guest speaker at the annual Alumnae Board meeting.

**Wildflower Day**—In 1980 former Governor Clements designated Texas Woman's University to host 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. 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.

**Stunts**—Early in the spring semester campus organizations are invited to participate in a friendly competition, each presenting a 15 minute theatrical performance. Awards are given for the top performance.

## University Housing

Residence hall life at the Texas Woman's University plays an important part in the educational purposes 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 providing 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 life and individual building procedures adopted to answer more specific needs 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 integrated into campus and residence hall life and provides aid in establishing effective residence hall government.

## Residence Hall Facilities

The six residence halls on the Denton Texas Woman's University campus and the two residence halls at the Houston and Dallas-Parkland Centers, provide a wide range of choices in student living styles. Each residence hall offers a variety of facilities for residents such as living rooms, TV and study lounges, piano practice areas, vending machines, and laundry rooms. All academic classifications are assigned to each hall with the exception of Reagan-Houston Hall, which is reserved for graduate students, seniors, and juniors, and a portion of the Guinn Hall apartments, which are reserved for graduate students.

## Family Housing

Family Housing at Texas Woman's University provides living options for married students without children and single parents with a maximum of two children. Married students without children may reside in an apartment in Guinn Hall or a traditional room in Faye-Pannell Hall (Dallas-Parkland Campus), Houston Center Residence Hall, or Guinn Hall. Single parents with children may reside in an efficiency apartment or traditional room in Mary Hufford Hall.

## Commuter and Guest Housing

Accommodations are available on a limited basis in Guinn Hall for commuter students and for University guests. Commuter students are limited to a maximum of two consecutive nights per stay and guests are limited to a maximum of three consecutive nights per stay. Students, parents, faculty, and staff are invited to take advantage of this excellent facility and service.

## Handicap Facilities

In order to accommodate the needs of handicapped residents at TWU, several modified residence hall rooms are available upon request by students through the Department of University Housing. Rooms are available for the mobility-impaired student in Mary Hufford Hall and partially modified rooms are also available in Smith Carroll Hall. Residence halls accessible to the mobility-impaired are Guinn, Smith Carroll and Mary Hufford Halls. Residence halls with partial accessibility are Reagan-Houston, Mary Gibbs Jones, Faye-Pannell (Dallas Center), and Houston Center Residence Hall. For further information, contact the Department of University Housing.

## Residence Hall Council

The Hall Council is the student organization within each residence hall which develops and presents on-going 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, educa-



tional, 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 adviser to the group.

## Residence Hall Association

The Residence Hall Association (RHA) is a coordinating body among the residence hall communities. It is composed of two voting representatives from each residence hall community. The RHA works with the Housing staff and residents in the development of residence hall policies, programs, and facilities. With the cooperation of the hall councils, a variety of activities are provided in order to bring the residents and hall communities together. RHA acts as a liaison between the residence hall students and the Department of University Housing. For further information, see the section on Student Organizations.

## Housing Policies and Procedures

Students over 18 are 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 for each student the maximum amount of freedom and responsibility 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/M 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. 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 have comprehensive records of the medical problem from the attending physician. Other types of appeals should have 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.

## Late Arrival

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

## 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 Assignment Office prior to moving. Room changes will begin the second day following the twelfth (12th) class day of the Fall and Spring Semesters, and the second day following the fourth (4th) class day for Summer I, II, and III.

## 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.

## Residence Hall Closing Hours

In order to provide a secure atmosphere for all residents, the residence halls will be locked at the following times:

Sunday through Thursday	11:30 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.

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

## Visitation Policy

Visitation guidelines in the residence halls have been designed for the convenience of residents when entertaining visitors of the opposite sex. The guidelines are formulated by the individual Hall Councils under the guidance of the Residence Hall Director and the Assistant Director of University Housing for Programs. The complete guidelines established by the hall councils and approved by the University are distributed to each student and posted in the residence halls. The guidelines include the following items:

Each residential unit will determine its visitation hours within the following maximum hours:

Monday-Thursday	6:00 p.m.-11:15 p.m.
Friday	3:00 p.m.-12:45 a.m.
Saturday	10:00 a.m.-12:45 a.m.
Sunday	10:00 a.m.-11:15 p.m.

- When there is a holiday creating a long weekend, the hours will be modified accordingly and posted in the residence halls.
- Residents are responsible for guests at all times and must register guests at the residence hall office.
- Guests are to be accompanied by a resident in all areas of the residence hall except the public area.
- 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.

## Residence Hall Guests

Male guests to women's residence halls and women guests to men's residences must abide by the Visitation Policies as outlined above. 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.

All overnight guests are expected to abide by the University and residence hall policies. Residents will be held responsible for the conduct of their guests.

## 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.

## 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.

## 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.

## 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 personal 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.

## 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.

## Possession of Firearms and Dangerous Materials

Possession or use of firearms, ammunition, firecrackers, 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.

## Alcohol Policy

Possession and/or consumption of alcoholic beverages are prohibited in any area on the Texas Woman's University campus.

## 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.

## 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 in the performance of their duties relating to student health, safety, and the maintenance of applicable University regulations.

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

## 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 \$10 charge for each replacement key.

## Telephones and Residence Hall Communications Systems

Each of the residence halls is equipped with telephones at the reception desk to receive incoming telephone calls to the residents. Pay telephone stations are located throughout the buildings for the convenience of the residents. Also located at the reception desk is a communications system connected with each resident's room to inform the residents of incoming telephone calls and the arrival of their guests. The only exception is the south side of the Houston Center residence hall where residents receive their messages only through their mail boxes.



## Refrigerators

Resident students may rent refrigerators from the TWU Laundry. Small personally owned refrigerators are allowed in rooms. Required specifications on personally owned refrigerators can be found in the Residence Life Handbook.

## Cooking Policy

Cooking is not permitted in resident rooms. The only cooking appliances allowed in resident rooms are UL approved coffee pots and popcorn poppers which must be in excellent operating condition. No other cooking appliances are allowed.

Snack preparation kitchens are located in each residence hall for residents to prepare snacks (those which can be prepared in 15 minutes or less). Special arrangements can be made with the Residence Director/Graduate Residence Director for those residents interested in preparing special meals.

## 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 or classification can 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. Special freshman sections have been established in Stark and Jones Halls. For further information about special interest housing, contact the Department of University Housing.

## Residence Life Handbook

Each resident receives a copy of the Residence Life Handbook when she/he checks into the residence hall. This handbook provides further details regarding residence hall facilities, activities, and policies.

## Central Meal Service

### Denton Campus

During spring and fall semesters six different contract meal plans at the Denton campus offer three choices within a five-day week, Monday through Friday, as well as three choices within a seven-day week, Monday through Sunday.

Contract meals provide students the opportunity to meet their dietary needs with the most variety in a sound and economical manner. Students are urged to choose the meal plan which will most adequately meet their needs. Contract meals begin at dinner on the first day of registration. Breakfast, lunch, and dinner are served at Hubbard Hall in the northeast and northwest dining rooms. No food or dishes may be removed from these dining areas. Special arrangements can be made, though, for students who are ill to receive their meals by contacting the Director of Central Meal Service.

All meal plans are monitored with a computer ID meal card; thus, this card may not be used by another person. There is a \$5 replacement fee for lost meal cards. Cost of meal plans and hours of meal service are published in separate bulletins for spring and fall and for summer, and are available in the University Housing Office, Registrar's Office, or Central Meal Service.

All students in residence halls must select one contract meal plan. The minimum contract plan which is available to residence hall students is as follows:

- Freshmen—May choose Plans 1, 2, 4, or 5.
- Sophomores—May choose Plans 1, 2, 4, 5, or 6
- Juniors, Seniors, and Graduates—May choose from Plans 1 through 6

### Meal Plans Available

1. 5-Day Pass—Provides unlimited access to the dining hall during meal hours Monday through Friday.
2. 10-Meal Plan—Provides choice of any two meals per day, Monday through Friday.
3. 5-Meal Plan—Provides choice of any one meal per day, Monday through Friday.
4. 7-Day Pass—Provides unlimited access to the dining hall during meal hours Monday through Friday and a continental breakfast and luncheon Saturday and Sunday.
5. 12-Meal Plan—Provides choice of any two meals per day, Monday through Friday, and one meal on both Saturday and Sunday.
6. 7-Meal Plan—Provides choice of one meal per day Monday through Sunday.

Any changes in the meal plan after it is chosen must be made between the fifth and twelfth day of classes each semester.

Additional information may be obtained by writing or telephoning:

Director of Central Meal Service  
Texas Woman's University  
P.O. Box 22939  
Denton, Texas 76204  
Phone: 817/565-9090

**Special Events Catering Services:** Student organizations may arrange for special meetings or events through the Director of Central Meal services.

**Cash Services:** Meals are available at Hubbard Hall, north dining rooms, Wild Flower Room (during lunch only), and at the Student Center Snack Bar.

### Houston Center and Dallas-Parkland Center

Cash services are available in the cafeterias located in the residence halls at each campus.

## ACADEMICS AND ACCOUNTABILITY

### Academic Affairs

### Standards of Student Conduct





## Academic Affairs

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 Registrar. The academic deans, directors, and instructors of the prospective courses may also be consulted if necessary.

Faculty advisors are assigned to undergraduate and graduate students from their major departments and serve as primary counselors for the year. Deans of Colleges and Schools, directors, coordinators and chairmen of departments, and directors of programs confer with students concerning major interests and selection of courses.

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

### 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.

### 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.

### 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
Cr/Pr	Courses in which this grade is given are not considered in the computation of gradepoint average.

Grades are interpreted as follows:

Grade	Interpretation
A	Excellent
B	Good
C	Average
D	Inferior but passing
F	Failure
Cr	Credit
Pr	In Progress
I	Incomplete
WP	Withdrawn from course while passing
WF	Withdrawn from the course while failing

The letter 'G' immediately preceding the semester hour credit on both the grade sheet and permanent record indicates graduate credit. Students should see the Official University Academic Calendar for the last day to withdraw without penalty.

### 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.

### Special Study Period

The day before final examinations is set aside as Reading Day. No attractions shall be presented under the auspices of the University during this period or during the period of final examinations.

### Adding or Dropping a Course

After a student has completed registration, the only way her or his schedule can be changed is through the add-drop procedure. To add and/or drop a course, a student must obtain an add-drop form from the chairman, director, coordinator, or assistant dean in which the course is offered, complete the form, obtain the signatures indicated on the form, and, in the case of an add, present it to the University Cashier. When fees have been paid, the form is then presented to the Office of Admissions and Registrar for final action.

### 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.

Instructors may report students who by excessive absences or tardiness endanger their standing in a course to the Office of the Vice President for Academic Affairs, listing each absence. The Vice President will notify such students that their academic records are in jeopardy. If, thereafter, the student continues to be absent, the instructor may request that the student 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.

### Unsatisfactory Progress Reports

No mid-semester grades are issued; instructors submit an unsatisfactory progress report to each student whose work in their course is unsatisfactory. If the instructors are unable to issue a card directly to the student, they send the card to the Office of the Director of Admissions and Registrar, which will then forward it 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.

### Undergraduate Students—Scholastic Probation and Suspension

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 Registrar. Good academic standing, academic probation, and academic suspension will be based solely on the computation of the grade point average. Non-punitive grades including "I" will not be counted in the computations of the cumulative grade point average. Because the status of the student is based on established standards and mathematical calculation, 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 the fall and spring semesters by the Director of Admissions and Registrar.

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 included in transfer from other institutions of higher education will be included in determining the cumulative grade point average.

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

A student who fails to achieve the minimal cumulative grade point average for her or his classification as outlined in the table above for the first time 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 minimal 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, or who is not passing a minimum of nine semester hours at any reporting period, 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.

### Graduate Students Academic Probation and Suspension 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. The next semester or full summer session of enrollment will then be allowed to raise the grade or restore the total average to B or above. Failure to accomplish this status will result in dismissal from the degree program. It is not possible to improve the grade record at the Texas Woman's University by attendance at another University.

## Doctoral Degree Students

**Grade Requirements:** 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 degree program. 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, continuance in the degree program will be examined by the student's advisory committee. Regularly a student will not be allowed to continue in the doctoral program if there are two failing grades in the doctoral program.

## Standards of Student Conduct

Undergraduate and graduate students are subject to the general rules and regulations of the University and are expected to maintain the high standard of academic and social life 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.

### A. 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 a serious violation of the University regulations.

### B. 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.
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.

## University Policy Governing Student Conduct

The president has delegated authority to administer a fair and just disciplinary program 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. 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, delivery, possession, or consumption of alcoholic beverages on University properties.
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. Hazing is not permitted at TWU, and acts directed against a TWU student by another student, or by a group of students will be considered hazing 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. Such other violations as University authorities may decide warrant disciplinary action.

## Violation of University Rules and Regulations

In the event of student violation of University rules and regulations concerning student conduct or academic honesty, the following procedures will be followed.

### Student Misconduct (other than Academic Dishonesty)

Under the direction of the President, the Vice President for Student Life may delegate the authority to the staff of the Student Life Office to administer discipline. 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).

### Sanctions Against Misconduct

Misconduct sanctions may be imposed by the Vice President for Student Life or the Student Life Staff. 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 may be imposed when the President, or an administrative officer authorized to act for her, 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 the 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 Office of Student Life will:

1. Summon the student to advise the student 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 to the Vice President for Student Life for decision. The Vice President for Student Life may 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 also appear before the committee during the time that the witness is testifying. No persons other than the committee members will be present during the actual deliberations of the ad hoc committee.
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 appropriate 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, this appeal must be filed within 72 hours after the student is informed of the decision of the Vice President. If there is not an 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. Consideration shall be limited to review of the initial hear-



ing if there has been a previous hearing on the matter before an ad hoc committee. If there has been no hearing before a 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. Witnesses, in the event of a hearing, may also appear before the committee during the time that the witness is testifying. 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.

### Violations of Academic Honesty

The faculty of the Texas Woman's University is committed to providing an environment conducive to programs of quality in higher education. 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, it is recommended that students read all of the sections relating to student conduct and academic life in this Student Handbook.

Academic dishonesty includes cheating and plagiarism. Cheating refers to giving or receiving of 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 the 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.

### Procedures in the Event of Academic Dishonesty of Undergraduate Students

If an act of academic dishonesty has been committed, the following sections and courses of action are available to the University, based upon the severity of the violation.

1. In minor infractions a private conference between the instructor and student may be sufficient, with verbal reprimand if necessary.
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 Vice President for Academic Affairs who will make the decision. The Vice President for Academic Affairs may appoint an ad hoc committee to review the incident and make recommendations for the consideration 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. A witness, in the event of a hearing, may also appear before the committee during the time that witness is testifying. No persons other than the committee members will be present during the actual deliberations of the ad hoc committee. The Vice President for Academic Affairs is further authorized to select a lesser sanction.

4. After a decision has been reached regarding an undergraduate student, the Vice President for Academic Affairs will notify the student of the decision and of the right to appeal.

### Academic Dishonesty of Graduate Students

The sanction and courses of action as well as the definitions set out for academic dishonesty of undergraduate students also pertain to graduate students.

1. In minor infractions a private conference between the instructor and student may be sufficient, with verbal reprimand if necessary.
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 and has the opportunity to appear before the committee and to make a statement.
5. If additional review is desired following the appeal before the ad hoc committee within 3 days, the student may request in writing 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 3 days to request in writing a hearing before the full Graduate Council. The student receives timely notice of the meeting of the Graduate Council and has the opportunity to appear and to make a statement. Review by the Graduate Council is the final consideration within the Graduate School. Additional academic review is possible through an appeal within three days to the Vice President of Academic Affairs. The appeal is to the Vice President of 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 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 process.

### Standards of Dress

Social awareness of being properly attired for an occasion should govern decisions about what to wear. The definition and sanction of appropriate attire in classrooms and administrative offices are a responsibility of the faculty and administrators. Appropriate attire is expected at all time.

### Student Name Change

All students who change their names during their academic careers at the University should notify the Director of Admissions and Registrar's Office so that their University records may be kept current. After graduation students should notify the Alumnae Association and the Career Planning and Placement office of any name or address changes.

### 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 restrooms and other designated areas)
- The Main Auditorium (except for the foyer and the Green Room)
- Redbud Auditorium
- Elevators
- Designated areas in the dining halls
- Multipurpose Classroom Laboratory Building Auditorium

### 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.

### 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."

### 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 Student Activities in order to obtain assistance in locating their activities in proper public areas.

### 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 Office of Student Activities.

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 non-current material or any material posted contrary to the above-stated policy.

### 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.

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

(a) No student of any state-supported institution of higher education shall engage in what is commonly known and recognized as hazing, or encourage, 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 to do 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 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.

### Use of Buildings and Grounds

In order to assure protection of University buildings and property, all University buildings are patrolled and locked according to a daily University schedule by the University Police unless the following procedures are observed.

### 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 Vice President for Academic Affairs.

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

### Recreational Spaces

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

A full and detailed description of requirements such as microphones, podiums, tables, chairs, and other needs must be supplied for the Directors of Plant Operations and Maintenance and of Media Services when reserving these facilities.

### 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 Student Life Office 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.

### 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 Attorney, Texas Woman's University, P.O. Box 23025, Denton, Texas 76204.

### 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 as follows:

1. To other Texas Woman's University officials.
2. To officials of other schools in which the student seeks or intends to enroll.
3. To certain representatives of the Federal Government.
4. To state educational authorities.
5. To governmental representatives in connection with financial aid for which a student has applied.
6. To organizations conducting studies for or on behalf of educational institutions or agencies for testing purposes, student aid programs, and instructional improvement.
7. To accrediting organizations.
8. To comply with a judicial order.
9. To appropriate parties in a health and/or safety emergency.
10. To 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 or by a person acting for such 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 Registrar, Texas Woman's University, P.O. Box 22909, Denton, Texas 76204 in writing within ten (10) days following the final day of registration that such information should not be disclosed.

### 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.

### 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.

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

### Request to Amend Education Records

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

If such a meeting is not sufficient to resolve the difference, the matter should be reviewed by the appropriate dean. If the differences remain unresolved, the student should submit a written request for a hearing to the appropriate Vice President. The student will be informed of the date, place, and time of the hearing well in advance of the hearing. Opportunity will be afforded the student to present evidence related to the issue in question. Students may be represented by individuals of their 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 or a hearing may not be requested to contest the assignment of a grade but may be requested to contest whether or not the grade was recorded accurately.

The procedure indicated above does not apply to placement credentials. For additional information, contact the Career Planning and Placement Office.

### Types of Education Records Maintained in the University and the Officials Responsible for Those Records

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

- Director of Admissions and Registrar
- Vice President for Student Life



- Director of Career Planning and Placement
- Director of University Health Services
- Provost of Graduate School
- Director of Data Processing
- Director of Student Financial Aids
- Vice President for Academic Affairs

The University Attorney is responsible for the administration of policies and procedures relating to the Family Educational Right and Privacy Act of 1974.

## 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, Texas 76204, 817/383-2354.
- Title IX Officer:  
Vice President for Student Life, Texas Woman's University, P.O. Box 22305, Denton, Texas 76204, 817/566-2100.
- Handicap Officer:  
Dean of the College of Health, Physical Education, Recreation, and Dance, Texas Woman's University, P.O. Box 23717, Denton, Texas 76204, 817/387-4587

\*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.

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.

## CAMPUS DIRECTORY

### Texas Woman's University — Where to go for Answers

Office	Location	Telephone
<b>Academic Affairs</b>		
Correspondence Study	Administration Conference Tower	387-4502
Field Trips	12th Floor	387-4503
Reservations for academic rooms for student organization functions		Tex-An-831-5465
<b>Academic Components</b>		
Academic Advising		
Advanced Standing		
<b>Admissions and Registrar</b>	Administration Building Room 208	566-1451
Academic Probation and Suspension		566-1452
Academic Records		D-FW Metro-434-2997
Admissions		
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		
<b>Alumnae Association &amp; Records</b>	Mary Eleanor Brackenridge Student Center First Floor	387-1215
<b>Athletics</b>	Austin Hall, Room 100	387-7555
<b>Career Planning and Placement</b>	Administration Conference Tower 9th Floor	387-4384
Career Counseling		Tex-An-834-2133
Occupational Information		
Placement Service for Seniors and Graduates		
<b>Cashier's Office</b>	Administration Building Room 202	387-8623
Automobile Decals		
Student Financial Statements		
Student I.D. Cards		
Tuition and Fees Payment		
<b>Central Meal Service</b>	Hubbard Hall	565-9090
Catering—Weddings		
Receptions		
Special orders for student organizations		
<b>Child Care Center</b>	1900 Cherrywood St.	382-7032
Nursery School		382-3791
<b>Cooperative Education, Office of</b>	Mary Eleanor Brackenridge Student Center Rooms 201-202	383-4466
		387-1033
		D-FW Metro 434-2967
<b>Counseling Center</b>		
Crisis Counseling	Denton Campus: West Jones Hall	566-3740
Education-Vocational-		566-3741
Personal Counseling	Dallas—Parkland:	
GRE and ACT Testing	Education Bldg. 246 and 249	(214) 631-6220
	Dallas—Presbyterian Room 29	(214) 361-8606
	Houston Center	(713) 792-7903
	Mary Gibbs Jones, 615 and 616	



Office	Location	Telephone
<b>Dental Hygiene Clinic</b>	Multipurpose Classroom-Laboratory Building	382-2567
<b>Financial Aids</b>	Administration Building	383-1668
Financial Assistance	Room 212	Tex-An-831-5406
Scholarships		
Student Loans		
Work Study Grants—Applications and Proposals		
<b>Fiscal Affairs</b>	Administration Conference Tower Bldg.	387-4382
Meal plan changes and exemptions	11th Floor	Tex-An-831-5465
<b>Graduate Office</b>	Administration Conference Tower Bldg.	383-2302
Continuing Education	7th Floor	383-2303
Graduate Admissions		D-FW Metro 434-1757
Degree Programs		Tex-An-831-5403
<b>Health Services, Student</b>	University Health Services	387-1221
Allergy injections		
Drug prescriptions ordered by University doctors		
Gynecological Services		
Influenza vaccine injections—scheduled		
Laboratory studies—Pregnancy test, blood, urine, etc. when indicated (lab fee)		
Tine test (for tuberculosis)—Student teachers		
<b>Information, Office of</b>	Administration Conference Tower Bldg.	387-4564
News Service	2nd Floor	Tex-An-831-5463
University Publications		
<b>Institute of Mental and Physical Development</b>	Multipurpose Classroom-Laboratory Building	387-7090
<b>Intramurals and Recreation</b>	Mary Eleanor Brackenridge Student Center	566-6111
	Room 206	
<b>Laundry</b>	Hubbard Hall	387-1622
Dry Cleaning Service		
Refrigerator Rental—Denton Campus		
<b>Library</b>	Library Building	566-6415
Reference Desk		(214) 436-4110
Library Shuttle		
<b>Lost and Found</b>	1215 Oakland	387-9543
(Police and Safety, University)		
<b>Personnel Services</b>	Administration Building	383-2354
	Room 215	
<b>President of the University</b>	Administration Conference Tower Bldg.	383-1466
	15th Floor	Tex-An-831-5450
<b>Residence Hall Association</b>	Mary Eleanor Brackenridge Student Center	566-6100
	First Floor	
<b>Student Activities</b>	Mary Eleanor Brackenridge Student Center	566-6111
Activities Calendar	Room 206	566-6112
Commuting and Returning Student Services		
Formation of New Campus Organizations		
Intramurals/Recreation		
Poster Approval		
Scheduling of Organizational Meetings and Room Reservations		
Social Activities		
Student Organizations—Fund Raising		
Student Orientation		

Office	Location	Telephone
<b>Student Center Bookstore</b>	Mary Eleanor Brackenridge Student Center	382-8524
Check Cashing Service	First Floor	
Refrigerator Rental—Dallas and Houston Campus		
Student Supplies and Textbooks		
Xerox Machine		
<b>Student Center Post Office</b>	Mary Eleanor Brackenridge Student Center	382-8511
	First Floor	
<b>Student Center Snack Bar</b>	Mary Eleanor Brackenridge Student Center, Second Floor	387-4921
<b>Student Center</b>		387-4112
Student Lounge	Second Floor	
TV Lounge	First Floor	
Student Lockers	Second Floor	
Game Room	Second Floor	
Commuter Lounge	First Floor	
Computer Terminals	First Floor	
<b>Student Employment Services</b>	Mary Eleanor Brackenridge Student Center	566-6111
	Room 206	
<b>Student Government Association</b>	Mary Eleanor Brackenridge Student Center	382-6414
	First Floor	566-6111
<b>Student Life</b>	Mary Eleanor Brackenridge Student Center	566-1200
Inquiries Regarding Student Concerns	Room 206	566-1201
Student Health Insurance	Room 206	
Reservations for Lake Texoma Cabin		
Title IX Officer		
Chapel Reservations—Weddings		
<b>Student Publications</b>	Journalism Building	382-6313
Daily Lass-O		565-9400
TWU Design Magazine		565-9401
<b>University Housing</b>	Mary Eleanor Brackenridge Student Center	566-6100
Conferences and Workshops	Room 206	
Meal Plans and Housing		
Residence Hall Administration and Programming		
Residence Hall Applications		
Resident Assistant Applications		
Room Change Requests		
<b>University Police and Safety</b>	1215 Oakland Avenue	387-9543
Automobile and Bicycle Registration		
Car Pool Information		
Emergencies and Emergency Escort		
Lost and Found		
Parking and Traffic Regulations		
Property Registration		
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# CAMPUS MAP



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