

# Student Handbook



Denton/Dallas/Houston

# **Texas Woman's University Student Handbook 1979**

## **Denton-Dallas-Houston**

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. Inquires concerning this policy may be directed to the designated officials as follows:

**Affirmative Action and Equal Employment Officer:**

Assistant Director of Personnel Services, Box 22939, TWU Station,  
Denton, Texas 76204, 817/383-2354

**Title IX Officer:**

Vice President for Student Life, Box 22305, TWU Station, Denton, Texas  
76204, 817/566-1200

**Handicap Officer:**

Dean of the College of Health, Physical Education and Recreation, Box  
23717, TWU Station, Denton, Texas 76204, 817/387-4587

This Student Handbook supercedes 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.

Dear TWU Student:

I am very happy 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.

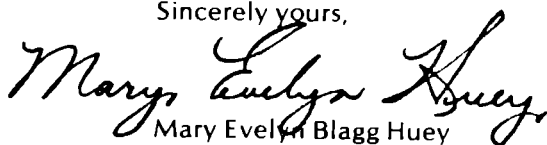
The Texas Woman's University is truly a student-centered university. A constant and carefully preserved tradition of TWU is the individual attention and consideration accorded each student. For almost eighty years, TWU has been a leader in women's education. We have had from the first and retain for 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 almost 30,000 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,

A handwritten signature in cursive script, reading "Mary Evelyn Blagg Huey". The signature is written in dark ink and is positioned above the printed name and title.

Mary Evelyn Blagg Huey  
President

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THIS LIST IS KEPT CURRENT AND MAY BE REVISED WITHIN THE TERM IF  
SIGNIFICANT CHANGES OCCUR. INQUIRE AT THE OFFICE FOR STUDENT  
LIFE  
FOR THE LATEST ISSUE.

**TEXAS WOMAN'S UNIVERSITY  
DENTON CAMPUS  
CAMPUS DIRECTORY — WHERE TO GO FOR ANSWERS**

<b>OFFICE</b>	<b>LOCATION</b>	<b>TELEPHONE</b>
<b>Academic Affairs</b>	Administration and Conference	387-4502
Correspondence Study	Tower Building	387-4503
Field Trips	12th Floor	
Reserve academic rooms for student organization functions		
<b>Academic Components</b>		
Academic Advising		
Advanced Standing		
<b>Admissions and Registrar</b>	Administration Building	566-1451
Academic Probation and Suspension	Room 208	566-1452
Academic Records		566-1453
Admissions		
Advanced Standing		
Campus Tours		
Class Schedules		
Courses: Add or Drop		
Foreign Students		
Grade Reports		
I.D. Cards		
Name and Address Changes (Student)		
Registration		
Reinstatement — Scholastic		
Veterans Administration Information		
Withdrawal from the University		
<b>Alumnae Association</b>	Student Center	387-1215
<b>Career Planning and Placement</b>	Administration and Conference	387-4384
Career Counseling	Tower Building	387-4385
Occupational Information	9th Floor	
Placement Service for Seniors and Graduates		
<b>Cashier's Office</b>	Administration Building	387-8623
Automobile Decals		
Student Financial Statements		
Student I.D. Cards		
Tuition and Fees Payment		

<b>Central Meal Service</b> Catering— Weddings Receptions Special orders for student organizations	Hubbard Hall	387-1325
<b>Child Care Center</b>	Woodland at Cherrywood St.	382-7032
<b>Cooperative Education, Office of</b>	CFO 1005	383-4466
<b>Counseling Center</b> Crisis Counseling Education— Vocational— Personal Counseling GRE and ACT Testing	West Jones Hall	566-3740 566-3741
<b>Financial Aids</b> Financial Assistance Scholarships Student Assistant Employment Student Loans Work Study Grants— Applications and Proposals	Administration Building Room 216	382-8522 387-8661
<b>Graduate Office</b> Continuing Education Graduate Admissions Degree Programs	Administration and Conference Tower Building 7th Floor	383-2302 383-2303 383-2304 834-2133
	Tex-An	
<b>Health Services</b> Allergy injections Filling 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	University Health Services	387-1221
<b>Information, Office of</b> News Coordinator Special Services of Information University Publications	Administration and Conference Tower Building 2nd Floor	387-4564
<b>Laundry</b> Dry Cleaning Service Linen Exchange Refrigerator Rental— Denton Campus	Hubbard Hall	387-1622

<b>Library</b> Reference Desk	Library Building	387-3444 387-1612
<b>President of the University</b>	Administration and Conference Tower Building, 15th Floor	383-1466
<b>Student Center</b> <b>Bookstore</b> Check Cashing Service Refrigerator Rental— Dallas and Houston Campus Student Supplies and Textbooks Xerox Machine	Student Center Building	382-8524
<b>Post Office</b> Mail delivery and rental of P.O. boxes		382-8511
<b>Snack Bar</b>		387-4921
<b>Commuter and Graduate Student Lounge and Lockers</b>		
<b>Student Life</b> <b>Vice President for Student Life</b> Student Health Insurance Reservations for Lake Texoma Cabin Title IX Officer	Administration and Conference Tower Building 14th Floor	566-1200
<b>Office for Student Life</b> Activites Calendar Chapel Reservations— Weddings Commuting and Returning Students Services Forming New Campus Organizations Locating Students Off-Campus Housing Poster Approval Residence Hall Administration and Programming Resident Assistant Applications Scheduling of Organizational Meetings and Room Reservations Social Activities Student Organizations—Fund Raising Student Orientation	Student Center	387-1311 387-7611



<b>Housing</b> (On Campus) Conferences and Workshops Meal Plans and Housing Residence Hall Applications Room Change Requests	Student Center	387-2197
<b>Student Government Association</b>	Student Center 106	382-6414
<b>Student Publications</b> Daedalian Daily Lass-O	Journalism Building	382-5734
<b>University Police and Safety</b> Automobile and Bicycle Registration Car Pool Information Emergencies and Emergency Escort Lost and Found Parking and Traffic Regulations Property Registration Safety Hazards/Concerns Reporting Student Advisory Council	1215 Oakland Avenue	387-9543

# **I: Student Services**

## **Vice President for Student Life**

Office: Administration and Conference Tower Building-14th Floor  
Phone: 566-1200

The focus of those in the Division of Student Life is to help students in their development and preparation outside formal learning. 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 potentialities.

The Division of Student Life is composed of the Vice President for Student Life, Dean of Students, the Director of Residential Life, Residence Hall and Program Staff, the Director of Student Center and Student Activities, the University Housing Coordinator, the Directors and staffs of the Counseling Services, Health Services, Student Center, and Career Planning and Placement 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.

### **The Office for Student Life**

Office: Student Center  
Phone: 387-1311, 387-7611

Students who need information or advice regarding administrative matters, student services, student organizations, the activities calendar, counseling services, residential life, or University rules and regulations may seek assistance at the Office for Student Life. The staff is charged with providing a variety of services and extracurricular opportunities for students' personal growth.

## **Career Planning and Placement Center**

Office: Administration and Conference Tower Building-9th Floor  
Phone: 387-4384

The TWU Career Planning and Placement Center is located on the 9th Floor of the Administration and Conference Tower, and its goal is to assist students in locating employment. Services of the Career Planning and Placement Center are available to students without charge.

For senior and graduate students, the Career Planning and Placement Center may be one of the most important places on campus. Students who have registered for the placement services and who are seeking positions are notified of employment opportunities. The Center schedules interviews with recruiters from business, industries, government agencies and graduate schools for students who have registered with the Center.

Placement credentials are retained permanently and will be available for use throughout the lifetime of a registrant. Additional information concerning the policy governing a student's placement file may be obtained at the Career Planning and Placement Center.

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

1. Candidates who have achieved senior status and/or completed 90 hours towards the bachelor's degree.
2. Candidates who are within 12 hours of completion of all requirements for the master's degree or who have obtained permission from the head of the respective component and/or the Provost of the Graduate School.
3. Candidates who are within 30-45 hours of completion of all the requirements for the doctor's degree or who have obtained permission from the Provost of the Graduate School.

Students who are enrolled in special programs which will lead to degrees or certification from other institutions are advised to establish their placement credentials with the degree-granting or certifying institution.

The Center assists all students with career planning and help and advice on interview procedures and resume preparation. Each year the Center sponsors seminars on employment preparation techniques.

### **Summer Employment**

Students seeking summer employment may also receive assistance from the Career Planning and Placement Center.

## **Counseling Center**

### **Denton Office:**

West Jones Hall, Phone: 566-3740, 566-3741

**Dallas Inwood Office:** Educational Building, Rooms 246 and 249. Phone: 631-6220

**Dallas Presbyterian Office:** Room 29. Phone: 361-8606

**Houston Center Office:** Mary Gibbs Jones Hall, Rooms 615 and 616. Phone: 792-7903

The Denton, Dallas (Inwood and Presbyterian), and Houston Counseling Centers offer a wide range of services designed to facilitate students' obtaining their educational goals. Students typically come to the Centers with concerns such as indecision over educational major and/or vocational goals, inability to study effectively, and personal concerns such as depression, anxiety, and difficulties in interpersonal relations.

The Centers also offer theme-oriented groups, workshops, and presentations. Recent offerings 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 that other groups and workshops be prepared on any subject related to student life at TWU.

The Centers also serve as a clearinghouse for psychiatric consultations. The psychiatric consultant in Denton may also be contacted directly through the Student Health Service. The Counseling Centers are organized health care facilities. The Centers and the University are committed to providing services for students in crisis at anytime. Students in crisis may contact Center personnel directly, through the Student Health Service, or through the Student Life offices. The following are organizations which are not in any way connected with TWU, but may be of help to students: Denton Area Crisis Center 387-4357 (387-HELP); Information, Counseling and Referral (I.C.R.) in Dallas, 330-7721; Crisis Hotline (in Houston) 228-1505.

While the Counseling Centers provide help in making personal, educational, and vocational decisions, they do *not* serve as centers for educational advising i.e. prescribing a course of study for a specific major or evaluating coursework from other institutions for transfer to TWU. Faculty of the academic component concerned fill the former need, and the Office of Admissions and Registrar fills the latter need.

The Denton Counseling Center is an official testing center for national administrations of the American College Test (ACT) and the Graduate Record Examination (GRE). The ACT is administered on the Denton campus 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 keeps 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, (two psychologists and a social worker) and graduate students carefully selected and supervised by the full-time staff members. The Counseling Centers at Dallas Inwood and Houston are staffed by half-time counselors, who are psychologists, and by graduate students. Counseling Center services are provided at the Dallas Presbyterian campus one day a week. 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 Dallas and Houston vary from semester to semester and are posted at the offices. The Counseling Center at the Dallas Inwood Center is located in Rooms 246 and 249 of the Educational Building. The telephone number is 631-6220. At the Dallas Presbyterian Center, the Counseling Center is located in Room 29. The Counselor can be contacted by calling 361-3608. The Counseling Center in Houston is located in Rooms 615 and 616 of Mary Gibbs Jones Hall. The telephone numbers are 792-7903 and 792-7904.

## **Health Services**

It is the purpose and intention of the University Health Service to assist all

students in maintaining good health during their academic careers at the University.

A psychiatrist is 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 is required prior to registration.

### **Student Accident and Sickness Insurance**

An optional accident and sickness insurance plan is available to TWU students. Although the University Health Service is equipped to deal with 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 Student Health Services on all TWU campuses. Students and their parents are urged to consider the program carefully. The cost is nominal, and the protection afforded is comprehensive.

Further information is available at registration and may also be obtained from Student Health Services or the Office for Student Life.

### **Denton**

Location: Hygeia (University Health Service);  
Phone: 387-1221

### **Outpatient Clinic and University Health Services**

The University Health Services 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 Services for seven days per semester or summer session (not cumulative). Charges for special nurses and 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 Services. A student who needs transportation should contact the Residence Hall Director who can obtain this service from the Office of University Police. 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**

A *part-time* registered nurse who has an office in the residence facility and an on-call physician provide assistance to students with health concerns at the Dallas Centers.

### **TWU Blood Club—Denton**

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

## **Student Center**

### **Denton Campus**

The Student Center provides a number of convenient services for students through a United States Post Office, the bookstore, student government offices, the Commuter Lounge and Graduate Lounge, the Snack Bar, and recreation and meeting rooms.

### **Graduate and Commuter Lounge**

Commuters are invited to use the lounge for rest and study. A special bulletin board is provided for communications of specific interest to non-resident students. Students may rent lockers for personal use at a nominal fee per term through the Manager of the Student Center.

### **Reservation of Meeting Rooms**

Registered organizations of the University may reserve the meeting rooms and the lounge area for organizational meetings and social events through the Office for Student Life (See Section II for reservation procedure).

### **Bookstore**

The TWU Bookstore provides services on the Denton, Dallas Inwood, and Houston campuses. A full line of textbooks, school supplies, gifts, and various other items are carried at the Denton location; and textbooks and certain supplies and sundry items are available at the Dallas and Houston stores. In addition, the Denton location provides a photocopy machine and other conveniences for the student.

A check-cashing service is provided at the Denton, Dallas, and Houston bookstores. With proper identification students and faculty may cash checks for a charge of ten cents per check.

The Denton Bookstore is open from 7:45 a.m. to 5:15 p.m., Monday through Friday, from 8:00 a.m. to 12:00 noon on Saturday during the fall and spring semesters, from 8:00 a.m. to 5:00 p.m., Monday through Friday, and from 8:00 a.m. to 12:00 noon on Saturday 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.

## **Child Care Services**

### **Denton Campus**

Location: 1900 Cherrywood;

Phone: 382-7032, 382-3791

The Texas Woman's University provides both a Nursery School and a Child Care Center. The Nursery School is open to any child (ages 3 and 4) in the community. The extended child care is for preschool children (ages 18 months to 6 years) of students currently enrolled at the Texas Woman's University, faculty, or staff.

Both programs are housed in the modern Child Development Center which is easily accessible from the Denton Campus. There is a modest fee per hour with an additional charge for lunch. Snacks are provided. Information is available through the Office of the Dean of the College of Nutrition, Textiles, and Human Development or at the Office for Student Life.

## **Financial Aids**

Office: 216 AD Bldg.;

Phone: 382-8522

Texas Woman's University administers a number of programs of financial assistance to help students meet school expenses. These programs consist of scholarships, grants, loans, and part-time employment on campus. The factors of 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, TWU Station  
Denton, Texas 76204

Renewal of financial assistance from year to year is not automatic. Students must submit new applications each year. To be eligible to receive and to continue receiving financial assistance from the University in the form of grants, scholarships, loans, or campus employment, students must maintain satisfactory progress in their courses of study. 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 correct information on the application. Failure to do so may result in forfeiture of any aid received by the student.

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

### **Student Employment on Campus**

The University attempts to assist as many needy and deserving students as possible with employment on campus. Texas Woman's University has a College Work-Study Program and a regular student employment program.

Students should obtain employment authorizations from the Office of Student Financial Aids. Students on the Denton campus should submit their employment authorizations to the TWU Office of Personnel Services for assignment to a position of employment. Students on the Dallas-Inwood campus should submit their employment authorizations to the Office of the Assistant Dean of Nursing on that campus. Students on the Dallas-Presbyterian campus should submit their employment authorizations to the Office of the Assistant Dean of Nursing on that campus. Students at the Houston campus should submit their employment authorizations to the financial aids counselor on that campus.

When a student is employed, the department head will sign the proper authorization and return it to the Office of Student Financial Aids. The student is then placed on the payroll. Students who wish to continue employment into the summer session must submit a new employment authorization to cover that period. Student assistants may work up to 15 hours per week and may not hold concurrent jobs on campus. Student assistants are generally placed in positions in departmental and administrative offices, laboratories, the library, dining rooms, and in the residence halls.

Students on the Houston campus who need financial assistance should contact the financial aids counselor on that campus at 792-7996. Students on the Dallas campuses should contact the Assistant Dean of the College of Nursing on their campus: 631-3713 for Dallas-Inwood and 361-8608 for Dallas-Presbyterian.

### **Food Services**

In addition to the regular food services for residents on one of the contract plans, the University provides cash services in several locations which are open to all residential and commuting students, faculty, staff, and campus visitors.

#### **HOURS**

M-F 7:15 a.m.-7:00 p.m.

Sat. 8:00 a.m.-7:00 p.m.

Sun. 3:00 p.m.-7:00 p.m.

#### **Student Center Snack Bar:**



**Hubbard Hall:** Open for breakfast, lunch, and dinner

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

**The University Library**

Phone: 387-1612

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

- A collection of more than a half million volumes
- A magazine and newspaper subscription list of two thousand titles
- Reciprocal borrowing privileges with the Library of North Texas State University
- A courtesy card for graduate students to use libraries of members of the Interuniversity Council of the North Texas Area (with certain restrictions)
- Interlibrary Loan Service for graduate students to borrow from other libraries
- Access to information data bases for literature search (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 in order to stop the accumulation of fines.
- All material is recalled at the end of each semester. The exact date is posted.
- All overdues, fines, and lost material must be cleared before a student is eligible to receive a transcript, register for another semester, or graduate.

Library hours—Denton Campus:	7:30 a.m.-10:00 p.m.	Monday-Thursday
	7:30 a.m.- 6:00 p.m.	Friday
	9:00 a.m.- 5:00 p.m.	Saturday
	2:00 p.m.-10:00 p.m.	Sunday

**Dallas Center-Inwood Campus**

Phone: 631-3838

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 in Inwood.

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

## **Dallas Center-Presbyterian Campus**

Phone: 361-8610

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**

Office: 1215 Oakland Avenue

Phone: 387-9543

The University Police provide a number of 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 and near the University campus they have the same powers and duties as city and state police. Protection of persons and property, the regulation of traffic and parking, and swift assistance to individuals in emergency situations are primary police duties. For the sake of security and good order in the community, all students are expected to cooperate with police officers as they carry out their duties.

A Student Advisory Council meets on a regular basis to advise the University Police of 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 decals are required for these areas and may be obtained at registration or at the Office of the University Police.

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.

### **Lost and Found**

All articles found anywhere on campus should be immediately turned in at the Office of the University Police. 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.

## **Recreational Activities and Facilities-Denton Campus**

### **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. Events listed include all-campus student activities, special department programs such as professional conferences and recitals, intercollegiate sports events, University sponsored programs, and major alumnae activities. Members of student organizations who are planning their yearly activities are advised to refer to the published calendar and also check the central calendar maintained for all student activities in the Office for Student Life (please see Section II of this Handbook for procedural details).

### **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 performances by students from the dance groups in the Department of Dance, are presented regularly. All of these programs are without charge or with 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 carving, floor, and other features. The interdenominational Chapel was erected in 1939.

The Student Council on Religious Activities sponsors an interdenominational service at the Chapel each Sunday. The Chapel is also a popular setting for weddings for TWU students and alumnae. Reservations may be made through the Office of Student Life.

### **Art Exhibits**

The Fine Arts Building has several large galleries used for display of permanent and traveling exhibitions of important American and international art in addition

to a wide variety of art work by TWU students and faculty members. Notices of scheduled events are published throughout the year. The Department of Art will also exhibit works of art in various TWU locations, particularly in the educational buildings and residence halls on all University campuses.

### **State Historical Collection: The History 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.

### **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, which is located in the College of Nutrition, Textiles, and Human Development Building contains many items of interest in the field of historic Texas costumes and items of silver and china which indicate the culture and social graces of Texas women. A chief 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 the public and to students. The green fees for students are free with presentation of TWU ID card, and fees for the public are \$2.75 on week days and \$3.25 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 Vice President for Student Life and abide by the established safety and maintenance rules. Reservations for use of the cabin 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 late spring, summer, and early fall.

The aquatic center in the HPER Building contains a beautiful, well-equipped indoor pool and a gallery with a seating capacity of 500. This pool is available for general recreational use by students, eligible guests, faculty and staff, and the immediate families of faculty and staff members at hours scheduled by the College of Health, Physical Education, and Recreation. TWU student ID's are required.

### **Tennis Courts**

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

**General Telephone Directory**

The General Telephone Directory lists the telephone numbers of all administrative offices and residential units of the Texas Woman's University.

**Where to Find It**

At the beginning of each semester the Office for Student Life publishes a single-sheet directory which lists the location and telephone numbers of the administrative offices most frequently needed. This short directory is distributed at orientation and registration and may also be obtained at the Office for Student Life.

**Faculty and Staff Telephone Directory**

Each fall a faculty and staff telephone directory is published. All administrative offices and residence halls offices have a copy.

**Locating Students**

The Office for Student Life maintains a student locator file. This information is obtained at registration each semester. Students who wish to keep their address and telephone numbers up-to-date should report changes to that office.

Students who do not wish to have their address and telephone number available to the general public must notify the Office of the Registrar. The information will then be restricted to University communications (for further information on Student Records see Section V).

## **II: Student Activities**

### **Student Government and Student Organizations**

Student organizations such as the Student Government Associations, University honor societies, departmental honors and professional groups, the literary-social clubs, class activities, and various student interest groups are a vital part of the educational purposes of the Texas Woman's University. The opportunities to participate in and assume leadership of a wide variety of group activities is an important factor in intellectual and career development for all students.

Students also have an opportunity to serve with faculty and administrators on a number of University committees.

### **University Committees with Student Components**

The President of the University has established a number of University committees to which student, faculty, and administrators are appointed each year:

- Calendar Committee
- Committee for Campus Beautification
- Committee for Campus Traffic Matters
- Entertainment Series Committee
- Faculty Student Board for Campus Publications
- Faculty-Student Liaison Committee for Campus Life
- Honors Program Committee
- Housing Committee
- Interdisciplinary Council on the Arts for the Handicapped
- Library Committee
- Medical Advisory Board for Occupational Therapy
- Orientation Committee
- Special Events Committee
- Student Appeals Committee
- Student Services Fees Allocation Committee
- Teacher Education Council
- Traffic Appeals Committee
- TWU Athletic Council
- Who's Who Committee
- Woman's Day Committee

### **The 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 the three Student Government 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 strongly established tradition of student government. Student government is the means by which students may plan and budget for their own program of activities, act as a representative, and form the working communications link between themselves, the University faculty, and the administration.

Although the generations of student leadership are by their very nature brief in comparison with the development and long-range goals of the University, each generation can make a valuable contribution to the current vitality and the future of the TWU community. Student government is the natural channel through which immediate student concerns can be shared and long-range purposes can be pursued.

As the University has grown and become more complex in its enterprises, so has the organization of student government. A single purpose is shared by each of the student components on the campus at Denton, at the Parkland and Presbyterian campuses in Dallas, and at the Texas Medical Center in Houston. The three Student Government Associations and the Student Government Coordinating Council have adopted the following purposes in their respective constitutions:

### **Article I-Purpose**

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

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 interest 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: 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, 1979. 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: Residence Hall-Inwood Campus

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**

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  
School of Physical Therapy  
Graduate Students  
Commuter Students

Senior Nursing Class  
School of Occupational Therapy  
Residence Hall

## **University Administrative Rules and Procedures Governing Student Organizations**

Student organizations must be registered in order to use the University name, facilities, and services. The rules which govern the functioning of student organizations are designed to ensure order and responsible action among the many student interests, programs, and events; and they apply to all University student organizations.

### **The Calendars**

The Director of Admissions and Registrar publishes the University Calendar, which is a total listing of all academically significant dates from the beginning of one fall semester to the next, including the two summer terms. Copies may be obtained from the Office of the Director of Admissions and Registrar.

The Office for Student Life publishes and distributes a Calendar of Events, listing most major social, cultural, and recreational activities, special departmental conferences and recitals, intercollegiate sports events, University-sponsored programs, and major alumnae programs. Many activities which cannot be included on the Calendar of Events are registered on the Student Life 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 the Office for Student Life.

### **Scheduling of Events by Student Organizations**

In order to insure effective coordination of organizations' activities with a minimum of conflict, the times and places of all special programs (such as guest speakers, parties, dances) and regular meetings of all student organizations must be registered at the Office for Student Life. 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 Office for Student Life and cancel all arrangements.

Members of student organizations are strongly urged to provide their own materials, staging devices, and labor for special programs. However, if assistance is required from the maintenance staff, requests must be given prior approval by the Office for Student Life. The current labor resources of the maintenance department as well as time and cost, will be taken into account in determining the extent of assistance available.

## **Requirements for Elected and Appointed Officers of Student Organizations**

Academic and social standards for membership and for serving 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. A minimum grade point average of a 2.0 is required of all officers of University campus government, residence hall, and class organizations. It is strongly advised that the minimum grade point average requirement of a 2.0 be the standard for all recognized student organization officers.

## **Registration of a Campus Organization**

**Qualifications of a Registered Organization.** Campus groups wishing to organize may submit a preliminary application to the Office for Student Life. 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 Office for Student Life. (On the Denton Campus the review of the proposed organization will be made by the Director of Student Center and Student Activities in conjunction with the SGA Internal Affairs Committee).

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 a faculty advisor; and shall uphold all University rules and regulations in addition to all state and federal laws.

Every organization must submit (by the first of October to the Office for Student Life): a constitution; the number of qualified members; a list of officers and telephone numbers; and the name of the faculty advisor. Any organization which cannot submit the above at the appointed time must notify the Office for Student Life. In order to be valid, a constitution must have the signature of the current faculty advisor and be submitted by an officer of the organization to the Office for Student Life. Any revisions or amendments made during the course of the year must be noted on the constitution when it is submitted the following fall. A constitution may be kept on file in the Office for Student Life for a maximum period of five years.

Notification of a meeting or an activity must be given to the Office for Student Life 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 Office for Student Life, the name will not appear in the "List of Registered Student Organizations" issued by the Office for Student Life 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 Office for Student Life to reactivate the organization will be required in order to regain official status. Organizations 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 copies of the current constitution and by-laws are on file with the Office for Student Life. Officers should also file their names, addresses, and telephone numbers so that they may be contacted if necessary.

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

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

Fund raising projects must be registered, approved, and entered on the Central Calendar of Events in the Office for Student Life at least ten (10) days prior to the proposed date. Fund Raising Applications are available in the Office for Student Life 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 Section V, "Distribution of Literature").

**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 out of

harmony with these educational objectives.

Officially registered student organizations may invite speakers to the campus to address their own membership 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 the 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 Office for Student Life. Students responsible for the event may not enter into contractual agreements; all contracts must be signed by appropriate University officials.

### **Programming Board**

On the Denton campus, an all-campus Programming Board assists in the development and coordination of entertainment and educational programs including movies, speakers, dances, special events, and traditional activities. The student committees composing the Programming Board are open to all students, and those interested are encouraged to participate in this planning process. For additional information, students should contact the Director of the Student Center and 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 freshmen class reciprocates with its own entertainment, the Freshmen Talent Assembly.

Early in the spring semester, the four undergraduate classes enter into friendly competition, each presenting a twenty-minute musical extravaganza called *Stunts*. Other typical class activities include "Yell Leaders," service programs, and fund-raising projects. New students not entering as freshmen are warmly welcomed to their own class activities.

### **All-University Honor Societies and Awards**

The honor societies and special awards listed below are the means by which students who have achieved distinction in some important aspect of University life are recognized.

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 (Graduate Scholastic-In process of being organized)

Purpose: To recognize and encourage high scholastic attainment among graduate students.

**Outstanding Seniors Alumnae Award.** Each year the Alumnae 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, maintain a high grade point average while carrying a reasonably full course load of study, make outstanding contributions in the area of student life, and above all, serve as an example by being an excellent representative of the Texas Woman's University.

**Pauline Bishop Leman Award.** A senior is selected for this award for outstanding artistic contribution. The student who is chosen for this honor on recommendation of a standing committee of the faculty must meet the minimum requirements for honors. The award is announced at the spring commencement.

**Who's Who Among Students in American Universities and Colleges.** Students who have done outstanding work are selected for this honor from the junior and senior classes each year. Nominations are made by the instructional department, and selections are made by a standing committee of faculty and students. Ordinarily at least a "B" average has been required by the Selection Committee unless, in rare cases, some unique and outstanding achievements have outweighed consideration of academic excellence.

**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, seventy 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 choose 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 twenty-two Crown Princesses, by a panel of judges, to reign over the annual spring Redbud Festival.

### **Student Publications**

Student publications include the following: The student newspaper, *The Daily Lass-O*; the annual *Daedalian*; and the *Daedalian Quarterly*, a literary magazine sponsored by the Department of English and Speech.

### **Special Interest Organizations**

There are a number of special interest groups which invite membership from the general student body and represent a wide range of interests. A list is published at the beginning of the fall and spring semesters by the Office for Student Life.

## **Political Campaigning, Voter Registration, and Posting and Distribution of Literature**

### **Political Campaigning and Voter Registration**

It is the policy of the Texas Woman's University to encourage the full participation of its student body 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 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 for Student Life 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 Life.

Obscene and libelous material may not be posted or publicized on bulletin boards and other University facilities. Posters should be no larger than 8½" by 11" in size unless special permission for posting is secured. Posters relating to all-campus events and activities of major student organizations may be displayed in the Student Center, on residence hall bulletin boards, and at other specifically designated locations. When announcements apply only to students in a particular department, notice must be given to the chairman of the appropriate

department by filing a copy of the material to be posted with the chairman at least one day prior to the posting on departmental bulletin boards. Classroom bulletin boards, in particular, may not be used for any form of advertising. Posters and signs should not be attached in any way to the interior or exterior of University buildings, except on authorized bulletin boards. Custodians have been instructed to remove posters, notices, and other items not in compliance with this policy.

Persons and organizations not officially connected with the University may come upon University property and may use the University facilities for effecting the posting of announcements, notices, pictures, placards, advertisements, or publications only after requesting authorization from the Office for Student Life. 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 Office for Student Life. Posting may occur only in those places provided by the University for posting or publicizing official messages. Posted notices shall not exceed 8½" by 11" in size unless special approval is obtained.

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

### **Distribution of Literature**

The University has provided adequate facilities for distribution of inter-office mail, official campus publications, and similar materials. The use of these facilities is restricted to persons comprising the University community. Material distributed through such facilities must be related to University-sponsored business or must be otherwise specifically authorized to be distributed through such facilities after an application for approval has been filed in the Office for Student Life.

All persons and organizations, both those officially and those not officially connected with the University, may come upon University property for effecting the distribution of announcements, notices, pictures, advertisements, or publications only after giving notice to the Office for Student Life of the time, place, and manner of such distribution and by filing a copy of the material to be distributed with the Office for Student Life at least one day prior to the time of distribution. Distribution of such matter may occur in public areas at a reasonable time. Non-public areas are libraries, dining halls, residence halls, and classroom buildings, and other areas in which the residential and educational or instructional activities of the University are regularly conducted. Such distribution shall be conducted in a manner consistent with State law and those conducting such distribution shall not block or substantially impede pedestrian

or vehicular traffic or create disturbances which will disrupt the educational activities and purposes of the University. All such material to be distributed shall be subject to the laws governing obscenity and libel, and any person distributing the same will be responsible for compliance with the standards provided by such laws. Those persons distributing such material shall be responsible for removing any such material which is immediately discarded by those receiving the same by collecting such discarded material in such a manner as to immediately prevent litter upon the campus of the Texas Woman's University.



### **III: Residential Life**

Residential 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 most please and satisfy them as individuals. Through Hall Councils the members of each residence hall can draw upon the resources of the University community in developing programs suitable to the residents in that hall. The close proximity of the residence 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 University regulations which apply to residential life and hall rules 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 courteously complying with these regulations in the interest of the comfort and convenience of all.

The residence hall staff, the residence directors, the assistant directors, and resident assistants play a vital role in many important aspects of residential life. Their task is to serve the interests of the residence hall as a whole as well as to assist individual members whenever they can. All residents are expected to cooperate with the residential staff in carrying out their duties.

Special counseling services are available on both an individual and a group basis 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 standard tests which may help a student with personal, educational, or career decision. Tutoring services can be arranged through the appropriate academic departments. Faculty advisors are available for consultations and advice regarding specific academic programs or courses.

#### **A Program for Freshmen**

The University recognizes that freshmen deserve special attention as they join the residential community so that they may become aware of the many academic and social opportunities which are available and so that they may have support and encouragement in making decisions about their own education and lifestyle.

The Orientation Program includes meetings with faculty representatives of academic departments, guided tours of campus facilities by upperclass students, meetings with the residence staff, introduction to the social activities and traditions of campus life at TWU, and special events so that classmates may get to know each other and the members of the other classes.

#### **Residence Hall Council and Hall Programming**

The Hall Council is the student organizational unit concerned with the general welfare of all residents within the residence hall. The Hall Council functions as the main planning group for residence hall programs to supplement the social,

recreational, cultural, and educational interests of the resident students. The Hall Council also functions as the legislative body in establishing regulations relevant to the residence hall with the goal of providing an atmosphere in which individual and group rights are respected. The Hall Council also functions as an important liaison body with the Student Government Association and the appropriate University officials in such areas of student interest as food services, health services, and residence life.

Residents of each living unit elect the Hall Council. The Council is composed of the President, Vice President, Secretary-Treasurer, and the floor representatives. The Residence Director serves as advisor to this group.

The Residence Hall Association (R.H.A.) is the organization to coordinate all matters of residence life for the residence halls. This organization has as its goal to improve the social, cultural, recreational, and physical aspects of the residence halls. It acts as the liaison between residence hall students and the University administration.

The Residence Hall Association shall be composed of a President, Vice-President, Secretary, Treasurer, Public Relations Coordinator, and two representatives from each Residence Hall Council. The President and Vice-President shall be elected each spring by the membership of R.H.A. The membership of the Residence Hall Association shall include all residence hall students.

### **Residential Policies and Procedures**

Students over eighteen 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, the residential regulations allow for each student the maximum amount of freedom and responsibility which is consistent with an orderly campus and the residential atmosphere.

### **Parietal Rule**

All unmarried students and who are not commuting from the home of their parents who have not yet earned sixty (60) semester credit hours at the time of registration are required to live in University residence halls. Students twenty-one (21) years of age and over at the time of registration are exempt from the University housing requirement. Special hardship cases may be reviewed by the University Housing Committee.

### **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.

### **University Housing Committee**

The University Housing Committee, composed of students, faculty, and

administrators, hears appeals for exceptions to the housing policy. The student's first appeal is a letter to the Director of Residential Life, P.O. Box 22305, TWU Station, 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 appeal. 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. If the appeal is denied, a student may appeal to the Committee in person.

### **Late Arrival**

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

### **Room Changes**

A student may request a change of room assignment from the Housing Coordinator during the first ten days of each semester or when deemed appropriate by the Residence Director. The University reserves the right to make changes in residence assignments for any valid reason.

### **Single Occupancy**

Requests for single occupancy 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 single room, nor can the assignment of a roommate be guaranteed. A student occupying a room on a single basis for any reason will be charged the single 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 hall after the closing hours upon presentation of their student identification.

Residents who expect to be absent from the residence hall for an extended period of time are urged to sign out so they may be contacted in the event an emergency should arise. All sign-outs are handled in a confidential manner.

### **Open House**

Open house in the residence halls has been designed for the convenience of the residents. The open house guidelines are formulated by the Student

Government Association to ensure the security of residents and to assure the courteous cooperation of all students. The complete guidelines established by the Student Government Association and approved by the University are distributed to each student and posted in the residence halls. The guidelines include the following items:

- I. Each residential unit will determine its open house 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.

2. Residents are responsible for guests at all times and must register guests at the residence hall office.
3. Guests are to be accompanied by a resident in all areas of the residence hall except the public area.
4. The Resident Hall Council is responsible for posting of hours of Open House and for posting the accompanying rules of implementation.
5. Residents of halls are responsible for knowing and complying with the approved hours and publicized rules of implementation.

### **Quiet Hours**

Consideration of other residents and reasonable freedom from excessive noise is expected at all times. Each Hall Council may establish "quiet hours" when 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, 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.

### **Residence Hall Visitors**

Male visitors to women's residence halls and women visitors to men's residences must abide by the Open House regulations as outlined above.

For security purposes, resident students spending the night in another residence hall are expected to register their presence in that residence hall prior

to closing hours with the Residence Director or Assistant Director. Resident students may have out-of-town guests in the residence hall for a maximum of two weekend nights, and they 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.

### **Pets Prohibited**

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

### **Required Emergency Procedures**

Students are required to participate in regularly scheduled fire 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 staff or the University Police. These procedures are distributed to each resident, discussed at hall and floor meetings, and are posted throughout each residence hall.

### **Sales, Solicitations, and Deliveries**

Sales and solicitations are prohibited in the residence halls, except under official sponsorship of the University. Students are not allowed to act as an agent 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 the exceptions listed below:

- University agencies or employees
- U.S. Postal Service
- Western Union
- Licensed Freight or express companies
- Parents or friends bringing personal gifts or belongings
- Medicines and prescriptions
- Florists
- Others with permission of the Residence Director or Assistant Director in special circumstances

### **Liability and Damage to Residence Halls**

The University assumes no financial 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 Halls**

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

### **Responsibility for Room**

Residents are responsible for the condition of their assigned room and any damage which may occur to the room. Residence hall furnishings may not be moved into student rooms. Furniture in student rooms may not be moved except with the permission of the Residence Director. Residence hall rooms are to be occupied only by the assigned resident.

### **Keys**

Residents are issued keys to their assigned residence hall room when they check into the residence hall. The key is for the exclusive use of the assigned resident and should remain in his or her 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. There is a \$5.00 charge for the first replacement key, \$7.50 for the second replacement key, and \$10.00 for the third 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. Courtesy and consideration should be used at all times when using the intercommunications system.

In some residence halls students may have private telephones installed at their personal expense through individual arrangement with the telephone company.

### **Refrigerators and Appliances**

Resident students may rent refrigerators from the TWU Laundry. Small personally owned refrigerators are allowed in rooms.

Cooking is not allowed in student rooms. Cooking appliances are not allowed in the residence hall student rooms. The only exceptions are coffee pots and popcorn poppers, and these appliances must be in excellent operating condition. Snack kitchens are located in each building and are to be left clean and in good condition following each use.

## Meal Services

The following contract meal plans are available on a semester basis on the Denton Campus:

### SEVEN-DAY SERVICE:

**7 day pass \$415**  
(unlimited meals and snacks seven days a week)

**12 meal plan**                      \$395  
 (two meals per day, Monday through Friday; one meal on Saturday, one on Sunday)

**7 meal plan** **\$302**  
(seven meals, Monday through Sunday)

**FIVE-DAY SERVICE:**

5 day pass \$375  
(unlimited meals and snacks Monday through Friday)

10 meal plan \$350  
(two meals per day Monday through Friday)

**5 meal plan** **\$220**  
(five meals, Monday through Friday)

Juniors, Seniors, Postbaccalaureate and Graduate students living in residence halls must contract for a minimum of the 5-meal plan (\$220).

Sophomore students must take a minimum of the 7-meal plan (\$302).

Freshman students must take a minimum of the 5-day pass (\$375).

Payment must be made in full at registration or in 3 equal installments throughout the semester.

## Denton Campus, Cash Services

Cash services are available at Hubbard Hall and at the Student Center Snack Bar.

## Houston Center

**Cash services are available in the cafeteria located in the residence hall.**

## IV: Academic Life

A university education includes a wide variety of valuable experiences. Many of highest worth are 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 Bulletin* or the *Graduate Bulletin*, which may be obtained from the Director of Admissions and Registrar. The academic deans and 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, Directors of Schools, and Chairmen of Departments 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 Bulletin* and *Graduate Bulletin* contains 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 students.

Freshman:	A student who has completed 0-29 semester hours
Sophomore:	A student who has completed 30-59 semester hours
Junior:	A student who has completed 60-89 semester hours
Senior:	A student who has completed 90 or more semester hours but who is yet to graduate
Post-Baccalaureate:	A student who has earned the bachelor's degree and is taking only undergraduate courses
Master's student:	A student who has earned the bachelor's degree and has been accepted in a master's level program
Doctoral Student:	A student who holds a master's degree or its equivalent

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 A—4 times as many gradepoints as credit hours

Grade B—3 times as many gradepoints as credit hours

Grade C—2 times as many gradepoints as credit hours

Grade D—1 time as many gradepoints as credit hours

Grade F—No gradepoints

Grade W—No gradepoints

Grade WP—No gradepoints

Grade WF—No gradepoints

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

Grades are interpreted as A, Excellent; B, Good; C, Average; D, Inferior but passing; F, Failure; Cr, Credit; Pr, In Progress; I, Incomplete; W, Withdrew without evaluation before mid term; WP, Withdrew from course while passing; WF, Withdrew 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 Calendar for 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 recognized by the award of honors for the work of 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 three days before final examinations are set aside as Special Study Period. No attractions shall be presented under the auspices of the University during this period or during the period of final examinations.

Faculty members are asked to limit their examinations during the Special Study Period to daily lessons and to require that all themes, notebooks, and term projects be completed and handed in before the first day of the Special Study Period.

## **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 or director of the academic component 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 office of the University Cashier and pay the \$2.00 add fee. When the fee has been paid, the form is then presented to the Registrar's Office 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 record is 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; rather, 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 to improve the grade record 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 period for reporting failures 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. Students are not eligible to hold office in the Student Government Association and other recognized student organizations.
4. Students may not represent the University in official programs.
5. Students are not eligible for 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 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 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.

## **Graduate School Policy on Academic Review and Appeal Procedures**

The review procedures outlined below are those which regularly apply to all graduate students who seek review within the University. The Texas Woman's University has traditionally guaranteed students every opportunity for a fair, prompt, and thorough review of grievances. It is the intention of the University to provide adequate internal review. It is the expectation of the University that students will follow the appeal procedures to completion before seeking external consideration of complaints.

Each student admitted to graduate study at the Texas Woman's University plans a program of study with the assistance and direction of an advisory committee. The advisory committee is composed of three persons for students seeking the master's degree. The advisory committee is composed of five persons for students pursuing the doctorate. The advisory committee is appointed by the Provost of the Graduate School from recommendations made by the student and the head of the academic component. The advisory committee has the authority and responsibility to supervise and evaluate the student's academic performance and to report its recommendations regarding continuance in the graduate program to the Provost of the Graduate School. All questions concerning academic achievement and progress of the student are addressed for initial consideration to the advisory committee.

Decisions of the advisory committee may be reviewed by an ad hoc committee within the academic component and/or an ad hoc committee of the Graduate Council. Review of decisions made by the advisory committee follows a written request for appeal from the graduate student to the Provost of the Graduate School. The Provost of the Graduate School appoints an ad hoc committee of five persons 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.

If additional review is desired following the appeal before the ad hoc committee, 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 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 to the Vice President for Academic Affairs.

## **V: 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 Bulletin, the Graduate Bulletin, 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 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 an orderly and productive community.

2. The responsibility for respecting the rights and property of other persons in the University community.

3. The responsibility for knowing that 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 classroom, 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

## **Student Misconduct Other Than Academic Dishonesty — All Students**

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

### **Sanctions Against Misconduct**

Misconduct sanctions may be imposed by the Vice President for Student Life or staff of the office for Student Life. 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 to University property. The individual who has been suspended on an interim basis shall be entitled to a prompt hearing by the Student Appeals Committee when the threat has passed.

4. Disciplinary probation with or without loss of designated privileges for a specified period of time



5. Loss of privileges to include removal from an elective or appointive office of an approved campus organization, ineligibility for pledging or initiation into an approved campus organization and ineligibility to represent the University.
6. Official reprimand by the University
7. Admonition and warning
8. Such other actions as may be approved by the University.

### **Procedures In The Event Of Misconduct**

When there is an allegation of student misconduct, the staff in the office of Student Life or the Vice President for 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. Inform the student of the right to acknowledge the accuracy of the accusation and waive the right to a hearing by the Student Appeals Committee (except when the possibility of suspension or dismissal exists) and have the disposition of the situation determined by the Vice President for Student Life;
4. 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 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.
5. 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.

### **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 on "Standards of 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.

### **Violations of Academic Honesty**

If an act of academic dishonesty has been committed, the following 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. 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 is further authorized to select a lesser sanction than is described in this paragraph.
4. A final course of action is suspension or expulsion from the University. When the instructor concludes that such action is warranted, for an undergraduate student a recommendation is made to the appropriate chairman, dean, or director. The chairman, dean, or director shall then forward the recommendation 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 than is described in this paragraph.
5. 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**

Procedures relating to academic dishonesty of graduate students are governed

by the Graduate Catalog and by the provisions entitled “Graduate School Policy on Academic Review and Appeal Procedures” in Section IV of this Student Handbook. The final step of the appeal procedures under such policy is the Vice President for Academic Affairs. The Student Appeals Committee described in this Student Handbook does not participate in the review process for academic dishonesty of a graduate student. The definition set out for academic dishonesty of undergraduate students also pertains to graduate students.

Disciplinary actions and review for breaches of student conduct of graduate students (other than academic dishonesty) will be governed by the review process described under “Undergraduate Students” in this handbook.

### **Appeals Procedures**

There are separate Student Appeals Committees for Denton, Dallas and Houston. The Student Appeals Committee, composed of six faculty members appointed by the President of the University and 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) serve 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) or relating to academic dishonesty (undergraduates only), 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 hearing 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 hearing. A witness, in the event of a hearing, may also appear before the committee during the time that 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.

## **Enforcement of Regulations**

The University reserves the right to establish or modify any existing regulations when unusual circumstances dictate.

A student who is under suspension from another institution shall not be permitted to enter the Texas Woman's University until the student's eligibility to re-enter the institution which imposed the suspension can be established.

A student under suspension or administrative withdrawal from 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.

### **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 times.

### **Student Name Change**

All students who change their name during their academic career at the University should notify the Office of the Director of Admissions and Registrar so that their University records may be kept current. After graduation students should notify the Alumnae Association of any name 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, research, 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, p 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."

### **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 10:00 p.m. or for the use of auditoriums, the University Police will be notified by the Vice President for Academic Affairs.

## **Ballroom and Other 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 the ballroom or the recreation area of the Student Union Building is made through the Office for Student Life. 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 Director of Plant Operations and Maintenance when reserving these facilities.

## **Grounds**

Student groups who 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 Office for Student Life 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 this Act should be made to the Associate Vice President for Academic Affairs, P.O. Box 22965, TWU Station, 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 be disclosed if the student notifies the Associate Vice President for Academic Affairs, P.O. Box 22965, TWU Station, Denton, Texas 76204, in writing within ten (10) days following the final day of registration that such information should not be disclosed. In an emergency a student should complete a non-release form which can be obtained from the Associate Vice President for Academic Affairs.

### **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 forty-five 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 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 personnel and educational personnel may be kept 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 are not subject to inspection.

### **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.

**Types of education records maintained in the University and the officials responsible for those records**

Education records of the University are contained in the Office 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

The Registrar is responsible for the administration of policies and procedures governing educational records.

**Sex Discrimination**

It is the policy of the Texas Woman's University not to discriminate against students on the basis of sex.\* In compliance with Title IX of the Education Amendments of 1972 the University provides equal treatment to its male and female students.

The Vice President for Student Life is responsible for the administration of policies and procedures under Title IX of the Federal Education Amendments of 1972. For information on the compliance procedure or for more detailed information on Title IX requirements, students are invited to telephone or visit the Office of the Vice President for Student Life.

\* 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.

## **VI: History of the Texas Woman's University**

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 long 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 1950s 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 into 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, and Recreation; 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 four campuses, more than 500 faculty members, and more than 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.

## **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

## **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

## **Inscription at the Base of the Pioneer Woman:**

“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.”

