

# TEXAS WOMAN'S UNIVERSITY

STUDENT SERVICES AND FACILITIES

*Student*

ACADEMIC AFFAIRS AND RECORDS

*Handbook*

UNIVERSITY POLICIES

*1996-1997*

OTHER SERVICES, FACILITIES  
AND SPECIAL EVENTS



## **THE STUDENT IS...**

... the most important person on the campus. Without students there would be no need for the institution.

... not a cold enrollment statistic but a flesh and blood human being with feelings and emotions like our own.

... not someone to be tolerated so that we can do our thing. They are our thing.

... not dependent on us. Rather, we are dependent on them.

... not an interruption of our work, but the purpose of it. We are not doing them a favor by serving them. They are doing us a favor by giving us the opportunity to do so.

# LETTER FROM THE PRESIDENT

*Welcome to the student body of the Texas Woman's University, the largest university primarily for women in the United States. The faculty and staff are eager to provide an environment that enables you to reach your academic goals. We are committed to facilitating your progress and your utilization of all the resources of the University.*



*As you direct your energies to the opportunities and challenges presented by courses, internships, practica, student teaching, clinical affiliations, theses, and dissertations, and as you juggle the responsibilities of these endeavors with those of jobs, families, and significant others, please remember that education takes place outside the classroom, as well as inside. The University encourages the development of leadership skills and self-confidence, assets that will be particularly valuable as you embark on the life that you are building for yourself.*

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

*Congratulations on your matriculation at Texas Woman's University.*

*Cordially*

A handwritten signature in cursive script that reads "Carol D. Surles".

Carol D. Surles  
President

# LETTER FROM THE VICE PRESIDENT FOR STUDENT LIFE



Glenda Brock Simmons



Richard Nicholas

*Dear Students*

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

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

*On behalf of the staff in the Division of Student Life, please accept our good wishes as you meet the new challenges before you. We are proud of the rich heritage of the Texas Woman's University, and we encourage you to explore all the possibilities for personal and realistic self-appraisal and intellectual development in an environment that celebrates diversity and encourages excellence.*

*Sincerely*

Glenda Brock Simmons  
Vice President for Student Life

Richard Nicholas  
Assistant Vice President for Student Life

## **A University Primarily for Women**

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

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

# **Texas Woman's University**

*Denton Dallas Houston*

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

In 1905 the Legislature changed the name to the College of Industrial Arts. The college grew in academic excellence, in size and scope, and in reputation. The rising academic qualifications of the faculty, the building of a substantial library and research and instructional facilities, and the increasing demand for graduate education for women led to the establishment of graduate studies at the college in 1930.

In 1934 the name of the institution was changed to the Texas State College for Women to describe more accurately the scope of the school. Doctoral degrees were first awarded in 1953. Since 1957 the name has been Texas Woman's University to reflect its status as a major institution of higher learning.

Through its eight schools and colleges, TWU offers more than 100 majors leading to bachelor's master's, and doctoral degrees. The university is organized into three major academic divisions: the University General Divisions, which includes the College of Arts and Sciences, the College of Education and Human Ecology, and the School of Library and Information Studies; the Institute of Health Sciences, which includes the College of Health Sciences, the College of Nursing, the School of Occupational Therapy, and the School of Physical Therapy. The Graduate School offers advanced degree programs through the colleges and schools of the University.

TWU is among the leading providers of health care professionals in the state and the nation. The College of Nursing is one of the largest in the United States. The school of Occupational Therapy is the largest in the nation and has the only graduate program in Texas and the only doctoral degree offered at a public university. The School of Physical Therapy has one of the leading programs in the U.S. and one of only four doctoral programs in the nation.

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

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

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

A Student Development philosophy provides the basis for enhancing the development of:

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

The Division of Student Life is composed of the Office of the Vice Presi-

dent for Student Life, Conference Services, Counseling Center, Disability Support Services, Food Services, Health Services, Intercultural Services, Student Activities, Student Center, Student Development, and University Housing. Many other services are provided through other University divisions.

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

## **VICE PRESIDENT FOR STUDENT LIFE**

The Vice President for Student Life is the senior student personnel administrator who supervises at the Denton Campus and the Dallas and Houston Centers those services provided through the Division of Student Life. The Vice President is available to respond to all issues related to campus life.

Located in the Student Center on the Denton campus, the Vice President for Student Life seeks interaction with students that will assist the University in providing a positive educational experience.

Information regarding reservations for the Little Chapel is also available in the Vice President's office.



## **CAREER AND EMPLOYMENT SERVICES**

The Office of Career and Employment Services, also on the second floor of Jones Hall, assists students by functioning as a liaison between the University and the world of work. Many services directly related to student jobs, career decision making, and career work experiences are available through this office. These include career planning and career exploration; student employment on campus and off campus; cooperative education; seminars on job search techniques, resume writing, and job interview techniques; campus career days; and assistance with the job search process as the student nears graduation.

### **Student Employment**

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

On-campus employment permits are available in the Career and Employment Services Office. The student reviews the job listings board and requests job referrals. The Denton campus vacancies are listed on the job boards located in the Student Center on the second floor and the Career and Employment Services Office. When a Denton student has been offered a job on campus, the department chair or director will sign the permit, and the student will return it to the Career and Employment Services office. Students employed on campus may work up to 20 hours per week and may not hold concurrent jobs on campus.

Students at the Dallas-Parkland Campus and the Dallas-Presbyterian Campus should submit their employment permits to the Administrative Coordinator (DED 024) at that Center. Students at the Houston Center should submit their employment permits to the Financial Aid/Payroll/Personnel Office (MGJ 924).

Job notices change continuously with many different opportunities available to students.

## **Cooperative Education**

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

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

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

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

### **Job Search Assistance**

Job search assistance services are available to students and alumni who are seeking full-time permanent employment. It is recommended that undergraduate students register for placement assistance services as they achieve senior status or when graduate students near the completion of their degrees. Registrants set up a credential file, which contains references and a resume, and have access to on-campus recruiters and the job Hotline.

Career Information Days are held at the Dallas and Houston centers. Separate information days are held in Denton for the school district recruiters. All students are encouraged to attend the Career Information Days regardless of status.

## **Child Development Center**

The Child Development Center (CDC) operates three programs: the full-day Child Care Program; the Nursery School; and the full-day Kindergarten Program. It is located at 1900 Cherrywood across University Drive (Hwy. 380) adjacent to the Denton campus.

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

The Child Care Program and Kindergarten give priority to children of TWU students, staff, faculty, and alumni. The Center serves children from the general community after all other slots are filled. Hours are Monday through Thursday from 7 a.m. to 6:15 p.m. and 7 a.m. to 6 p.m. on Friday. Children are accepted between the ages of 18 months and kindergarten.

The Nursery School is open to anyone regardless of University affiliation. Children who are ages 3 or 4 are eligible. The school operates two separate three-hour programs, from 8:30 to 11:30 a.m. and from 12:30 to 3:30 p.m.

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

Information and application forms may be requested from the Child Development Center, Texas Woman's University, P.O. Box 425769, Denton, Texas 76204-3769, or call 817/898-2321. There is a waiting list for all three programs, so it is important

that interested parents contact the CDC at their earliest convenience.

## **Nursery School**

Daily participation in the Nursery School program supports continuous growth for the child and enrichment of the school experience. The Nursery school is open to anyone, regardless of University affiliation; however, students have first priority. Children who are ages 3 and 4 are eligible. Enrollment in the program is limited. Ten children are enrolled in the 3-year old classes, and 12 children are enrolled in the 4-year old classes. The School operates two separate three-hour sections, from 8:30 a.m. to 11:30 a.m. and from 12:30 p.m. to 3:30 p.m., Monday through Friday with a mid-session snack provided in each section. The Nursery school follows the University class schedule, beginning on the first day of class each semester and ending on the last day of class.

## **The Clubhouse**

The Clubhouse, located in Mary Hufford Hall, is a children's after-school and summer recreation program designed for 5-12 year-old children of TWU students. The Clubhouse is open from 3 p.m. to 6 p.m. during the fall and spring semesters and from 7:30 a.m. to 5:30 p.m. in the summer. Children must be 5 years old by September 1 to enroll in the Clubhouse program. The program is available Monday through Friday. Limited after-school pick-up service is available to bring children to the Clubhouse. For more information call 817/898-3653 or 898-3676.

## **CONSUMER CREDIT COUNSELING**

Consumer Credit Counseling is a non-profit community service provided to advise and help students with financial problems. CCC provides budget counseling, debt management planning, and educational services at no cost. Appointments are available. Please call 817/ 382-0331 for an appointment or additional information.

## COUNSELING CENTER

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

The Center provides emergency assistance to students in crisis on a 24-hour-a-day basis. During Center hours, students may phone or stop in at the Counseling Center for immediate emergency assistance. After hours, students may call the TWU Department of Public Safety at their campus or Center. The TWU Department of Public Safety will notify the on-call counselor. In times of crisis, the following community agencies, not connected to TWU, may also be of assistance:

- \* In Denton  
Mental Health Center Crisis Line—  
817-387-5555
- \* In Dallas—Crisis Hotline—214-828-1000
- \* In Fort Worth—Crisis Hotline—  
817-927-5544
- \* In Houston—Crisis Hotline—713-228-1505

In addition to individual counseling services, the Counseling Center offers groups, workshops, and presentations. Group offerings usually include Adult Children of Dysfunctional Families, Sexual Abuse Recovery, Black Women's Support Group, and others. Topics for workshops and presentations have included assertiveness training, anxiety reduction, career exploration, time and stress management, and building healthy relationships. The Center staff will provide presentations and workshops in classrooms and to student groups with appropriate advance notice. Students are urged to request presentations, workshops, and groups which are related

to their interests and needs.

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

The Counseling Center administers and interprets standardized psychological inventories which may help a student with personal, educational, or career goals, when appropriate. There is a small fee for the cost of purchasing and scoring these inventories. In addition, the Denton Center is an official testing site for the Standardized Achievement Test (SAT), and the Graduate Record Examination (GRE). The SAT is given on the October national testing dates. The GRE is given on the April national testing date. Registration bulletins for these and other national examinations are available at each Center.

The Counseling Center is staffed by a culturally diverse staff of full-time psychologists and professional counselors. The Denton Center also serves as a training site for TWU graduate students in several counseling-related disciplines. The Denton Center is also the site of a doctoral psychology internship program accredited by the American Psychological Association. All staff counselors are either certified or licensed by the state of Texas or are in the process of obtaining licensure in their professional disciplines.

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

The Counseling Center office locations and phone numbers are:

- \* Denton - West Jones Hall—817-898-3801
- \* Dallas Parkland - DED 116—214-689-6655
- \* Dallas Presbyterian - DPH 215—214-689-6655

\* Houston - 103 North Residence Hall-713-794-2059

Additional information is available to students at each location.

## **DEPARTMENT OF PUBLIC SAFETY**

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

Denton Campus  
Office: 1215 Oakland  
Phone: 817/898-2911

Houston Center  
Office: 1130 M. D. Anderson Blvd.  
Phone: 713/794-2222

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

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

## **Registration of Valuable Property**

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

## **Severe Weather Procedure**

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

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

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

## **Traffic and Parking**

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

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

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

Visitors on campus may obtain a temporary one-day parking permit from the University Information Booth.

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.

## **Parking for Students with Disabilities**

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

pus map found in the pamphlet of regulations.

### **Lost and Found**

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

### **Concealed Handguns**

Beginning January 1, 1996, the law requires persons who wish to carry a handgun to complete a handgun safety course.

This new law also identifies several types of places, including university property, where it continues to be illegal for anyone to carry a weapon, even with a state-issued license. TWU's employment policy also states that possessing a weapon on university property is a violation of that policy.

As a result of this new law, faculty, staff, and students should know that carrying a concealed weapon on university property is illegal under the new concealed handgun law in Texas. It also continues to be a violation of TWU's published employment policy. Persons who could otherwise legally carry a concealed handgun are advised not to bring the weapon to any of the university campuses.

If you have any questions, please contact this office at 8-1-2911.

### **Injury Accident Reporting Procedure**

If a member of the faculty, staff, student body, or a visitor is hurt on campus property, he or she is required to report the accident to the Department of Public Safety. If the injured person is unable or unwilling to report the accident, any member of the University community having knowledge is required to report it. The Department will coordinate medical treatment, initiate investigations, and refer individuals to proper offices for preparation of worker's compensation forms, if required. Student accidents will be reported to the Office of the Vice President for Student Life. The Department of Public Safety will retain responsibility for the in-

vestigation and reporting of injury accidents.

### **FINANCIAL AID**

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

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

Office of Student Financial Aid  
Texas Woman's University  
P. O. Box 425408  
Denton, Texas 76204-5408

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

Students enrolled for at least six credit hours, but less than twelve credit hours, must successfully complete six credit hours each long semester and meet or exceed the minimum cumulative grade point average for their classifications. Grades of F, I, WX, WP, and WF will not satisfy the academic progress requirement. Graduate students are limited to a maximum of eight long semesters of financial aid eligibility for a master's degree and twelve long semesters for a doctoral degree, excluding courses taken for completion of the master's degree.

Failure to meet the minimum satisfactory academic progress standards will result in financial aid probation. A student on financial aid probation will be permitted to receive aid for one semester. If the student meets the minimum requirements

during the probationary semester, she or he will return to good standing. A failure to meet the standards will result in the loss of financial aid eligibility until the minimum standards are met. Students with mitigating circumstances such as divorce of a parent or spouse, death of an immediate family member, or severe medical problems may appeal their status to the Director of Financial Aid.

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

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

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

## **Project Pioneer**

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

## **FOOD SERVICES**

Food service on the Denton campus is

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

Students are urged to choose the meal plan that will most adequately meet their needs. Meals are served beginning with dinner on the first day of payment settlement and ending with lunch the last day of finals. *(No meals will be served during the Thanksgiving Holiday or Spring Break).* Food is served in Hubbard Hall and in the Student Center. Special arrangements can be made for students who are ill and for those on special diets by contacting the office of the Director of Food Services.

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

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

Additional cash value may be added to the card at any time during the semester. Any decreases in the meal plan must be made during late registration. Meal plan increases may be made at any time during the semester. Additional information may be obtained by writing the Director of Food Services at P.O. Box 425619, Denton, Texas 76204-5619 or by calling 817/898-3663.

Food is available on a cash basis in the north dining rooms in Hubbard Hall and in the Student Center Garden Room, the Underground, and the Baker's Dozen. Dur-



ing the fall and spring semesters, the Pioneer Room, located in Hubbard Hall, provides meal service Monday through Thursday at the noon hour only. The Pioneer Room traditionally serves three meals a day during the summer terms. Services in the Pioneer Room are also available on a cash basis.

### **The Garden Room, the Baker's Dozen, and The Underground**

The Garden Room, the Underground and the Baker's Dozen are located in the Student Center and they provide a change of pace for students, faculty, and staff to enjoy breakfast, lunch, dinner, or snacks. See information on page 91 for further description.

## **HEALTH SERVICES**

The Student Health Service assists students in maintaining good health and good health habits and encourages students to integrate these good health habits in to their daily lives. Students are encouraged to use the Student Health Service; however, private medical care in the community is also available. The University assumes no responsibility for transportation or any cost related to private medical care.

### **Immunization and Medical History**

The student is responsible for health records, and all students are required to complete Medical History Forms and provide the dates of the latest immunization for polio, measles, diphtheria, and tetanus during their first visit to the Health Service. Vaccinations must be current upon admission to the University. (Certain immunizations are required for students majoring in allied health programs.)

### **Outpatient Clinic**

The Student Health Service offers week-day clinics for the diagnosis and treatment of routine illness and injury which occur while classes are in session. On the Denton Campus the Health Service is managed by a staff physician, a Family Nurse Practitioner, and registered nurses are on duty to assist in evaluating problems. The clinic is open Monday through Friday from 7

a.m. to 7 p.m. and in the summer from 8 a.m. to 5 p.m. Students requiring care which cannot be provided by the Health Service will be referred to one of the local hospitals. (Charges are assessed for office visits, lab services, women's health care services, and medications. All X-rays are referred to off-campus facilities, and students are responsible for all charges). The University maintains its own pharmacy with a part-time pharmacist on duty to fill prescriptions from the Health Service or from private physicians.

Services are not available when classes are not in session; i.e., at Thanksgiving, Christmas, and during spring break. Limited services are available on most days between the spring and summer sessions and between the summer and fall sessions. Contacts can be made by calling 817/898-3826.

### **Sick Calls and Hospital**

Officers from the Department of Public Safety will, on occasion, escort sick or injured students to the Student Health Service or to a local hospital. Individuals who are sick or who have minor injuries and can walk with some assistance should be escorted to a vehicle and transported to the University Health Service. An ambulance is not available to transport students to the Health Service. Individuals who have serious injuries, i.e., broken bones, severe bleeding, prolonged unconsciousness, spinal injury, etc., which require more advanced medical expertise should be transported to a city hospital by ambulance. In the event a resident student is taken to a city hospital, the Residence Director and a Student Life representative will be notified. If a student is a nonresident, Student Life staff will be notified. If the Student Health Service is closed, an ill student will be taken to a city hospital for treatment. (Officers may be required to transport emotionally disturbed persons to various mental health units. When a request for transportation is denied, the Department of Public Safety should provide an explanation of the reason the request is being denied. If a student is transported by ambulance to a city

hospital, an incident report will be filed with the TWU Department of Public Safety. Officers will not leave campus on nonemergency matters, except in cases where University administrators, managers, or faculty deem necessary). Non-emergency matters shall be defined as transportation of students to hospitals, doctor's offices, or pharmacies for routine appointments, lab work, physical examination, or to pick up a prescription or medicine.

### **Health Care—Houston Center**

The University offers services similar to those outlined above to students at Houston through the University of Texas Health Science Center Student/Employee Health Services. For information on location and hours of operation, contact the Student Life Office at the Houston Center at 713/794-2158.

### **Health Care—Dallas Center**

Health care services are provided by contractual agreement with the St. Paul Family Practice Clinic in Dallas. Please call 214-789-1787 for information.

### **Student Health Insurance**

An optional student health insurance plan is available to TWU students. Although the University Health Service is equipped to handle routine medical problems when a student is on campus, major illnesses or accidents on or off campus will require special medical attention or hospitalization not provided by the University. (The insurance, provided by a private carrier, covers a twelve-month period for service on or off campus which supplements the treatment provided by the University Health Services on all three campuses). Students and/or their parents are urged to consider the program. Further information may be obtained from the Health Service.

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

## **HOUSING**

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

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

Residence hall staff members play a vital role in many important aspects of residence hall life. The Student Life Coordinator (Dallas/Houston) and Residence Director (Denton) are full-time professional staff members who assume major responsibility for the overall operation of the larger residence hall communities. The Assistant Residence Director is a graduate student who assists the Residence Director with the operation and programming of the hall. These staff members help students utilize the facilities to their fullest, aid students in adjusting to University life, and act as advisors and counselors to students and organizations within the residence community.

To aid the University in establishing

more personal contact and communication with individual students and residence hall organizations, Resident Assistants live on the floors with the residents. The RA is a carefully selected student who promotes and provides leadership, support, friendship, and programs, and acts as a general resource person for her/his residents. She/he assists the student in becoming more integrated into the campus and residence hall environment and provides assistance in establishing effective residence hall government.

### **Residence Hall Association**

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

### **Residence Hall/House Council**

The Hall/House Council is the student organization in each residence hall/house which is composed of a President, Vice President, Secretary, Treasurer, representative, and floor representatives.

The Hall/House Council's primary responsibilities include allocation and expenditure of hall activity funds; planning of social, educational, and cultural events; development of and participation in intramural events; and involvement with other programs or activities which may occur in the residence halls. The Residence Directors or Assistant Residence Directors serve as the advisors to the groups.

### **House System**

A House is a community of residents who live in the same named community with the same policies and regulations. Each House has its own set of officers as well as an RA who coordinates community activities. Stark Hall's individual houses have been named, by the residents, after famous women, and houses in Guinn Hall have been named after famous people in the arts and entertainment fields. Resi-

dents have an opportunity to develop a small community within the larger residential community.

### **Residence Hall Meetings**

Resident students should attend all general residence hall 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, activities, and all information disseminated at general hall and floor meetings.

### **Special Features**

The four residence halls on the Denton Campus and the residence halls at the Houston and Dallas Centers provide numerous features that enhance the living environment. Each residence hall offers a variety of facilities for residents, including cable TV service, living rooms, computer facilities, vending machines, and laundry rooms.

To meet the various needs of the TWU students, the Office of University Housing offers special interest areas in the residence halls upon demand. Students wanting to live with other students in their same academic major, classification, or a campus organization (sororities, clubs) may indicate so on their housing applications. Academic departments are invited to contact University Housing if they would like to establish a special interest floor or wing for their students. All residence halls have specific areas designated as 24-hour quiet areas in which students may elect to reside.

### **NET (Neighbors Educated Together)**

New freshmen have the opportunity to apply through the Department of University Housing to become part of NET, a distinct learning community at TWU. This program offers students the unique opportunity to develop an academic peer support group in the residence hall environment during their first year at the University.

Students involved in NET are assigned

to a residential community in Stark or Guinn Hall. They enroll in the same classes and participate in social and academic groups that will enhance the transition to the university learning experience.

In the fall semester, NET students will enroll in the same freshman English, History and University 1000 (Orientation to the University) courses. In the spring semester, they will enroll in English, History, and Women's Studies (Women in Learning Communities). A maximum of twenty five (25) students will be accepted for each learning community.

### **Housing for Students with Disabilities**

Housing for students with disabilities is provided in Denton, Dallas, and Houston. Rooms will be altered as necessary to meet student needs. Additional information may be obtained by contacting University Housing at 817/898-3676.

### **Refrigerators**

Each student room is equipped with a 1.6 cubic foot refrigerator. Small personally owned refrigerators are also allowed in the rooms. Information on other appliances permitted in the residence hall rooms can be found in the [Residence Life Handbook](#).

### **Telephone Service**

Each student room and apartment is equipped with local telephone service, with voice mail capability, at no additional cost. Please consult the Residence Life Handbook or contact the Housing office for information about long-distance calling service, which is also available to students.

### **Security Access**

All residence halls are equipped with security access readers on exterior entrance doors. Students will access the residence halls by using their ID card which has an electronic mag stripe on the back. Each card is specifically programmed for use only by the specific student card holder. Keys will continue to be issued for entrance to individual stu-

dent rooms.

If an ID card is lost, this should be reported immediately to the Card Office (8 a.m.-6 p.m. Monday through Friday) or to the residence hall office or the Department of Public Safety after 6 p.m. weekdays and on weekends. The lost card will be disabled, and a temporary card will be issued to the card holder at her/his residence hall for use until the next working day when the student will go to the Card Office to have a replacement ID made. A \$10 fee will be charged for replacement IDs.

### **On-Campus Apartment Housing**

On-Campus apartment housing is offered for graduate students, upperclassmen, nontraditional students, and families. Furnished and unfurnished two-bedroom apartments and furnished one-bedroom and efficiency apartments are located in three residence halls on the Denton campus and at Faye Pannell Hall at the Dallas center. Apartment applications are available at the University Housing Office.

### **Family Housing**

Family Housing at Texas Woman's University provides living options for married students with a maximum of two children and single parents with a maximum of three children. Married students and single parents with children 12 years and older may reside in an apartment in either Guinn, Reagan Houston or Mary Hufford Hall. Married students without children may reside in a traditional room or apartment, based on availability, in Faye Pannell Hall (Dallas-Parkland Center), Houston Center Residence Hall, Guinn Hall, or Reagan Houston Hall. Single parents or married students with children younger than 12 may reside in an apartment in Mary Hufford or Reagan Houston Hall.

### **Commuter and Guest Housing**

Accommodations are available on a limited basis for University guests and commuter students. Faye Pannell in Dallas and the Houston Center Hall also provide commuter and guest housing on a space-available basis for students. Commuter students and guests not participating in

conferences or workshops are limited to a maximum of three consecutive nights per stay. Students, parents, faculty, and staff are invited to take advantage of these excellent facilities and services. Contact the Department of University Housing for rates and information.

### **Residence Life Handbook**

Each student receives a copy of the Residence Life Handbook when she/he checks into the residence hall. This handbook provides additional details concerning hall facilities, activities, and policies. The following are a few of these policies.

### **Housing Policies and Procedures**

The University does not assume parental responsibility for students under 18 years of age; however, the University is concerned with the well-being of every member of the University community. Housing regulations and policies allow the maximum amount of freedom and responsibility for each student which is consistent with an orderly campus and residential environment.

### **Residency Requirement**

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

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

### **Residency Requirement Releases**

If a student wishes to be released from the residency requirement, she/he must present her/his request in writing to the University Housing Business Services Director, Texas Woman's University, P.O. Box 425380, Denton, Texas 76204-5380. The student should include name, social security number, date of birth, major, year in school, current address, desired residence (with whom and where), and the

primary reasons for the request. For financial hardships, the documentation should include sources of funding for college expenses and financial aid requested and received. Medical exemption requests must be accompanied by comprehensive records of the medical problem from the attending physician. A letter from the parent(s) indicating knowledge and support of the desired exception is also requested in residency requirement release requests. If the request is denied, a student may then appeal to the Director of University Housing.

### **Contract Breakege**

After the student has taken occupancy (i.e., checked out keys), she/he may cancel the contract providing she/he will not be in violation of the University Residency Requirement. NOTE: The effective date of any refund will be the actual date the student officially checks out of the residence hall. The \$50 deposit will be forfeited, and a daily rate, up to the official checkout date, will be assessed. In Denton a \$20 meal plan service handling fee is also charged. The remaining balance, if any, will be refunded. Refunds may be issued the fourteenth (14th) day prior to the end of a semester (fall and spring) and the seventh (7th) day prior to the end of each summer term (I or II).

### **Room Changes**

A student may submit a room change request to the University Housing Office. Room change request forms are available at each residence hall desk and in the Housing Office. All changes must be approved by the Student Life Coordinator, Residence Director, and/or the Assistant Director of University Housing prior to moving. Room changes typically begin the day following the sixth (6th) class day of the fall and spring semesters and the day following the fourth (4th) class day for summer I and II.

### **Private Rooms**

Requests for private rooms will be honored provided space is available. The student's stated preference will be used as a guideline in making room assign-

ments; however, the University cannot guarantee a private room, nor can the assignment of a roommate be guaranteed. A student occupying a room on a private basis for any reason will be charged the private occupancy rate.

### **Late Arrival**

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

### **Liability and Personal Loss/Insurance Coverage**

The University assumes no financial responsibility or other liability for the loss, destruction, or damage of personal property. Students are urged to have insurance to protect against personal losses and hazards. Residents should take normal precautions to protect their property by locking their rooms at all times. The Department of Public Safety will register valuable items such as typewriters, stereos, cameras, and bicycles free of charge.

### **Resident Absence for Extended Periods**

Residents who expect to be absent from the residence hall for an extended period of time are urged to contact their Student Life Coordinator or Residence Director/Assistant Residence Director so they may be located in the event of an emergency. Situations of a personal nature are handled in a confidential manner by the staff.

### **Visitation Policy**

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

The maximum hour parameters for visitation within Stark Hall are:

Sunday through Thursday 10 a.m. - 1 a.m. and Friday and Saturday 10 a.m. - 2:30 a.m.

Halls in which 24-hour visitation may be established are:

Reagan Houston Hall  
Guinn Hall  
Hufford Hall  
Pannell Hall  
Houston Center Hall

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

The residence hall or house council is responsible for posting visitation hours and the accompanying hall regulations. The residents of each hall are responsible for knowing and complying with the approved hours and publicized regulations. Each resident host(ess) is responsible for the actions and behavior of her/his visitor(s) or guest(s). The complete visitation policy can be found in the Residence Life Handbook.

### **Residence Hall Guests**

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

### **Residence Hall Closing Hours**

In order to provide a secure atmosphere for all residents, the residence hall entry doors will be locked during the evening and early morning hours as designated in each Hall.

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



## **Pets**

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

## **Student Damage to Residence Hall**

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

## **Cooking Policy**

The only cooking appliances allowed in residence hall rooms are UL-approved thermostatically controlled coffee makers, single unit popcorn makers, blenders, and closed coiled hot pots (where the producing element is enclosed in the appliance). No other cooking appliances are permitted, including microwave ovens.

## **Keys**

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

## **Quiet Hours**

Though consideration of other residents and reasonable freedom from excessive noise is expected at all times, specific hours beyond the minimum hours determined by University Housing are established within each hall as "Quiet Hours." During these time periods residents are expected to refrain from making loud noises. Sound equipment, such as stereos, radios, TV's and sound amplifiers

may be played only if they do not infringe upon the rights of others. The use of headphones is advisable.

The Quiet Hours, established by University Housing for all halls, are from 11 p.m. to 7 a.m. on Sunday through Thursday night and from 1 a.m. to 7 a.m. Friday and Saturday nights. These are minimum hours; and any hall, house, or floor within a residence hall may expand these hours if desired. Residents should remember that courtesy and good judgment must be observed at all times.

Campus-wide 24-hour quiet hours have been established to allow students a quiet place to study during final exams. The 24-hour quiet hours will be posted in each residence hall.

## **Possession of Firearms, Dangerous Materials, and Other Weapons**

Possession and/or use of firearms, ammunition, firecrackers, knives/switch blades, martial arts weapons, or similar items are 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.

## **INTERCOLLEGIATE ATHLETICS**

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

For additional information concerning TWU athletic programs, contact the

Director of Athletics at 817-898-2378, or write P.O. Box 425349, Denton, Texas 76204-5349.

## **INTERCULTURAL SERVICES**

The Office of Intercultural Services is designed to meet the academic, cultural, and personal needs of underrepresented students. The Office operates as a liaison on behalf of students within the University community. The Special Assistant for Intercultural Services counsels students and refers them to existing programs and services and aids the University in its efforts to promote cultural diversity in academic and cocurricular activities. The Multicultural Resource Room located in Room 101 in the Student Center is designed to enhance the academic and cultural development of the University community. The Resource room houses more than 300 resources. Services are available in the Student Center, or students may call 817/ 898-3679.

## **INTERNATIONAL STUDENT INFORMATION**

### **Immigration and Naturalization Service**

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

Immigration and Naturalization Service  
8101 North Stemmons, Dallas, TX 75247  
214/655-5384

Expect long waits in this office and even more difficulty in trying to reach them by telephone. Questions may be answered more quickly by the International Student Advisor who also has direct contact with INS and is located in the Office of Admissions and Registration.

### **Some Essential Rules**

1. Passports must be renewed at least six months before they expire.
2. All students on F-1 visas receive a notation of D/S on their Forms I-94. D/ S stands for Duration of Status and

covers the time required for the completion of the original degree for which the student is accepted. Students who complete a degree and wish to pursue another educational goal must request another Form I-20 to notify the INS of the new degree program.

3. The INS expects students on F-1 visas to finish their education within the time period stipulated on the Form I-20. Individual degree time allotments are established as follows:

Associate	2 years, plus 6 months grace period
Bachelor's	4 years, plus 1 year grace
Master's	3 years plus 1 year grace
Doctor's	5 years, plus 18 months grace

If the time spent on a particular degree has exceeded the time limit indicated above, an extension of stay must be requested.

4. Every fall and spring semester, students on F-1 visas are to complete a full-time course of studies. Normally this is 12 hours for undergraduate students and 9 hours for graduate students. However, there are some exceptions, especially for graduate students. Summer enrollment is not required.
5. Any time the student is considering dropping below full-time status, the International Student Advisor should be contacted as soon as possible.
6. An F-1 immigrant classification does not permit off-campus employment without authorization of the INS. Even with INS permission, the student may not work more than 20 hours a week, except during vacation periods, and must remain a full-time student.
7. Any time the student leaves the United States and intends to return, even for a very brief trip, a valid passport visa and a current I-20 or IAP-66, are needed when reentering the United States.
8. Except for short visits to Canada, Mexico, and the Caribbean, the I-94 need not be retained by the student when leaving the United States. A new one will be issued upon reentering.
9. The passport visa can be renewed only at a U.S. consulate outside the United States.

10. Any change of address must be reported to the International Student Office which is charged by INS with keeping such information up to date. Such a change should be reported within ten days.

## Visa

A stamp is put into the passport by the U.S. consul overseas which permits the student to enter (or reenter) the United States. The visa may indicate "one" or "multiple entries," the date the visa expires, and the type of visa, such as B-2, F-1, F-2, J-1, or J-2. Students do not need to renew their passport visas, even if they have expired, so long as they remain within the United States. However, if students leave and intend to return after they have expired, even if for a very short trip, the passport visas must be renewed at a U.S. consulate outside the United States. Renewal cannot be effected within the United States.

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

## Form I-94: Arrival/Departure Record

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

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

The admission number is a permanent record and is entered into the INS Computer. Form I-20-ID (Student) Copy is to be used for temporary absences from the U.S. The student must have page four signed by the International Student Advisor before each trip outside the U.S. Page four will accumulate a record of all transactions about the student's status, such as an extension of stay, off-campus work permission, and authorization for practical training. If the student transfers to another school, pages 3-4 of the new Form I-20-AB will become the student's I-20-ID and will bear the same admission number as the previous I-20-ID. Both the old and the new I-20-ID copies should be kept by the student to reflect her/his complete record of transactions. The admission number will be recorded and maintained by the schools as part of the record-keeping requirements. The admission number will be used for all communications and transactions with INS.

## F-1 Student Visa

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

## Full-Time Status

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

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

## Employment Regulations Applying to F-1 Visa

A student does not need permission to work if the employment is connected to a

scholarship, fellowship, or assistantship, since such work is considered to be a part of the student's academic program.

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

### **Practical Training**

An F-1 student may apply for full-time practical training after completing course work toward a degree. The application period is from three months preceding completion of studies to one month following that date. Application is made through the International Student Office on Form I-765. The International Student Advisor must recommend the practical training on Form I-20 ID. The student pays a \$70 fee to INS for this application.

A student may apply for part-time practical training, not to exceed 20 hours per week, before completing course work toward a degree. Application may be made any time after completion of a full academic year of course work.

Practical training is limited to one calendar year full time. Part-time practical training may be granted for two calendar years, or 24 months total.

A student involved with practical training has to pay income taxes; however, Social Security tax will not be withheld.

### **Health Insurance for International Students**

TWU requires every international student to have at least minimal health insurance coverage. The University sponsors such health insurance through a policy which covers students who require hospital treatment, provides limited supplemental Student Health Center benefits, and offers options for students who want to ensure health care for spouses and children.

All international students at TWU who do not present evidence of current health insurance coverage under an alternate program are required to purchase at pay-

ment settlement (or at early registration) the student health insurance policy sponsored by the University. This policy provides coverage for the entire academic year. Students who find it necessary to withdraw from the University will be eligible to convert their coverage to a private policy or to receive a partial refund of premiums.

Policies presented for evaluation as current alternate coverage must contain a group or policy number, an effective date, an identification number, and, for verification purposes, a telephone number in the United States. Benefits must be provided by the policy to be considered as adequate coverage. Policies must be printed in English if they are to be evaluated by the Health Service or the Student Life Coordinator.

Evidence of current alternate coverage (which, in addition to the policy itself, may include a currently dated insurance identification card, currently dated verification on insurance company letterhead, and/or last pay stub on which insurance coverage is indicated) should be presented in advance of the registration process.

The Student Health Service on the Denton Campus handles all matters relating to health insurance. Students at the Dallas and Houston Centers should present evidence of coverage and obtain information in the Student Life Coordinator's office in the residence halls.

### **LIBRARY**

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

- \* A collection of more than a half million volumes.
- \* A magazine and newspaper subscription list of 2,697 titles.
- \* Reciprocal borrowing privileges with the libraries of the University of North Texas, East Texas State University and TexShare libraries.
- \* A courtesy card for students to use the libraries of members of the Alliance for Higher Education of North Texas and TexShare libraries (with certain restrictions).
- \* Interlibrary Loan Service for students to borrow materials from other libraries.
- \* Access to literature searches from PsychLit,

ERIC, CINH, and MEDLINE on CD-ROM (free).

- \* Access to literature searches from more than 20 subject databases on CD-ROM or from on-line services and Internet resources.
- \* Private or group orientation tours of the library by the reference staff.
- \* Instructional sessions on the use of library resources and research services.
- \* Exhibits and displays.
- \* Listening booths for study or relaxation.

Guidelines have been established for the use of the library. Students must present an ID card each time a book is checked out.

Students are responsible for material charged to their names and social security numbers and for all fines accrued to those names and numbers. If library books are lost, students should report the loss at once and make arrangements to pay for them before the end of the semester.

Materials may be checked out for three weeks and are renewable unless requested by another patron. Fines are assessed for overdue materials. All fines must be cleared for students to be eligible to receive transcripts, register for another semester, or graduate.

### **Denton Campus**

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

### **Dallas Sites:**

#### **Parkland and Presbyterian Libraries**

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

At the Parkland site, the library is on the first floor of the residence hall. The Presbyterian library is on the ground floor of the Education Building.

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

### **Houston Center**

Library services are provided under contract with the Texas Medical Center Library, one of the best medical libraries in the nation. It serves as Regional Medical Library for Region 5 of the National Network of Libraries of Medicine.

### **PRO BONO LEGAL CLINIC**

Jointly sponsored by the TWU Division of Student Life and West Texas Legal Services, the pro bono legal clinic provides assistance to students whose incomes prohibit the attainment of legal assistance in the private community. The clinic provides the services of local attorneys and staff members of Friends of the Family, particularly in regard to issues relating to landlord/tenant relationships, divorce, support, wills, employment, housing, and consumer services. The clinic is available in the lower level of the Student Center one evening a month. Call 817/383-1406 for further information.

### **STUDENT ACTIVITIES**

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

The Student Life Coordinators in Houston and Dallas work with interested students to develop activities at the Centers.

### **Annual Activities**

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

South of the Border Fiesta—A celebration of the traditional Fiestas Patrias or the "Diez y Seis de Septiembre" recognizing Mexican Independence Day. The event features authentic Mexican food, dances, and songs in an outdoor setting. This event is sponsored by S.O.A.P. and the food service.

Founder's Day—Sponsored by the Alumnae Association, this special event was established to celebrate the founding of Texas

Woman's University in 1901. Students, alumni, faculty, and staff are invited to attend a festive pancake dinner commemorating this important occasion. The traditional red rose is worn during the day to symbolize the friendship, growth and strength of TWU students and alumni.

**Black History Month**—This special event features entertainers, speakers, and displays throughout the month of February.

**The Redbud Awards Festival**—Redbud is the annual University awards ceremony held in April. Each year all-University awards are presented to outstanding student leaders and advisers for their dedicated and outstanding service to the University and the TWU community. Redbud Award recipients are reviewed and selected by a Review Committee which consists of students, faculty, and staff. Redbud is sponsored by S.O.A.P.

**Homecoming**—Homecoming, which occurs each April, features many outstanding events and gives alumni an opportunity to view changes at the Texas Woman's University. It is a time to share, renew, and make new contacts with classmates, faculty, and current students. Each year alumni in the Honor classes (those graduating 25 and 50 years earlier, and in the present year) and in the Reunion classes (those graduates of five-year intervals up through the present senior class) are recognized. All classes celebrate with a variety of social activities as they share memories and events of years past.

Other Homecoming events include the Honors Convocation where Distinguished Alumnae Awards are presented and current outstanding seniors are honored, a business meeting of the National Alumnae Association, and a variety of fine arts presentations.

**Bionic Week - Believe It Or Not I Can (BIONIC)** activities are held once a year to highlight the personal and professional accomplishments of people with special needs.

### **Student Organization for Activities Programming (S.O.A.P.)**

The Student Organization for Activities Programming (S.O.A.P.) is a student-run organization responsible for providing activities and programs for the student body and the university community through edu-

cational, social, recreational, and cultural experiences. Chair positions and committee membership are open to all students. Additional information is available in the Student Activities Office in Room 126 of the Student Center, or by calling 817-898-3611.

### **Recreational Sports and Intramurals**

Intramural sports and other recreational activities are an integral part of student life at TWU. A wide range of activities is offered to appeal to student interest. Aerobics, volleyball, tennis, golf, swimming, jogging, and softball are just a few of the varied activities. Outdoor recreation equipment rental is also available through the Student Activities Office.

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

### **Sports Clubs**

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

### **STUDENT CENTER**

The Student Center is the "living room" on the Denton campus. The building provides facilities for social, cultural, vocational, recreational, and educational programs that promote dialogue, debate, discussion, and opportunities for leadership and growth in individual social competence and group effectiveness. Programming is a collegial effort, and professional staff members and students in the Offices of Student Development, Intercultural



Services, and Student Activities plan a variety of programs to meet the needs of a diverse campus community. Programs promote positive and realistic self-appraisal, intellectual development, social responsibility, an appreciation of cultural differences, and an enhanced capacity to work independently and interdependently.

At the Dallas and Houston centers, space for leisure use and for study has been allocated in the residence halls.

### **Bookstore**

The TWU Bookstore provides services on the Denton, Dallas-Parkland, and Houston campuses. Textbooks, school supplies, gifts, and other items are available on all three campuses. A check-cashing service is also provided at each bookstore.

### **Food Services—Student Center**

The Garden Room and the Underground, located in the Student Center, provide a change of pace and a perfect location for students, faculty, and staff to meet between classes and to enjoy a meal or a snack. A variety of foods is available, including hot and cold sandwiches, a salad bar, pizza, snack foods, ice cream, and grill items. These locations are also popular venues for entertainment and special events. The Underground is equipped with pool tables, a pin ball machine, and video games for your enjoyment.

The Baker's Dozen, also located in the Student Center, features cocoa, gourmet coffee, and tea, muffins, cookies, doughnuts, sweet rolls, and bagels. It is a great place to pick up a quick snack before or after class.

Students who are living in residence halls are able to use a portion of their meal plan credit in the food facilities located in the Student Center.

### **Post Office**

A branch of the U. S. Post Office is located in the Student Center. Post Office box rental and window services are available for all students.

### **Room Reservations**

Meeting facilities are available in the Student Center by reservation. Space is available to campus organizations, aca-

dem components, individual students, and conference groups on a first-come first-serve basis. Room Reservation Requests must be submitted in writing to the Student Center Office.

### **Student Center Advisory Board**

The Student Center Advisory Board works with the Director of the Student Center as a governing board to recommend policy decisions, set goals and objectives, and monitor efficiency. Experience on the Board provides opportunities for leadership and preprofessional experience in public relations, marketing, supervision, and management.

### **Student Services Offices**

On the Denton campus, the Student Center is the location for such offices as the Vice President for Student Life, Student Center Director, Student Development, Intercultural Services, Student Activities, Disability Support Services, the Alumnae Association, the Student Government Association, and the Student Organization for Activities Programming. In addition to those identified above, other services and facilities include a TV lounge, study lounges, a travel agency, an ATM machine, a copy machine and an entertainment center.

### **STUDENT DEVELOPMENT**

The Office of Student Development provides leadership development opportunities through seminars, workshops, programs, and retreats; promotes service leadership through an outreach program by utilizing a volunteer resource network at TWU and the surrounding communities; promotes student involvement by educating students about the benefits of group participation, and evaluates and maintains a high quality service to meet the current needs of students and anticipate future trends of students.

### **Leadership Development**

Students at TWU are encouraged to take advantage of both the formal leadership development programs and the informal opportunities to develop one's personal and professional skills. This ap-

proach to leadership ensures that students can tailor their own program around their individual needs. The Leadership Program provides a strong basis so that our students can easily make transitions from this institution to the work force. The Leadership Development Program can be an integral part of a student's college experience.

### **Leadership Retreat**

The Leadership Retreat is an annual event where students take an overnight trip to a camping facility. The entire focus of the trip is the enhancement of a student's leadership skills. Some of the activities on the trip include: group dynamics, team building, school spirit, conflict resolution, and leadership styles. In addition, this retreat provides the opportunity for student leaders to come together to build friendships, coalitions, and networks among student organizations.

### **Commuter Services**

The Office of Student Development maintains a resource center to provide students with information of particular interest to commuter students. Resource boards are provided by the office to assist students in locating individuals who are interested in carpooling, living arrangements, and child care. The boards are located in the lobbies of the Student Center, Multipurpose Classroom Laboratory (MCL) Building and the Arts and Science Building (ASB).

### **Student Organizations**

Involvement in university student organizations benefits students in several ways. Friendships are made that will last a lifetime. Working relationships with university staff and faculty are established. Opportunities to participate in leadership activities and assume leadership roles are available and possible through involvement in student organizations, and the experience can also be fun! Organizations such as the Student Government Association, honorary societies, sororities, professional organizations and various student interest groups are vital parts of the educational experience at Texas

Woman's University, and participation is important to a student's intellectual and professional development. A current listing of the registered organizations may be obtained from the Office of Student Development in the Student Center, or call 817/898-3626.

### **Student Organization Policies and Qualifications**

All student organizations including honorary, professional, special interest groups, sororities and fraternities etc., must register and update their files in the Office of Student Development in the fall semester of each year in order to use the University name, facilities, and services. Representatives from all student organizations are required to attend a meeting at the beginning of the fall and spring semesters. Registered student organizations enjoy the following privileges:

- Access to University vehicles for a small charge per mile. Organizations who utilize University vehicles must have at least one member pass a defensive driving course and a driving skills test in order to be eligible to drive University vehicles.
- Access to a student organization mailbox located on the first floor in front of the Student Development Office.
- Access to meeting rooms in the Student Center free of charge with the provision that no outside groups may use rooms under a registered student organization's name.

### **Student Organization Events/Programs:**

Student organizations who wish to have events or programs with attendance of 100 persons or more must make the appropriate contact with staff members in Conference Services, Student Development, the Student Center Office, Academic Affairs, and the Department of Public Safety. Large events are subject to approval by the Assistant Vice President for Student Life, Director of the Student Center, and the Director of Public Safety. Organization advisors must be present at all student organization large events. Forms for large events may be found in

the Student Center Office.

In order to become a registered organization at Texas Woman's University, an organization:

- Shall be open to all TWU students regardless of race, sex, creed, disability, sexual orientation, or age. **(National sororities-NPC, NPHC and fraternities-IFC are exempt from this provision by the Title IX Education Code)**
- Shall be led by Texas Woman's University student officers elected or appointed by the organization
- Shall have two (2) Texas Woman's University faculty and/or staff advisors. One faculty/staff advisor must be full-time.
- Shall meet a genuine, demonstrated student interest.
- Shall uphold all University rules and regulations in addition to all stated and federal laws.
- Shall follow the procedure for registering as a student organization.
- Shall be composed of a majority of or all TWU students.

### **Establishing New Organizations**

To establish a new organization, interested students should contact the Office of Student Development for information about the registration process.

### **Maintaining a Registered Organization**

All student organizations must continually meet the qualifications stated above to remain in good standing with the University. Registered organizations which do not comply with the qualifications/guidelines governing student organizations will be subject to review.

All student organizations must register with the Office of Student Development in the fall semester. Any revision or amendments made to the constitution, changes in advisors, or officers should be noted at this time or at the time the changes are made. If an organization is not active or does not register with the Office of Student Development, the name of that organization will not appear in the Student Organization guide issued by the Office of Student Development each fall semester. Failure to register will also result in the

suspension of university privileges including the use of meeting facilities.

All organizations should select a representative to serve on The Leaders' Council. The representative's name and mailing address should be submitted to the Office of Student Development at the beginning of the fall semester.

### **Leaders' Council**

The Leaders' Council meets each month, and it is composed of leaders from registered student organizations. The Council serves as an advisory board to the Office of Student Development. A committee within the Council is responsible for reviewing requests of student groups who wish to become registered organizations on campus.

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

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

### **Responsibilities of Faculty/Staff Advisors**

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

- To be certain that an authorized University representative (or advisor herself/himself) is present at all scheduled events, especially any activity involving travel or is considered a large event involving 100 or more persons.
- To be certain of the content and manner of all scheduled programs to ensure that they are presented in good taste, and that they are within University policies.

- To communicate and explain federal, state, and local regulations which are applicable to the functions and activities of the organization.
- To meet with the Student Development staff, as needed, to review and discuss any problems, ideas, or suggestions.
- To maintain contact with relevant University officers and national organization offices if an affiliation exists.

Advisors' signatures are required on all registration forms and room requests.

### **Student Government Association—**

**Denton Campus:** The Student Government Association has a long history of student participation and service to the University. Meetings are held weekly, and all students are welcome to attend the meetings and to actively participate through membership on SGA committees.

Elections are held in the fall semester. All students enrolled at the Denton Campus are members of SGA and are entitled to participate in the election of senators and officers of the SGA and its components as stipulated in the Constitution and Bylaws. Candidates for office must qualify according to standards stated in the Constitution and Bylaws.

### **Student Government Association—**

**Dallas and Houston Centers:** The Student Government Associations at Dallas and Houston operate under their own approved Constitutions and Bylaws. The organizations conduct elections and are responsible for the budgeting of allotted funds for their own programs and for the activities of the constituent groups. In addition to the officers who are elected at large, the Executive Council consists of representatives from all academic components present at the Dallas centers.

### **Community Service Outreach Services**

The Office of Student Development maintains a database of over 75 local and area community service agencies to assist individuals or groups interested in becoming involved in community service projects. This service is available to all students, faculty, and staff at Texas Woman's University.

### **President's Ambassadors**

The President's Ambassadors of Texas Woman's University are students who serve as representatives of the university and the President at various functions throughout the year. They are often called upon to serve as hosts or hostesses for visitors to the campus or as co-hosts and co-hostesses with the President for important university events.

The President's Ambassadors represent the highest standards of the university and work actively to advance the purpose of TWU. As an important service group, the President's Ambassadors make many contributions to the life of the campus.

In order to be considered for membership in this service organization, applicants must meet the following qualifications:

1. Must be currently enrolled at the university.
2. Must have attended TWU for at least one academic year.
3. Must be classified as a sophomore, junior, senior, or a graduate student.
4. Must have a cumulative grade point average of 2.5 or above on a 4.0 scale.
5. Must never have been on disciplinary or academic probation.
6. Must be able to communicate effectively.
7. Must be well groomed.
8. Must be willing to attend a seminar on the role and responsibilities of President's Ambassadors and selected meetings and workshops throughout the year.
9. Must be able to participate in various activities as called upon throughout the year.

Those who meet the qualifications and wish to become a part of this group should secure an application form in the Office of Student Development on the first floor of the Student Center. Applications must be completed and returned no later than Friday, March 29, 1996. Any inquiries regarding the President's Ambassadors should be directed to the Director of Student Development, Student Center, 139 or call 817/898-3626.

## **STUDENT PUBLICATIONS**

The Lasso is a newspaper written and produced by students for and about Texas Woman's University in Denton, Dallas and Houston. It is a weekly publication in tabloid format distributed on Wednesdays.

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

During the spring semester, mass communications students produce a television news program, "Campus Report," which is aired over a local cable channel.

## **PERSONAL STUDENT IDENTIFICATION CARD**

A personal student identification card will be provided for all students at the ID stations on the Denton, Dallas Parkland and Presbyterian, and Houston campuses. The personalized identification card may be used for the entire academic career, and it will be validated each semester of enrollment. These are permanent ID cards, and they are replaced only if lost or stolen or requested by a student.

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

The personalized student identification card will be used for services in the Library on the Denton and Parkland campuses or at the Learning Resource Center on the Houston campus. The card will also be used on the Denton campus by the Department of Food Services for meal plans.

## **TRANSPORTATION SERVICES**

To accommodate students, the Department of Student Activities arranges transportation to and from the Dallas/Fort Worth Airport and Love Field Airport before and after the University holidays as well as to activities and events in the Dallas/Fort Worth area. Arrangements may be made at the Student Activities office. A local commercial airport shuttle service is also available.

A private bus transportation system provides commuting students with services to and from the Dallas area during the fall and spring semesters. Bus schedules, tickets, and information may be obtained through the Office of the Vice President for Student Life.

## **The Food Pantry—Old Main 200**

If you get caught without lunch money and with hunger pains, you are invited to help yourself to some of the food staples and snacks available in The Food Pantry, room 200, Old Main.

The Food Pantry is maintained by faculty and students in the Department of Sociology and Social Work as an emergency food source for use by anyone across the campus community. The Pantry serves 20 to 30 students a month and is intended to provide one meal during times of financial need. Students are asked to remember this and to make their selections accordingly.

Although maintained by the Department of Sociology and Social Work, the Food Pantry is made possible because administrators, faculty, staff, and students of the TWU community make contributions of both food and money. Use the Food Pantry, and when things are better for you, help to replenish the supply for others who may have a need.

## **Recreation and Fitness**

Dance Center—classes for children and adults; fees; 898-2085

Golf Course—weekdays, 7 a.m.-8 p.m.; weekends, 6 a.m.-8 p.m.; fees; 898-3163

Wellness Center—Monday-Friday, 6 a.m.-9 p.m.; Saturday, 10 a.m.-6 p.m.; Sunday, 1-6 p.m.; fees; 898-2900

Swimming Pool (outdoor)—Sunday-Saturday, 1-8 p.m. in season; 898-2902; out of season; 898-2900

Tennis Courts—anytime until 10 p.m.; Bell Avenue; 898-2575

## **STUDENT LOUNGES**

Student Lounges are located on the Denton campus in the following areas.

### **Chemistry/Physics**

Science Building—North East corner of the 3rd floor. More info: x2550.

Science Building—Lobby area of the 3rd floor, outside 301/303. More info: x2354.

### **English/Speech/Foreign Languages**

Arts and Science Building—Writing Lab-301. More info: x2341.

### **Mathematics/Computer Sciences**

Stoddard Hall—Tutor Room-814

Stoddard Hall—Video Room-811

### **PARTS—Music**

Music Building—Student Lounge-103

### **Sociology/Social Work**

Old Main Building—Practice Center-203

## **WELLNESS CENTER**

### **Fitness Room-Denton**

The Wellness Center Fitness Room located on the first floor of Jones Hall is open 95 hours per week. It is a state-of-the-art center featuring the Universal Aerobic Super Circuit. The Circuit combines strength and aerobic conditioning for a good overall workout. Treadmills, Lifecycles, Nordic Ski Machines, Nautilus equipment, stair masters, and a large free weight area fully equipped with hex weights and a variety of benches are also available in the Wellness Center. Students may use the Fitness Room with their Student ID. For a nominal fee TWU employees and Denton community members are eligible to join the Wellness Center and may then use the facilities and participate in activities scheduled through the center.

### **FITNESS CENTER—DALLAS**

The Fitness Center for Dallas students is located on the first floor of Pannell Hall

at the Parkland Center. The Center is open to all TWU students, faculty, and staff. The equipment is also available for use by all residents living in Pannell Hall. The Fitness Center is equipped with universal weight machines, stationary bikes, mini-trampoline, some small free weights, as well as a few other pieces. Hours of availability are listed at the residence hall desk.

### **FITNESS CENTER—HOUSTON**

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

## **GOLF COURSE**

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

## **SWIMMING POOLS**

The University has an outdoor and an indoor swimming pool at the Denton Campus. The outdoor pool is the University swimming and sunbathing center in the summer. It is open to the public. Admission is free with a TWU student ID or membership in the Wellness Program. A fee is charged for all others.

The aquatic center in the HPERD Building contains a well-equipped indoor pool and a gallery with a seating capacity of 500. This pool is available for general recreational use by students and members of the Wellness Program at hours scheduled by the Wellness Center. TWU identification is required.

## **TENNIS COURTS**

The University has eight lighted tennis



courts which are available for students, faculty, and staff. Tennis shoes and TWU ID's are required.

## **UNIVERSITY COMMITTEES WITH STUDENT MEMBERSHIPS**

There are approximately 30 University committees that provide and assist with policy and program determination and implementation. Students, as well as faculty, staff, and administrators, are appointed each year to serve as committee members. The committees identified below have student representatives who are appointed each fall. In order to qualify for a committee appointment, a student must be in good standing with the University and have a cumulative grade point average of 2.0.

1. ADA Committee
2. Advisory Committee Concerning Effective Support Service
3. Campus Safety and Traffic Matters Committee
4. Faculty Student Board for Campus Publications
5. Committee for Campus Climate & Community
6. Library-Media Services Committee
7. Orientation Committee
8. Redbud Committee
9. Returning Students Committee
10. Student Appeals Committee\*\*
11. Student Service Fees Allocations Committee\*\*
12. Student Travel Committee
13. Teacher Education Council\*
14. TWU Conservation and Recycling Committee
15. Advisory Committee to the Vice President for Student Life
16. Alcohol and Drug Education Committee
17. B.I.O.N.I.C. (Believe It Or Not I Can) Committee
18. Counseling Center Advisory Committee
19. Food Advisory Board
20. Health Fair Committee
21. Housing Advisory Board
22. Student Activities Advisory Board
23. Student Center Advisory Board
24. Student Health Advisory Committee
25. HIV Education Coalition
26. Family Days

\* Volunteers to these committees are subject to appointment by Committee Chairs.

\*\* Volunteers to these committees are subject to appointment by the Student Government Association.

Students who are interested in serving on any of these committees should contact the Office of the Vice President for Student Life.

## **New Student Orientation**

The University recognizes that new students deserve special attention as they join the University community. In order to facilitate a smooth transition to university life, orientation programs are scheduled several times during the summer and at the beginning of each semester. The purpose of the orientation experience is to inform students of the many academic and social opportunities available to them and to remind them that they have the support and encouragement of the faculty, staff, and administration in making decisions that affect their education.

At each orientation program, special sessions are offered for minority students, transfer students, returning/reentry students, and international students. Meetings with faculty representatives in the academic departments and with Student Life staff are part of the program as well as an introduction to services, social activities, and traditions of campus life. Academic advising and preregistration are key components in the orientation program.

## **Reentry/Returning Student Orientation**

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

## **SCHOOL SONGS**

### **Alma Mater**

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

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

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

### **To the Texas Woman's University**

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

### **School Colors**

Maroon and White

### **Motto in the University Seal:**

Scientia Lumen Vitae-  
Knowledge is the Light of Life

### **Motto**

We learn to do by doing

**"THE TRADITION BEGINS HERE  
AND LASTS A LIFETIME."**

*Tradition*

*Fish*

*Pioneer Spirit*

*Gold Rush*

*Freshman Talent Assembly*

*Copters*

*Corn Huskin*

*Midnight Breakfast*

*Old Fashion Picnic*

*Pioneer Woman*

*Redbud*

*Yell Leaders*

*Senior Breakfast*

*Convocation*

*"Sisters"*

*Senior Assembly*

*Peanut Shellin'*

*Homecoming*

*Stunts*

*Log Splin'*

## 2 Academic Affairs and Records

A university education includes a variety of valuable experiences. Those of highest worth are often gained outside the classroom. However, the great central value of a university experience is to be found in superior instruction in the regular courses and classes of the curricula.

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

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

### ADMISSION

Texas Woman's University is a comprehensive public university, primarily for women, offering baccalaureate, masters' and doctoral degree programs. A teaching and research institution, the University emphasizes the liberal arts and specialized or professional studies. Established in 1901 by the 27th Legislature as the Girls' Industrial College, the institution began classes in 1903.

In 1905 the Legislature changed the name to the College of Industrial Arts. The College grew in academic excellence, in size and scope, and in reputation. The rising academic qualifications of the faculty, the building of a substantial library and research and instructional facilities, and the increasing demand for graduate education for women led to the establishment of graduate studies at the college in 1930.

In 1934 the name of the institution was changed to the Texas State College for Women to more accurately describe the scope of the school, and in 1957 the name was again changed to the Texas Woman's University to reflect its status as a major institution of higher education.

Since the beginning of the 1972-73 academic year, qualified males have been eligible for admission to the Institute of Health Sciences, and male students are also eligible for admission to the Graduate School. The University has accepted qualified males to all programs since 1994.

### RESIDENCY REQUIREMENTS AND TUITION

Rules and regulations for determining residence status in the State of Texas are specified under Title 3 of the Texas Education Code. An out-of-state resident who comes to Texas for the primary purpose of furthering her education will be classified as a nonresident student. A person en-

rolled for more than six semester hours during any long semester is considered to be in Texas for the primary purpose of furthering her education. A person classified as a nonresident student upon first enrollment at Texas Woman's University is presumed to be a nonresident for the period during which she continues as a student.

For further information, please contact the Office of Admissions at P.O. Box 425589, Denton, TX 76204-3589, or call the Admissions Office at 817-898-3000.

## ACADEMIC CLASSIFICATION OF STUDENTS

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

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

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

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

## ACADEMIC REQUIREMENTS

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

## CLASS ATTENDANCE

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

1. Illness certified by a personal physician

2. Serious illness or death in student's immediate family
3. Being away from the campus with the sanction of the University or for a religious holiday

Instructors may report students to the Office of the Vice President for Academic Affairs when, by excessive absences or tardiness, they endanger their standing in a course. Instructors will list each absence. The Vice President will notify such students that their academic records are in jeopardy.

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

### *Religious Holidays*

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

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

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

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

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

Absence memos will be sent to professors if a student or a student's spouse or child is ill or hospitalized for an extended period of time or in the event of a death in the family or attendance at a funeral.

The student will be responsible for providing the proper verification for the ab-

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

1. Total the number of hours credit you have attempted. For example,  
 English 1013      3 hours  
 History 1013      3 hours  
 Sociology 1013    3 hours  
 Math 1013        3 hours  
 Biology 1013      3 hours  
                          15 hours attempted
2. Multiply the number of hours, in which you have received A's, by 4, those hours in which you received B's by 3, those hours in which you received C's by 2, and those hours in which you received D's by 1. Add the results to determine your total number of grade points.

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

48 total grade points

3. Divide the total of 48 grade points by the total of 15 semester hours to get your grade point average.

48 divided by 15 = 3.0625 (your G.P.A.)

sence to the professors. For situations that do not meet these guidelines, the student is responsible for contacting the professors directly.

## GRADES AND GRADE POINTS

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

Grade	Number of Grade points
A	4 times as many gradepoints as credit hours
B	3 times as many gradepoints as credit hours
C	2 times as many gradepoints as credit hours
D	1 time as many gradepoints as credit hours
F	None
WP	None
WF	None
Cr/Pr	Courses in which this grade is given are not considered in the computation of gradepoint average.

Grades are interpreted as listed below:

A	Excellent
B	Good
C	Average
D	Inferior but passing
F	Failure

Cr	Credit
Pr	In Progress
I	Incomplete
WP	Withdrew from course while passing
WF	Withdrew from course while failing
X	Tuition default (partial payment)

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

## University Honor Roll (Dean's List)

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

President or the Vice President for Academic Affairs.

### **Unsatisfactory Progress Reports**

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

### **TEXAS ACADEMIC SKILLS PROGRAM (TASP)**

The Texas State Education Code requires that "all students who enter public institutions of higher education in the fall of 1989 and thereafter must be tested for reading, writing, and mathematics skills." This includes all "...full-time and part-time freshmen enrolled in a certificate or degree program....," any nondegree students prior to the "accumulation of nine or more (college) credit hours or the equivalent," and "...any transfer students with fewer than 60 semester credit hours or the equivalent who have not previously taken the tests."

Performance on the test will not be used as a condition of admission.

A student may not "...enroll in any upper division course (the) completion of which would give the student 60 or more semester credit hours or the equivalent until the student's test results meet or exceed the minimum standards in all test scores." Other assessment procedures may be used in exceptional cases to allow a student to enroll in upper division courses "...in cases where student test results do not meet minimum standards" (Texas Education Code, Sec. 51.306).

The test fee will be paid by the student. Additional information including specific information for students with disabilities is available in the TASP Bulletin.

### **Assignments and Exams During the Last Week of Classes**

The faculty of Texas Woman's University agree that the major mission of the

University is to provide sound educational experiences for students. Recognizing that planning is an integral part of facilitating a more successful educational experience, the faculty realize that students and faculty need to complete their preparations for final examinations during the last week of classes. Therefore, during the week before final examinations begin (i.e., Monday through Friday before the first day of final exams on Saturday), only those examinations and other assignments which have been specifically indicated on the course syllabus at the beginning of the semester will be given. Faculty are encouraged to spend some of the last class sessions reviewing course material to help students prepare for the final examination.

### **ACADEMIC SUPPORT PROGRAMS**

Academic Support Programs coordinates the efforts of several offices through which students can enhance their learning experience at Texas Woman's University. Recognizing that the learning experience of each student is unique, Academic Support Programs promotes individual responsibility for academic success and helps students develop increased confidence in their ability to learn. To that end, Academic Support Programs offers access to academic advising; learning resources in mathematics, science, composition, and reading; and support for students with disabilities. Preparation for the state-mandated Texas Academic Skills Program Test is also provided. Components included in academic Support Programs include:

Academic Advising Center	JH 2
Disability Support Services	CFO 105
English Writing Lab	ASB 304
Learning Assistance Office	CFO 106
Mathematics Tutorials	CFO 809
Science Learning	
Resource Center	SCI 212

The following courses and their departments are offered.

#### **Related Support Courses:**

UNIV 1000      Student Success Skills

ENG 1003	Introduction to Writing
ERDB 1003	Fundamentals of College Reading and Learning
MATH 1113	Fundamentals of Algebra
MATH 1123	Transition to College Mathematics
PSY 2003	Peer Advising, Counseling, and Teaching

## ACADEMIC ADVISING

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

Each student is assigned a faculty adviser in the academic department of one's major (see information on page 68 regarding the role of the Academic Advising Center.)

All TWU faculty are expected to maintain a strong commitment to quality advising. Faculty are to stay abreast of current institutional policy and student support services, deliver correct information, and post and keep regular office hours. The faculty's role is to inform students of the appropriate resources and to help students understand opportunities available at TWU.

## OTHER SUPPORT SERVICES

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

**Learning Assistance Office:** The Learning Assistance Office offers various learning and study strategies and test proctor-

ing services. TASP remediation in reading, writing, and mathematics is offered each semester in a small class setting. Special testing accommodations, such as supplying a reader, a scribe, and/or quiet room, are offered to students who are registered with Disability Support Services. Seminars covering topics which help with learning and study skills are offered throughout the semester from 12:15 to 1:00. The Learning Assistance Office is located in the CFO building Room 106 and is open from 8 a.m. to 5 p.m. Monday-Thursday. Please come by for additional information or call 817/898-2046.

**Mathematics Tutorials:** Student assistants, who serve as tutors, are available throughout the week to help those students having problems with materials related to classwork. Tutoring sessions are sometimes available in the evening hours. A student wishing to use this service should check with departmental faculty in the departmental office (CFO 809) or call 817/898-2166 for the semester schedule.

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

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

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



## **DISABILITY SUPPORT SERVICES**

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

To obtain services a student must meet the following criteria:

1. Receive notice of acceptance to TWU.
2. Complete an application form available through the Disability Support Services Office.
3. Provide documentation indicating the presence of an impairment which substantially limits one or more major life activities.
4. Apply well in advance of the semester for which assistance is needed to obtain services in a timely manner.

Additional information, including a Campus Access Guide, may be obtained by contacting Disability Support Services, CFO 105, P.O. Box 425966, Denton, TX 76204-5379, 817/898-3835, (Voice) or TDD access at 817/898-3830.

## **LEARNING ASSISTANCE OFFICE**

The Learning Assistance Office offers help with learning and study strategies such as text comprehension, notetaking, test taking skills, TASP preparation, and test proctoring. TASP remediation in reading and math is offered each semester, and assistance is available in seminars. Individual appointments may be scheduled with a Learning Specialist. Special testing accommodations are available for students with disabilities, and registration with the Department of Disability Support Services is required. Please call Learning Assistance at 817/898-2046, or come by Room 106 in the CFO Building for additional information.

## **APPEALS PROCEDURE FOR ACADEMIC MATTERS**

### **Undergraduate Grade Appeals**

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

The appeals procedure in the event of academic dishonesty is described on page 46.

### **Graduate Appeals**

The policy on academic review and appeal procedures in the Graduate School is outlined in the current Graduate Catalog for the Texas Woman's University.

## **ACADEMIC PROBATION AND SUSPENSION:**

### **Undergraduates**

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

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

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

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

A student who is placed on academic probation 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 minimum cumulative gradepoint 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 minimum cumulative gradepoint 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 with the status of academic probation. Should the student then fail to achieve the minimum cumulative gradepoint 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.

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

## **ACADEMIC PROBATION AND SUSPENSION: GRADUATE STUDENTS**

### **Master's Degree Students**

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

### **Doctoral Degree Students**

No grade below "B" is accepted toward a doctoral degree at the University. Doctoral students are expected to maintain grades of at least "B," and consistent failure to do so will result in their removal from the Graduate School. When a student's cumulative grade average on graduate-level course work falls below "B," or when a student receives a grade of "D" or "F," in a graduate course, the student will be placed on academic probation and notified of the status. During the next semester or full summer session of enrollment, the student will be allowed to attempt to restore the total average to "B." Failure to accomplish this status will result in dismissal from the Graduate School. It

is not possible to improve the grade record at the Texas Woman's University by attendance at another university.

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

**WITHDRAWAL FROM THE UNIVERSITY**

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

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

**REFUNDS UPON WITHDRAWAL FROM THE UNIVERSITY**

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

Prior to the first class day.....	100%
(see University Calendar)	
During the first five class days of the semester.....	80%
During the second five class days of the semester.....	70%
During the third five class days of the semester.....	50%
During the fourth five class days of the semester.....	25%
After the fourth five class days of the semester.....	None

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

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

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

**ACADEMIC RECORDS**

**Adding/Dropping a Course**

Students should refer to the University calendar and current schedule of classes for specific deadlines and details for making changes in their schedules.

**Copy of Records**

Copies of education records to which students have access will be available 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 submission of the written request. Copies of the records may be obtained in the Office of Enrollment Management.

**Student Directory Information**

It is the policy of the Texas Woman's University to obtain the written consent of a student before disclosing personally identifiable information from that student's education records other than directory information and information requested for official use. Those who may obtain other than directory information may be:

1. Other Texas Woman's University officials
2. Officials of other schools where the student seeks enrollment
3. Certain representatives of the federal government
4. State educational authorities
5. Governmental representatives in connection with financial aid for which a student has applied

6. Organizations conducting studies for or on behalf of educational institutions or agencies for testing purposes, student aid programs, and instructional improvement
7. Accrediting organizations
8. Those responsible for ensuring compliance with a judicial order
9. Appropriate parties in a health and/or safety emergency
10. Parents of a dependent student, as defined in Section 152 of the Internal Revenue Code of 1954

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

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

"Directory Information" includes the following information relating to a student: the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, schedule of classes, classification, the most recent previous educational agency or institution attended by the student, and other similar information. Directory information will not be disclosed if the student so notifies the Office of Enrollment Management at the address indicated below in writing prior to the final day of registration.

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

### **Limitations on Right to Review Education Records**

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

- Financial records and statements of their parents or any information contained therein, without parents' authorization.
- Records which are "created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional" acting in a professional capacity which are created or used only in connection with the provision of treatment for the student and which are held in strict confidence, provided they may be personally reviewed by a physician or other appropriate professional of the student's choice.
- Working records which are the sole possessions of instructional, supervisory, administrative, and educational personnel provided they are "not accessible or revealed to any other person except a substitute."
- Confidential letters and/or statements written prior to January 1, 1975, and those written with a documented understanding of confidentiality.

### **Request to Amend Education Records**

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

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

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

The procedure indicated above does not apply to placement credentials. For additional information, see page 69 or

contact the Career and Employment Services office.

### ***Student Access***

Students may inspect and review their education records upon request and upon completion of a form supplied by the component maintaining the records in question. Access is given to a student within a reasonable period of time, but in no case more than 45 days after the request has been made. An appropriate administrative official or member of the faculty will obtain the record for the student and will be present while the student reviews the record.

### **Education Records**

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

1. Dean of Enrollment Management
2. Director of Career and Employment Services
3. Director of Computing Services
4. Director of Student Financial Aid
5. Director of University Health Services
6. Dean for Graduate Studies and Research

7. Vice President for Academic Affairs
8. Vice President for Student Life

### **“Writing Across the Disciplines”**

The Texas Woman's University Faculty Senate supports the concept of “Writing Across the Disciplines.” Therefore, the Senate encourages each member of the faculty who has organized class teaching responsibilities to require a minimum of one in-class written product for the purpose of identifying students with writing deficiencies and to refer students lacking sufficient skills for assistance. Students on the Denton campus may be referred to the Writing Laboratory for assistance. Academic components at the Dallas and Houston centers may develop alternative means for assisting these students until appropriate programs are extended to them.

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



### **UNIVERSITY POLICIES AND STANDARDS OF CONDUCT ACADEMIC DISHONESTY**

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

The student has the primary responsibility for being academically honest. In this regard, it is recommended that students read all of the sections relating to student conduct and academic life in this Student Handbook.

#### **Definition of Academic Dishonesty**

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

#### **Sanctions in the Event of Academic Dishonesty**

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

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

#### **Procedures and Appeals in the Event of Academic Dishonesty**

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

##### **Undergraduate Students:**

1. In minor infractions a private conference between the instructor and student may be sufficient, with verbal reprimand as warranted.
2. The instructor may lower the student's grade for the assignment involved and explain the action in a conference with the student.
3. Some infractions may call for expulsion from the course for the semester of the

violation with the assignment of a failing grade or expulsion from the University. Such action will be taken based upon the recommendation of the appropriate Chair, or Director, or Assistant Dean and Dean.

4. The student may appeal to the Vice President for Academic Affairs within 10 calendar days after being notified of the decision. This appeal must be in writing and filed in the Office of the Vice President within 72 hours after the student is informed of the decision by the Dean. Upon receipt of the appeal, the Vice President for Academic Affairs will appoint an ad hoc committee to review the incident and to make recommendations for consideration by the Vice President for Academic Affairs. In reaching the final decision, the Vice President for Academic Affairs is further authorized to select a lesser sanction.
5. Only the student and the teacher(s) (or a representative of the University) may be present during the hearing before the ad hoc committee. Witnesses on behalf of the student may present testimony on the case. No persons other than the committee members will be present during the actual deliberations of the ad hoc committee.
6. After a decision has been reached regarding an undergraduate student, the Vice President for Academic Affairs will notify the student of the decision. This decision concludes the appeals process.

### **Graduate Students**

1. In minor infractions a private conference between the instructor and student may be sufficient, with verbal reprimand as warranted.
2. The instructor may lower the student's grade for the assignment involved and explain the action in a conference with the student.
3. Some infractions may call for expulsion from the course for the semester of the violation with the assignment of a failing grade or expulsion from the University. This action shall be taken based upon the recommendation of the appropriate chair, director, or dean after consultation with the Dean for Graduate Studies and Research. If there is no appeal within 10 days after notification to the student of this action, the decision becomes final.
4. The student may appeal the decision within 10 days by submitting a written request to the Dean for Graduate Studies and Research asking that the matter be reviewed by an ad hoc committee of the Graduate Council. The Dean appoints an ad hoc com-

mittee of five members of the graduate faculty to hear the appeal of the student and submit a report. The student receives timely written notice of the appeal hearing. The student and the faculty member or other University representative have the opportunity to appear before the committee where each may make a statement and present witnesses.

5. If additional review is desired following the appeal before the ad hoc committee the student may request in writing within three days a review by the Dean for Graduate Studies and Research. Additional academic review is possible through a written appeal within three days to the Vice President for Academic Affairs. The appeal to the Vice President for Academic Affairs is the final appeal. It is noted that the appeal times for Academic Dishonesty prevail over and are shorter than those provided in the Graduate Catalog for other academic appeals.

### **APPEALS PROCEDURES**

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

1. If the student is not satisfied with the Vice President's decision relating to student misconduct other than academic dishonesty (undergraduate or graduate), the student may appeal to the appropriate Student Appeals Committee. To be considered, a written appeal must be filed within 72 hours after the student is informed of the decision of the Vice President. The appeal must indicate the names of any witnesses who will appear before the Committee on her/his behalf. 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, the date, time, place, and

names of witnesses appearing on behalf of the University having been provided the student who is appealing.

3. Only the student and a representative of the University may be present during the hearings. Witnesses may also appear before the committee to testify. Only the committee members may be present during the actual deliberations of the Student Appeals Committee.
4. The Student Appeals Committee may:
  - a. Recommend that the decision of the Vice President be affirmed;
  - b. Recommend that the decision of the Vice President be reversed; or
  - c. Recommend that the disciplinary sanction be modified.
5. The appellate decision will constitute a recommendation to the President of the University who will make the final decision.
6. The student will be notified of the decision in writing. Appeals not relating to student misconduct or academic dishonesty and those which are not appropriately addressed in the academic components may be addressed through the Office of the Vice President for Student Life. This committee provides a forum for the resolution of issues and concerns related to campus life that have not been addressed through other channels.

## **Standards of Student Conduct**

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

## **Statement of Community Respect**

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

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

## **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 acceptance of University regulations as outlined in the most recent issue of the Student Handbook, the University General Catalog, the Graduate Catalog, and other official University publications. Students enjoy the following rights:

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

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.

### **DEFINITION OF MISCONDUCT (other than Academic Dishonesty)**

Authority to administer a fair and just disciplinary program has been delegated to the Office 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 of or misuse of private or University property, including library and laboratory materials, or being in unauthorized places such as offices and buildings after hours, or being in a faculty office without proper authority.
3. Obstruction or disruption of teaching or any other lawful function or mission of the University or willfully refusing or failing to leave any property owned, operated, or controlled by the University upon being requested to do so by an authorized University official if the person or persons are committing or threatening to commit or inciting others to commit any act which would obstruct or disrupt teaching or any other lawful institutional function or mission.
4. Verbal, physical, or psychological abuse, including detention or threat of bodily harm to self or 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. Sexual harassment, sexual assault, or other offenses of a sexual nature, including rape, acquaintance rape, or other sex offenses, forcible or nonforcible.
7. Being under the influence of alcohol or drugs in a public place.
8. Manufacture, sale, or delivery of alcoholic beverages on University properties or violation of the University alcohol policy information which appears on pages 21-25.
9. Theft of property or damage other than accidental to property of the University community or campus visitor.
10. 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.

11. Malfesance 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.
12. Hazing of any kind and acts directed against a TWU student by another student, or by a group of students if the intent or the effects of such acts would intimidate the student or submit the student to indignity or humiliation. Any acts of personal servitude will be considered hazing.
13. Failure to answer an official summons or to comply with lawful directions of University officials acting in the performance of their duties.
14. 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.
15. Possession or use of firearms, explosives, dangerous chemicals outside of the classrooms, or other dangerous weapons.
16. Violations of the laws of the state of Texas, of any other state, or of the federal government.
17. Smoking in "No smoking" areas.
18. Such other violations as University authorities may decide warrant disciplinary action.

### **Sanctions Against Misconduct**

Under the direction of the President, the Vice President for Student Life may impose disciplinary sanctions directly or may delegate the authority to administer discipline to the staff of the Student Life Office. The Vice President for Student Life may take any immediate interim disciplinary action when, in the opinion of the Vice President, such action is necessary to protect life or property. This policy applies to student misconduct (other than academic dishonesty) of graduate and undergraduate students. 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 for a definite or indefinite period of time.
2. Suspension from the University for a definite or indefinite period of time.
3. Interim suspension when the President, or another administrative officer authorized to act for her/him, is satisfied that the continued presence of the student on the campus

constitutes an immediate threat to the security or emotional safety and well-being of members of the University community, to guests of the University, or to University property. The individual who has been suspended on an interim basis shall be entitled to a prompt hearing by the Student Appeals Committee when the threat has passed.

4. Disciplinary probation with or without loss of designated privileges for a specific period of time.
5. Loss of privileges to include removal from an elective or appointive office of a registered campus organization, and ineligibility to represent the University.
6. Official reprimand by the University.
7. Admonition and warning.
8. Performance of works of service on the University campus or in the community as deemed appropriate.
9. Such other actions as may be approved by the University.

### **Procedures in the Event of Misconduct**

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

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

### **Enforcement of Regulations**

The University reserves the right to establish or modify any existing regulations when unusual circumstances dictate. A student who is under suspension from another institution shall not be permitted to enter the Texas Woman's University until the student's eligibility to reenter the institution which imposed the suspension can be established. A student under suspension or administrative withdrawal from the Texas Woman's University may not be permitted to visit on campus during the suspension or withdrawal period except for a brief period in the office of a University administrator to transact essential official business.

### **ALCOHOL AND DRUG POLICY AND GUIDELINES**

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

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

1. Residence hall staff members must, if they discover under-age drinking, take immediate steps to stop the activity, including presiding over the cessation of drinking and the disposal of the alcoholic beverages.
2. Student organizations, their officers, and advisors are liable if under-age students manage to obtain alcoholic beverages at an organization-sponsored event where the organization serves the alcoholic beverages, regardless of where the event is held.
3. Provision and/or distribution of or failure to control access to alcoholic beverages to under-age students by those of legal drinking age is a violation of university regulations and may be a violation of local and state laws.

Data generally support the fact that the consumption of alcohol is a major contributor to many traffic accidents and fatalities and to many crimes of violence.

## Statement of Policy

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

1. Use or possession of alcoholic beverages at Texas Woman's University by an individual under the age of 21 is prohibited. Failure to comply with this regulation violates state law and the policy governing student conduct and will subject the individual to disciplinary action.
2. Texas Woman's University reserves the right to designate locations, times, and conditions under which alcoholic beverages may be served and under which persons of legal drinking age may consume or possess beer, wine, or distilled spirits in or on any property under the control or jurisdiction of the University.
3. Persons of lawful age under Texas statutes may be permitted to possess and/or consume alcoholic beverages in the privacy of their rooms/apartments in residence halls of the University.
4. Alcoholic beverages may only be sold on the Denton campus by the Department of Food Services in Hubbard Hall and the Golf Course Clubhouse in accordance with their licensure following the restrictions and regulations of the Alcoholic Beverage Commission. Under a temporary "beer and wine" license, the Department of Food Services may sell alcoholic beverages in other preapproved areas on a per-event basis. The sale of alcoholic beverages at Houston and Dallas campuses will be permitted with administrative approval when the appropriate licensure is obtained.
5. Groups, individuals, departments, or organizations desiring to serve or consume any type of alcoholic beverage on campus must obtain permission in advance by means of the Alcoholic Beverage Use Request (ABUR) Form. Forms may be obtained from the Office of the Vice President for Student Life, Student Center 206 or the Office of the Student Director (Denton Campus); the Student Life Coordinator, front desk of Faye Pannell Hall (Dallas Center); and the Student Life Coordinator, front desk of the North Residence Hall (Houston Center); and must be completed and filed with the respective office (listed previously) at least ten (10) working days in advance of the proposed function where alcoholic beverages would be used in order to provide time for processing. Only the following exceptions will be made to the required filing of an Alcoholic Beverage Use Request Form:
  - (a) Private residence hall rooms and apartments as indicated under Section A.3.
  - (b) The Golf Course Clubhouse - beer and wine may be sold for consumption by persons of lawful age (under Texas statutes) on the premises in the sales area as designated in the appropriate license during hours in accordance with Denton ordinances and State laws.
  - (c) Private homes owned by the University or on University property including the President's home and other private residences rented to individuals by the University.
6. Alcoholic Beverage Use Request (ABUR) Forms will not be approved for areas of the campus which are designated as nonpublic or as instructional areas. For purposes of this policy these areas include, but are not restricted to: offices; public child care facilities; libraries; research areas; laboratories; music practice rooms; laundries; warehouses; stockrooms; shops; general service areas; mechanical rooms; the power plant; restrooms; studios; computer rooms; study rooms; hallways; elevators; balconies; and classrooms. Approval will also be contingent upon evidence of appropriate methods of complying with State statutes regarding the serving of alcoholic beverages to persons not of lawful drink-

ing age and evidence of appropriate security measures. Request forms must have the approval of the appropriate Vice President or Executive Director. The Department of Public Safety, the Vice President for Student Life (or the appropriate Student Development Coordinator), the Director of Student Development (recognized student organizations only), and the faculty coordinator for the area requested (academic areas, Food Services, Housing, etc.), will be notified each time a request for use of alcoholic beverages on campus is approved.

7. On-campus possession of open containers and consumption of beer, wine, and/or distilled spirits by individuals is prohibited in all public areas of University-owned or controlled facilities and grounds (excluding the golf course) except for those specifically designated by this policy or those specifically approved on a per-event basis via the Alcoholic Beverage Use Request Form.
8. With the exception of the Golf Course Clubhouse, all sales of alcoholic beverages on campus will be coordinated through the Department of Food Services.

**9. General Guidelines:**

- (a) Public University funds, including Student Services fees, Student Center fees, and residence hall fees, may not be used to purchase alcoholic beverages on or off campuses.
- (b) A copy of the approved Alcoholic Beverage Use Request (ABUR) Form must be available at any event where alcoholic beverages will be present as proof that permission was obtained.
- (c) Hosting individuals and/or organizations, as well as individuals in attendance, are responsible for the conduct of those attending the event, ensuring that any consumption of alcoholic beverages occurs in a lawful and responsible manner and that people under the legal drinking age do not consume alcoholic beverages.
- (d) All individuals attending an activity where alcoholic beverages are served, consumed, or are present must maintain on their persons appropriate proof of age. Students must present either a Texas driver's license or a photo I.D. card issued by the Department of Public Safety.
- (e) Possession or use of a false identification will result in appropriate disciplinary and/or civil action.

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

**B. Specific Guidelines for Events Involving Alcoholic Beverages that are sponsored by Registered Student Organizations:**

1. All activities that are sponsored, authorized, sanctioned, and/or financed by a registered student organization must have completed an ABUR form and obtained approval from all appropriate parties as indicated on the form. The group's faculty/staff advisor must indicate approval in writing and be in attendance at the event. Registered student organizations may hold events involving alcoholic beverages under the following guidelines:
  - (a) Activities involving alcoholic beverages must be limited to the established membership of a registered organization and its designated guests. Because of Alcoholic Beverage Commission restrictions, tickets for a party may not be sold either in advance or at the door if alcoholic beverages will be available unless the alcoholic beverages are not included in the price of the admittance fee and are being sold separately by a licensed party, i.e., the Department of Food Services.
  - (b) The organization or organizations sponsoring the event must establish precautionary measures to ensure that alcoholic beverages are not served to persons under the legal drinking age or to persons who appear intoxicated, i.e., restricting the serving and consumption area for alcoholic beverages, etc.
  - (c) At functions where alcoholic beverages are served, a person or persons must be designated as the server(s), and the alcoholic beverages must be placed in such a manner and location that access to them is restricted except through the designated server(s).
  - (d) The only alcoholic beverages that may be possessed or consumed at campus events are those alcoholic beverages served at the event, and the served alcoholic beverages must be consumed within the facility designated for the event.
  - (e) Nonalcoholic beverages and adequate food must be available at

the same place as the alcoholic beverages if the alcoholic beverages are provided by the organization. Food and nonalcoholic beverages must be featured as prominently as the alcoholic beverages.

- (f) No event shall include any form of "drinking contest" or encourage any form of rapid consumption of alcoholic beverages in their activity or promotion.
  - (g) Clean-up after an event is the responsibility of the host or host organization and must be completed immediately following the event.
2. Advertising of University events where alcoholic beverages will be consumed must be consistent with the educational philosophy of Texas Woman's University and with the following general guidelines:
- (a) Advertisement for any university event where alcoholic beverages are being served must note the availability of nonalcoholic beverages and food as prominently as the alcoholic beverages.
  - (b) The messages conveyed in the promotion of any event must not encourage any form of misuse of alcoholic beverage.
  - (c) Publicity must not convey that consumption of alcoholic beverages is the purpose or reason for the event.
  - (d) Promotion must not refer to the amount/quantity of alcohol (i.e., Two-Keg Party, etc.).
  - (e) Advertisements for events must not portray drinking as a solution to personal or academic problems of students nor as necessary to social, sexual, or academic success.
  - (f) Alcoholic beverages must not be provided as awards, door prizes, or give-aways to individual students or campus organizations.

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

Residence hall occupants and their guests are required to comply with state and local statutes concerning possession, sale, and consumption of alcoholic beverages. It is expected that alcoholic beverages will be used in moderation to ensure residents' rights to privacy, sleep, and study within their

rooms/apartments. Loud or disruptive behavior, interference with cleanliness of the residence halls, or drinking habits which are injurious to health or education of an individual or those around her/him are reasons for appropriate disciplinary action by the University. Residence hall occupants of lawful age may consume and possess alcoholic beverages in the privacy of their rooms and/or apartments under the following guidelines:

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

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

Individuals or organizations violating the University Alcoholic Beverage Policy will be referred to the appropriate Vice President, Executive Director or their designees for disciplinary and/or civil action.

## **E. Penalties for Noncompliance:**

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

1. Violations of the alcohol policy will result in confiscation and disposal of the alcoholic beverages and referral to the University disciplinary system for appropriate sanctions.
2. Actions of all registered student organizations are subject to review by the Director of Student Development. Failure to comply with the policy and University rules and regulations may lead to the revocation of privileges available to registered organizations.
3. Nonaffiliated groups or organizations found to be in violation of this policy will have their functions or events closed down immediately, losing the remainder of their rental as well as their deposit; and they will lose the privilege of future use of Texas Woman's University facilities.

## **Legal Requirements Concerning the Use of Alcohol**

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

- A. Purchase, Consumption, or Possession of Alcoholic Beverages by a Minor - A minor commits an offense if she/he purchases an alcoholic beverage; or she/he consumes an alcoholic beverage in the visible presence of an adult parent, guardian, or spouse; or she/he possesses an alcoholic beverage except during employment by a licensee or in the visible presence of an adult parent, guardian, spouse, or other adult to whom the minor was committed by a court. A violation is a misdemeanor punishable by a

fine of not less than \$25 nor more than \$200 on a first conviction. If a person has been previously convicted of a violation of this section, a violation is a misdemeanor punishable by a fine of not less than \$100 nor more than \$500. (Alcoholic Beverage Code Sec. 106.02, 106.04, and 106.05)

- B. Purchase of Alcoholic Beverages for a Minor/Furnishing Alcoholic Beverages to a Minor - A person commits an offense if she/he purchases an alcoholic beverage for, gives to, or knowingly makes an alcoholic beverage available to a minor, unless the person is visibly present when the minor possesses or consumes the beverage and is the minor's adult parent, guardian, spouse, or an adult to whom the minor was committed by a court. A violation of this section is a misdemeanor punishable by a fine of not less than \$100 nor more than \$500. (ABC Sec. 106.06)
- C. Misrepresentation of Age by a Minor - A minor commits an offense on falsely stating that she/he is 21 years of age or older or upon presenting any documents that indicate that she/he is 21 years of age or older to a person engaged in selling or serving alcoholic beverages. A violation of this section is a misdemeanor punishable by a fine of not less than \$25 nor more than \$200 on a first conviction. If a person has been previously convicted of a violation of this section, a violation is a misdemeanor punishable by a fine of not less than \$100 nor more than \$500. (ABC Sec. 106.07)
- D. Public Intoxication - An individual commits an offense if the individual appears in a public place under the influence of alcohol or any other substance to the degree that the individual may endanger self or another. Public intoxication is a Class C misdemeanor which is punishable by a fine of up to \$200. (Sec. 42.08, Penal Code)
- E. Sale of Alcoholic Beverages - The sale or possession for the purpose of sale of any type of alcoholic beverage is prohibited by state law unless the seller possesses a valid license or permit (ABC Sec. 61.01). The term "sale" is broadly interpreted by law enforcement authorities to include such practices as charging admission to events where alcoholic beverages are served. Tickets, activity fees, membership dues, or other exchanges which are in any way restrictive are viewed as indirect payment for alcoholic beverages and are illegal unless the alcohol is obtained through a valid liquor license.
- F. Consumption After Hours - Consumption of alcoholic beverages in a public place is not permitted between the hours of 12:15 a.m. and 7:00 a.m., Monday - Friday; 1:15 a.m.

and 7:00 a.m. on Saturday; and 1:15 a.m. and 12 noon on Sunday. Section 105.06 of the Alcoholic Beverage Code makes consumption after hours a misdemeanor offense with a fine of up to \$50. Therefore, an individual should not possess any cup, glass, can, bottle, or any other receptacle containing alcoholic beverages in a public place between the hours listed above. This includes streets, parking lots, restaurants, bars, or any establishment open to the public as well as outside fraternity and sorority houses.

**G. Driving While Intoxicated - "Intoxication" is defined as:**

- (a) not having the normal use of mental or physical faculties by reason of the introduction of alcohol, a controlled substance, a drug, or a combination of two or more of those substances into the body; or,
- (b) having an alcohol concentration of 0.10 percent or more.

H. A person commits an offense if the person is intoxicated while driving or operating a motor vehicle in a public place. A first offense is punishable by a fine of not less than \$100 or more than \$2,000 and confinement in jail for a term of not less than 72 hours or more than two years. Enhanced penalties are provided for subsequent offenses. More severe punishment may be assessed if DWI results in serious bodily injury and there is an open container of an alcoholic beverage present in the passenger portion of the defendant's vehicle. (Vernon's Ann. Civ. St. Art. 6701L-1)

Effective September 4, 1994, addendum items I through L are noted for your information on page 107.

- I. Boating While Intoxicated - A person commits an offense if the person is intoxicated while operating a watercraft. An offense under this section is a Class B misdemeanor with a minimum term of confinement of 72 hours. (Section 49.06 Penal Code)
- J. Intoxication Assault - A person commits an offense if the person, by accident or mistake, while operating an aircraft, watercraft, or motor vehicle in a public place while intoxicated by reason of that intoxication causes serious bodily injury to another. "Serious bodily injury" means injury that creates a substantial risk of death or that causes serious permanent disfigurement or protracted loss or impairment of the function of any bodily member or organ. An of-

fense under this section is a felony of the third degree. (Sec. 49.07 Penal Code)

- K. Intoxication Manslaughter - A person commits an offense if the person operates a motor vehicle in a public place, an aircraft, or a watercraft and is intoxicated and by reason of that intoxication causes the death of another by accident or mistake. An offense under this section is a felony of the second degree. (Sec. 49.08 Penal Code)
- L. Enhanced Offenses and Penalties - If it is shown on trial of an offense under Section 49.04, 49.05 (Flying While Intoxicated), or 49.06 that the person has previously been convicted one time of an offense relating to the driving or operating of a motor vehicle, an aircraft, or a watercraft while intoxicated, the offense is a Class A misdemeanor with a minimum term of confinement of 15 days. If it is shown that the person has previously been convicted two times of an offense relating to the driving or operating of a motor vehicle, an aircraft, or a watercraft while intoxicated, the offense is a felony of the third degree.

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

## **DRUG POLICY AND APPEALS PROCEDURE**

### **A. Definitions**

- 1. The term "illegal drug" shall mean any drug or substance defined and regulated under Article 4476-14 or Article 4476-15 or Vernon's Texas Civil Statutes (except as may be allowed by said provisions) or any drug or substance the possession or delivery of which is made illegal by any other law or regulation of the state of Texas.
- 2. "Use" of a drug shall include use, possession, manufacture, sale, distribution, or delivery on Texas Woman's University property of any one or more illegal drugs.
- 3. "On Texas Woman's University property" shall mean on or in any building, facility, grounds, streets, or other property owned, leased, or controlled by the Texas Woman's University.
- 4. "Penalty" shall mean the sanction imposed for violating the policy. The sanction to be imposed for violating the policy shall be as designated by the Texas Woman's University.
- 5. The "Student Appeals Committee" is a

standing committee of the University, the faculty component being appointed by the Committee on Committees and the student component being appointed by the Student Government Association.

6. "Policy" means the published policy of the Texas Woman's University which prohibits the use of illegal drugs by students on University property.

## **B. Policy Statement**

It is the policy of the Texas Woman's University that the use of illegal drugs is prohibited on Texas Woman's property. Such use of drugs by Texas Woman's University students is subject to penalties set out in the Student Handbook which includes suspension from attendance or enrollment at Texas Woman's University.

## **C. Complaint Filed**

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

## **D. Investigations, Summons, and Interview**

When there is an allegation of violation of this policy, the Vice President for Student Life or her/his designee will:

1. Make whatever investigation is appropriate
2. Summon the student to advise her/him of the allegations of a possible violation of University rules and regulations and discuss the charges and evidence with student.
3. Afford the student an opportunity to respond and to offer mitigating circumstances.
4. Notify the student of the decision of the Vice President for Student Life after such decision has been reached and of the right to appeal the decision to the Student Appeals Committee.

## **E. Interim Action**

Where it is determined by the Vice President for Student Life or her/his designee that the student's continuing presence poses a danger to persons or property or an ongoing threat of disrupting the academic process, the Vice President for Student Life or her/

his designee may take immediate interim disciplinary action including suspension. No such action may be taken until the Vice President for Student Life or her/his designee discusses or attempts to discuss the case with the student. If interim action is taken, a hearing or other process shall be scheduled as soon as possible thereafter.

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

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

1. If the student is not satisfied with the Vice President's decision relating to drug charges (undergraduates or graduates), the student may appeal to the appropriate Student Appeals Committee. To be considered, a written appeal must be filed within 72 hours after the student is informed of the decision of the Vice President. The written appeal must indicate the names of any witnesses who will appear before the committee on the student's behalf. If there is not a timely appeal, then the decision of the Vice President is final.
2. Within a reasonable period of time before the hearing, the University will provide to the student the date, time and place of hearing; approximate date of and nature of the misconduct; and the names and nature of the testimony of proposed witnesses for the University at the hearing. Each party will have an



opportunity to present, orally and in writing, its own version of the facts; to introduce other evidence in support of its case; to present witnesses; and to ask questions of witnesses.

3. The University has the burden of proving its case by the preponderance of evidence. The preponderance of evidence means proof that leads a reasonable person to find that the facts in issue are more likely to have occurred than not. A taped recording of the hearing will be made available to the student (at cost) upon request.
4. Only the student, University personnel, and the Committee may be present during the hearings. Witnesses also may appear before the Committee to testify but only during the time when the witness is giving testimony. Counsel for the student will be allowed only in the event criminal charges arising out of the alleged misconduct are pending against the student. Such counsel shall not be allowed to participate in the hearing process other than to address the student unless the University uses counsel to present its case. Hearings are closed to the public. Only the Committee members will be present during the actual deliberations of the Student Appeals Committee.
5. 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.
6. The appellate decision will constitute a recommendation to the President of the University who will make the final decision.
7. The student will be notified of the decision in writing.

## STATE OF TEXAS PENALTIES

Offense, Maximum Penalties

Public Intoxication, Class C, \$500 fine

Driving/Boating While Intoxicated, Class B, 180 days, \$2,000 fine

Selling Alcohol to a Minor, 1st Offense, 1 year, \$500 fine

Intoxication Manslaughter, 2nd Degree Felony, 20 years, \$10,000 fine

Rx Drug-Unlawful Possession/Sch 1 or II Drugs, 2nd Degree Felony, 20 years, \$10,000 fine

Heroin Delivery 1-4 grams, 2nd Degree Felony, 20 years, \$10,000 fine

Heroin Possession 1-4 grams, 3rd Degree Felony,

10 years, \$10,000 fine

LSD Delivery 1-4 grams, 2nd Degree Felony, 20 years, \$10,000 fine

LSD Possession 1-4 grams, 3rd Degree Felony, 10 years, \$10,000 fine

PCP Possession 1-4 grams, 3rd Degree Felony, 10 years, \$10,000 fine

PCP Delivery 1-4 grams, 2nd Degree Felony, 20 years, \$10,000 fine

Marijuana Delivery 1/4 oz. to 5 lb., State Jail Felony, 2 years, \$10,000 fine

Marijuana Delivery-Adult to Minor, 2nd Degree Felony, 20 years, \$10,000 fine

Marijuana Possession-Under 2 oz., Class B Misdemeanor, 180 days, \$1,000 fine

Methamphetamine Delivery 1-4 grams, 2nd Degree Felony, 20 years, \$10,000 fine

Methamphetamine Possession 1-4 grams, 3rd Degree Felony, 10 years, \$10,000 fine

Cocaine Delivery 1-4 grams, 2nd Degree Felony, 20 years, \$10,000 fine

Cocaine Possession 1-4 grams, 3rd Degree Felony, 10 years, \$10,000 fine

## FEDERAL PENALTIES

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

21 U.S.C. 844(a)

1st conviction: Up to 1 year imprisonment and fined at least \$1,000 but not more than \$100,000, or both.

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years, and fined at least \$2,500 but not more than \$250,000, or both.

After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years, and fined at least \$5,000 but not more than \$250,000, or both.

Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years, and fined up to \$250,000, or both if:

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

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

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

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

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. (See special sentencing provisions re: crack)

## Federal Trafficking Penalties

## APPENDIX A

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

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

## Federal Trafficking Penalties—Marijuana

As of November 18, 1988

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

Includes Hashish and Hashish Oil

(Marijuana is a Schedule 1 Controlled Substance)

# Controlled Substances—Uses & Effects

DRUGS WITHDRAWAL CSA SCHEDULE	TRADE OR OTHER NAMES	MEDICAL USES	DEPENDENCE Physical Psychological	Tolerance	Duration (hours)	Usual Methods of Administration	EFFECTS	POSSIBLE OVERDOSE	EFFECTS OF SYNDROME		
N A R C O T I C S											
Opium	II III V	Dover's Powder, Paragoric, Paracetidin	Anaesthetic, antidiarrheal	High	High	Yes	3-6	Oral, smoked, injected	Euphoria, drowsiness, respiratory depression, constricted pupils, nausea	Slow and shallow breathing, clammy skin, convulsions, coma, possible death	Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, orange, nausea, chills & sweating
Morphine	II III	Morphine, MS-Contin, Roxanol, Roxanol-GR	Anaesthetic, antitussive	High	High	Yes	3-6	Oral, smoked, injected			
Codine	II III V	Tylenol w/Codine, Eupasin w/Codine, Roblucase A-C, Fiorinal w/Codine	Anaesthetic, antitussive	Moderate	Moderate	Yes	3-6	Oral, injected			
Heroin	I	Diaceptylmorphine, Horse, Smack	None	High	High	Yes	3-6	Inject, smoked, smoked			
Hydromorphone	II	Dilaudid	Anaesthetic	High	High	Yes	3-6	Oral, injected			
Meperidine (Pethidine)	II	Demerol, Mepergan	Anaesthetic	High	High	Yes	3-6	Oral, injected			
Methadone	II	Dolophine, Methadone, Methadose	Anaesthetic	High	High-Low	Yes	12-24	Oral, injected			
Other Narcotics	II III IV	Namorphin, Percodan, Percoset, Tylen, Tuslonex, Fentanyl, Duron, Lorazol, Talwin	Anaesthetic, antidiarrheal, antitussive	High-Low	High-Low	Yes	Variable	Oral, injected			
D E P R E S S A N T S											
Chloral Hydrate	IV	Nocido	Hypnotic	Moderate	Moderate	Yes	5-8	Oral	Slurred speech, disorientation, drunken behavior, without odor of alcohol	Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death	Anxiety, insomnia, tremors, delirium, convulsions, possible death
Barbiturates	II III IV	Amytal, Buttol, Fiorinal, Lokaseta, Nembutal, Seconal, Talbut, Thiobarbital	Anaesthetic, anticonvulsant, sedative, hypnotic, voluntary anesthesia agent	High-Mod.	High-Mod.	Yes	1-16	Oral			
Benzodiazepines	IV	Alivan, Dalmane, Disipam, Librium, Xanax, Serax, Valium, Tranxene, Versiten, Versed, Xanax, Paxipam, Restoril	Antianxiety, convulsant, sedative, hypnotic	Low	Low	Yes	4-8	Oral			
Methaqualone	I	Quaalude	Sedative, hypnotic	High	High	Yes	4-8	Oral			
Glutethimide	III	Doriden	Sedative, hypnotic	High	Moderate	Yes	4-8	Oral			
Other Depressants	III IV	Equanil, Milown, Nakulor, Placidyl, Valmid	Antianxiety, sedative, hypnotic	Moderate	Moderate	Yes	4-8	Oral			
S T I M U L A N T S											
Cocaine	II	Coke, Flak, Snow, Crack	Local anesthetic	Possible	High	Yes	1-2	Sniffed, smoked, injected	Increased alertness, excitation, euphoria, increased pulse rate & blood pressure, insomnia, loss of appetite	Agitation, increase in body temperature, hallucinations, convulsions, possible death	Apathy, long periods of sleep, irritability, depression, disorientation
Amphetamines	II	Biphentamine, Dexedrine, Desoxyn, Dexamine, Dextrol	Attention deficit disorders, neurolepsy, weight control	Possible	High	Yes	2-4	Oral, injected			
Phenmetrazine	II	Prelludin	Weight control	Possible	High	Yes	2-4	Oral, injected			
Methamphetamine	II	Ritalin	Attention deficit disorders, neurolepsy	Possible	Moderate	Yes	2-4	Oral, injected			
Other Stimulants	III IV	Adipex, Cylert, Didesin, Isonamin, Meflat, Plegine, Sencorex, Tenuate, Taperil, Prelu-2	Weight control	Possible	High	Yes	2-4	Oral, injected			
H A L L U C I N O G E N S											
LSD	I	Acid, Microdit	None	None	Unknown	Yes	8-12	Oral	Illusions and hallucinations, poor perception of time and distance	Longer, more intense "trip" episodes, psychosis, possible death	Withdrawal syndrome not reported
Mescaline and Psilocybin	I	Mesc, Buttons, Cactus	None	None	Unknown	Yes	8-12	Oral			
Amphetamine Variants	I	2,5-DMA, PMA, STP, MDA, MDMA, TMA, DOM, DOB	None	Unknown	Unknown	Yes	Variable	Oral, injected			
Phencyclidine	II	PCP, Angel Dust, Hog	None	Unknown	High	Yes	Days	Smoked, oral, injected			
Phencyclidine Analogues	I	PCP, PCPy, TCP	None	Unknown	High	Yes	Days	Smoked, oral, injected			
Other Hallucinogens	I	Boloverine, Bogaine, DMF, DET, Palcoylin, Palcoyn	None	None	Unknown	Possible	Variable	Smoked, oral, injected, sniffed			
C A N N A B I S											
Marijuana	I	Pot, Azapuko Gold, Grass, Reeler, Grassmilk, Thai Sticks	None	Unknown	Moderate	Yes	2-4	Smoked, oral	Euphoria, relaxed inhibitions, increased appetite, disoriented behavior	Fatigue, panic, possible psychosis	Insomnia, hyperactivity, and decreased appetite occasionally reported
Tetrahydrocannabinol	II	THC, Marinol	Cancer chemotherapy, antitumor agent	Unknown	Moderate	Yes	2-4	Smoked, oral			
Hashish	I	Hash	None	Unknown	Moderate	Yes	2-4	Smoked, oral			
Hashish Oil	I	Hash Oil	None	Unknown	Moderate	Yes	2-4	Smoked, oral			

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

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

21 U.S.C. 844a

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

21 U.S.C. 853a

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

18 U.S.C. 922g

Ineligible to receive or purchase a firearm.

Miscellaneous

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

## **CORE CURRICULUM TRANSFER POLICY**

Effective fall 1994, undergraduate students who enter Texas Woman's University for the first time in the 1994 fall term will be required to satisfy the new Core Curriculum.

Undergraduate students who entered a College or University, including the Texas Woman's University in fall 1989 or earlier, and have not completed General Education requirements, will be required to satisfy the new Core Curriculum.

Undergraduate students who entered any college or University, including the Texas Woman's University, in the spring of 1990 through the summer of 1994 have five (5) years from the date of entry to complete General Education requirements existing at TWU prior to the establishment of the new Core Curriculum.

Undergraduate students who meet the following conditions will not be subject to the new Core Curriculum:

1. Those who entered a college or university, including the Texas Woman's University, before fall 1994 and have completed General Education requirements.
2. Those transferring to the Texas Woman's University through the summer of 1999 who hold an Associate of Arts or an Associate of

Science degree. However, beginning with the 1999 fall term, students entering the Texas Woman's University who hold an Associate of Arts or Associate of Science degree will be required to satisfy the TWU core curriculum.

## **GRIEVANCE PROCEDURES RELATIVE TO TITLE IX, DISABILITY/HANDICAP, TITLE VI, RACIAL DISCRIMINATION, AND OTHER FEDERAL REGULATIONS AND STATUTES**

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

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

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

### **Definitions:**

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

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

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

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

**C. Grievant:**

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

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

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

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

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

**F. Grievance Representative:**

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

**G. Respondent:**

Respondent means a person alleged to be responsible for the violation alleged in a grievance. The term may be used to designate persons with direct responsibility for a particular action or those persons with supervisory responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the grievance.

**H. Review Officer:**

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

**I. Grievance Decision:**

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

**J. Corrective Action:**

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

**II. Filing of Grievances:**

**A. Eligibility for Filing:**

Any student or employee, or any member of the Texas Woman's University community may file any grievance relating to Title IX or the Disability/Handicap Regulations with the Coordinator.

**B. Pregrievance Meetings:**

Prior to the filing of a written griev-

ance, the grievant(s) should first consult with and have a pre-grievance meeting with the respondent alleged to be directly responsible for the alleged violation and/or persons with immediate supervisory authority related to the grievance. These persons will make reasonable efforts to meet with any student or employee to discuss their complaints. If the matter cannot be resolved at the immediate supervisor level, an appeal should be made to the Coordinator for subsequent processing in accordance with the procedures outlined below.

### C. Grievance Filing

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

### D. Grievance Forms:

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

### E. Time Limit for Grievance Filing:

A grievance must be filed within sixty days of the occurrence of the alleged Title IX or Disability/Handicap Regulations violation.

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

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

### IV. Grievance Processing Levels:

The following grievance levels are designated as set out under the appropriate category of grievance as listed below. Grievances will first be reviewed or heard by the official designated at grievance Level I. Appeal from the decision at Level I will be reviewed or heard by the grievance Level II official, with appeals being made therefrom to higher levels until the highest appellate level has been reached.

### Grievance Processing Levels for Non-Academic Employees:

- Level I Supervisor of the employee
- Level II Personnel Director of the Texas Woman's University
- Level III Five-member *ad hoc* committee appointed by Vice President for Fiscal Affairs
- Level IV Vice President for Fiscal Affairs

### Grievance Processing Level for Academic Employees and Students (where complaint relates to academic matters):

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

### Grievance Processing Level for Students (where complaint relates to other than academic matters):

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

### V. Nature of Reviews and Hearings:

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

Reviews will be handled in an informal manner, with the Review Officer requesting whatever information or documentation from persons concerned as is deemed necessary for the review. The Complainant and Respondent may submit in writing to the Review Officer such other relevant information as they desire.

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

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

**VI. Other Miscellaneous Provisions and Procedures:**

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

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

**B. Scheduling of the Hearing:**

The Coordinator shall arrange a

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

**C. Expeditious Manner:**

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

**D. Transmittal of the Decision:**

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

**E. Representation:**

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

**F. Assistance:**

The institution/agency will provide assistance to grievants, including access to copies of the Title IX and Disability/Handicap Regulations .

**G. Maintenance of Grievance Records:**

*Ad hoc* committee grievance hearings may be recorded on recording devices supplied by the Coordinator. Such recordings shall be maintained for a period of three years

after resolution of the grievance. Grievant may obtain a copy of the recording from any recorded hearing, at grievant's expense.

#### **H. Maintenance of Written Grievance Records:**

##### **(1) Grievance files:**

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

##### **(2) Public grievance files:**

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

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

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

#### **I. No Harassment:**

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

#### **J. Role of the Title IX Coordinator:**

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

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

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

#### **DISRUPTION OF UNIVERSITY ACTIVITIES**

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

Under the provisions of Article 4.30 of the Texas Education Code, no person or persons on the campus or property of the Texas Woman's University may willfully engage in any disruptive activity or disrupt a lawful assembly, such as obstructing or restraining the passage of persons in an exit, entrance, or hallway of any building without official authorization of the University; seize control of any building or any portion thereof for the purpose of interfering with any administrative, educational, research, or other authorized activity; pre-



vent and disrupt or attempt to prevent and disrupt by force or violence or the threat of force or violence any authorized assembly; and/or obstruct or restrain the passage of any person at an exit or entrance to the campus or University property, or prevent or attempt to prevent by force or violence or by threats thereof ingress or egress of any person to or from the campus or University property without official authorization.

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

## **DISTRIBUTION AND POSTING OF LITERATURE**

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

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 Department of Student Activities or the Office of the Student Center Director of the time, place, and manner of such distribution and by filing a copy of the material to be distributed with the Department of Student Activities or the Student Center Director at

least one (1) day prior to the time of distribution. Distribution of such matter may occur in public areas at reasonable times. Nonpublic 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.

## **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. Bulletin board locations for posting nonuniversity-sponsored announcements have been designated throughout the campus. A copy of all posters and announcements to be posted and publicized on bulletin boards and other University facilities must be furnished to the Department of Student Activities or the Director of the Student Center. Obscene and libelous material may not be posted or publicized on bulletin boards and other University facilities. Posters should be no larger than 8 1/2"x 11" in size unless special permission for posting is secured. Posters relating to all-campus events and activities of major student organizations may be displayed in the Student Center, on residence hall bulletin boards, and at other specifically designated locations. When announcements apply only to students in a particular department, notice must be given to the chair of the appropriate department by filing a copy of the material to be posted with the chair at least one (1) day prior to the posting on departmental

bulletin boards. Classroom bulletin boards, in particular, may not be used for any form of advertising. Posters and signs should not be attached in any way to the interior or exterior of University buildings, except on authorized bulletin boards. University personnel have been instructed to remove posters, notices, and other items not in compliance with this policy.

Persons and organizations not officially connected with the University may come upon University property and may use the University facilities for effecting the posting of announcements, notices, pictures, placards, advertisements or publications only after obtaining authorization from the Department of Student Activities or the Office of the Student Center Director. The request should designate the time, place, and manner of such posting. A copy of the material to be posted must be filed with Student Activities or the Student Center Offices. Posting may occur only in those places provided by the University for posting or publicizing official messages. Posted notices shall not exceed 8 1/2"x 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 noncurrent material or any materials posted contrary to the above-stated policy.

The only exceptions to these provisions for the posting or distribution of literature are those indicated in the section on the free speech area page 39.

## FREE SPEECH AREA

Academic freedom extends beyond the classroom to include all areas of the campus. In order to provide an area that will support the climate and conditions for teaching, research, and community service, the University has identified, on the Denton campus the area west of the Student Center and adjacent to Administration Drive as the Free Speech Area. The space is available to TWU faculty, staff, and students, and to members of the community. The space may be used for, but is not limited to, the expression of personal politics, philosophy, religious viewpoints, surveys, or announcements. Reservations are not required for the Free Speech Area, and the accommodation of speakers does not imply endorsement of the views expressed.

In addition to the Free Speech Area, a bulletin board is provided on the west side of the Student Center which requires no approval for posting; however, members of the community are requested to remove materials from the board when they become outdated.

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

## HAZING

The Texas Woman's University complies with the provisions of Title 1, chapter 4, section 4.19 of the Texas Education Code.

(A) No student of any state-supported institution of higher education shall engage in what is commonly known and recognized as hazing, or encourage, aid, or assist any other person thus offending.

(B) "Hazing" is defined as follows:

- (1) any willful act by one student alone or acting with others, directed against any other student of such

educational institution, done for the purpose of submitting the student to indignity or humiliation, without her/his consent.

- (2) any willful act of any one student alone, or acting with others, directed against any other student of such educational institution, done for the purpose of intimidating the student attacked by threatening such student with social or other ostracism, or of submitting such student to ignominy, shame, or disgrace among her/his fellow students, and acts calculated to produce such results.
- (3) any willful act of any one student alone, or acting with others, directed against any other student of such educational institution, done for the purpose of humbling, or that is reasonably calculated to humble the pride, stifle the ambition, or blight the courage of the student attacked, or to discourage any such student from longer remaining in such educational institution or reasonably to cause her/him to leave the institution rather than submit to such acts;
- (4) any willful act by any one student alone, or acting with others, in striking, beating, bruising, or maiming; or seriously offering, threatening, or attempting to strike, beat, bruise or maim; or seriously offering, threatening, or attempting to do physical violence to any student of any such educational institution or any assault upon any such students made for the purpose of committing any of the acts, or producing any of the results, to such student as defined in this section.
- (C) No teacher, instructor, member of any faculty, or any officer or director, or a member of any governing board of any state-supported educational institution shall knowingly permit, encourage, aid, or assist any student in committing the offense of hazing, or willfully acquiesce in the commission of such offense, or fail to report promptly

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

### **HIV INFECTION/AIDS POLICY**

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

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

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

1. A TWU student or employee who has been diagnosed clinically as infected with the Human Immunodeficiency Virus (HIV), or as

having Acquired Immune Deficiency Syndrome (AIDS), will be treated by the University in a manner that is consistent with federal and state laws, the latest policies set forth by the Centers for Disease Control (CDC), and approved university policies.

2. The university will refrain from discriminating against, and will make reasonable accommodation for, anyone who is HIV-infected, by virtue of the Americans with Disabilities Act (PL 101-336, 1990), and will recognize that those who are diagnosed with AIDS are considered qualified handicapped individuals by virtue of the 1988 Supreme Court ruling that persons with AIDS qualify as handicapped. In accordance with Section 504 of the Rehabilitation Act of 1973,

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

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

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

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

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

4. The university, and all that it has authority over, will make available to its students and employees accurate

information and a coordinated, comprehensive educational program about the transmissibility of HIV/AIDS and the precautions that should be taken by HIV-infected persons and other individuals to prevent the spread of the disease.

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

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

### **Policy Review**

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

### **IMMUNIZATIONS**

While students are not required to provide documentation of immunization for diphtheria, rubeola, rubella, mumps, tetanus, and poliomyelitis (except for students

enrolled in programs in allied health), they are advised to consider obtaining immunizations to protect themselves in the event of an outbreak which can disrupt the learning, not only of the ill students, but of their classmates as well. Information on the consequences of not being adequately immunized and the age groups most vulnerable to the vaccine-preventable diseases is available at the Office of the Vice President for Student Life and the Health Service on the Denton campus and from the Executive Directors at the Dallas and Houston Centers.

Please contact your Health Service, or see the telephone directory for local physicians who can provide immunizations.

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

### **NONDISCRIMINATION POLICY STATEMENT**

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

The Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, national or ethnic origin, age, veteran's status, or against qualified handicapped persons, except as provided by law and permitted by federal statute governing admission to traditionally single-sex institutions (Title IX of the Education Amendments of 1972).

The University complies with nondiscrimination regulations under Title IV and Title VII, Civil Rights Acts of 1964; Title IX, Education Amendments of 1972; Vietnam Era Veterans' Readjustment Assistance Act of 1972; Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990; the Age Discrimination Act of 1973; and other applicable

statutes.

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

#### **Affirmative Action and Equal Employment Officer:**

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

#### **Title IX Officer:**

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

#### **Disability/Handicap Officer:**

Dr. Ron French  
Department of Kinesiology  
P.O. Box 425647  
Denton, Texas 76204-5647

Students should contact the Coordinator of Disability Support Services  
P.O. Box 425379  
Texas Woman's University  
Denton, Texas 76204-5379

### **POLITICAL CAMPAIGNS AND VOTER REGISTRATION**

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

Political candidates and voter registrars shall conduct their activities on the campus in a manner consistent with State law and must not block or substantially

impede pedestrian or vehicular traffic or create disturbances which disrupt the educational activities and purposes of the University. Political candidates wishing to campaign in public areas of the University campus may contact the Office of the Vice President for Student Life in order to obtain assistance in locating their activities in proper public areas.

### **Redressing Complaints of Racism Against Students**

Students who believe themselves to be the victim of racism on the part of an administrator, faculty member, staff member, or campus employer may attempt to resolve the complaint informally by contacting the alleged wrongdoer and/or by consulting any of the following: 1) the Coordinator of Intercultural Services; 2) the Chairperson of the Academic Department or the Director of the office where the alleged violation has taken place; or 3) the Chairperson of the Multicultural Affairs Committee. It is the responsibility of these persons to 1) hear the complaint, 2) attempt to reach a solution, 3) maintain confidentiality of persons involved in the complaint, and 4) if the student decides to proceed further, immediately inform the Vice President for Student Life of the student's desire to make use of formal grievance procedures.

Informal resolutions will be attempted upon report of incidence of discrimination and/or racism, and students may be assured of confidentiality at this stage of the process. The informal process, with its attendant complaint, becomes a grievance when the student has exhausted all informal avenues available, and formal grievances may be filed if satisfactory resolution to a grievance is not forthcoming.

### **RESERVATION OF UNIVERSITY SPACE Instructional Buildings and Auditoriums**

Arrangements for the use of instructional building areas or auditoriums by students must be made through the Office of the Vice President for Academic Affairs/

Academic Facilities after a review of the request by the Chair of the appropriate department. The conditions for use of the building area, including appropriate faculty supervision, must be stated at the time approval is requested.

When approval is granted for the use of instructional areas after 10 p.m., or for the use of auditoriums, the Department of Public Safety will be notified by the Office of the Vice President for Academic Affairs/Academic Facilities.

### **Recreational Spaces**

The request for the reservation of space in the Student Center is made through the Office of the Student Center Director. Reservation Request Forms are available in the Student Center Office. For all activities other than regularly scheduled classes, the requests of students or registered organizations for the reservation of classrooms or auditoriums can be made through the Office of the Vice President for Academic Affairs/Academic Facilities or through the Conference Services Coordinator.

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

Students may contact the offices which are listed elsewhere on this page for assistance with room reservations, academic space, and recreational facilities.

### **University Grounds**

Student groups that wish to have open-air rallies or other outdoor activities, exclusive of academically related programs, on the grounds of the University may reserve areas through the Conference Services Coordinator 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.

## **REPORTING CRIMINAL INCIDENTS AND EMERGENCIES**

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

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

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

Assistance in changing academic situations after an alleged sexual assault incident should be requested from the Associate Vice President for Academic Affairs. Assistance in changing living situations after an alleged sexual assault incident should be requested from the Director of University Housing.

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

Various programs are presented each semester in the areas of crime prevention, sexual harassment, and health and safety.

These programs are sponsored by the Office of Student Activities (SOAP), Office of University of Housing/Residence Hall Association, Counseling Center, Office Support Staff, and the Department of Public Safety.

## **SERIOUS ILLNESS OR INJURY PROCEDURE**

If you are confronted by a person who has been seriously injured or is ill, do not attempt to move the victim unless a life threatening situation arises (e.g., a fire in the building, etc.).

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

Your name, the telephone number and the location from which you are calling and the location and condition (e.g., conscious, serious bleeding, heart attack, etc.) of the victim. Also relay if an ambulance will be required or if the person is ambulatory, whether or not anyone has started first aid or CPR on the victim, and whether or not any hazardous situation exists in regard to reaching the victim (e.g., fire, downed electrical power lines, etc.).

## **SEXUAL HARASSMENT**

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

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

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
2. submission to or rejection of such conduct by individual is used as the basis for employment or academic decisions affecting that individual;

3. such conduct has the purpose or effect of substantially interfering with an individual's professional or academic performance or creating an intimidating, hostile or offensive employment, education, or living environment.

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

All complaints concerning matters of sexual harassment will originate in the Department of Human Resources. Copies of the policy, in its entirety, are available in the Human Resources Department and the Office of the Vice President for Student Life.

### **SMOKING**

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

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

A major goal of Texas Woman's University is to empower and affirm the full development of students in a learning environment of the highest quality. As constituents of the academic community, students are free, individually and collectively, to express their views on issues of institutional policy and on matters of general interest to the student body. In addition,

students are encouraged to participate with faculty and staff in institutional decision making. Such opportunities are provided through involvement in many facets of University life. These include the Student Government Association of which all students are members, the Residence Hall Association, the Student Organization for Activities Programming, and the Leaders Council, as well as the many other organizations—honorary, departmental, academic, special interest, and social. Students are also encouraged to participate in one or more of the thirty University-wide committees and advisory boards whose purposes include decision making that impacts the life of the University and its community.

### **STUDENT ACCOUNTS**

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

### **STUDENT NAME AND ADDRESS CHANGE**

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





## Other Services, Facilities and Special Events

### TWU NATIONAL ALUMNAE ASSOCIATION

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

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

Students receive in their graduation packets the \$5 breakage fee transfer card. By completing and returning the card, graduating seniors may join the Association in lieu of their first year's membership dues. Recent graduates of the University (those alumni out of school three years or less) may join the Association for a reduced membership of \$15 per year. Regular annual membership is \$30 per year, and the Association year runs from Janu-

ary 1 to December 31.

Dues paying members of the Association receive *PIONEER*, the official Alumnae Association magazine; academic newsletters; use of the Wellness Center (initiation fee omitted for Life members); opportunities to purchase exclusive Alumnae Association merchandise; an Alumnae Association Master Card for eligible members; travel programs; and Boutique gift items during Homecoming, as well as limited athletic and recreational privileges.

For more information, students are invited to come by the Association office at 330 East University near Guinn Hall or call 817/898-ALUM (2586).

### ART EXHIBITS

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

The exhibits are funded by the Department of Visual Arts and the Artist and Lecture Series. Announcements of sched-

uled events are published throughout the year.

## **STATE HISTORICAL COLLECTIONS**

### **Texas Women— A Celebration of History**

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

### **Texas Woman's University Historical Collection**

The Texas Woman's University maintains, in the Blagg-Huey Library's Woman's Collection, the State Historical Collection on the History of Texas Women. In addition to books, films, and oral histories, manuscript collections include the University Archives, the papers of organizations such as the American Association of University Women, Delta Kappa Gamma, and the Texas Federation of Women's Clubs. The Collection also includes papers of many Texas women such as those who served as Women Air Force Service Pilots in World War II, and individuals like Hermine Tobolowsky, mother of the Texas Equal Legal Rights Amendment.

### **Museum of the Daughters of the American Revolution (DAR)**

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

## **LAUNDRY AND DRY CLEANING SERVICE**

A laundry and dry cleaning service is available to all members of the University community. It is located in the basement of Hubbard Hall, and it is conveniently accessible from Oakland Avenue.

## **CAMPUS PERFORMANCES**

In addition to the professional artists brought to the campus each year, recitals and performances by students in the Department of Performing Arts are presented regularly. Most of these programs are free; however, some may have a very low admission charge. A TWU student ID is usually required. Any TWU student may audition for a part in dance concerts, plays, or musicals. Additional information may be obtained from the academic departmental offices at the beginning of each semester.

## **CONFERENCE SERVICES**

The Office of Conference Services provides an integrated approach to the coordination of conferences, retreats, and meetings. This service is available to faculty, staff, and students engaged in planning nonuniversity events as well as to members of the community who wish to use campus facilities. The Conference Services staff assists in coordinating the details of conferences or meetings to ensure the success of each event. Services include accommodations for meeting space, housing, food service, media equipment, recreation and in specific instances, transportation for conference events on the Denton Campus.

Space reservations for the Hubbard Oval and Hubbard Hall (for nonfood functions only) should be made through the Conference office.

The Texas Woman's University offers a variety of facilities for group conferences and meetings in the Fall and Spring semesters and is capable of accommodating a larger number of groups in the summer. Located midway between Dallas and Fort Worth, the TWU campus in Denton offers a superb location for visitors, convenient accessibility to two major airports,

and excellent facilities to meet a variety of conference requirements. The Conference Services Office is located in the Student Center on the Denton campus.

Requests for additional information may be directed to the Conference Services Coordinator at 817/898-3644. Faxed requests for information can be sent to 817-898-3603, and written requests should be directed to P.O. Box 425379, Denton, TX 76204-5379.

### **LITTLE CHAPEL-IN-THE-WOODS**

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

Designed by architects O'Neal Ford and A.B. Swank and Associate, Preston M. Geren, the Chapel is a popular site for weddings. It is available to TWU students, faculty, staff, alumnae, and their immediate families including mothers, fathers, children, brothers, sisters, and grandparents. Affiliations with the University are confirmed. Community members are also eligible to use the Little Chapel.

Guidelines for use of the Little Chapel are:

1. The Chapel may be used for traditional weddings, recitals, and special events sponsored by a registered student organization at the Texas Woman's University.
2. The Chapel may not be used for meetings, religious services, or memorials of a denominational or sectarian nature unless sponsored by a University organization.
3. Reservations must be made at least 24 hours in advance.

Reservations may be made in the Office of the Vice President for Student Life. A maintenance fee is required for the private use of the Chapel by TWU students, faculty, staff. Additional information is available through the Office of the Vice President for Student Life in Room 206 of the Student Center.

### **Clinics**

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

Learning Assistance Center—CFO 106; 898-2046

Dental Hygiene Clinic—MCL 111, 898-2888  
Health Information Resource Center—CFO, 10th floor

Marriage and Family Counseling Clinic—HDB 307; 898-2600

Mental and Physical Development Institute—MCL 908; 898-2285

Nutritional Assessments and Counseling Center—Jones Hall 310; 898-2644

Occupational Therapy Clinic—MCL 615, 898-2810

Speech and Hearing Clinic—MCL 806; 898-2285



# Campus Directory

<b>Academic Advising Center</b>	Jones Hall, Rooms 208-213	817/898-3850
<b>Academic Affairs</b> Reservations for Academic Space Academic Probation and Suspension	Administration Conference Tower 12th Floor	817/898-3301 817/898-3309
<b>Admissions</b> Catalogs Campus Tours Director Graduate Admissions International Students/INS Recruitment Transcript Evaluation		817/898-3047 817/898-3047 817/898-3043 817/898-3073 817/898-3048 817/898-3043 817/898-3003 817/898-3044 817/898-3046
<b>Alumnae Association &amp; Records</b>	330 E. University, Denton	817/898-2586
<b>Associate Vice President</b>	Dallas Center: Education Building Houston Center: Margo Jones, Room 916	214/689-6600 713/794-2331
<b>Athletics</b>	Jones Hall, Room 98	817/898-2378
<b>Bookstore</b> Check Cashing Service Student Supplies and Textbooks Copy Machine	Denton Dallas/Parkland Houston Center-Residence Hall	817/898-3103 214/689-6559 713/794-2338
<b>Campus Organizations</b>	Student Center	817/898-3626
<b>Career and Employment Services</b> Career Counseling Cooperative Education Occupational Information Placement Service for Seniors and Graduates Student Employment Services	Jones Hall, Second Floor	817/898-2950

<b>Cashier's Office</b>		
Student Financial Statements	Denton: Administration Building,	817/898-3570
Tuition and Fees Payment	Room 101	
	Houston: Mary Gibbs Jones Hall,	713/794-2320
	Room 911/920	
<b>Child Care</b>		
Child Development Center	Denton Campus	817/898-2321
Clubhouse	1900 Cherrywood St.	
	Hufford Hall	817/898-3653
<b>Commuter Services</b>	Student Center, Denton	817/898-3626
<b>Conference Services</b>	Student Center	817/898-3642
<b>Cooperative Education</b>	Jones Hall, Second Floor	817/898-2977 D-FW Metro 434-2967
<b>Counseling Center</b>		
Crisis Counseling	Denton Campus: West Jones Hall	817/898-3801
Education-Vocational-Personal	Dallas-Parkland: Education	214/689-6655
Counseling	Building Rooms 246 and 249	
GRE and ACT Testing	Dallas-Presbyterian: Room 29	
	Houston Center: Mary Gibbs	713/794-2059
	Jones, 103 NRH	
<b>Dental Hygiene Clinic</b>		
	Multipurpose Classroom-	817/898-2888
	Laboratory Building, First Floor	
		817/898-3835
<b>Disability Support Services</b>	CFO 105, Denton	
<b>Enrollment Management</b>		
Dean's Office	Denton Campus: Administration	817/898-3010
	Building, Room 105	
	Dallas Center: DED 113	214/689-6520
	Houston Center: Mary Gibbs	713/794-2320
	Jones, Room 924	
<b>Financial Aid</b>		
Financial Assistance	Denton Campus: Administration	817/898-3050
Scholarships	Building, 1st Floor	
Student Loans	Dallas Campus: DED 113,	214/689-6520
Work Study Grants	DPH 218	
Applications and Proposals	Houston Campus: Mary Gibbs	713/794-2315
Project Pioneer	Jones Hall, Room 911	
<b>Fiscal Affairs</b>	Administration Conference Tower	817/898-3505
	11th Floor	
<b>Fitness Room</b>		
	Denton	817/898-2900
	Dallas	214/689-6697
	Houston	713/794-2206
<b>Food Services</b>		
Contract Meal Services	Denton Campus: Hubbard Hall	817/898-3663
Contract Administration	Denton Campus: Jones Hall	817/898-3645
Catering-Weddings	Houston Campus: Food Service	713/794-2206
Meal Plan Information		
Receptions		
Special Orders for		
Student Organizations		
<b>Garden Room, Student Center</b>	Student Center, Second Floor	817/898-3287
<b>Graduate Studies and Research</b>		
Continuing Education	Administration Conference Tower	817/898-3415
Degree Programs	7th Floor	

<b>Health Services</b>	Denton Campus: University Health Service	817/898-3826
Allergy Injections	Dallas Center: Saint Paul Family Practice Clinic	214/689-2094
Drug Prescriptions Ordered by University Doctors	Houston Center: UT Health Science Center, Student/Employee Health Service	713/794-4067
Gynecological Services		
Health Insurance		
Influenza Vaccine Injections-Scheduled, Laboratory Studies-Pregnancy Test, Blood, Urine, etc. when indicated (lab fee)		
Physician Referrals		
Tine Test (for Tuberculosis) Student Teachers		
<b>Housing</b>		
Conferences and Workshops	Denton Campus: Jones Hall 336	817/898-3676
Guest and Commuter Housing	Dallas Center: Faye Pannell Hall	214/689-6701
Meal Plans and Housing	Houston Center: Residence Hall	713/794-2158
Residence Hall Administration and Programming		
Residence Hall Applications		
Room Change Requests		
<b>Human Resources</b>	1219 Oakland	817/898-3555
<b>Institute for Clinical Services and Applied Research</b>	Multipurpose Classroom-Laboratory Building 908	817/898-2285
<b>Intramurals and Recreation</b>	Student Center	817/898-3614
<b>Laundry</b>	Hubbard Hall	817/898-3177
Dry Cleaning Service		
<b>Learning Assistance Office</b>	CFO 0106	817/898-2046
<b>Library</b>	Blagg-Huey Library	817/898-2665
Information Desk		817/898-3700
Circulation		817/898-3719
S.I.T.E. Lab		817/898-3789
		D-FW Metro 434-2863
	Learning Resource Center, Houston	713/794-2161
	Health Science Library, Dallas	214/689-6580
<b>Little Chapel-in-the-Woods</b>	Student Center, Room 206	817/898-3615
<b>Lost and Found</b> (Public Safety)	1215 Oakland	817/898-2911
<b>Post Office</b>	Student Center, First Floor	817/382-8511
<b>President's Office</b>	Administration Conference Tower 15th Floor	817/898-3201
<b>Public Safety, Department of</b>	1215 Oakland	817/898-2911
Automobile and Bicycle Registration	Faye Pannell Hall, Dallas	214/689-6666
Car Pool Information	Residence Hall, Houston	713/794-2222
Emergencies and Emergency Escort		
Lost and Found		
Parking and Traffic Regulations		
Parking Permits		
Property Registration		
Safety Hazards/Concerns Reporting		
Student Advisory Council		

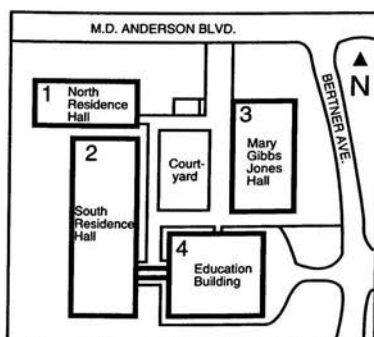
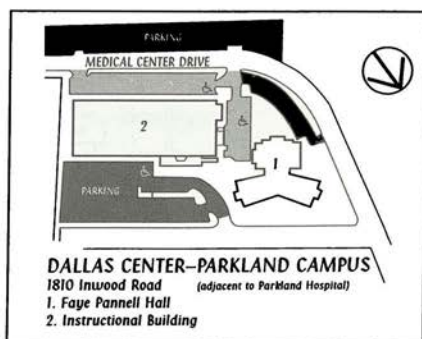
<b>Public Information, Office of</b>	Administration Conference Tower Second Floor	817/898-3456
<b>Registrar's Office</b>	Administration Building, Room 128	
Academic Records		817/898-3031
Add/Drop		817/898-3033
Class Schedules		817/898-3034
CRIS (Registration)		817/898-2747
Degree Verification		817/898-3033
Grade Reports		817/898-3032
I.D. Cards		817/898-3034
Name and Address Changes		817/898-3034
Payment Settlement		817/898-3036
Probation, Reinstatement		817/898-3032
Residency		817/898-3036
Transcript Requests		817/898-3038
Veterans		817/898-3035
Withdrawal from the University		817/898-3032
<b>Residence Hall Association</b>	Jones Hall, Room 362	817/898-3618
<b>Science Learning Resource Center</b>	SCI 212	817/898-2553
<b>Student Activities</b>	Student Center 135, Denton	817/898-3611
Activities Calendar	Faye Pannell Hall, Dallas	214/689-6701
Intramurals/Recreation	Houston Center Hall	713/794-2158
Poster Approval and Preparation		
Social Activities		
Student Orientation		
<b>Student Center</b>	Student Center 209	817/898-3641
ATM Machine		
TV Lounge		
U.S. Post Office		
Post Office Boxes		
Bookstore		
Administrative Offices		
"The Underground"		
Intercultural Services Lounge		
Game Room		
Lounge		
Room Reservations		
Travel Agency		
Copy Machine		
<b>Student Development</b>	Student Center 135, Denton	817/898-3626
<b>Student Development Coordinator- Dallas</b>	Dallas Center: Faye Pannell Hall	214/689-6701
<b>Student Development Coordinator- Houston</b>	Houston Center: Residence Hall	713/794-2158
<b>Student Employment Services</b>	Jones Hall, Second Floor	817/898-2950
<b>Student Government Association</b>	Student Center	817/898-3652
<b>Student Life</b>	Student Center, Room 206	817/898-3601
Inquiries Regarding Student Concerns		817/898-3615
Title IX Officer		
Chapel Reservations-Weddings		
Commuter Bus Tickets		
Student Handbook		
Vice President for Student Life		
Assist. Vice President for Student Life		

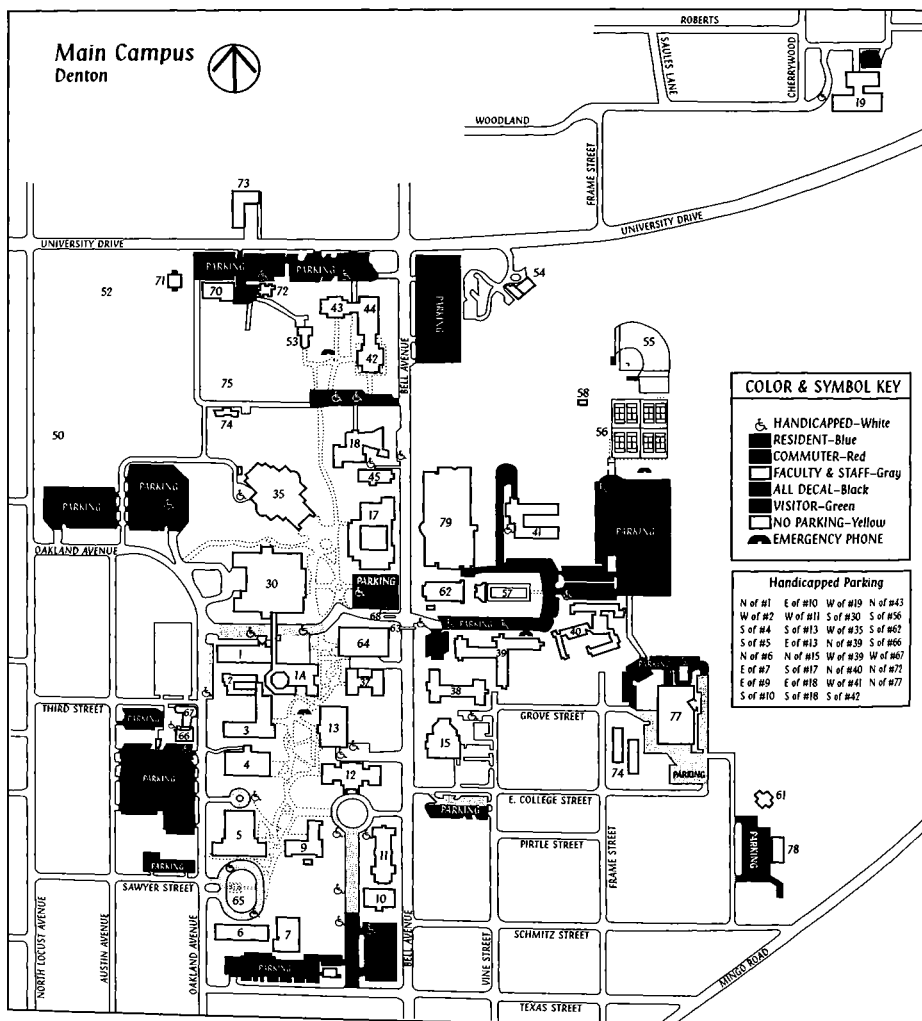
<b>Student Publications</b>	Human Development Building,	817/898-2185
Lasso	Room 301B	
<b>Texas Academic Skills Program (TASP)</b>	Administration Building	
Academic Support Programs		817/898-3950
Admission Ticket		512/927-5397
Dean, Enrollment Management		817/898-3010
Late Registration		512/927-5398
Registration Bulletin		817/898-3047
Registration Procedures		512/927-5397
Score Report		512/927-5397
Teacher Education Students		817/898-2022
TDD (Austin)		512/926-1248
<b>Vice Presidents' Offices</b>		
Academic Affairs	Administration Conference Tower- 12th Floor	817/898-3301
Fiscal Affairs	Administration Conference Tower- 11th Floor	817/898-3505
Institutional Advancement	Administration Conference Tower- 13th Floor	817/898-3863
Student Life	Student Center, Room 206	817/898-3601
<b>Wellness Center</b>	Denton Campus: Jones Hall	817/898-2900
<b>Writing Lab</b>	ASB 304	817/898-2341





# Campus Maps





- |  |  |  |  |
|--|--|--|--|
| 1 Admissions and Registration Building                 | 12 Old Main Building                               | 42 Nelda C. Stark Hall                         | 63 Pedestrian Bridge                           |
| 1A Administrative Conference Tower                     | 13 CFO Tower                                       | 43 John A. Guinn Hall                          | 64 Student Center (Book Store and Post Office) |
| 2 Arts and Sciences (Patio Building)                   | 15 Multipurpose Classroom Laboratory Building      | 44 The Commons                                 | 65 Pioneer Woman Statue                        |
| 3 Arts and Sciences Building                           | 17 Health, Physical Education, Recreation Building | 45 University Hospital                         | 66 Department of Public Safety/Parking Office  |
| 4 Graduate Science Research Building                   | 18 Redbud Auditorium                               | 50 Recreation Area                             | 67 Human Resources                             |
| 5 Music Building/Margo Jones Auditorium                | 19 Child Development Center                        | 52 Lowry Woods                                 | 68 Information Booth                           |
| 6 Art Building   | 30 Hubbard Hall (Central Food Facility)            | 53 Little Chapel-in-the-Woods                  | 70 Power Plant                                 |
| 7 Bralley Annex  | 35 Mary Evelyn Blagg Huey Library                  | 54 University House                            | 71 N. Electrical Substation                    |
| 9 Science Building                                     | 37 Stoddard Hall                                   | 55 Softball Field                              | 72 Alumnae House                               |
| 10 Undergraduate Science Laboratory Building           | 38 Smith-Carroll Hall                              | 56 Tennis Courts                               | 73 Storage Building                            |
| 11 Nutrition, Textiles, and Human Development Building | 39 Mary Gibbs Jones Hall                           | 57 Outdoor Swimming Pool                       | 74 Greenhouse                                  |
|  | 40 Reagan Houston Hall                             | 58 Athletic House                              | 75 Gardens                                     |
|  | 41 Mary Hufford Hall                               | 60 University Golf Course                      | 76 S. Electrical Substation                    |
|  |  | 61 Golf Club House                             | 77 Physical Plant                              |
|  |  | 62 Dance, Gymnastics and Human Performance Lab | 78 Golf Storage                                |
|  |  |  | 79 Movement Science Complex                    |



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