

Texas Woman's University

**STUDENT
HANDBOOK
1998-99**

Letter From The President

The primary responsibility of Texas Woman's University is to serve its students by providing an environment for living and learning that is of the highest quality. You are here to learn, to pursue the academic program of your choice and to earn a degree so that you will be better prepared to succeed in a career and in life. But the experiences you have at TWU beyond the classroom, laboratory and library are equally important.



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

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

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

Sincerely,

Carol D. Surles
President

Letter From The Division of Student Life



Richard Nicholas



Dee Siscoe

Dear Students

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

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

On behalf of the staff in the Division of Student Life, please accept our good wishes 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 that TWU has to offer.

Sincerely

A handwritten signature in cursive script that reads "Richard Nicholas".

Richard Nicholas
Interim Vice President for Student Life

A handwritten signature in cursive script that reads "Dee Siscoe".

Dee Siscoe
Interim Assistant Vice President
for Student Life

Welcome All Pioneers!

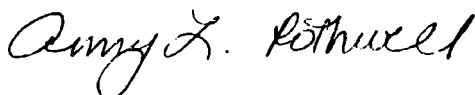
Congratulations on your decision to join the Texas Woman's University student body. Whether you are on the Dallas, Denton, or Houston campus, your time at TWU promises to be full of exciting opportunities in scholarship and leadership. The Denton campus is the home of the Pioneers, and with over 95 campus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

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

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



Denton USA President



Dallas USA President



Houston SGA President

A University Primarily For Women



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

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

Texas Woman's University

Denton Dallas Houston

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

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

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

The University is noted for its services and programs for students, including family housing for single parents, and for its many outreach programs for women and minority students. Among these are mission specific programs offered by the TWU Science and Mathematics Center for Women, a Minority Biomedical Research Support Program, and 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.

Denton * Dallas * Houston

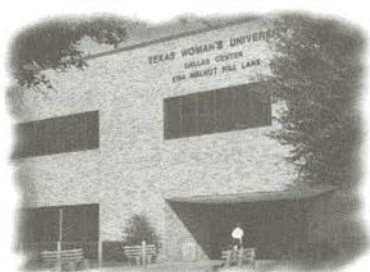
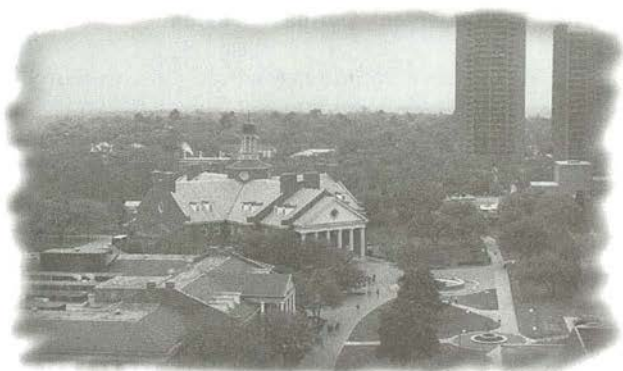


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Student Life

Philosophy and Services of the Division of Student Life

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

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

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

The student services which are described in the following pages are avail-

able 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. 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 do not constitute a contract, and are subject to change without prior notice.

The Student's Role in Institutional Decision Making

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

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tutional decision making. Such opportunities are provided through involvement in many facets of University life. These include the United Student Association, of which all students are members, the Residence Hall Association, and the Student Organization for Activities Programming, 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 University-wide committees and advisory boards whose purposes include decision making that impacts the life of the University and its community.

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 non-university events as well as to members of the community who wish to use campus facilities. The Conference Services staff assists in coordinating the details of conferences or meetings to ensure the success of each event. Services include accommodations for meeting space, housing, food service, media equipment, recreation and in specific instances, transportation for conference events on the Denton Campus.

Space reservations for the Hubbard Oval and Hubbard Hall (for non-food 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. 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 940/898-3644. Faxed requests for information can be sent

to 940/898-3603, and written requests should be directed to P.O. Box 425379, Denton, TX 76204-5379.

Counseling Center

The Counseling Center offers a wide range of services designed to help students meet 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 - 940/387-5555
- * In Dallas—Crisis Hotline—214/828-1000
- * In Fort Worth—Crisis Hotline - 940/927-5544
- * 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

Student Life

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-940/898-3801
- * **Dallas Parkland -**
DED 116-214/689-6655
- * **Dallas Presbyterian -**
DPH 215-214/689-6655
- * **Houston -**
103 North Residence Hall-713/794-2959

Additional information is available to students at each location. More information about Counseling Center services, current groups, national testing program information, etc., is available on our Web site at <http://www.twu.edu/o-sl/CounCent.html>.

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. Food is served in the Student Center and the Guinn-Stark Commons. Special arrangements can be made for students who are ill and for those on special diets by contacting the office of the Director of Food Services. (*Meals will not be served during the Thanksgiving Holiday or Spring Break.*)

The computerized ID meal card may not be transferred to another individual nor can missed meals be carried over to another semester. There is a replacement fee for lost meal cards. The cost of meal plans and hours of service are published

in separate bulletins for fall, spring, and summer, and they are available in the Offices of University Housing, Admissions and Registration, Student Life 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. Food is also available on the cash basis in all dining locations.

Additional cash value may be added to the card at any time during the semester. Any decreases in the meal plan must be made during the first week of classes. Meal plan increases may be made at any time during the semester. Additional information may be obtained by writing the Director of Food Services at P.O. Box 425619, Denton, Texas 76204-5619 or by calling 940/898-3663.

Food Service in the Student Center

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

Health Services

The mission of the Student Health Service (SHS) of Texas Woman's University is to provide quality basic health care and preventive services to the students of our university. By providing these services, the SHS intends to assist each student in maintaining their maximum physical health, so that the student may realize, to their fullest, the educational opportunities afforded by the university.

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

Immunization and Medical History

The student is responsible for the accurate completion of all health history records. Vaccinations should be current upon admission to the University. Texas state law requires certain immunizations for students majoring in allied health programs prior to the start of their clinical training experience.

All new students who have lived in areas of the world where tuberculosis is highly prevalent are required to be screened for tuberculosis at the Student Health Service or at a subcontracting clinic site in Dallas or Houston. This screening for tuberculosis shall be initiated prior to attendance of the first day of classes on the Denton, Dallas, or Houston campuses. For information on any of the above requirements, please contact the Student Health Service at 940/898-3826.



Outpatient Clinic

The Student Health Service offers weekday clinics for the diagnosis and treatment of illness or injury. Patient care is provided by physicians and nurse practitioners. Registered nurses are on duty to assist in treating health care problems. The nurses also provide an "Ask a Nurse" telephone service which can be reached while the clinic is open. The clinic operates during the Fall and Spring semesters from

7:00 a.m. to 7:00 p.m. from Monday through Thursday, and from 7:00 a.m. to 5:00 p.m. on Fridays. During the Summer semesters the Student Health Service clinic is open from 8:00 a.m. to 5:00 p.m. from Monday through Friday.

Fees are assessed for office visits, lab services, medications, and medical equipment/supplies. All x-rays are referred to off-campus facilities, and students are responsible for all charges. The University maintains 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. If immediate medical care is required at these times, students are referred to local hospitals or urgent care clinics off campus. The T.W.U. Department of Public Safety can assist in calling for emergency transport in the event of a medical emergency.

When the University closes due to inclement weather, please call the clinic for possible changes in clinic hours of operation. The clinic number on the Denton campus is 940/898-3826.

Transportation to the University Clinic

Officers from the Department of Public Safety will, on occasion, escort sick or injured students to the Student Health 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., may need to be transported to a city hospital by city 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 the Student Health Ser-

vice is closed, an ill student will be taken to a city hospital for treatment. Public safety 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 will 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 non-emergency matters, except in cases where University administrators, managers, or faculty deem it to be 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

The University offers services 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 713/500-3267.

Health Care-Dallas

Health care services are provided by contractual agreement with the St. Paul Family Practice Clinic in Dallas. Please call 214/789-1787 for information. Call Student Health Services at 940/898-3826 for other health care options.

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, may require special medical attention or hospitalization not provided by the University. The University sponsored insur-

ance program covers service on or off-campus for a semester or for a twelve-month period. Students and/or their parents are urged to consider the insurance program. Further information may be obtained from the Health 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 with the University sponsored plan.

Housing

University Housing offers a quality university owned living/learning environments in which the mission of the university is supported through collaboration with others and facilitation of individual and community development.

Emphasis is placed on offering reasonably priced, clean, attractive living facilities that promote: a strong sense of community; an appreciation for individual differences (gender, spiritual, physical, ethnic, and sexual orientation); and civility towards others.

University Housing offers a team approach in understanding and providing for the needs of the residence hall students. All matters related to residence halls such as assignments, charges, maintenance, staffing, and programs are coordinated within University Housing. University regulations which apply to residence hall living and individual building procedures are designed to provide 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 the entire residential community.

Housing Residency Requirement

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

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

If a student wishes to be released from the residency requirement, she/he must present her/his request in writing. For more information, students should contact the University Housing office at 940/898-3676.

Housing Special Features

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

To meet the various needs of the TWU students, special interest areas are offered in the residence halls. Students 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. Residential communities are reserved for non-traditional students in two residence halls. The residence halls have specific areas designated as 24-hour quiet areas and non-smoking areas in which students may elect to reside.

On-campus Apartments

On-campus apartment housing is offered for graduate students, upperclassmen, non-traditional students, and students with families. Furnished and unfur-

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rished two-bedroom and efficiency apartments and furnished one-bedroom and efficiency apartments are located in three residence halls on the Denton campus. Apartment applications are available at the University Housing Office.

Family Housing

Family Housing 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 Halls. Married students and single parents with children under 12 years of age may reside in apartments in Mary Hufford or Reagan Houston Halls. Married students without children may reside in a traditional room or apartment, based on availability, at the Houston Center Residence Hall, Guinn Hall, or Reagan Houston Hall.

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 1st to enroll in the Clubhouse program. The program is available Monday through Friday. Limited after school pick-up service is available to bring children to the Clubhouse. For more information call 940/898-3653 or 940/898-3676.

Commuter and Guest Housing

Accommodations are available on a space-available-basis for University guests, commuter and distance learning students. The Houston Center Hall also provides commuter and guest housing on a space available basis. Commuter/dis-

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

Residence Hall Staff

Residence hall staff members play a vital role in many important aspects of residence hall life. The Student Life Coordinator (Houston) and Residence Directors (Denton) are full-time professional staff members who assume major responsibility for the overall operation of the residence hall communities. The Senior Community Assistant assists the Residence Director with the operation and activities 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 residential community.

Community Assistants (CA) are students who live on the floors of the residence halls with the residents. A CA is a carefully selected student who promotes and provides leadership, support, friendship, programs, and acts as a general resource person for her/his residents. She/he assists the student in becoming more integrated into the campus and residence hall community.

Housing for Students with Disabilities

Housing with special accommodations for students with disabilities is provided in Denton and Houston. Additional information may be obtained by contacting University Housing at 940/898-3676.

NET (Neighbors Educated Together)

New freshmen have the opportunity to apply through the Department of Uni-

versity Housing to become a 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 (Student Success Skills) 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.

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

Security Access

Many of the residence halls are equipped with security access readers on

exterior entrance doors. Students will access the residence halls by using their ID card which has an electronic mag stripe on the back. Each card is programmed for use only by the specific student card holder. Keys will continue to be issued for entrance to individual student rooms. When the doors are locked students and non-residents may obtain access to the hall by calling the resident they are visiting or by contacting the staff at the front desk. The staff or student resident will then admit the person to the building.

If an ID card is lost this should be reported immediately to the Card Office located on the second floor of Jones Hall (8 a.m. - 5 p.m. Monday through Friday) or to the residence hall office or the Department of Public Safety after 5 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.

Housing Policies and Procedures

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

Student Life

Refunds/Contract Breakage

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

Room Assignments

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

Visitation and Guest 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/house councils and approved by the Director of University Housing or her designee.

The maximum hour parameters for visitation in Stark Hall are: Sunday

through Thursday 10 a.m. - 1:00 a.m. and Friday and Saturday 10:00 a.m. - 2:30 a.m. Halls in which 24 hour visitation may be established are: Reagan Houston Hall, Guinn Hall, Mary Hufford Hall and 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 hours and regulations are posted in each hall.

Intercollegiate Athletics



Texas Woman's University continues to be a leader in founding and developing programs for women athletes in the 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 940/898-2378, or write P.O. Box 425349, Denton, Texas 76204-5349.

Intercultural Services

The Office of Intercultural Services (OIS) provides the TWU community with programs and workshops designed to enhance the appreciation for cultural diversity among university students, staff and faculty. Minority and international students comprise approximately 26% of the student population at TWU; therefore a tolerable campus climate and community must exist. OIS serves as a resource to all students, staff and faculty at TWU.

OIS sponsors the C.O.L.O.R.S. Mentor and Advising Program (see below), diversity training workshops, cultural celebrations and activities, and the Intercultural Alliance (a student group that presents diversity workshops on campus and in Denton). Other resources include the Multicultural Resource Library, with more than 300 books, and a student lounge. OIS also assists student organizations with issues of cultural diversity. OIS is located in the Student Center in room 102. They may also be reached by phone at 940/898-3679, or at Intcultural@twu.edu. Hours of operation are M-F, 8 a.m.-5 p.m.

C.O.L.O.R.S. Mentor & Advising Program

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

Each freshman participant will be

matched with a mentor and a peer advisor shortly after registering. Often, the mentoring relationship continues until graduation. Applications and additional information can be obtained by calling the Office of Intercultural Services at 940/898-3679.

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.

In addition to the Little Chapel-in-the-Woods, the University Gardens and the newly remodeled Greenhouse are also available for private use. A maintenance fee is required for use by TWU student, faculty, staff and is also available to the public. Reservations and additional information may be obtained through the Office of Student Life in Room 206 of the Student Center, 940/898-3615.

Student Activities and Orientation

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 first floor of the Student Center.

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

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. 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 940/898-3611.

Recreational Sports and Intramurals

By getting involved with Recreational Sports at Texas Woman's University, you can participate in new activities, improve your health and fitness, capture the thrill of competition, and experience the great outdoors. While doing so, you will interact with a variety of people and undoubtedly make new and lasting friends. Join us today and become an active part of the TWU community. For more information drop by the office of Recreational Sports located in the Student Center room 131, or call 940/898-3612. More information may be obtained at the Rec Sports website <http://www.twu.edu/o-sl/recsports.html>.

The open rec program is designed to meet the needs of individuals who desire to participate and work out on their own, according to their own personal schedule.

The intramural program provides several opportunities for students, faculty, and staff to interact in a variety of competitive sport situations. Organized recreational and competitive sports are avail-

able for all regardless of skill or physical abilities.

The outdoor program provides a variety of outdoor recreation experiences which are instructional, challenging and fun. Each trip is designed for participants of all skill levels. Camping equipment is available through the Rec Sports office for a minimal checkout fee.

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

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 year. 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.

The orientation programs include special sessions for minority students, transfer students, returning/reentry students, international students, and graduate 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 pre-registration are key components in the orientation program. For more information contact the orientation website at <http://www.twu.edu/o-sl/orientation.html>.

Student Center

The Student Center provides facilities, services and intentional educational opportunities that empower and affirm the full development of students. Through dialogue, debate, and participatory decision making, students are encouraged to develop intellectual, humanitarian and leadership skills that provide a foundation for life-long learning and service and success in private, public, and entrepreneurial endeavors.

The following offices are located in the Student Center on the Denton campus: Conference Services (room 209), Intercultural Services (rooms 101-104), Student Activities (room 133), Student Center (room 209), Student Development (room 134), and Student Life (room 206). The office of the Vice President and the Assistant Vice President is located in room 206 in the Student Center.

The Student Center offers three dining locations, a branch of the U.S. Post Office, Alamo Travel, the Bookstore (Barnes and Noble), TV lounges, an ATM machine, display cases, and meeting/lounge space. At the Dallas and Houston Centers, services and space for leisure use and for study is available in the residence halls.

Rooms may be reserved for meetings and special events by calling 940/898-3641. Forms for reservation requests are available in room 209.

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. The telephone number for the Post Office is 940/382-5811.

Room Reservations

Meeting facilities are available in the Student Center by reservation. Space is available to campus organizations, academic 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. Information is also available on the web at <http://www.twu.edu/o-sl/stucenter.html>, or you may call 940/898-3641.

Student Development

The Office of Student Development provides leadership development opportunities. In addition, the office provides service leadership through outreach programs utilizing a volunteer network that promotes student involvement. Students who are interested in information about the student commuter services or campus organizations should contact the Office of Student Development at 940/898-3626 or e-mail StuDevelop@twu.edu.

Leadership Development

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

Commuter Services

The Office of Student Development maintains an informational resource center on commuter student issues. 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 lobby of the Student Center. Additionally, TWU works with DART (Dallas Area Rapid Transit) and the University of North Texas to coordinate transportation to and from the Dallas area utilizing a ride share system.

Student Organizations

Involvement in university student organizations allows students to acquire skills in the following areas: leadership, communication, and team building. Knowledge gained while participating in student organizations is beneficial during a student's collegiate experience and in their role as a citizen within the community. Organizations such as the United Student Association, honorary societies, sororities, professional organizations, and various special interest groups are vital components in the educational experience at TWU. Participation in student organizations is important to a student's intellectual and professional development. A current listing of the registered organizations may be obtained from the Office of Student Development. Although student organizations do not receive any university funding, they are afforded the opportunity to apply for student leadership funds through the Office of Student Development.

Student Organization Policies and Qualifications

All student organizations must register and update their files in the Office of Student Development each semester in order to use University facilities and services. Representatives from all student organizations are required to attend a meeting at the beginning of the Fall semester to obtain important information related to student groups. A complete guide, the Student Organization Manual, of all student organization policies and procedures may be obtained through the Office of Student Development or on the Student Development web page. Registered organizations enjoy the following privileges:

- Access to Student Life vans with an approved driver. Policies are available in room 209 in the Student Center.
- Access to a student organization mailbox located on the first floor in front of the Office of Student Development.

- Access to meeting rooms on campus free of charge with the provision that no outside groups may use rooms under a registered student organization's name.
- Access to information and support through the professional staff members within the Office of Student Life.
- Ability to elect a member of the organization to serve as a representative within the House of Representatives.
- Ability to create a student organization webpage.

Student Organization

Events/Programs

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

In support of the mission of Texas Woman's University, the Division of Student Life discourages planning co-curricular activities during the week of final exams. It is the belief of the division that creating or implementing activity programming during this time period may jeopardize students' ability to perform to their highest potential academically.

In addition, the University prohibits the solicitation of funds by student organizations except under conditions defined and approved by the Office of Student Development and the Office of Institutional Advancement; however, the group may engage in fund-raising activities.

Establishing New Student Organizations

In order to become a registered organization at TWU, an organization must complete an interest form which is sub-

mitted to the House of Representatives for review. An organization, once approved, must adhere to the following policies:

- Shall be open to all TWU students regardless of race, sex, creed, disability, sexual orientation, age and/or sex (National sororities - NPC and NPHC groups are exempt from gender discrimination by the Title IX Education Code).
- Shall be led by TWU student officers elected or appointed by the organization.
- Shall have two (2) TWU faculty and/or staff advisors. One faculty/staff advisor must be a full-time employee.
- Shall meet a genuine, demonstrated student interest.
- Shall uphold all University rules and regulations in addition to all state and federal laws.
- Shall be composed of a majority of or all TWU students.
- Shall update their organization registration each Fall semester and provide the Office of Student Development a listing of new officers in the Spring Semester (if applicable).
- Shall not be an unsolicited auxiliary of a national organization.
- Shall not use the "Texas Woman's University" or "TWU" name in its title.
- Shall submit an updated local constitution and by-laws on an annual basis. If a group does have a relationship with a national affiliate, then a national constitution and by-laws must be submitted as well on an annual basis. National organizations will need to verify their national affiliation on an annual basis.

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. In addition, a student must be enrolled for 9 hours as an undergraduate or 6 hours as a graduate student.

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

United Student Association & Student Government Association

The United Student Association and the Student Government Association have a long history of student participation and service to the University. Student government meetings are held on each campus (Denton, Dallas and Houston) on a regular basis, and all students are welcome and encouraged to attend the meetings. Active participation in student government committees provides students with an opportunity to play a major role in the decision making on their campus. Students interested in holding a leadership position in the United Student Association or the Student Government Association must qualify for office according to the standards stated in the Constitution and Bylaws. Elections are held in the Fall semester on the Dallas and Houston campuses and in the Spring semester on the Denton campus. Students should contact the Office of Student Development for specific dates.

Community Outreach

The Office of Student Development maintains a list of 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.

Wellness Center

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

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

Fitness Room

The Wellness Center Fitness Room, located on the first floor of Jones Hall, is open Monday-Friday, 6:00 a.m.-10:00 p.m.; Saturday, 8:00 a.m.-6:00 p.m.; Sunday, 1:00-6:00 p.m. The phone number is 940/898-2900.

The Fitness Room 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, stairmasters, a Gravitron, and a large free weight area are also available in the Wellness Center Fitness Room.

Nutrition Clinic

The Wellness Center Nutrition Clinic is committed to the promotion of health and well-being through wise nutritional choices. To achieve this mission, the TWU Wellness Center Nutrition Clinic provides diet and nutritional counseling, as well as educational materials. The philosophy of the Clinic states that each individual is responsible for her or his own eating habits. The process of changing eating habits involves learning new information and skills. The nutrition counselor, a registered dietician, is qualified to assist individuals with making desired changes in eating habits. The Clinic is open to TWU Students and Wellness Center Members for a reduced rate, and it is also open to the general public. The phone number is 940/898-2644.

Nutritional Counseling Services include:

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

Swimming Pools

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

The Outdoor Pool is the University swimming and sunbathing center in the summer. It is open to the public. Admission is free with a TWU Student ID or membership in the Wellness Center. A fee is charged for all others. The pool is open 7 days per week, 1:00 p.m. - 8:00 p.m. from June 1 through the beginning of September. The phone number is 940/898-2902.

The Pioneer Hall is home to a new 8 lane indoor pool, 5 racquetball courts, indoor track, and gymnasium. Pioneer hall is available for general recreational use by students and members of the Wellness Center at scheduled hours. The phone number is 940/898-2561.

Massage Therapy

Massage therapy is offered through the TWU Wellness Center. Massage therapy focuses on balancing body, mind and spirit using Polarity Therapy, Reiki, Shiatsu and Swedish Massage. Both chair and full body massages are available. Call 940/898-2900 for an appointment.

Fitness Center-Dallas

Since there is not an on-site fitness center facility at either the Parkland or Presbyterian campuses, TWU has made arrangements for students to participate in the Findlay Ewing Cardiovascular and Fitness Center (CVC) which is affiliated with the Presbyterian Hospital of Dallas. A portion of the monthly membership fee is paid for by TWU on a monthly basis for each student participating in the CVC. Students may contact the Student Life Coordinator at the Parkland Campus for more information and membership application to the CVC.

Fitness Center-Houston

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

Tennis Courts

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

University Committees with Student Membership

Students, as well as faculty, staff, and administrators, are appointed each year to serve on TWU committees. Through participation in one of the 22 University committees, students play an important role in policy determination and implementation.

Students must be in good standing with the University and have a cumulative GPA of 2.0 or above in order to qualify for committee participation.

Student Life

Students who are interested in serving on a committee should contact the Office of Student Life.

University Committees Include:

Alcohol & Drug Education Committee
BIONIC (Disability Awareness Week)
Black History Month Committee
Campus Recreation Advisory Board*
Code of Conduct Review Committee*
Committee for Campus Climate
and Community (Denton & Houston)
Counseling Center Advisory Board*
Family Days Committee*
Health Fair Committee
Hispanic Heritage Month Committee
HIV Education Coalition
(Denton & Houston)
Native American History Month
Redbud Committee*
Student Activities Advisory Board*
Student Life Advisory Board*
Student Center Advisory Board*
Student Health Advisory Board*
Student Services Fee Allocation
Committee*
Student Travel Fund*
TWU Athletic Council*
TWU Conservation & Recycling
Committee
Who's Who Committee*

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



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



University Services and Resources

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

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 scheduled events are published throughout the year.

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.

Career Services

The Office of Career Services, 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

University Services and Resources

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. Call 940/898-2950 or visit our web page <http://www.twu.edu/o-cs/>.

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 pursu-

ing 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. A new resume referral program is now being offered to graduating seniors and alumni. As employers request resumes, the program will match their criteria to those of the registrants. The packet of information may be picked up in the Career Services office or printed off from Career Services Homepage: www.twu.edu/o-cs. Credential files containing references and a resume are also being continued for education, nursing and occupational therapy majors.

Career Information Days are held at the Dallas and Houston centers. Career Information Days are held on the Denton campus for Business, Industry, Government and Nonprofit organizations. Two Separate Career/Interview Days are held for public/private school districts. 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 940/898-2321 or FAX 940/898-2268. There is a waiting list for all three programs, so it is important that interested parents contact the CDC at their earliest convenience.

Clinics

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

- Dental Hygiene Clinic—MCL 111, 898-2888
- 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

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

University Services and Resources

personal property identification are a few of the available services in the following locations:

Denton Campus

Office: 1215 Oakland

Phone: 940/898-2911

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. In the event of inclement weather, information about closings may be obtained by calling 940/898-3430 for an automated message.

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 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 campus map found in the pamphlet of regulations.

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Lost and Found

All articles found anywhere on campus should be turned in immediately to the Department of Public Safety. Students are advised to report lost or missing articles to the Department of Public Safety on Oakland Street. The phone number is 940/898-2911.

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 940/898-2911.

Injury Accident

Reporting Procedure

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

Financial Aid

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



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

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

Since renewal of financial assistance from year to year is not automatic, students must submit new applications each year. To be eligible for grants, scholarships, loans, and campus employment, students must maintain satisfactory progress in their courses of study. In order to maintain financial aid eligibility, full-time

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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, 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 940/898-3050 or you may access the website at <http://www.twu.edu/o-finaid/>

Project Pioneer

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

The Food Pantry- 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 Depart-

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ment 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.

Golf Course

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

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

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

Some Essential Rules

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

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

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

Bachelor's 4 years, plus 1 year grace

Master's 3 years plus 1 year grace

Doctoral 5 years, plus 18 months grace

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

4. Every fall and spring semester, students on F-1 visas are to complete a full-time course of studies. Normally this is 12 hours for undergraduate 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 he/she should contact the International Student Coordinator as soon as possible.
6. An F-1 immigrant classification does not permit off-campus employment without authorization of the INS. Even with INS permission, the student may not work more than 20 hours a week, except during vacation periods, and must remain a full-time student.
7. Any time the student leaves the United States and intends to return, even for a very brief trip, a valid passport visa and a current I-20 or IAP-66 are 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.

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9. The passport visa can be renewed only at a U.S. consulate outside the United States.
10. Any change of address must be reported to the International Student Coordinator who is charged by INS with keeping such information up to date. Such a change should be reported within ten days.

Visa

A stamp is put into the passport by the U.S. consulate overseas which permits the student to enter (or 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 the Visas 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 undergraduate F-1 student must complete 12 hours each semester. The graduate student must complete nine hours. It is not sufficient simply to register for a full-time load. One must complete the semester to

satisfy immigration requirements. Summer school is optional.

There are some exceptions to the above, especially for graduate students. The International Student 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 20 hours a week except during vacations) if the job does not interfere with the student's ability to maintain a full-time student load and provided that employment does not displace a United States citizen or Permanent Resident.

Health Insurance and Tuberculosis Screening for International Students

As a condition of admission, Texas Woman's University requires all international students to maintain medical and hospitalization insurance for the entire period of their enrollment at TWU. The University sponsors a health insurance program which would assist the student in covering the cost of medical care in the event of illness or injury. The program offers options for each student to add health care coverage for their spouses and children. Students who initially purchase the University endorsed insurance plan, then find it necessary to withdraw from the University, may be eligible to convert their coverage to a private policy or to receive a partial refund of their premiums.

The student insurance fee is automatically added to the student's tuition and fees bill each semester unless sufficient

alternate coverage is provided and an insurance waiver form is completed. Alternate coverage is defined as being comparable to the current policy endorsed by the university (\$50,000 major medical benefit, \$10,000 repatriation benefit, \$25,000 medical evacuation benefit).

Students who serve as Graduate Research Assistants, Graduate Teaching Assistants, or Graduate Assistants, if eligible for university staff insurance, are automatically waived from the student policy each semester, with the exception of a supplemental policy for repatriation and medical evacuation benefits, which the university staff insurance plan does not provide (cost: \$25/year automatically added to tuition and fees bill).

International students are encouraged to provide proof of alternate insurance coverage prior to registration to prevent registration delays. Insurance fee waivers can be obtained through the TWU Student Health Service. Please call 940/898-3826 if you have any questions regarding insurance policies.

All new international students who have lived in areas of the world where tuberculosis is highly prevalent are required to be screened for tuberculosis at the Student Health Service on the Denton campus (or at a subcontracting clinic site in Dallas or Houston). This screening for tuberculosis shall be initiated prior to the first day of class attendance on the Denton, Dallas, or Houston campuses. For additional information regarding this policy, or for a copy of the full policy, please call the Student Health Service on the Denton campus at 940/898-3826.

Laundry and Dry Cleaning Service

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

University Services and Resources

Library

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

- * A collection of more than 700,000 volumes.
- * A magazine and newspaper subscription list of 6,023 print and electronic titles.
- * Remote and local access to literature searches from 80 computer databases.
- * A nationally recognized Woman's Collection.
- * An audiovisual collection for study, career development, and leisure
- * A TexShare Courtesy Card for students to use on-site for circulation privileges at libraries throughout Texas.
- * Interlibrary Loan Service for students to borrow materials from other libraries.
- * Individual or group orientation tours of the library by the reference staff.
- * Instructional sessions on the use of library resources and research services.
- * Software and Instruction and Technology Exploration Lab (SITE)
- * General use lab with PCs and Macintosh
- * Exhibits and displays.

Students are responsible for material charged to their names and social security numbers and for all fines accrued to those names and numbers. If library books are lost, students should report the loss at once and make arrangements to pay for them before the end of the semester. Students must present an ID card each time a book is checked out.

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

of the lending institution. Renewals may be accomplished at the circulation desk, by E-Mail, or by telephone. Fines are assessed for overdue materials. All fines must be cleared for students to be eligible to receive transcripts, register for another semester, or graduate.

Denton Campus

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

Dallas Sites: Parkland and Presbyterian Libraries

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

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

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

Houston Center

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

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 is to

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be used for the entire academic career, and it will be electronically validated each semester of enrollment. These are permanent ID cards, and they are replaced for a fee if they are lost, stolen, discarded or by student request.

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

The student ID card will be required 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 required on the Denton campus for meal plan dining, check cashing at the Bookstore, Student Health Services, Wellness Center, and various campus events.

State Historical Collections

Texas Women— A Celebration of History

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

Student Accounts

Students must pay all accounts such as fees, rents, library fines, and loans when they are due. Before the end of each

academic session, each student is expected to ensure that all outstanding accounts are paid. Grades, reports, diplomas, and other University benefits will be withheld until these obligations are met.

Student Name and Address Change

All students who change their names or addresses during their academic careers at the University should notify the Office of 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.



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. The editor is selected

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by the Faculty-Student Board for Campus Publications.

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

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 or call 940/898-2550

Science Building—Lobby area of the 3rd floor, outside 301/303 or call 940/898-2345.

English/Speech/Foreign Languages

Arts and Science Building—Writing Lab-301 or call 940/898-2341.

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

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 property deposit transfer card. By completing and returning the card, graduating seniors may join the Association in lieu of their first year's membership dues. Current students enrolled in TWU graduate or undergraduate programs may join the Association for a reduced membership of \$15 per year. Regular annual membership is \$30 per year, and the Association year runs from January 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 940/898-ALUM (2586).

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Academic Support Services

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 Undergraduate Admissions. 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 Director of Academic Programs. The Registrar's office issues all information concerning the records of attendance, grades, and credits.

Texas Residency Requirements

Rules and regulations for determining residence status in the State of Texas are specified under Title 3 of the Texas Education Code. An out-of-state resident who comes to Texas for the primary purpose of furthering his or her education will be

classified as a non-resident student. A person classified as a non-resident student upon first enrollment at Texas Woman's University is presumed to be a 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 940/898-3000.

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 it 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.

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.

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 absence to the professors. For situations that do not meet these guidelines, the student is responsible for contacting the professors directly. Students should contact the Office of Student Life, 940/898-3615 or Student Center 206 Denton Campus for assistance.

Religious Holidays

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

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

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 Affairs and Records

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

Grades are interpreted as listed below:

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

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 Information Technology Services 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 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.

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

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

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

Academic Affairs and Records

Texas Academic Skills Program (TASP)

The Texas Academic Skills Program provides information about, and help with, the reading, writing, and math skills of students entering Texas public colleges and universities. Unless exempt, new undergraduate students must take the TASP test *before* enrolling at Texas Woman's University. Undergraduate transfer students must take the test no later than their first semester enrolled. Students who do not pass all parts of the test by the time they earn 60 semester credit hours will be limited to lower-division classes.

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



Academic Advising and 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
- Disability Support Services
- English Writing Lab
- Learning Assistance Office
- Mathematics tutorials
- Science Learning Resource Center

The following courses and services are offered:

UNIV 1000	Student Success Skills
ENG 1003	Introduction to Writing
ERDB 1003	Fundamentals of College Reading and Learning
MATH 1113	Fundamentals of Algebra
MATH 1123	Transition to College Mathematics
PSY 2003	Peer Advising, Counseling, and Teaching

Counseling Center Services: The Counseling Center offers individual, group and crisis intervention counseling along with self-help opportunities related to academic development such as career exploration, study skills, and test anxiety. Services are free and confidential. Hours vary by location.

Locations:

Denton	West Jones Hall	940/898-3801
Dallas	116 Parkland	214/689-6655
	16 Presbyterian	214/689-6655
Houston	103 N. Res. Hall	713/794-2959
www.twu.edu/o-sl/CounCent.html		

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

offered to students who qualify through Disability Support Services. Seminars covering topics which help with learning and study skills are offered throughout the semester from 12:15 to 1:00 p.m. The Learning Assistance Office is located in CFO Room 106 and is open from 8 a.m. to 5 p.m. Monday-Thursday. Please come by for additional information or call 940/898-2046.

Mathematics Tutorials: Student tutors, are available to help 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 940/898-2166 for the semester schedule.

Writing Center : The Write Site, Texas Woman's University's writing center, exists to serve the needs of the entire university community through individualized and computer-aided writing instruction, special workshops and programs on writing-related topics, and through its service as a writing resource center for T.W.U. and the community. Graduate and undergraduate students in every discipline are welcome to make appointments with experienced tutors who can offer assistance in invention, grammar and mechanics, organization, documentation, matters of style, and special needs. Individuals may make appointments by phone, in person, or by e-mail.

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 assistance in chemistry, biology, and physics. The SLRC offers computer-assisted instruction, audiovisual materials, examination files, printed references, and molecular model components. Graduate and undergraduate assistants rotate shifts at the Center and serve as tutors.

Academic Advising Center

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.

The Academic Advising Center (AAC) provides guidance for students who are planning their academic program. Although the Center is available to all TWU students, primary attention is given to those who are undecided majors, not seeking a degree, nontraditional (usually age 25 or older), pre-professional (PT, OT, Com Sci, DHy, SOWK) and those who need help to prepare for the TASP examination. Other students are encouraged to see an advisor in the department of their major. The AAC also provides support for students in gaining confidence in their ability to learn and succeed through the course UNIV 1000.

Disability Support Services

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

academic programs and services while providing the assistance and encouragement needed to meet the challenges of university life.

To obtain services a student must meet the following criteria:

1. Receive notice of acceptance to TWU.
 2. Complete the application and intake process through the Disability Support Services Office.
 3. Provide documentation indicating the presence of an impairment which substantially limits one or more major life activities.
 4. Apply well in advance of the semester for which assistance is needed to obtain services in a timely manner.
- Additional information, including a Campus Access Guide, may be obtained by contacting: Disability Support Services, P.O. Box 425966, Denton, TX 76204-5379, CFO 105, 940/898-3835, (Voice) or TDD access at 940/898-3830.

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.

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 47.

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 gradepoint average for their classification, as outlined below, are subject to academic probation and/or suspension. Official designation of academic probation or academic suspension will be made only by the Registrar's office. Good academic standing, academic probation, and academic suspension will be based solely on the computation of the gradepoint 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 Texas Woman's University and all hours transferred from other institutions of higher education will be included in determining the cumulative gradepoint average.

Classification (based on total number of hours attempted at TWU and in transfer)	Minimum Cumulative Gradepoint Average
0-30	1.4
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 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 Dean of 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 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

A student who finds it necessary to withdraw from all credit classes must formally withdraw through the Office of Student Life on the Denton campus or the Student Life Coordinator on the Houston campus. The Withdrawal process at the Dallas Center is initiated in the Records Office. The effective date of withdrawal is the day upon which the student submits the completed Request for Withdrawal

Form, and it is approved in the appropriate office. Withdrawals are not permitted during the week preceding the first day of final examinations for either the long session or summer term.

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

Refunds Upon Withdrawal From the University

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

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

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

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

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

Academic Records

Adding/Dropping a Course

Students should refer to the University calendar and current schedule of classes for specific 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 transcripts may be obtained in the Transcript office 940/898-3038.

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 TWU 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 Registrar's Office at the address indicated below in writing prior to the final day of registration.

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

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 pro-

vision 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 25 or contact the Career and Employment Services office.

Student Access

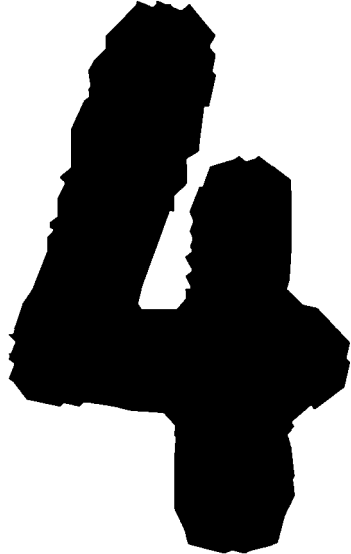
Students may inspect and review their education records upon request and upon completion of a form supplied by the component maintaining the records in question. Access is given to a student within a reasonable period of time, but in no case more than 45 days after the request has been made. An appropriate 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 Information Technology 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





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Academic Dishonesty

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

Definitions

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

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

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

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

Procedure for Undergraduate Students

In the event of alleged academic dishonesty, a faculty member may schedule a conference with the student. If the student does not dispute the charge, the instructor may then assign a reasonable penalty, such as a verbal reprimand or lowered grade.

If the student disputes the charge, he or she should discuss the issue with the department chair, program director, or assistant dean. If the matter cannot be resolved at that level, the student may request that the dean of the college or school schedule a hearing with evidence and witnesses for both sides of the dispute. The dean will advise the Vice President for Student Life in writing of his or her decision. Following the disposition of any academic dishonesty case, a statement of the violation and the penalty, if any, will be filed in the office of the Vice President for Student Life.

Appeals Procedure for Undergraduate Students

A student who wishes to appeal the decision of the dean may do so in writing to the Vice President for Academic Affairs within 14 calendar days of the decision.

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Grades or degrees may be withheld pending the outcome of the appeal.

Upon receipt of the letter of appeal, the Vice President for Academic Affairs will convene an impartial discipline committee to review the incident and make recommendations for his or her consideration. In reaching the final decision, the Vice President is authorized to assign a lesser sanction.

The disciplinary appeal hearing is informal and closed. The University's evidence and witnesses will be presented, followed by the student's evidence and witnesses. Each side may present rebuttal evidence and argument, and questions from committee members may be entertained. No persons other than the committee members will be present during the actual deliberations on the matter.

The Vice President for Academic Affairs will notify the student in writing after a decision has been reached. This decision concludes the appeals process.

Appeals Procedures for Graduate Students

In minor infractions a private conference between the instructor and student may be sufficient with verbal reprimand as warranted.

The instructor may lower the student's grade for the assignment involved and explain the action in a conference with the student.

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.

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

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.

Penalties in the Event of Academic Dishonesty

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

- Verbal reprimand.
- Assignment of a lower grade with explanation from instructor.
- Expulsion from the course with the assignment of a passing grade (W).
- Expulsion from the course with the assignment of a failing grade (WF).
- Expulsion from the University for a definite or indefinite period of time with the assignment of passing grades (WP).
- Expulsion from the University for a definite or indefinite period of time with the assignment of failing grades (WF).

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Student Rights and Responsibilities Preamble

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

Students enrolling in Texas Woman's University and registered student organizations assume an obligation to conduct themselves in a manner compatible with the university's function as an educational community. The act of registering for classes or registering as a TWU student organization is considered an explicit acceptance of TWU's regulations as outlined in the most recent issue of the Student Handbook, the University General Catalog, the Graduate Catalog, and other official University publications. To fulfill its functions of imparting and gaining knowledge, TWU retains the authority to maintain order within the university and to exclude those who are disruptive of the educational process or who represent a threat to the community.

Students and student organizations enjoy the following rights:

1. The right to an environment in the residence halls, academic buildings, and other areas on campus which will be as conducive as possible to study and serious inquiry.
2. The right to inquire about and to recommend improvements in policies, regulations, and procedures affecting the welfare of students through appropriate channels such as student

government, administrative offices, and various committees.

3. The right to a fair hearing (procedure described below) when charged with violation of University regulations.

Students and student organizations must assume the following responsibilities:

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

Section I: Statement of Community Respect

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

The pursuit of community respect requires tolerance of intellectual positions and the expression of ideas that are different from, and contrary to, one's own beliefs and values. The TWU community expects that the expression of these ideas will be exercised in ways that are consistent with norms of civility toward all

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people and that demonstrate respect for the cultural traditions of the diverse racial, religious, ethnic and national groups that comprise the University community.

Section II: Code of Conduct

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

- A. Falsification, forgery, alteration, unauthorized possession, or misuse of University documents, records, or identification, or knowingly furnishing false information to the University or to an University official.
- B. Destruction, damage, unauthorized possession of or misuse of private or University property.
- C. Being in unauthorized places including campus or faculty offices and buildings after hours, without proper authority.
- D. Obstruction or disruption of teaching or any other lawful function or mission of the University.
- E. Willfully refusing or failing to leave any property owned, operated, or controlled by the University upon being requested to do so by an authorized University official.
- F. Verbal, physical, or psychological abuse, including detention or threat of bodily harm to self or another person or persons in the University community.
- G. Possession, use, sale, or delivery of controlled substances or dangerous drugs or other narcotics or illicit drugs wherein the possession, use, or delivery thereof is a violation of local, state, or federal laws.
- H. Manufacture, sale, or delivery of alcoholic beverages on University properties or violation of the University alcohol policy (see Drug and Alcohol Policy on page 53).
- I. Being under the influence of alcohol or drugs in a public place.
- J. Sexual harassment, or sexual assault, including rape, or acquaintance rape, forcible or nonforcible.
- K. Intimidation or harassment of TWU students or employees.
- L. Theft of property or damage, other than accidental, to property of the University, members of the TWU community, or campus visitors.
- M. Violation of rules relating to the use of campus buildings and other University facilities or services.
- N. Malfeasance or misuse of elective or appointed office in a student organization which is injurious to the organization, its members, or the welfare of the University community.
- O. Hazing of any kind including acts directed against a TWU student by another student, or by a group of students, if the intent is to or the effects of such acts would intimidate or subject the student to indignity or humiliation including any violation of the TWU Hazing Policy. (See Hazing Policy on page 68)
- P. Failure to answer an official summons or to comply with lawful directions of University officials acting in the performance of their duties.
- Q. Denial of or interference with any person's lawful right of access to, use of, or exit from any University facility or with any other lawful right of any person on the campus.
- R. Possession or use of firearms, dangerous weapons, explosives, dangerous chemicals outside of the classrooms.
- S. Violations of city, state or federal laws.
- T. Smoking in "no smoking" areas.
- U. Unauthorized tampering with any fire alarm or fire safety system.
- V. Other violations determined by Universities authorities to warrant disciplinary action.

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Section III: Code of Conduct Review Process

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

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

Student Life on the campus where the incident occurred.

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

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

D. A hearing will be held by the Review Committee within 15 class days following the initial meeting with the Review Officer. Texas Woman's University Student Code of Conduct policy **does not** include the right to have legal representation at Review Committee hearings; however, students may have a TWU advisor/friend present for consultation purposes during the hearing. The advisor/friend may not address the Review Committee members or any witnesses present. After consideration, the Review Committee will make a recommendation to the Assistant Vice President for Student Life who will make a post-hearing decision. The student may appeal the decision of the Assistant Vice President for Student Life by delivering a written notice of appeal to the Vice President for Student Life within 72 hours after receipt of the Assistant Vice President for

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Student Life's post-hearing determination. The decision of the Vice President for Student Life is final.

- E. As an alternate procedure, the student named in the complaint may elect in writing, at the initial meeting with the Review Office, to have an administrative hearing rather than a hearing before the Review Committee. Administrative hearings will be conducted by the University Review Officer who will hear the case and render a decision. For cases which are contested, the hearing will involve all pertinent issues, and where the case is not contested, the administrative hearing will involve only the appropriate sanction(s).
- F. The Review Committee is composed of a pool of faculty, staff, and students who hear the case and render a decision. All students in the pool must be in good academic standing (minimum GPA 2.0) in order to be eligible to serve on the Review Committee.
 - 1. **Denton Campus:** The Denton Campus Review Committee is composed of a pool of six (6) students appointed by the United Student Association President, six (6) students appointed by the Vice President for Student Life, six (6) faculty members appointed by the Vice President for Academic Affairs, and three (3) staff members appointed by the Vice President for Student Life. Each Review Committee hearing will utilize 4 students, two faculty and one staff person. The students, faculty and staff who hear the case will be randomly selected from each category of the Review Committee pool. In the event that there are not sufficient review committee members available, additional members may be appointed by the Vice President for Student Life.
 - 2. **Dallas and Houston Campuses:** The Associate Vice President for each Center shall have the authority to

call an ad hoc review committee for the purpose of conducting hearings for their Center. The ad hoc review committee will be composed of two students appointed by the Student Government Association President on the respective campus, two students appointed by the Associate Vice President, two faculty members appointed by the Associate Vice President, and the Student Life Coordinator.

Section IV:

Disciplinary Sanctions

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

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

- A. **Warning:** A warning is a written notice to the student or organization that the conduct in question violates University regulations. A warning becomes part of a student's or organization's disciplinary record in the Office for Student Life. For organizations, a warning may include notification to the organization's president or adviser and to the chapter's national headquarters, if any.
- B. **Loss of Privileges:** The University may deem it appropriate to take away certain privileges from an individual or organization. This sanction may include removal from an elective or appointed office of a registered campus organization, removal of recognition, and ineli-

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gibility to represent the University.

C. *Imposition of special conditions:* The student may be required to participate in works of service on the University campus or in the community as deemed appropriate. Additionally, the student(s) may be asked to perform certain tasks, or make restitution, whether monetary or by specific duties, or comply with a behavioral contract.

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

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

F. *Suspension:* Suspension is the separation of the student or organization from the University for a definite or indefinite period of time or until written specified conditions are met.

G. *Expulsion:* Expulsion is the permanent separation of the student or organization from the University. A student expelled from the University is not eligible for re-admission.

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

Enforcement of Regulations

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

Alcohol and Drug Policy and Guidelines

In 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 and unlawful uses 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

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students about the effects of misuse and abuse of alcohol.

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

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

Statement of Policy

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

1. Use or possession of alcoholic beverages at Texas Woman's University by an individual under the age of 21 is prohibited. Failure to comply with this regulation violates state law and the policy governing student conduct and will subject the individual to disciplinary action.
2. Texas Woman's University reserves the right to designate locations, times, and conditions under which alcoholic beverages may be served and under which persons of legal drinking age may consume or possess beer, wine, or distilled spirits in or on any property under the control or jurisdiction of the University.
3. Persons of lawful age under Texas statutes may be permitted to possess and/or consume alcoholic beverages in the privacy of their rooms/apartments in residence halls of the University.
4. Alcoholic beverages intended for consumption on any university property, except for private residence hall rooms, must be purchased from the Food Services Contractor. Any exceptions to this policy must be authorized by the University Large Event Committee.
5. Groups, individuals, departments, or organizations desiring to serve or 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 Student Life, Student Center 206 or the Office of the Student Center Director (Denton Campus) SC 209; the Student Life Coordinator (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 fifteen (15) 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

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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 drinking age and evidence of appropriate security measures. Request forms must have the approval of the appropriate facilities coordinator; Assistant Vice President for Student Life or Associate Vice President for the Dallas or Houston Centers; the Department of Public Safety, the Director of Student Development or the appropriate Student Life Coordinator (recognized student organizations only). The Vice President for Student Life and the Department of Public Safety will be notified each time a request for use of alcoholic beverages 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 the Denton campus will be coordinated through the Food Services Contractor.
9. General Guidelines:
 - (a) Public University funds, including

Student Services fees, Student Center fees, and residence hall fees, may not be used to purchase alcoholic beverages on or off 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. Participants 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 criminal action.
 - (f) Appropriate disciplinary and/or criminal action will be taken in cases where persons of legal age are found providing alcoholic beverages to persons under the age of 21.
 - (g) Texas Woman's University registered student organizations may not serve, sell, or consume alcoholic beverages at any organization meeting or function on or off campus.
10. Advertising of University events where alcoholic beverages will be consumed must be consistent with the educational philosophy of Texas Woman's University, the TWU post-

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ing policy 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.

B. Specific Guidelines for University

Residence Halls:

Residence hall occupants and their guests are required to comply with state and local statutes concerning possession, sale, and consumption of alcoholic beverages. Loud or disruptive behavior, interference with cleanliness of the residence halls, or drinking habits which are injurious to health or education of an individual or those around her/him are reasons for appropriate disciplinary action by the University.

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

1. Alcoholic beverages may be possessed or consumed, but not sold, in the privacy of student rooms/apartments by those residents and their invited guests who are of legal

drinking age.

2. All alcoholic beverages which are transported through public areas must be unopened and concealed. See Section A.7 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 containers that contain or have contained alcoholic beverages are prohibited in the residence halls.
5. Advertisement of private gatherings (parties) in a resident's room/apartment is prohibited.
6. Residents are responsible for the action(s) of their guests at all times. The use/misuse of alcoholic beverages does not excuse disruptive, noisy, or indecent behavior.
7. Progressive drinking parties are not allowed.
8. Alcoholic beverages cannot be served or consumed at functions sponsored by RHA or hall governments.

C. Referral Procedures for

Noncompliance:

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

D. Penalties for Noncompliance:

All students, faculty, staff, and visitors using University facilities have a responsibility to abide by all conditions of the University Alcoholic Beverage

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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-L under "Legal Requirements Concerning the Use of Alcohol" in this policy.

1. Student violations of the alcohol policy will result in confiscation and disposal of the alcoholic beverages and referral to the University disciplinary system for appropriate sanctions.
2. Nonaffiliated groups or organizations found to be in violation of this policy will have the function or event closed down immediately, forfeiting the remainder of their rental as well as their deposit; and may lose the privilege of future use of Texas Woman's University facilities.

Legal Requirements Concerning the Use of Alcohol

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

- A. Purchase, Consumption, or Possession of Alcoholic Beverages by a Minor - A minor commits an offense if she/he consumes an alcoholic beverage except in the visible presence of an adult parent, guardian, or spouse; 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, the violation is a misdemeanor pun-

ishable by a fine of not less than \$250 nor more than \$1,000. (Alcoholic Beverage Code [ABC] Sec. 106.02, 106.04, and 106.05)

- B. Purchase of Alcoholic Beverages for a Minor/Furnishing Alcoholic Beverages to a Minor - A person commits an offense if she/he purchases an alcoholic beverage for, gives to, or knowingly makes an alcoholic beverage available to a minor, unless the person is visibly present when the minor possesses or consumes the beverage and is the minor's adult parent, guardian, spouse, or an adult to whom the minor was committed by a court. A violation of this section is a misdemeanor punishable by a fine of not less than \$100 nor more than \$500. (ABC Sec. 106.06)
- C. Misrepresentation of Age by a Minor - A minor commits an offense if she/he falsely states that she/he is 21 years of age or older or presents any documents that indicate that she/he is 21 years of age or older to a person engaged in selling or serving alcoholic beverages. A violation of this section is a misdemeanor punishable by a fine of not less than \$25 and not more than \$200 on a first conviction. If a person has been previously convicted of a violation of this section, a violation is a misdemeanor punishable by a fine of 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 \$500. (Sec. 42.02, Penal Code)
- E. Sale of Alcoholic Beverages - The sale or possession for the purpose of sale of any type of alcoholic beverage is prohibited by state law unless the seller possesses a valid license or permit (ABC Sec. 11.01 and Sec. 61.01). The term

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"sale" is broadly interpreted by law enforcement authorities to include such practices as charging admission to events where alcoholic beverages are served. In addition, tickets, activity fees, membership dues, or other exchanges which are in any way restrictive are viewed as indirect payment for alcoholic beverages and are illegal unless the alcohol is obtained through a valid liquor license.

- F. Consumption After Hours - Consumption of alcoholic beverages in a public place is not permitted between the hours of 12:15 a.m. and 7:00 a.m., Monday - Saturday; 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. Consumption or Possession of Alcoholic Beverages in a Motor Vehicle--A person commits an offense if the person consumes an alcoholic beverage while operating a motor vehicle in a public place. An offense under this section is a Class C misdemeanor punishable by a fine of up to \$500. (Sec. 49.03 Penal Code)
- H. Driving While Intoxicated - "Intoxication" is defined as: not having the normal use of mental or physical faculties by reason of the introduction of alcohol, a controlled substance, a drug, or a combination of two or more of those substances into the body or having an alcohol concentration of 0.10 percent or more. (Sec. 49.04 Penal Code)

A person commits an offense if the person is intoxicated while driving or

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

- I. Boating While Intoxicated - A person commits an offense if the person is intoxicated while operating a watercraft. An offense under this section is a Class B misdemeanor with a minimum term of confinement of 72 hours. (Section 49.06 Penal Code)
- J. Intoxication Assault - A person commits an offense if the person, by accident or mistake, while operating an aircraft, watercraft, or motor vehicle in a public place while intoxicated by reason of that intoxication causes serious bodily injury to another. "Serious bodily injury" means injury that creates a substantial risk of death or that causes serious permanent disfigurement or protracted loss or impairment of the function of any bodily member or organ. An offense under this section is a felony of the third degree. (Sec. 49.07 Penal Code)
- K. Intoxication Manslaughter - A person commits an offense if the person operates a motor vehicle in a public place, an aircraft, or a watercraft and is intoxicated and by reason of that intoxication causes the death of another by accident or mistake. An offense under this section is a felony of the second degree. (Sec. 49.08 Penal Code)
- L. Enhanced Offenses and Penalties - If it is shown on trial of an offense under Section 49.04, 49.05 (Flying While Intoxicated), or 49.06 that the person has previously been convicted one time of an offense relating to the driving or operating of a motor vehicle, an air-

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craft, or a watercraft while intoxicated, the offense is a Class A misdemeanor with a minimum term of confinement of 30 days. If it is shown that the person has previously been convicted two times of an offense relating to the driving or operating of a motor vehicle, an aircraft, or a watercraft while intoxicated, the offense is a felony of the third degree. (Sec. 49.04 Penal Code)

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

Drug Policy and Appeals Procedure

A. Definitions

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

and the student component being appointed by the United Student Association.

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

B. Policy Statement

It is the policy of the Texas Woman's University that the use of illegal drugs is prohibited on Texas Woman's 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, an administrative hearing will be held to:

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

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

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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

See Code of Conduct page 49

State of Texas Penalties

Offense, Maximum Penalties

Public Intoxication, Class C, \$500 fine
Driving/Boating W/ Intoxicated, Class B, 180 days, \$2,000 fine
Selling Alcohol to a Minor, Class A, 1 year, \$4,000 fine
Intox. Manslaughter, 2nd Degree Felony, 20 yrs, \$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
Consumption of alcohol by minor, Class C, 180 days, \$2,000 fine and 40 hrs.
Purchase of alcohol by a minor, Class C, 180 days, \$2,000 fine
Driving under the influence by a minor, Class C, 180 days, \$2,000 fine and 60 hrs.

Possession of alcohol by minor, Class C, 180 days, \$500 fine
Purchasing alcohol for a minor, Class B, 180 days, \$2,000 fine
Misrepresentation of age by minor to purchase alcohol, Class C, 180 days, \$2,000 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)

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.

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Federal Trafficking Penalties

APPENDIX A

CSA	PENALTY			DRUG	PENALTY		
	2nd Offense	1st Offense	Quantity		Quantity	1st Offense	2nd Offense
I and II	Not less than 10 years. Not more than life. If death or serious injury, not less than life.	Not less than 5 years. Not more than 40 years. If death or serious injury, not less than 20 years. Not more than life.	<div>10-99 gm or 100-999 gm mixture</div>	METHAMPHETAMINE	<div>100 gm or more of 1 kg or more mixture</div>	Not less than 10 years. Not more than life.	Not less than 20 years. Not more than life.
			<div>100-999 gm mixture</div>	HEROIN	<div>1 kg or more mixture</div>		
			<div>500-4,999 gm mixture</div>	COCAINE	<div>5 kg or more mixture</div>		
			<div>5-49 gm mixture</div>	COCAINE BASE	<div>50 gm or more mixture</div>		
			<div>10-99 gm or 100-999 gm mixture</div>	PCP	<div>100 gm or more or 1 kg or more mixture</div>		
	Fine of not more than \$4 million individual, \$10 million other than individual.	Fine of not more than \$2 million individual, \$5 million other than individual.	<div>1-10 gm mixture</div>	LSD	<div>10 gm or more mixture</div>	Fine of not more than \$4 million individual, \$10 million other than individual.	Fine of not more than \$8 million individual, \$20 million other than individual.
			<div>40-399 gm mixture</div>	FENTANYL	<div>400 gm or more mixture</div>		
			<div>10-99 gm mixture</div>	FENTANYL ANALOGUE	<div>100 gm or more mixture</div>		

	Drug	Quantity	First Offense	Second Offense
	Others*	Any	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 not individual	Not more than 30 years. If death or serious injury, life. Fine \$2 million individual, \$10 million not individual
III	All	Any	Not more than 5 years. Fine not more than \$250,000 individual, \$1 million not individual	Not more than 10 years. Fine not more than \$500,000 individual, \$2 million not individual
IV	All	Any	Not more than 3 years. Fine not more than \$250,000 individual, \$1 million not individual	Not more than 8 years. Fine not more than \$500,000 individual or \$2 million not individual
V	All	Any	Not more than 1 year. Fine not more than \$100,000 individual, \$250,000 not individual	Not more than 2 years. Fine not more than \$200,000 individual, \$500,000 not individual

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

Federal Trafficking Penalties-Marijuana

As of November 18, 1988

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

Includes Hashish and Hashish Oil

(Marijuana is a Schedule I Controlled Substance)

Controlled Substances—Uses & Effects

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Student Conduct Policies

Grievance Procedures Relative to Title IX, Disability/Handicap, Title VI, Racial Discrimination, and Other Federal Regulations and Statutes

Any employee or student has the opportunity to obtain a just and timely review of grievances evolving from any policy or practice which is considered by employees or students to be harmful, unfair, or discriminatory under Title IX or the Disability/Handicap 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.

I. 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

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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 grievance, the grievant(s) should first consult with and have a pregrievance 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

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

Grievance Processing Level for Academic Employees 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 Assistant Vice President for Student Life 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.

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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 prepaid stamped envelope in the United States mail at the address listed on the Grievance Form shall be deemed notice to the Grievant as of the third day after the date of mailing.

E. **Representation:**

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

F. **Assistance:**

The institution/agency will provide assistance to grievants, including access to copies of the Title IX 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

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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.

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 Office of Student Activities.

All persons and organizations, both those officially and those not officially connected with the University, may come upon University property for effecting the distribution of announcements, notices, pictures, advertisements, or publications only after giving notice to the Office of Student Activities of the time, place, and manner of such distribution and by filing a copy of the material to be distributed with the Office of Student Activities 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 Office of Student Activities. Obscene, libelous, misleading, misrepresenting, and culturally insensitive 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

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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 Office of Student Activities. 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. Posting may occur only in those places provided by the University for posting or publicizing official messages.

If space for posting of notices, announcements, pictures, placards, advertisements or publications is limited because of the demands for such space, first priority will be given to administrative and faculty notices dealing with the educational activities and purposes of the University. Second priority will be given to students and 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.

Free Speech Area

In order to provide an area that will support the climate and conditions for teaching, research, and community service, the University has identified, on the Denton campus, the area west of the Student Center 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. 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 Chapter 37, Subchapter F, "Hazing," of the Texas Education Code.

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

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

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affect the right of an educational institution to enforce its own penalties against hazing.

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

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

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

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

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

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

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

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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

Immunization documentation is not required for University enrollment, except for those in allied health studies. However, immunizations against diphtheria, hepatitis B, measles, mumps, poliomyelitis, rubella, tetanus and varicella are recommended to prevent outbreak and spread of these diseases.

Information about these recommended immunizations and others, such as the meningococcal or influenza vaccine, is available at the Office of the Vice President of Student Life and the Student Health Service on the Denton campus and from the Executive Directors at the Dallas and Houston Centers.

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

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

Large Event Policy

A large event is defined as any event open to the public with an anticipated attendance of 100 people or more. This policy, which includes guidelines designed to provide safety and risk management for large events, applies to all events of this size. Some exceptions apply; however, police officers may be assigned to any such event upon review of the Large Event Policy Committee. Complete copies of the policy are available in the Office of Student Life SC 206 or in the Office of the Student Center Director SC 209.

Nondiscrimination Policy Statement

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages

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a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

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

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

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

Equal Opportunity Officer:

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

Title VI and Title IX Officer:

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

Americans With Disabilities Act

Coordinator:

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

Students should contact the Coordinator of Disability Support Services, Texas Woman's University, P.O. Box 425379, 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 Student Life in order to obtain assistance in locating their activities in proper public areas.

Reservation of University Space

Instructional Buildings and Auditoriums

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

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

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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, SC 209.

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.

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 Office prior to scheduling such activities.

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

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 Human Resources 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 non-university agencies. A list of community resources for victims of sexual assault is available in the Counseling Center.

Various programs are presented each semester in the areas of crime prevention, sexual harassment, and personal safety. These programs are sponsored by the 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

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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 an individual is used as the basis for employment or academic decision affecting that individual;
3. such conduct has the purpose or effect of substantially interfering with an individual's professional or academic performance or creating an intimidating, hostile or offensive employment, education, or living environment.

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

All complaints concerning matters of

sexual harassment will originate in the Office of the EO/D Officer. If a person wishes to file a complaint of sexual harassment, the complaint must be filed within 90 days following an incident. The full text of this policy is available from the Department of Human Resources and the Office of Student Life.

Smoking

The buildings 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.

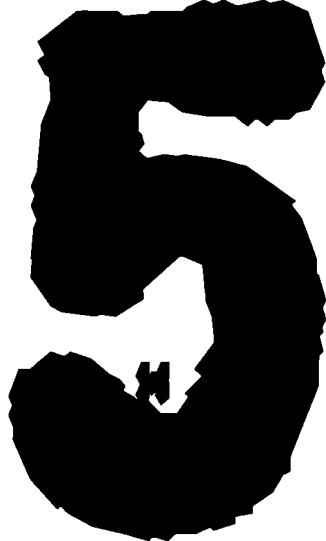
Tuberculosis Screening and Case Management Policy

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

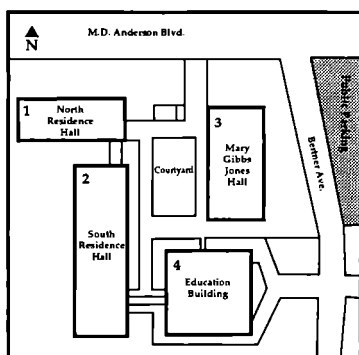
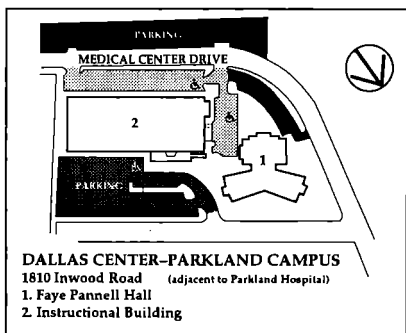
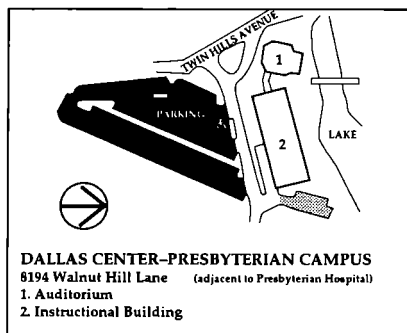
Policy

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

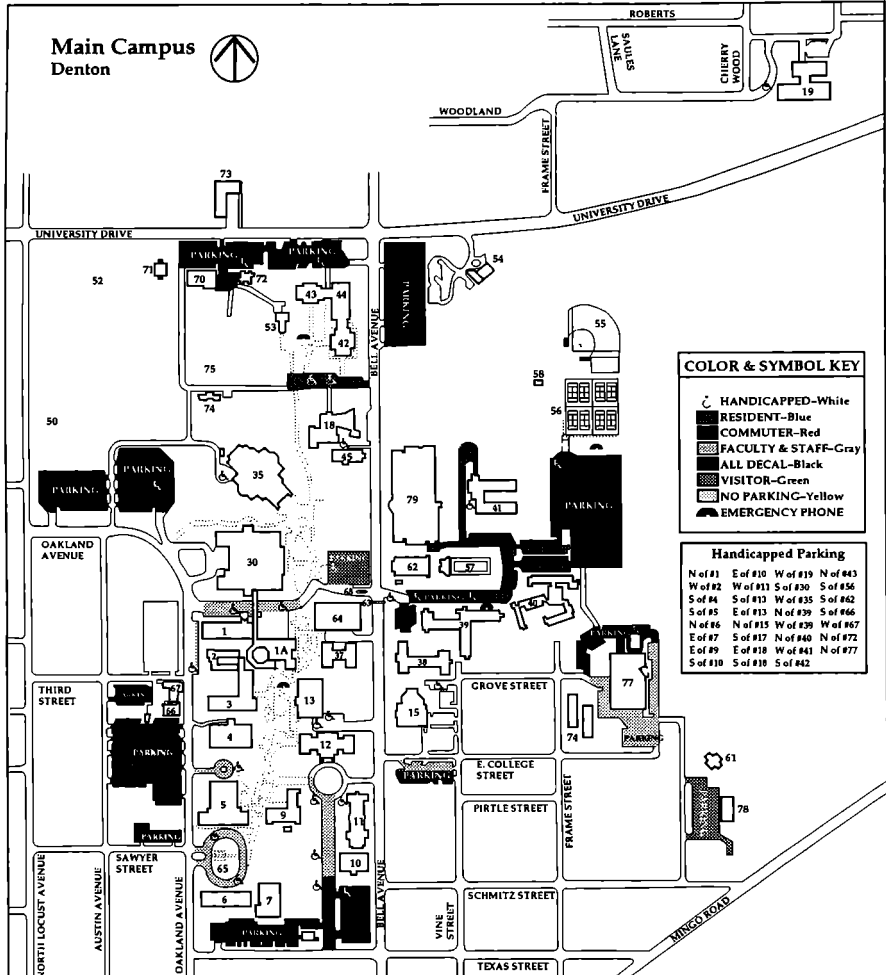
If you have any questions regarding tuberculosis screening or case management policy, please contact the Student Health Services at 940/898-3826.



Campus Maps



Main Campus Denton



COLOR & SYMBOL KEY

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

Handicapped Parking

N of #1	E of #10	W of #19	N of #43
W of #2	W of #11	S of #30	S of #56
S of #4	S of #13	W of #35	S of #62
S of #5	E of #13	N of #39	S of #66
N of #6	N of #15	W of #39	W of #67
E of #7	S of #17	N of #40	N of #72
E of #9	E of #18	W of #41	N of #77
S of #10	S of #19	S of #42	

- | | | | |
|--|--|--|--|
| 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 Pioneer Hall |



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