

The SMU Enchiridion



1971-72

Foreword

This publication brings together under one cover the major rules and regulations affecting students within the University and information concerning the workings of the University. It is important that every student be informed of its content as matriculation in the University makes one responsible for abiding by these regulations.

This publication was compiled by the Office of the Vice-President for Student Affairs with the assistance of a committee appointed by the chairman of the University Assembly.

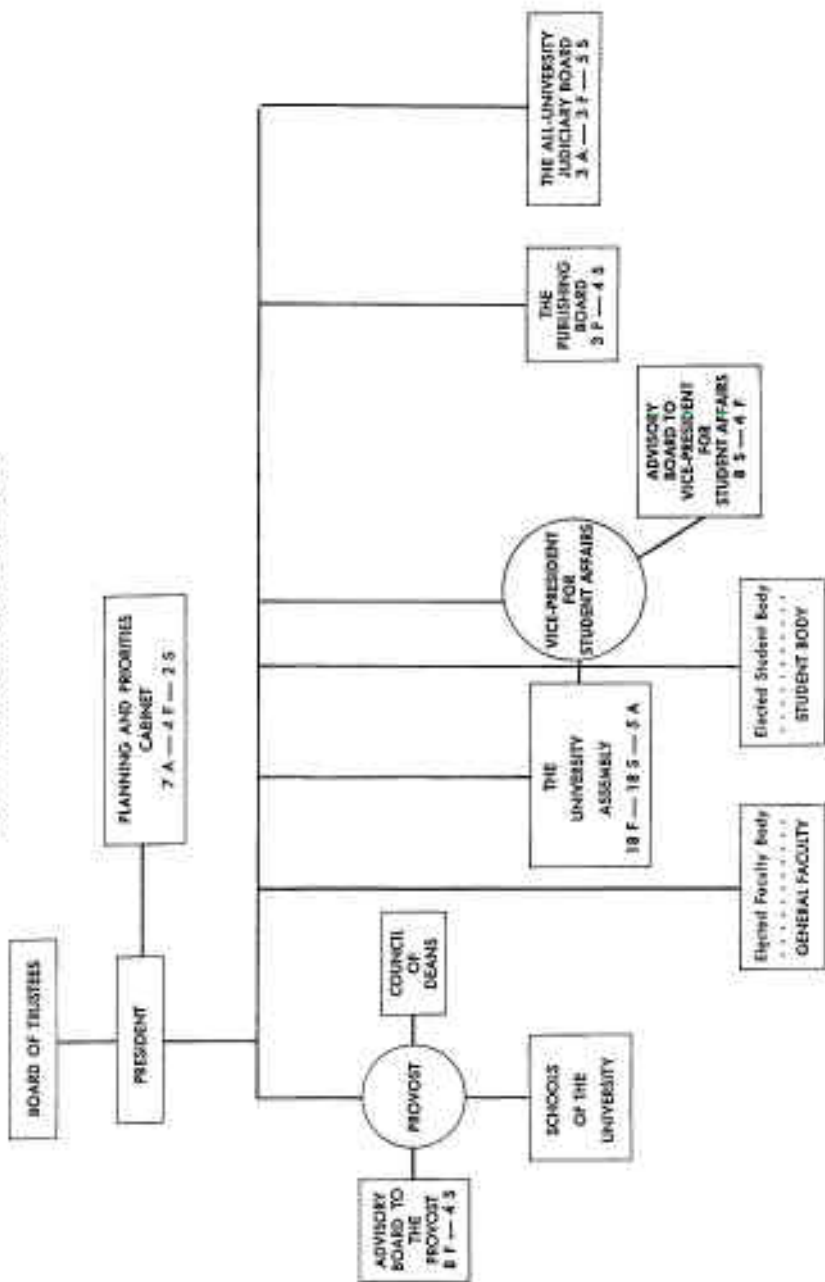
If for any reason a question arises which is not covered in this booklet, or if a statement is not clear as to its meaning, a student is responsible for searching out the answer by contacting the Dean of Student Programs, the Dean of Residential Living, or the Vice-President for Student Affairs.

The rules and regulations contained in this booklet are amendable to review and change by the University Assembly. An individual student or a group of students can bring the need for a change to the attention of the Assembly through a resolution presented by one of its members.

In accordance with the Governance Plan (see pages 17 and 18), the names *Faculty Senate* and *Student Caucus* have been adopted to designate the elected faculty and student bodies specified by the Governance Plan.

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1.

**The
Governance
of
Southern Methodist University
Dallas, Texas**

Adopted as a working agreement between the Board of Trustees of Southern Methodist University and the groups within the University to whom responsibilities are given in this plan.

May 8, 1970

NOTE: The Governance Plan, adopted as a working document by the Board of Trustees on May 8, 1970, is under continuous review by a special committee from the Board of Trustees. Harry A. Shuford is chairman of the review committee which also includes the Board of Trustee Committee on the Bylaws.

INTRODUCTION

In proposing a new plan of governance for SMU, we assume that the only valid test for any system of University Governance is the degree to which it advances the educational aims of the University, most recently set forth for SMU in the Master Plan of 1963. To advance these aims most effectively, all three major constituencies of the University—students, faculty, and administrators—must be involved in decision-making. Some decisions should be made by one constituency alone; others, perhaps most, should be made by the three constituencies acting together, but with sometimes one, sometimes another constituency having the major voice, depending on the area of decision-making involved. We further believe that engagement in decision-making is itself an educational process, and that participation by students in governance is justified partially by this consideration alone. We believe also that decision-making should be a visible process, and that decisions, once made, should be communicated rapidly throughout the community. We believe that effective decision-making must always put foremost the interests of the whole University, not of one school or of one constituency at the expense of the rest. We believe that effective decision-making involves a process of long-range planning and development, rather than simple extemporization to meet the demands of the moment. Finally, we realize that any governance system, if it is not to be restrictive and stultifying, must be subject to change and renewal. The governance plan here proposed is substantially, though not radically, different from that now in operation. It undoubtedly contains flaws impossible for us to foresee, some of them uncorrectable by the process of constitutional amendment. We therefore propose that a thorough review of the whole plan be made, at the discretion of the president, not earlier than three years nor later than five years from its adoption.

The Executive Committee of the Governance Study

I. GOVERNANCE OF SCHOOLS

A. GOVERNANCE IN (1) SCHOOL OF HUMANITIES AND SCIENCES, (2) GRADUATE SCHOOL OF HUMANITIES AND SCIENCES, (3) MEADOWS SCHOOL OF THE ARTS, (4) SCHOOL OF BUSINESS ADMINISTRATION, (5) INSTITUTE OF TECHNOLOGY, (6) SCHOOL OF LAW, (7) SCHOOL OF THEOLOGY:

Each school, acting through a shared governance structure which shall include dean, faculty, and students, shall prescribe, subject to

the review of the Advisory Board to the Provost and to the approval of the provost, the president, and the Board of Trustees:

1. Policies for recruitment of students;
2. Requirements for the admission of students;
3. A system of academic counseling;
4. Rules and methods for the conduct of the educational work of the school, both instructional and research;
5. Procedures for the evaluation of students, faculty, and administrators;
6. Courses and study programs to be offered;
7. The nature of degrees to be conferred;
8. Conditions of graduation;
9. Action on individual student petitions;
10. Candidates for degrees, and persons to be awarded fellowships, scholarships, and prizes within the school;
11. Procedures for faculty recruitment;
12. Policies for faculty promotion;
13. Policies for research and study-leave programs.

In addition, the faculty or the governing body of the school shall be consulted by the dean on major budgetary policy.

During the school year 1970-1971, each school shall determine how a shared governance structure for carrying out the above functions shall be organized for that school. The following guidelines are to be used:

- 1) Each school shall prepare a written constitution and by-laws by which that school shall carry out the responsibilities assigned to it by the By-Laws of the University.
- 2) The committee charged to draft the constitution and by-laws for each school shall consist of elected faculty, elected students and the dean, and other administrative officers appointed by the dean. The committee shall consist, at a minimum, of at least 50 percent faculty and 20 percent students, elected by ballot.
- 3) Even if there are regular meetings of an academic council, provisions shall be made for the faculty to meet regularly, normally at least once each semester, and, in addition, provision shall be made for the faculty to meet on call of the dean or upon petition of its members.
- 4) Students shall be significantly involved in the governing body of the school.
- 5) Each school, through its established governing body, shall determine the method of work of its component subdivisions, if any (departments, centers, etc.).
- 6) Provisions shall be made by which faculty, students, or staff may appeal the decisions of a dean or department chairman to the appropriate superior administrative officers, with or without the endorsement of the dean or department chairman.

7) Constitution and by-laws shall be approved by a majority of the faculty of the school and forwarded to the provost for his review. After consultation with his advisory board, he may recommend to the president the adoption of the constitution and by-laws; he may return the documents to the school from which they originated with the request that certain specific sections be modified, or he may return the entire document with the request that it be re-submitted in response to a bill of particulars which describe the areas deemed by him to be unacceptable.

The final document shall be approved by the Board of Trustees upon recommendation of the president.

B. GOVERNANCE IN UNIVERSITY COLLEGE:

The presently constituted University College Council shall function as the academic council for the University College except that its membership shall be increased by the addition of six student members with voting privileges, two from University College, and one each from H & S, Arts, Business, Technology, elected by the students of these schools. The actions of the University College Council shall be subject to the review of the Advisory Board to the Provost and to the approval of the provost, the president, and the Board of Trustees. Also, the council shall reconsider any of its actions upon written petition of 5 percent of the full-time University faculty or of 5 percent of full-time undergraduate students. Within the above stipulations the University College Council shall prepare a written constitution for itself, using as its basic materials the provisions concerning it laid down by the Master Plan of 1963 and its own past minutes. This constitution and by-laws shall be submitted to the provost for review.

C. GOVERNANCE IN THE SCHOOL OF CONTINUING EDUCATION:

For the School of Continuing Education an academic council shall be created composed of the dean as chairman, eight faculty (one elected by each of the divisions of Humanities and Sciences, and one each by Arts, Business Administration, Law, Technology, and Theology), and the provost or his delegates as ex officio member. Student members may be added at the discretion of the council, or by request of 100 enrolled students. The terms of the faculty representatives shall be four years, staggered. The actions of the Council for the School of Continuing Education shall be subject to the review of the Advisory Board to the Provost and to the approval of the provost, the president, and the Board of Trustees. Also, the council shall reconsider any of its actions upon written petition of 5 percent of the full-time University faculty or of 5 percent of students enrolled in courses in the school. Within the above stipulations the first Council of the School of Continuing Education shall prepare a written constitution for itself, which shall be submitted to the provost for review.

II. THE ROLE OF ADMINISTRATION IN ACADEMIC GOVERNANCE

The University is a community of scholars, whose principal calling is the life of learning—study, teaching and critical inquiry. The proper and fruitful functioning of that community depends in large part upon the adequacy of the system by which it is governed and upon the understanding and support of that system by its members.

The governance of a university is unlike that of a corporation, the power of which resides in and is directed *downward* from a Board of Directors, or that of a democratic political entity, the power of which resides in and is directed *upward* from the electorate. The principal elements in the governance of the formal life of learning of a university are its trustees, its faculty, its students, and its administrators. The primary function of the trustees is to assure the financial support of the university and, through elected administrators, to assure the proper management of the resources of the university. The faculty are charged with responsibility for the formulation and proper function of the formal educational program of the university. Academic administrators, as leaders of the faculty of the educational units they head, must participate as the leaders of the units in the formulation of the program of the unit. In order to preserve faculty and student time for the primary purpose of scholarship, the day-to-day administration of the program ought to be carried on by the administrative staff of the unit.

The governance of the formal life of learning, then, embraces some aspects of both the corporate and the political patterns described above. Its distinctive element lies at the point where the acknowledged leader of a faculty (be it department, school, or university) becomes the appointed administrative officer for that unit. He is thus of the faculty but is elected by the trustees and is accountable to the trustees through the president.

Successful academic administration ought never to preempt the right and duty of the faculty as the agency for making academic policy and program. The administrator should be the leader of the faculty in helping to formulate policy and program. By the same token, faculty and students ought never to be cast in the role of administering by committee. The effective functioning of this pattern of governance can take place only where trustees, faculty, students, and administration can operate in mutual respect and trust and in full comprehension of their inter-relationship and inter-dependence.

Any plan of governance must provide for periodic review of its members—administration, faculty, and students—and for an effective method of replacing those whose performance is marginal or substandard.

THE ROLE OF THE BOARD OF TRUSTEES IN ACADEMIC ADMINISTRATION:

According to the By-Laws of the University, "The Management and directorship of all affairs and interests of the University shall be vested in the Board of Trustees." The Board normally operates through its executive committee, which is the Board of Governors. According to the by-laws, "The Board of Governors shall exercise, in the interval between the meetings of the Board of Trustees, the powers of the Board of Trustees, the management and the business affairs of the University, except for such academic administrative affairs as have been delegated to the Committee on Instruction, and as to those matters, the Board of Governors shall act in an advisory capacity." While the Boards of Trustees and governors do have the ultimate responsibility and authority for all activities of the University, they have empowered the Committee on Instruction of the Board of Trustees and the elected officers and the faculty of the University to deal with all matters of academic administration and to make academic policy decisions.

According to the By-Laws of the University, the Committee on Instruction shall consider all changes in the academic staff whether by election, promotion, or transfer, proposed by the president of the University, and shall make recommendations to the Board of Trustees regarding the same, specifying the terms of their employment in accordance with the provisions of Section 2.33—The Budget. It shall also be the duty of the Committee on Instruction to examine the system and courses of instruction, educational management, rules, discipline, and all other matters pertaining to the educational policies and problems of the University, and to report and make recommendations thereon to the Board of Trustees.

The president, provost, deans, and department chairmen are all administrators of the University. Their respective responsibilities are described below.

THE ROLE OF THE PRESIDENT IN ACADEMIC ADMINISTRATION:

According to the by-laws, "The President of the University shall be the chief executive officer of the University and shall represent the Board of Trustees in dealings with the faculty and students." He is elected for a term of one year and, while he is nominally the head of the entire educational enterprise of the University, he normally operates by delegating much of his authority and responsibility to those officers who are in line academic authority in the University. They are the provost, deans, and department chairmen. The president is responsible ultimately for the proper function of the entire University and particularly for the educational enterprise that is the University's reason for being. Actions taken by subordinate academic administrative officers are reported to the Board of Trustees through the president, and all recommendations from these officers are conveyed by the president to the Board. Specifically, such recommendations include those for the nomination of all officers

and all faculty members for election by the Board, and for all promotions in the instructional staff.

THE ROLE OF THE PROVOST IN ACADEMIC ADMINISTRATION:

The provost is the chief academic officer of the University. He is responsible for the effective coordination of all of the academic programs of the University and is a *member of and spokesman for the faculty* of the University. He is also *elected by the trustees and is accountable to the trustees* through the president. His nomination and election, which is for a term of one year, are contingent upon consultation by the president with the Advisory Board to the Provost,* with the Council of Deans and with other faculty members, students, and administrators as appropriate to insure that he is effective in the office.

The provost is responsible for the proper functioning and coordination of the programs of the several schools of the University and of the various offices and agencies that support the academic enterprise. These include, specifically, the University libraries, Research Services and Coordinated Academic Services (Office of Recruiting, Office of Admissions, Office of the Registrar, Offices of Scholarships, Office of Academic Research). In addition to the University College and the Schools of Undergraduate Humanities and Sciences, Graduate Humanities and Sciences, Arts, Business Administration, Technology, Law, Theology, and Continuing Education, he is responsible for centers which cross school lines, such as the Center for Ibero-American Studies, Institute for Urban Studies, Center for Afro-American Studies, and Teacher Education Program.

The provost is the officer to whom the deans of the several schools, the directors of the various programs, libraries, and Coordinated Academic Services report. In this capacity, he has the responsibility not only for student recruitment but for faculty recruitment and promotion and for faculty research and study-leave programs. In addition, he has the responsibility to give leadership to the preparation of guidelines for all proposals for new organizational units and degree programs to insure proper review of such proposals, and also of proposals to delete programs and to insure periodic review of all academic programs. An important aspect of this procedure is the responsibility to coordinate the academic programs between the several schools so as to insure the optimum use of both human and fiscal resources.

Finally, and most important, it is the role of the provost to coordinate *the academic planning of the several schools and of those programs that cut across school lines*. Coordinated planning at this level is essential to planning for the entire University. The provost should thus make regular reports to the Planning and Priorities Cabinet* relating to matters of academic planning.

So that he may most effectively discharge the responsibilities

* The Advisory Board to the Provost established later; see pages 19, 27.

* The Planning and Priorities Cabinet established later; see pages 19, 26.

assigned to him, the provost should have an advisory board that is representative of faculty, students, and administration which will meet with him at regular intervals (no less than once a month) throughout the academic year for purposes of advising him on decisions that he must make relating to all of the above matters.

THE ROLE OF THE DEAN IN ACADEMIC ADMINISTRATION:

The dean of a school is the educational leader and spokesman for the faculty of that school and, as such, participates in the deliberations of the faculty in all academic matters. He is charged with the administration of the assets of that educational unit which he heads, and is accountable to the provost and, through him, to the president and the Board of Trustees for responsible administration of the unit. The dean is both the administrative officer for the school and the educational leader of it. In order to provide due faculty voice so that the dean is of the faculty and in order to provide a determination of responsible administration from the Trustees, the president and the provost shall at intervals no greater than every four years consult with the faculty and students of the school regarding the effectiveness of the dean.

Under the leadership of the dean, each school has the responsibility for determining (1) policies for the recruitment of faculty and students, (2) requirements for the admission of students, (3) procedures for the evaluation of students, faculty, and administrators, (4) the curriculum of the school, (5) the nature of degrees to be conferred, and (6) requirements for graduation.

In addition, the faculty of each school (of which the dean is a member) is responsible for establishing a system of academic counseling, for acting on individual student petitions, for recommending candidates for degrees and persons to be awarded fellowships, scholarships, and prizes within the school.

The policies and decisions which have been determined by the school will be implemented by the dean. In addition, the dean is responsible for carrying out policy established by the faculty on matters of faculty recruitment, promotion, and tenure, and the dean should consult* with the governing body of the school on matters of major budgetary policy.

THE ROLE OF THE DEPARTMENT CHAIRMAN IN ACADEMIC ADMINISTRATION:

The chairman is the educational leader of and spokesman for the faculty of the department and, as such, fully participates in the deliberations of the faculty of the department in all academic matters. He is charged with the administration of the assets of that department which he heads, and is accountable to the dean, and through him to the provost, president, and Board of Trustees. The

* In this context, "consult" is understood to mean the sharing of views, and of relevant information upon which to base those views.

chairman is both the administrative officer for the department and the educational leader of it. The department chairman is appointed by the dean with the concurrence of the provost. His appointment is made after consultation with appropriate faculty and students of the educational unit, and is normally for a term of four years.

RECOMMENDATIONS:

1. That, under the Office of the President, the provost, the deans, and department chairmen be recognized as the duly constituted academic administrative officers of, respectively, the University, the school, the department.
2. That the deans are appointed by the president with ratification by the Board of Trustees. They are appointed after consultation with the governing bodies of the educational units they head and will continue to serve at the discretion of the president.
3. That the department chairmen are appointed by the dean with the concurrence of the provost. They are appointed after consultation with the faculty of the departments they head and are normally appointed for a term of four years.
4. That the provost, deans, and department chairmen be the educational leaders of their respective academic units and, as such, be expected to provide creative leadership in the formulation of the programs and policies of the unit.
5. That an Advisory Board to the Provost be formed and that it be an elective body consisting of eight faculty members and four students who will meet with the provost and the associate provost.
6. That a procedure be established for periodic review of the performance of every administrative officer so as to insure the effective functioning of the unit he heads, and to provide a means of replacing him if such action is indicated.
7. That a procedure be established for appealing the action of any administrative officer to his immediate superior.

III. THE ROLE AND RESPONSIBILITIES OF THE GENERAL FACULTY

There are areas of university life which are recognized as being the primary concern and responsibility of the General Faculty. These responsibilities are understood to be apart from but supportive of their role as faculty members of the separate schools. The General Faculty is responsible for the following areas, through its elected body:

- 1) Give leadership to achieve and maintain a high quality of intellectual life for the University.
- 2) Promote and defend the maximum use of academic freedom.
- 3) Nominate persons to receive honorary degrees.
- 4) Provide regulations governing professional behavior of members of the University faculties, and make recommendations to the

appropriate faculty member and/or administrative officers in instances where professional ethics are involved.

5) Recommend criteria for the granting of tenure and investigate alleged infractions of the conditions of tenure of a faculty member and make recommendations related thereto to the president and the Board of Trustees.

6) Give leadership to the professional educators' concerns, such as faculty salaries, benefits, and retirement.

7) Submit to the president nominations for the office of director of athletics and for positions on the coaching and office staff, recommend the approval of the budget of the Athletic Department, enforce regulations against recruiting and subsidizing athletes, control the eligibility of all participants in athletics, and scheduling of games, and all other matters embraced within the rules of the Southwest Conference.

NOTE: This function should remain one of the elected faculty body in view of the Southwest Athletic Conference's constitution regulation which stipulates terms of membership as follows:

"Article 3, Section, Membership in the Conference is limited to institutions in the southwest which have recognized collegiate standing, and in which there is complete faculty control of intercollegiate athletics, which shall include: (a) Responsibility delegated to the faculty by the Board of Trustees of the institution concerned for the proper conduct of intercollegiate athletics in that school; . . ."

This arrangement is necessary in order to satisfy the terms of the Southwest Conference by assuring that there are a majority of faculty on the committee and that the parent body of the committee is a faculty body. Significant presence of students on the committee is also assured.

The Athletic Committee shall consist of 7 faculty (which may include faculty holding administrative appointments) and 3 students appointed by the elected student body. The committee, because of its unusually heavy work load, should have an Executive Committee consisting of the chairman, vice-chairman, and secretary.

8) Represent the General Faculty in all undertakings that involve joint action with groups outside the University and that affect more than one school of the University.

9) Publish the Faculty Handbook.

10) Administer elections for all faculty positions on University governing bodies.

11) Appoint faculty representatives on the Board of Trustee Committees.

12) Receive timely information on the tentative annual budget of the University.

Upon approval of the Board of Trustees of this Governance Plan,

the present Faculty Senate shall supervise the transition to the new elected faculty body and recommend procedures in the light of their experience. The new elected faculty body shall include the faculty members elected to the PLANNING AND PRIORITIES CABINET, the ADVISORY BOARD TO THE PROVOST, the UNIVERSITY ASSEMBLY, and the ADVISORY BOARD TO THE VICE-PRESIDENT FOR STUDENT AFFAIRS.* Additional faculty members may be added to the new elected faculty body if deemed necessary by the present Faculty Senate or the new body. The new elected faculty body shall select its own name.†

IV. THE ROLE AND RESPONSIBILITIES OF THE GENERAL STUDENT BODY

There are areas of university life which are recognized as being the primary concern and responsibility of the students. The general student body is responsible for the following areas, through its elected body:

1) Give leadership to achieve and maintain a high quality of university life.

2) Give leadership to the concerns of students.

3) Represent the general student body in all undertakings that involve joint action of students with groups outside the University and that affect more than one school of the University.

4) Administer elections for all student positions on governing bodies of the University.

5) Allocate that portion of the Student Activity Fee which the University Assembly** assigns for student groups.

6) Have appointive powers for student representation on ad hoc groups.

7) Publish the student handbook.

8) Appoint student representatives on Board of Trustees' committees.

9) Receive timely information on the tentative annual budget of the University.

Upon approval of the Board of Trustees of this Governance Plan, the present Student Senate shall supervise the transition to the new elected student body and recommend procedures in the light of their experience. The new elected student body shall include the student members elected to the PLANNING AND PRIORITIES CABINET, the ADVISORY BOARD TO THE PROVOST, the UNI-

* Manner of election for each of these bodies is described under each body:

Planning and Priorities Cabinet, page 19.

Advisory Board to the Provost, pages 19 and 20.

University Assembly, pages 20 to 23.

Advisory Board to Vice-President for Student Affairs, pages 23 to 24.

† This body has subsequently selected the name Faculty Senate.

** The University Assembly, page 20 to 23.

UNIVERSITY ASSEMBLY, and the ADVISORY BOARD TO THE VICE-PRESIDENT FOR STUDENT AFFAIRS.†

Additional students may be added to the new elected student body if deemed necessary by the present Student Senate or the new body. The new elected student body shall select its own name.**

V. THE SHARING OF GOVERNANCE IN APPROPRIATE AREAS

There are areas of University life which are appropriate for varying degrees of shared governance. In addition to the proposed sharing of the governance of the separate schools, the extent and manner of such sharing to be determined by each school,†† we propose degrees of shared governance in:

- A. The PLANNING AND PRIORITIES CABINET, advisory to the president.
- B. The ADVISORY BOARD to the provost.
- C. The UNIVERSITY ASSEMBLY.
- D. The ADVISORY BOARD to the vice-president for student affairs.
- E. THE JUDICIARY.
- F. THE PUBLISHING BOARD.

No faculty or student shall serve on more than one of the above bodies.

A. THE PLANNING AND PRIORITIES CABINET, Advisory to the President

Functions:

1. Establish a process by which priorities of the University are selected; recommend priorities to the president.
2. Establish a process by which planning for the future of the University is carried out. (It is recommended that the present functions of the Campus Planning Commission be subsumed under this PLANNING AND PRIORITIES CABINET.)
3. Advise the president about any policy made by any group which, in the judgment of this CABINET, by-passes or violates an established priority of the University.
4. Consult with the president or his designate on the total University budget.

Membership:

The vice-presidents

† Manner of election for each of these bodies is described under each body: Planning and Priorities Cabinet, page 18; Advisory Board to the Provost, pages 19 and 20; University Assembly, pages 20 to 21; Advisory Board to the Vice-President for Student Affairs, pages 21 to 25.

** This body has subsequently selected the name Student Caucus.

†† Page 8 ff., Governance of Schools.

- 4 faculty members elected at large by the General Faculty for terms of 3 years, staggered.
- 1 academic dean, elected by the Council of Deans, annually.
- 2 students, juniors or above, elected at large by the student body, for one year.

This CABINET is advisory to the president; it is free to consult with any person or representative from groups or specialized areas of the University. The CABINET shall meet with the president or his designate regularly and on call. It shall determine its own manner of work, and elect its own chairman.

B. ADVISORY BOARD TO THE PROVOST

Function:

To counsel and advise the provost as he carries out the responsibilities of his office; to consult with the provost on the instructional budget.

"The provost is responsible for the proper function and coordination of the programs of the several schools of the University and of the various offices and agencies that support the academic enterprise. These include, specifically, the University Libraries, Research Services and Coordinated Academic Services (Office of Recruiting, Office of Admissions, Office of the Registrar, Office of Scholarships, Office of Academic Institutional Research). In addition to the University College and the Schools of Undergraduate Humanities and Sciences, Graduate Humanities and Sciences, the Arts, Business Administration, Technology, Law, Theology, and Continuing Education, the following Centers which cross school lines, such as: Ibero-American Studies, Institute for Urban Studies, Afro-American Studies, and Teacher Education Program.

"The Provost is the officer to whom the deans of the several schools, the directors of the various programs, Libraries and Coordinated Academic Services report. In this capacity, he has the responsibility not only for student recruitment but for faculty recruitment and promotion and for faculty research and study leave programs. In addition, he has the responsibility to give leadership to the preparation of guidelines for all proposals for new organizational units and degree programs, to insure proper review of such proposals and also proposals to delete programs; to insure periodic review of all academic programs. An important aspect of this procedure is the responsibility to coordinate the academic programs between the several schools so as to insure the optimum use of both human and fiscal resources.

"Finally, and perhaps most important, is the essential role of the provost in *coordinating the academic planning* of the several schools. This should be the basic ingredient for institutional planning for the entire university and will be provided by regular reports to the Planning and Priorities Cabinet."[§]

[§] Section II, the Role of Administration in Academic Governance, page 9.

Membership:

- 8 faculty members elected by the schools of the University, (3 from H & S and one each from Arts, Business, Technology, Law, and Theology), for three-year terms, staggered.
- 4 students elected at large, for one-year terms.

Operational Procedure:

The ADVISORY BOARD to the provost shall meet at least monthly with the provost and/or the associate provost, and other appropriate persons as designated by the provost. It shall determine its own manner of work, and elect its own chairman.

C. THE UNIVERSITY ASSEMBLY*1. Membership:*

The membership shall be composed of an equal number of faculty and students, plus administrators not to exceed 15 percent of the total membership. In the future, the over-all size of the ASSEMBLY may be adjusted by vote of the ASSEMBLY subject to the approval of the president, as long as the proportion remains the same. Initially, we recommend 18 faculty, 18 students, and five administrators. Faculty members shall be elected as follows:

- 2 each from Arts, Business, Engineering, Law, Theology
- 6 from H & S (2 from each division)
- 2 at large

Students shall be elected as follows:

- 1 each from Law and Theology
- 2 each from Arts, Business, Engineering
- 3 from University College
- 6 from H & S and/or Graduate H & S
- 1 at large, who shall be the president of the student body, and serve as vice-chairman of the University Assembly

The administrative members shall be the following:

- The president or his designate
- The provost or his designate
- The vice-president for student affairs or his designate
- 2 additional administrators appointed by the president

Faculty members shall serve for two-year staggered terms. Students shall be elected for a one-year term. Administrators shall be appointed annually.

2. Officers:

The chairman shall be a faculty member elected by the assembly from its membership. The vice-chairman shall be the elected president of the student body. A secretary shall be elected by the assembly. Officers shall serve a one-year term.

3. Functions:

The ASSEMBLY shall be given responsibility to establish policy or act in an advisory capacity in appropriate areas, subject to the president's veto. The functions of the ASSEMBLY shall include those areas of University life considered to be appropriate for vary-

ing degrees of shared governance, most of which have already been shared to some degree in the past:

FUNCTIONS:

- (1) Establish policies for student center space and use.
- (2) Consult with the proper administrators and other governance bodies regarding the development, upkeep and utilization of the University's physical facilities to meet the needs of the schools of the University.
- (3) Propose policies for the University libraries, in consultation with appropriate academic officials.
- (4) Establish standards for the recognition and conduct of University groups.
- (5) Establish standards for individual conduct.
- (6) Recommend the Student Activity Fee.
- (7) Plan University Convocations in the interest of the total University community; this involves planning and making all arrangements for an annual program of EVENTS which speak to the issues of the day and the University's distinct concerns.
- (8) Establish a program of information services for the interior life of the University in order that there be high visibility of the actions of the governing bodies of the University. Consult with the Office of University Relations on the University's relationship to its various publics.
- (9) Establish criteria for the awarding of scholarships, loans, and other University financial aid to students.
- (10) Establish policies for appropriate safety, security, and traffic provisions for the campus.
- (11) Plan for the orientation of new students, in cooperation with the appropriate academic officials.
- (12) Consult with the president in the annual review of the budget.
- (13) Confer with the president on administrative appointments affecting more than one school.

Operational Procedures:

The ASSEMBLY shall meet not less than monthly during the fall and spring terms. The meetings shall be open to all who may wish to come, subject only to the capacity of the room. The ASSEMBLY shall be provided the services of an executive assistant assigned to the ASSEMBLY by the president, and also the services of a full-time secretary. The ASSEMBLY'S office shall keep records of the activities of the ASSEMBLY and its committees. These records shall be open and easily available. Records of executive sessions are to be clearly identified as such.

5. Committees of the ASSEMBLY:

It is recognized that experience may indicate future changes in the standing committees of the ASSEMBLY. It is recommended,

therefore, that initially the following standing committees listed below be established. The operational relationship between the standing committees and the ASSEMBLY shall be determined by the ASSEMBLY. Each standing committee shall have as a member at least one assemblyman, but an assemblyman need not chair the standing committee of which he is a member. All students and faculty members of standing committees shall be elected by the assembly. The administrative members shall be appointed by the president. The chairman of each standing committee shall be elected by the assembly from the committee members, and shall vote only in case of a tie. Nominations shall be made by the Executive Committee of the assembly and from the floor. The term of office for committeemen is one year. Individuals may be re-elected or re-appointed. Faculty members may normally serve a maximum of six years.

STANDING COMMITTEES:

The Executive Committee: The UNIVERSITY ASSEMBLY shall have an Executive Committee consisting of the three officers of the assembly and four additional assemblymen elected by the assembly. The overall membership of the Executive Committee shall be 3 faculty members, 3 students, and 1 administrator. The functions of the Executive Committee shall be to set the agenda of the assembly; to serve as the Committee on Committees; to act for the assembly between meetings, subject to the approval of the assembly; and to nominate to the assembly a committee to carry on the duties of the assembly during the summer months, subject to the review of the assembly.

STANDING COMMITTEE	FUNCTION	MEMBERSHIP: (Chairman)	NORMAL ASSIGNMENT OF STAFF TO THESE FUNCTIONS*
Student Center	# 1	2F-75†-3A (plus 2 alumni)	Student Center Manager
University Facilities	# 2	4F†-35-2A	Provost's Designate and VP for Financial Administration's Designate
University Libraries	# 3	4F†-35-1A	University Librarian or His Designate
Student Activity Fee	# 6	1F-35†-3A	Vice-President for Student Affairs
University Convocations	# 7	4F†-45-1A	Provost or His Designate

* Each of the functions of the University Assembly include areas to which there normally is assigned one or more administrative staff. Such staff members will be assigned to work with these standing committees, but shall not be the members of the administration assigned to these committees. The staff member has a dual relationship, for he is accountable to his immediate supervising administrator and also responsible for the implementation of decisions of the standing committee as approved by the assembly. The evaluation of administration in academic governance (see page 15, #6) is also applicable for non-academic administration.

Communication Within and Beyond the University	# 8	3F-35-1A†	Director of University Relations Designate
Financial Aid to Students	# 9	1F†-35-1A	Director of Financial Aid
Safety and Security Orientation of New Students	#10 #11	4F†-45-2A 3F-45†-2A	Director of Security Vice-President for Student Affairs or His Designate

(The following functions will be the responsibility of the ASSEMBLY as a whole, with ad hoc committees appointed as needed: #4, Establish standards for the recognition and conduct of University groups; #5, Establish standards for individual conduct; #12, Consult with the president in the annual review of the budget; and #13, Confer with the president on administrative appointments affecting more than one school.)

D. ADVISORY BOARD TO THE VICE-PRESIDENT FOR STUDENT AFFAIRS

Functions:

To counsel and advise the vice-president for student affairs as he carries out the responsibilities of his office; to consult with the vice-president for student affairs on that portion of the budget for which he is responsible.

The Office of the Vice-President for Student Affairs is administratively responsible for those offices assigned to it by the president. At present these are: dean of men, dean of women, Student Center Programming, Special Services (Financial Aid,* Student Housing Management), Psychological Services, Health Center, Career Counseling, Personal Counseling, Religious Activities, Volunteer Services, the Mustang Band.† This officer is expected to provide leadership for the functions of these offices through their respective directors or deans. In addition, this officer is responsible for seeing that policies affecting these offices are implemented. This officer is also responsible to bring to the attention of the appropriate body or person any situation in the informal life of learning which in his judgment is contradictory to the purposes of the University. Finally, the vice-president for student affairs is held responsible for the implementation of rules and regulations established by the University Assembly in accordance with the judicial procedures established by the All-University Judiciary Board.

* Only the Office of Financial Aid is related to a policy-making standing committee of the University Assembly.

† Add: and the director of University Personnel Identification (established, July 1, 1970).

Membership:

- Students: President of University Men
 President of AWS
 President of IFC
 President of Panhellenic
 President of the Student Center Directorate
 3 additional students elected at large.
- Faculty: 4 faculty members elected at large

OPERATIONAL PROCEDURE:

The Advisory Board to the Vice-President for Student Affairs shall meet regularly with the vice-president for student affairs and/or other appropriate persons designated by the vice-president for student affairs. The board shall determine its own manner of work, and elect its own chairman.

E. THE JUDICIARY SYSTEM

It is recommended that the Board of Trustees, through the president, establish an all-University Judiciary Board. This board shall have the following responsibilities:

1. To establish a system of judiciary bodies on all levels of the University to hear the cases of all students who are accused of violating the rules and regulations of the University as established by the University Assembly.
2. To establish a system of judiciary bodies to hear cases of violations of the traffic laws of the University.
3. To serve as the final appeal body of the University for all cases heard by the lower judiciary bodies.
4. To establish appropriate procedures for all judiciary bodies to insure fair process for both the student and the University.*

The membership of the All-University Judiciary Board shall consist of:

- 3 Administrators appointed by the president for three-year terms, staggered (these administrators shall not be members of the Student Personnel Staff), and may serve no more than two consecutive terms.
- 3 Faculty members appointed by the University Assembly, for three-year terms, staggered, and may serve no more than two consecutive terms.
- 3 Students appointed by the University Assembly, appointed annually.

The chairman shall be appointed annually by the University Assembly from among the 3 faculty and 3 administrators on the Judiciary Board.

Until such time as changes are recommended by the All-Univers-

* See Chapter 6, pg 43.

sity Judiciary Board and approved by the president, the present system as stated in the Enchiridion of 1969-70 is operative.

F. THE PUBLISHING BOARD

The Publishing Board shall continue to function as presently constituted with the following changes in determination of its membership:

- Faculty: 3 faculty members, nominated by the new elected faculty body and appointed by the president, for rotating three-year terms. (A recommendation to the faculty body would be that one of these should normally be a member of the Division of Communication Arts, which includes the Department of Journalism.)
- Students: 2 students elected at large by the student body
 2 students appointed by the new elected student body
- Editors, nonvoting. No editor or associate editor of any publication under the jurisdiction of this board shall be a voting member.†

The board shall elect from its student membership a chairman. See SMU Students' Publishing Company, Appendix C.

VI. CONSULTATION ON THE SELECTION OF A PRESIDENT OF THE UNIVERSITY

It is recommended to the Board of Trustees that the following groups be asked to name representatives to a University committee which will consult with the Board of Trustees on the selection of a president of the University:

- The General Faculty through its elected faculty body
- The student body through its elected student body
- The University Assembly
- The Council of Deans
- The Administrative Committee

VII. THE RIGHT AND RESPONSIBILITY TO SPEAK BY RESOLUTION

It is expected that the following groups have the right and responsibility to speak by resolution to any administrative official of the University, or to any official body of the University, and through the president to the Trustees on any issue of general University interest or on any issue of specific concern to the group speaking:

- The General Faculty through its elected faculty body
- The student body through its elected student body
- The University Assembly

† Revised charter of SMU students Publishing Company eliminates editors as members.

and the most honest testing; and where this PLAN may be found to be inadequate, all segments of the University will work together to discover a better way of governing SMU.



WILLIS M. TATE
President

2.

Structure of Responsibilities

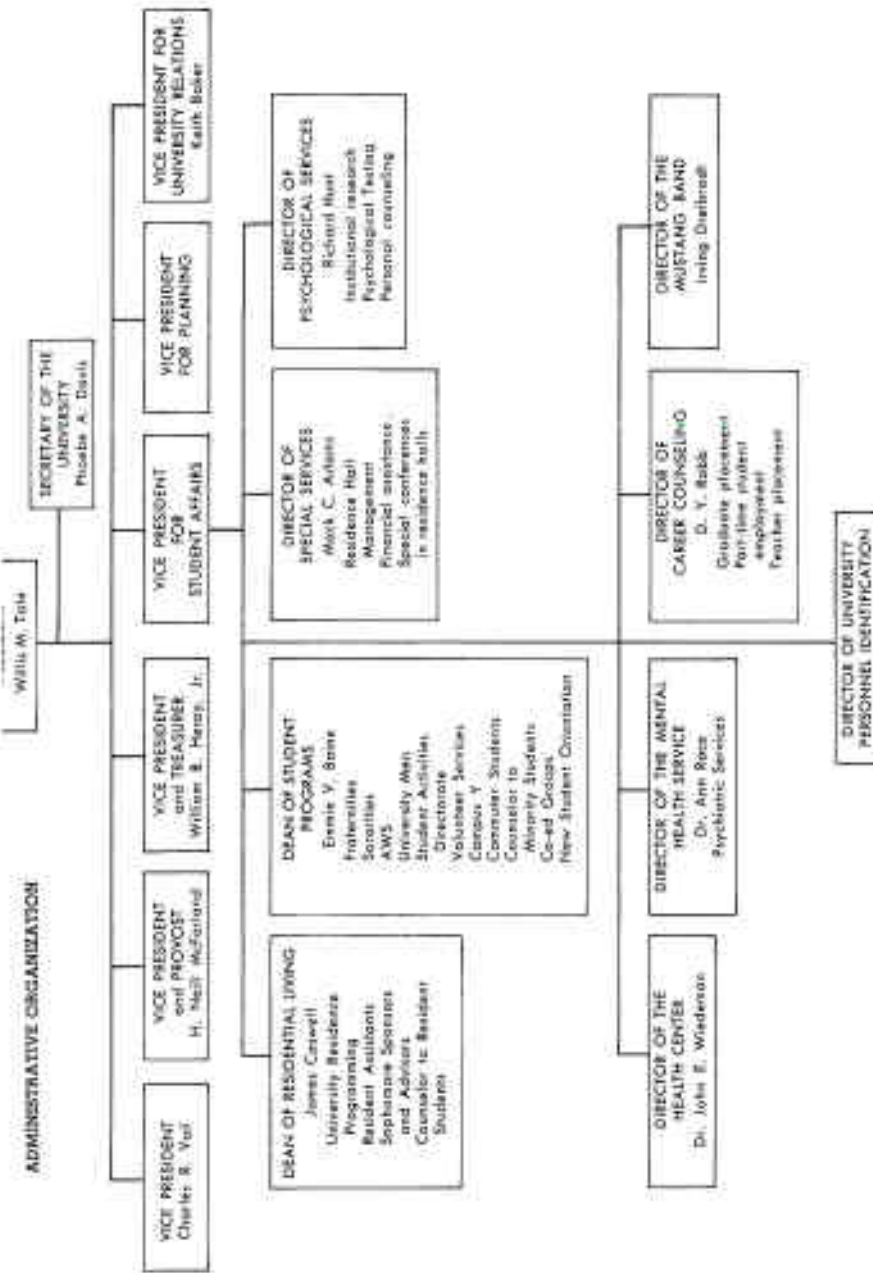
The Board of Trustees of SMU is responsible for the management and direction of all University affairs.

The president of the University is the chief executive officer of the University. His responsibilities include that of *representing the Board of Trustees in dealings with the faculty and students.*

The president shall also designate certain administrative officers to assist him in carrying out the orderly functioning of the University.

THE DISCRETIONARY RESPONSIBILITY OF THE PRESIDENT

The "crisis of the universities" makes mandatory the clearly-defined delegated authority, responsibility, and accountability of the chief executive officer to make discretionary decisions when the safety, security, orderly process, and freedom of scholarly pursuits are threatened. These responsibilities and powers have been implicit in the university structure, although they have rarely been used. These responsibilities and powers were confirmed in the Task Force Five Report to the second meeting of the President's Conference on March 29-30, 1968, and the by-laws were clarified (not changed) at that time to make clear this position.



In Article IV, paragraph 4.12.1 the by-laws indicate that "the President shall be the head of all educational departments, exercising such supervision and direction as *in his judgment* will promote their efficiency."

In paragraph 4.12.9 the by-laws indicate the president's responsibility to carry out the policies of the Board of Trustees. The president is empowered to "perform such other duties and functions as the Board of Trustees or Board of Governors may from time to time assign to him." Thus, the board has not only vested the president with very broad explicit powers for which he is to be held accountable, but it has foreseen the possibility of vesting him with certain of its own residual powers as it might deem necessary from time to time.

While being officially accountable to the Board of Trustees, the president also knows that he is informally accountable to the faculty, students, and other parts of the University community, and his leadership is only as effective as the support he receives from within the University. Therefore, the president, proceeding under the authority granted him in Article IV of the by-laws, will act to protect the safety, security, order, programs, processes, and freedoms of the University and the members of the University community. This authority to act, in person or by delegation, may and could include, among other powers, these particular powers *under provocation*:

1. Suspending with cause any student with (or without) a request for him to leave the campus. Such suspension is subject to a subsequent hearing by the duly-constituted discipline authority without undue delay.
2. Suspending a faculty member from some or all of his duties, subject to subsequent hearings and the due processes of tenure policies.
3. Order off the campus, subject to the president's later review, any objectionable non-University member, thus making a trespassing charge applicable if needed to enforce removal.
4. Call into session any University deliberative or judicial body to function on assignment of the president.
5. Request such legal measures as may be required to enforce the peace and order of the University campus.
6. Acting for the Board of Trustees, the president may veto any action of any University body (with the exception of the Board of Trustees and the Board of Governors), if such action on the part of any University body is contrary to the policies of the board or to the constitution and by-laws of the University; the president will consult with the appropriate University body, either before or subsequent to his action.
7. The president may take such affirmative or negative actions he may think are necessary in the best interests of the University.

RESPONSIBILITY FOR ESTABLISHING STANDARDS IN
STUDENT AFFAIRS

The General Faculty is responsible for the conduct of students (University Bylaws 5.10.1), has the power to delegate this responsibility (University Bylaws 5.11), and has delegated this responsibility to the Faculty Senate (see Faculty Senate Constitution, Article III, Section 2 and Article IV, Section 1).

The Faculty Senate has delegated to the University Assembly "... those faculty powers that were formerly exercised by the Faculty Senate and that are contemplated by the new Governance Plan to be exercised by the University Assembly." (See minutes of the Faculty Senate, October 12, 1970, page 2.) "Those faculty powers" refer to the standards for recognition of student organizations and standards for student conduct. In the new Governance Plan these powers delegated to the University Assembly are described as "establish standards for individual conduct" and "establish standards for the recognition and conduct of University groups," (see Section I on Governance)

3.

University Facilities

STUDENT CENTER POLICIES

GENERAL

The rooms in the building may be used for practice sessions or rehearsals only with the approval of the Student Center Manager.

The Student Center is not liable for items lost in the building or in connection with Student Center sponsored activities.

All reservations for meeting space in the Center and equipment must be made through the reservations secretary, ext. #67. Space is not confirmed until the secretary has received and logged this information. A group should not assume that it has a reservation until it receives written confirmation. The reservations office will take note of organizations which fail to meet in accordance with bookings which have been confirmed. When two successive reservation dates are not honored, the organization president and advisor will be contacted in writing, and they will be requested to submit a new request for facilities.

Advertising, commercial activities, or sales solicitations of any nature must have prior approval of the Student Center Manager.

Animals or pets are not allowed in the building. Gambling of any nature is prohibited within the Student Center.

The hours for the Student Center shall be:

- 7 - 12 Sunday - Thursday
7 - 1 Friday - Saturday

Later hours for activities within the building may be arranged with the Student Center Manager. No one may remain in the building after closing hours unless accompanied by a permanent staff member, or with special written permission from the manager.

No minors are to be allowed in the building except those bearing an official ID. Persons not bearing an official ID will be asked to leave the building. This policy will be promulgated by signs posted at all entrances to read as follows:

No Minors Allowed
Except with SMU ID Cards

Reservation Classification:

Reservation of meeting space is allocated under three categories. Priority is given to Class A. During the academic year (August 20 - May 30), Class C groups will not be allowed to reserve space more than two months prior to their event.

Class A (University)

1. All functions of the Board of Trustees and President of the University when meeting in regard to the affairs of the University.
2. All functions of faculty, students, and staff of SMU when organized as a program designed to benefit the University with the qualification that at least half (50%) of the participants are members of the SMU community.
3. Functions of official agencies of the State of Texas and the U.S.

Class B (University Related)

1. All boards and committees of the United Methodist Church.
2. All organizations limited exclusively to the parents of the SMU students or to the alumni of the University.
3. All functions of faculty, students, and staff of SMU when organized as a program designed to benefit the University with the qualification that the participants number less than 50% from the SMU community.

Class C (Outside)

1. All groups not covered above (upstairs only).

Charges:

Class A — No Charge

Class B	3 hours or less	3 hours or more
Rooms A, B, C, F	\$20.00	\$ 30.00
Room D	10.00	15.00
Room E	15.00	20.00
Jr. Ballroom	35.00	40.00

Ballroom	65.00	75.00
	75.00	100.00
Circuit Room	—	—
Senate Chamber	30.00	35.00
Assembly Room	45.00	50.00
101-104	20.00	25.00

Class C	3 hours or less	3 hours or more
Room A, B, C, F	\$ 35.00	\$ 45.00
Room D	20.00	25.00
Room E	30.00	35.00
Jr. Ballroom	50.00	60.00
Ballroom—less than 300 persons	200.00	275.00
Ballroom—more than 300 persons	210.00	300.00
Circuit Room	—	—
Senate Chamber	X	X
Assembly Room	—	—
101-104	—	—

Additional Charges (applies to B & C)

Projector	\$5.00
Screen	5.00
Projector and Screen	7.50
Record Player	5.00

Additional pricing for equipment and food may be secured from the reservations office.

Cafeterias may be reserved by student groups for programming during off hours only with the permission of the manager and director of food services.

The kitchen on the second floor may be reserved only after special permission has been given by the manager and the director of food services.

STUDENT CENTER SIGN POLICY

Only members of the S.M.U. community may post signs in the Student Center. Any sign may be posted anywhere in the Student Center in areas designated by the Student Center Committee with the following qualifications:

The surface to which the sign is posted must not be damaged in any way.

No more than one copy of each item may be placed in each designated area; the maximum size for a sign on a bulletin board shall not exceed 24 x 24 inches.

Election rules pertaining to campaign signs shall be followed during election periods.

All signs must bear on the front the name of the University community organization or sponsor. All inquiries about signs and content must be addressed to the organization or sponsor.

Signs may be posted on the exterior of the Student Center only with the approval of the Student Center Committee.

STUDENT CENTER ALLOCATION OF SPACE POLICY

In order to facilitate allocation of space within the Student Center, the Committee on the Student Center recommends that the following be adopted to be used as criteria:

1. Groups must be student orientated and student involved.
2. Priority of space will be given to groups serving the largest number of students in their activities.
3. Space other than the Post Office, Bookstore, Barbershop, and Food Services will be allocated in three divisions, 1) staff, 2) student officers, and 3) activity space (lounges, bathrooms, etc.).
4. Any approved group may request space in the Student Center. Approval will be by $\frac{2}{3}$ of the University Assembly Student Center Committee and by the University Assembly.
5. Groups may be asked to share office space.
6. Groups considered by the Student Center Committee and the University Assembly which are highly restrictive in nature shall be given low priority in space allocation.
7. All contracts of Student Center Space must be approved by $\frac{2}{3}$ of the Student Center Committee and by the University Assembly.

RESERVATION POLICIES FOR THE STUDENT CENTER

The Student Center Committee recommends the following to be adopted as reservation policies for the Student Center:

1. There will be four designated areas in the Student Center lobby for information tables or booths. Areas 1 and 2 will be by the Student Center Information Booth, and Areas 3 and 4 will be by display cases. Additional areas will be granted for use by special permission of the Student Center Committee. A group may use an area 14 days of a semester, with permission for additional days to be granted by the Student Center Committee. No group may occupy an area for more than 3 days consecutively.
2. Non-University groups will pay a 25% room deposit at the time they make a reservation to use a room or rooms in the Student Center. Reservations will not be made for groups until the deposit is made.
3. The lounge of the Student Center will be allowed to be reserved by authorized groups wishing to use the area after 2:00 p.m. Evaluation of this proposal is to be made between May 1 and the end of the semester.

CAMPUS SIGN POLICY

Signs and Posters Inside Buildings.—All posters, flyers, notices, and messages to be placed inside campus buildings must be posted on an appropriate bulletin board or space specifically designated for that purpose. Non-campus commercial-type materials must be approved and signed by the business manager of the University be-

fore posting. All posters and signs must bear the name of the sponsoring individual, organization, or department. No more than one copy of each item may be placed on each bulletin board or designated space and the maximum size shall not exceed 24 inches x 24 inches. Signs should be clear and legible and should be appropriate and in good taste. Permission must be obtained from appropriate authorities to post signs in individual buildings. Failure to comply with these rules may result in the removal of signs without warning.

Signs and Posters Outside Campus Buildings.—Signs and decorations may not be attached to the exterior of buildings or trees. Signs, posters, and decorations on University grounds are limited to those which provide general information and benefit to the University community, e.g., Homecoming, student elections, and all University events. Approved student organizations or departments wishing to post such signs or decorations should apply to the vice-president for student affairs for permission. If signs or displays are larger than small temporary ones the Grounds Section of the Physical Plant Department must be notified in order that they may provide assistance in proper and safe erection of such displays. This is necessary in order to minimize unsightly structures and prevent possible damage to water mains, electrical cables, etc.

Use of the University Flag Pole.—The flag pole located between the student center and Clements Hall is for the purpose of flying the United States Flag. The policy governing the flying of the U.S. flag will normally correspond to those of the federal government.

The flag may be flown at half-mast when a member of the University community dies. No other flag may be flown from this flag pole unless permission is obtained from the University Assembly. (This policy was established by the Administrative Committee of the University.)

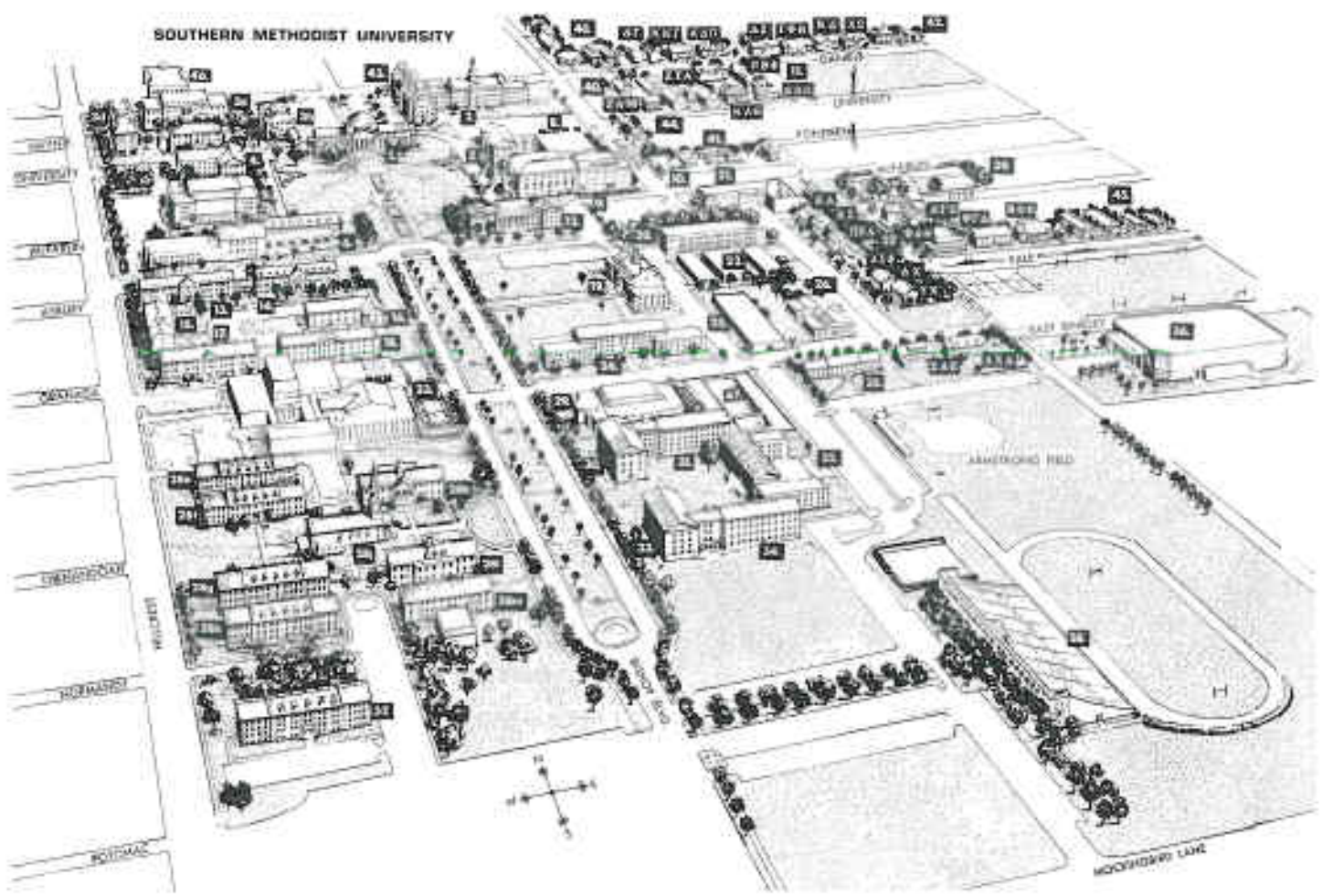
Use of the Grounds.—Activities held on the streets or grounds should be registered well in advance in the office of the Dean of Student Programs and in the Physical Plant Department. Particular care should be taken in the driving or drilling of holes into the earth so that no utility will be ruptured in the drilling or driving process.

USE OF BUILDINGS

A. The University provost determines the schedule of academic classes on the campus and a current record of class times and locations by building and room number is on file in his office at Perkins Administration Building. All housing facilities which belong to the University are the responsibility of the Special Services Office. Fraternity and sorority housing and administration are the responsibility of the Dean of Student Programs.

B. The manager of the Student Center coordinates the programs, meetings, meals, and general operations of the Student Center.

SOUTHERN METHODIST UNIVERSITY



SOUTHERN METHODIST UNIVERSITY
STRUCTURES PLUS FUNCTIONS
AND COMPLETION DATES

1. DALLAS HALL (Academic Building) 1915
2. FONDREN SCIENCE BUILDING
(Classroom Laboratories) 1950
3. LAW SCHOOL QUADRANGLE
 - a. STOREY HALL (See FONDREN Building
Katharine Auditorium) 1951
 - b. LAWYERS INN (Residence Hall) 1951
 - c. EUGENE HALL (See Academic Building) 1951
 - d. UNDERWOOD LAW LIBRARY 1970
4. PERKINS HALL OF
ADMINISTRATION 1925, 1930, 1946, 1970
5. MERLIN MEMORIAL AUDITORIUM
(Central Auditorium) 1934
6. SMITHY LEE STUDENT CENTER
(Meeting & Reception Room, Book Store,
Post Office, Snack Bar, Billiard Room,
Dining Room, Etc.) 1955
7. HYER HALL (Academic Building) 1957
8. SCIENCE INFORMATION CENTER
(Library, Science Facilities) 1961
9. FONDREN LIBRARY
(Central Library, Offices) 1946, 1949
10. PHILOSOPHY HALL (Students Building) 1958
11. SORORITY HOUSES 1951
12. CLEMENS HALL (Academic Building) 1953
13. VIRGINIA HALL (Residence Hall) 1957
14. SHIPLEY HALL (Residence Hall) 1957
15. BRITTLER HALL (Residence Hall) 1957
16. MEMORIAL HEALTH CENTER (Class.
Laboratory, Hospital Facilities) 1958
17. REYTON HALL (Residence Hall) 1958
18. MARY HAY HALL (Residence Hall) 1958
19. JOSEPH WYLLIE FINCHER MEMORIAL BUILDING
(For the School of Business Administration) 1954
20. CARROLL HALL (For the Institute of Technology) 1958
21. STARBUCK PATTERSON HALL (Power Plant) 1958
22. LABORATORY BUILDINGS (For the Institute
of Technology) 1947, 1951, 1956
23. OWEN ARTS CENTER (Italian Hall Building,
Feltus Art Gallery, Virginia Meadows Palace,
Curtis Auditorium, Kinchell, Meadows Sculpture
Court and Garden, Woodie Art Building, Bob Hope
Theater Hall, Collins Thrift Store Building, Margie
James Experimental Theaters, Hastings Hall (Music
Building) 1964, 1968
24. BOAZ HALL (Residence Hall) 1958
25. W. D. BRADFORD MEMORIAL
COMPUTING CENTER 1959
26. WOMEN'S GYMNASIUM 1955
27. FEATERSHIP HOUSES
28. PERKINS SCHOOL OF THEOLOGY QUADRANGLE
 - a. Frank Smith Hall (Residence, Offices) 1951
 - b. E. B. Perkins Hall (Residence Hall) 1951
 - c. Paul E. Moore Apartments
(Residence Hall) 1951
 - d. Eugene B. Hawk Apartments
(Residence Hall) 1951
 - e. Keller Chapel 1951
 - f. Bradwell Library (Denby Library) 1951
 - g. Hovey and Anne King Hall (Academy,
Theology Administration Building) 1951
 - h. Seligman Hall (Reading Building, The
Ich Perkins Auditorium) 1954
29. JOE PERKINS NATATORIUM
(Swimming Pool) 1942
30. MORRISON HALL (Residence Hall) 1964
31. MCGINNIS HALL (Residence Hall) 1964
32. EUGENE MALVANEY HALL (Residence Hall) 1959
33. WHITSON HALL (Residence Hall) 1958
34. COCKRELL HALL (Residence Hall) 1954
35. LETTERMAN'S MEMORIAL DORMITORY
(Residence Hall) 1947
36. WOODY COUSEUM (Athletic
Facilities, Offices) 1956
37. JOHN M. MOORE HALL
(Myron G. Overman's Apartments) 1959
38. OWNEY STADIUM 1956
39. MAINTENANCE SHOPS 1918
40. DANIELS HALL (Residence Complex) 1956
41. TOWER HALL (Residence Complex) 1966
42. R. L. THORNTON ALUMNI CENTER 1967
43. H. J. MEROY SCIENCE HALL
(Earth and Man Research Center) 1968
44. MUSTARD HALL (Residence Complex) 1967
45. YALE HALL (Residence Complex) 1967
46. DANIELS VI (Residence Complex) 1966
47. SNOWING POOL 1971

C. University shows, large meetings, and private benefits are held in McFarlin Memorial Auditorium by arrangement with the manager of the auditorium.

D. Because of crowded schedules and insufficient space, many classes and meetings are held after business hours until 10:00 p.m. on weeknights. Security officers should investigate any activity in classroom buildings after 10:30 p.m. to determine proper use which, if valid, should be obvious.

E. Students are not authorized to have keys to buildings, and unauthorized keys should be taken from students and submitted to the director of security where return of the keys can be made to the appropriate dean. Authorized SMU keys have the words, "SMU, DO NOT DUPLICATE" stamped into the metal.

F. No person may be permitted to sleep or reside in the basement or any other part of any building without authorization from the housing office. Transients found in buildings at night will be removed.

4.

University Rules and Regulations for Individuals

NOTE: The rules listed below will remain in effect until changed by the University Assembly. (See Section I on governance).

STANDARDS OF CONDUCT

The following matters are University procedures and standards with which every student needs to familiarize himself. It is assumed that all students will be knowledgeably responsible for the information contained in this publication in order that they may be sufficiently informed and mobile within the University community.

Matriculation in SMU is considered by the University an implicit declaration of acceptance on the part of the student of University regulations. Violation of these regulations will subject the violator to disciplinary action.

When a student is away from the SMU campus he is expected to conduct himself as a mature individual. Irresponsible actions which are reported to school officials or which become public knowledge will be the cause of disciplinary action.

It is stressed that all local, state, and federal laws are supported by the institution, and violators of these could be disciplined by civil authorities and/or school officials. Being a student does not exempt one from being a law-abiding citizen or from conducting himself as a responsible person.

Dishonesty.—Any form of dishonesty will be considered grounds for disciplinary action. Some

examples of dishonesty are as follows:

1. Forgery.
2. Falsification of records.
3. Knowingly furnishing false information to the University and its representatives.
4. Lying.
5. Falsification of checks, money orders, etc.
6. Theft.
7. Unauthorized entry into University facilities.
8. Misuse of meal ticket.

Academic Dishonesty.—

1. Academic dishonesty may be defined broadly as an individual's misrepresentation of his academic work or of the circumstances under which his work is done. This includes plagiarism in term papers or projects, cheating on examinations, and unauthorized access to test materials.
2. Since no one can accurately catalogue all the possible factual situations which fall within prescribed conduct regarding dishonesty in academic work, considerable discretion is left to the various faculties, and most especially to the instructor of the particular course, in assaying a given incident as dishonest.
3. However, certain general observations may be stated which are helpful in further analysis of the problem. For purposes of this discussion the factual situations in which dishonesty occurs may be divided into two categories: (1) those involving quizzes and final examinations in which the work of the student is done under controlled conditions, the student being subject to surveillance by the instructor or appointed proctor, and (2) those involving term papers, research projects, laboratory reports, and the like which are wholly or partially executed away from class and therefore under conditions beyond the instructor's control.
4. With respect to the controllable situation of category (1) above, students at the college level should ordinarily need no specific instruction on the basic rules of honesty, provided that the work is understood to be a test for which an evaluation will be given. The rules as set forth in the *SMU Enchiridion* should therefore constitute a sufficient standard for conduct. In those cases, however, in which the examination is "open book" or in which part of the examination consists of laboratory work, there have been instances in which it was not made clear to a class the extent to which individuals might resort to outside references or to others. It is the responsibility of the instructor to clarify the conditions under which these types of examinations are to take place.
5. With respect to the non-controllable or partially controllable situations of category (2) above, it is the instructor's respon-

sibility to apprise the students of the extent of assistance which they may give or receive in completing the assigned work.

6. Assuming, therefore, that the basic rules have been adequately communicated to the student, the determination of whether there has been a violation of a rule is a matter ultimately within the discretion of the person in charge of the course. It is not possible for anyone to have that prescience necessary to set out objective criteria by which an instructor can judge whether or not to charge a student with an offense. However, when the instructor perceives a situation in which he has reason to believe that a violation of academic honesty has taken place, he does not have the choice to act or to overlook the matter. The situation must be confronted with positive action, however unpleasant and time-consuming it may be. The instructor who is unwilling to act affirmatively in these circumstances is an accessory with the student offender in deteriorating the integrity of the University.

Response to Official Notice.—It is a student's responsibility to honor immediately any official request from a University official; e.g., properly identify oneself when asked for ID card, report upon request by faculty or administrator, leave when a crowd is asked to disperse, etc.

Guests on Campus.—Any non-University-member on campus is considered a guest of the University. It is the guest's responsibility to properly identify himself when asked to do so by a University official, state his purpose for being on campus, and declare his host if he is not on official business.

Any non-University-member that is not on official business must be a guest of a University student, faculty member, or staff member.

The host of the guest is responsible for the guest's conduct while on campus.

While on campus, all guests are expected to uphold the regulations established by the University. (Adopted by Administrative Committee).

Drugs.—The University prohibits its students from possessing, using, or transmitting nonprescribed drugs having narcotic, addictive, hallucinogenic, and similar strong psychological or physiological effects.

The student is reminded of the state and national laws pertaining to the use and possession of drugs.

Alcohol Policy.—The University prohibits the consumption of alcoholic beverages in public places on campus. The Board of Trustees affirms its conviction in conscience that alcoholic beverages and

* Adopted by the Board of Trustees on May 14, 1971.

their effects upon persons constitute some of the most serious problems in our nation. The Board and the University therefore urge community members "to abstain from the use of alcoholic beverages" at all times. The University also recognizes that responsible individuals make their own decisions. Community members are expected to maintain self-control and to uphold the dignity of the University at all times and in all places. "The burden of proof will be upon the user to show that his actions are consistent with the ideals of excellence of mind, purity of body, and responsible social behavior", including recognition of the rights of others. The University will initiate disciplinary action when persons neglect or abdicate their own responsibility.

Students in particular should at all times be cognizant of state and local liquor laws. It is unlawful for any person under 21 years of age to possess, purchase, or consume alcoholic beverages except when said person is with either parent or adult spouse. It is also unlawful for any person to sell, furnish, give or cause to be sold, furnished, or given away to any person under the age of 21 years any alcoholic beverage in Texas. Moreover, it is unlawful for anyone to buy or sell alcoholic beverages in the City of University Park. The University expects that each individual and group within the University community will uphold these laws.

This policy is based on the University's concern for the mental and physical health and well-being of the members of the University Community.

This policy shall be interpreted and implemented by the President of the University.

Guidelines—Recognizing that the above alcohol policy is broadly stated and that it is not possible to foresee every contingency which would require policy interpretation, the administration sets forth the following guidelines for policy implementation:

(1) The University upholds the law; it urges abstinence of all community members at all times; it recognizes the seriousness of the problems caused by beverage alcohol and it stresses the role of conscience and personal responsibility in dealing with those problems.

Open and flagrant violation of the law and the University policy will be grounds for University disciplinary action.

(2) The University prohibits the use of alcoholic beverages in public places on campus (public shall be defined as any area outside of a student's immediate living area, i.e., bedroom, apartment, or suite).

(3) The University desires to encourage the development of each individual's sense of personal responsibility, especially on campus. The conduct of individual members of the community is a reflection of the extent to which this is achieved. Inherent in this stance is the assumption that persons will respect the need to maintain an

atmosphere on campus in which the teaching-learning process can be carried out and, above all, the rights of others to participate in this process will be respected.

(4) Resident hall supervisors, fraternity and sorority officers and house managers, and sophomore sponsors must recognize that the question of alcoholic beverages is of primary importance in their advisory role dealing with minor students, especially freshmen. No person should accept responsibility, either voluntary or paid, to counsel and advise campus residents should he find himself unable, because of philosophic disagreement, to enforce the policies and regulations of the University.

While some students come from homes where beverage alcohol is consumed socially, others will have had no experience at all with beverage alcohol. All students, especially freshmen, should be encouraged to attend the meetings which have been scheduled for the purpose of education on this subject, conducted under the sponsorship of the University Health Center and the Dallas Committee on Alcoholism. Any problem cases due to beverage alcohol should be referred immediately to counseling services, entirely apart from discipline procedures that might have to be invoked.

(5) Residents of University graduate housing are expected to assume full personal responsibility for their own conduct.

(6) Residents in the other dormitories will be expected to observe strictly the Texas Statutes and City ordinances regarding the use of alcoholic beverages. Under no circumstances can the University become a sanctuary for violation of the law.

Firearms-Fireworks.—Explosion or possession of fireworks is prohibited on campus. Possession of firearms also is prohibited, though storage for a student's firearms can be arranged by the director of the residence hall or the staff of the vice-president for student affairs.

Hazing.—Hazing is considered to be any affront—physical, mental, or moral—to the dignity of an individual by a group or any representative of a group. Activities strictly forbidden are paddling in any form, psychological or physical shocks, road trips, illegal scavenger hunts, rides and any other activity carried on outside the confines of the group's meeting place, engaging in humiliating public stunts, degrading and possibly injurious games, late work sessions on nights preceding class days, and any similar activities.

Any pre-initiation period involving mental anguish, physical suffering, or danger to life is strictly prohibited.

Personal Behavior.—Each SMU student is asked to act responsibly and in a self-controlled manner. This expectation is intended to govern his personal actions at all times. Behavior either on or off campus will be judged in reference to this expectation. If his be-

¹ Page 37, *Book of The Methodist Discipline*.

² Page 111, *Book of The Methodist Discipline*.

havior is deemed irresponsible or uncontrolled, proper disciplinary action will be taken.

Dress.—Students should not enter public areas unless they are properly dressed. Dress on campus should be in keeping with the situation and occasion.

Gambling.—No gambling is allowed by students on campus.

Visitation.—Effective in the fall of 1970, visitation shall be allowed in all University housing that does not now have visitation. Visitation, in the context of this proposal, is the privilege of having guests of the opposite sex in one's living quarters.

Visitation shall be contingent upon a two-thirds favorable vote by the residents of each floor, Greek house, or individual apartment.

Visitation hours shall be determined by a majority vote of the residents in these units within the following limitations:

Monday-Thursday—2:00 p.m. to 12:00 midnight
 Friday and Saturday—2:00 p.m. to 2:00 a.m.
 Sunday—12:00 noon to 12:00 midnight

Each voting unit shall be responsible for implementation and regulating the policy which it adopts. Resident Assistants and Greek officers shall hold elections in their units by secret ballot during the first week of school to determine the wishes of members of their group regarding visitation. Freshmen will not be eligible to vote on visitation until one month after the first day of classes.

Each unit must draw up a set of regulations governing visitation, and a copy of the regulations set down by each living unit must be filed with the residence hall director and the Office of the Dean of Residential Living. Security rules of the University require that one limitation be set upon the women students. This limitation shall be:

Every male participating in visitation should have a hostess who will meet him in the lobby of the hall. The girl will have her guest sign in at the reception desk. She will escort him to her floor. Upon leaving the floor, the guest will sign out at the reception desk.

Observance of regulations shall be the responsibility of both host and guest, and all infractions of rules shall be handled according to standard disciplinary procedures.

REGULATIONS PERTAINING TO RESIDENT STUDENTS

Quiet Hours.—The hours from 7:00 p.m. to 7:00 a.m. are the official daily quiet hours for all residence halls. The atmosphere at this time should be especially conducive to study or sleep. This is to be observed by all students who live in the residence halls and their visitors.

Lobby Areas.—No person will be permitted to sleep or reside in the basement or any other part of any building without authoriza-

tion from the director of said building or the Dean of Residential Living.

Guests.—Guests may visit overnight in the residence halls during the week and on weekends provided a bed is available. Guests must be registered on the Guest Book in the residence. The student is responsible for the conduct of the guest. The guest is expected to comply with the same university and house regulations as the host.

Pet Policy.—Effective August 1, 1971, there shall be no pets allowed in any student residences on campus. This change in policy came about due to the reports of the residence hall staff, the campus security, campus safety engineer, R.A.'s and student residences.

The change in policy was adopted by the Administrative Committee on May 25, 1971.

Off-Campus Housing.—

1. All freshmen students except those who live at home with close relatives, or who are married are required to live in a University residence. Any exception to this policy must be approved by the Dean of Residential Living.

2. In order to provide a transitional experience between the structure of the University residence and the full independence of work and/or marriage, SMU permits upperclass students to live in off-campus apartments. Students are asked to discuss their intention with their parents if they are under 21 years of age. Students should be certain their correct address is listed with the Office of Residential Living at the time of registration. Any changes should be reported to that office immediately.

REGULATIONS SPECIFICALLY PERTAINING TO WOMEN STUDENTS IN RESIDENCE

The following regulations apply to all women's residence units of the University.

The residence halls will be open during the following times:

7:00 a.m. - 12:30 a.m. Sunday - Thursday
 7:00 a.m. - 2:00 a.m. Friday and Saturday

To provide the transitional experience from high school to college life first semester freshman women are expected to live in a residence hall which has closing hours and procedures for daily and weekend sign out. After completion of one regular long semester (Spring or Fall semester) in a college or university, each woman student has the opportunity to decide whether she wishes to live in a residence where there is no specific closing hour and thereby determine her own curfew.

The following regulations apply to all first semester freshmen and to second semester freshmen and upperclassmen without the optional curfew privilege.

Signing out and in.—Signing out and in properly is very im-

portant so that one can be contacted in case of an emergency. Each woman signs out for an evening on the Daily Sign-Out Sheet when she leaves the residence hall after 7:00 p.m. Upon returning, she should sign in on this same sheet immediately. Women students are asked to call their residence director as soon as they realize they have not signed out.

Closing Hours.—

1. The student is expected to return to her residence hall by 12:30 a.m. Sunday - Thursday and 2:00 a.m. Friday and Saturday.
2. If a student realizes she will be late in returning to her residence hall, whether from out of town, Dallas, or the campus, she should immediately call her residence-hall desk and inform the person on duty. This is for the student's protection as well as for that of the University.
3. If a student has not returned to her residence within an hour of the time she was expected and cannot be located through her friends, local hospitals, etc., the Dean of Residential Living will be notified. If the student has not returned within two hours of the time expected, the parents of the student will be advised by telephone. One should always call before being late.

*Overnights for Freshmen and Upperclassmen.—*It is understood that upon signing out for an overnight away from her residence, the student assumes complete responsibility for herself.

1. Overnights may be used either in Dallas or out-of-town. School sponsored trips, retreats, overnights on campus and University holidays do not count against the student's overnights.
2. Sign out for an overnight may be made at any time. A girl must come back to the dorm to sign out for an overnight.
3. A woman student may have her overnight extended and/or destination changed while already checked out, provided that she calls her residence hall to clarify the information with the staff member on duty at the desk.

Freshmen

1. May have unlimited weekend overnights. (Friday and Saturday nights)
2. A freshman student may spend nights out during the week off-campus upon written authorization from her parents or guardian.

Upperclass Women

1. May take overnights whenever she chooses.

*Holidays: Sign-out.—*Signing out for holidays follows the same procedure as signing out for an overnight off campus. A student

is to sign out for the first place she will spend the night after leaving SMU for the holidays, and give the name of a person (address and phone) who knows where she can be reached in case of an emergency for the duration of the holidays.

*Women with Optional Curfew.—*Each second semester freshman and upperclass woman student has the opportunity to decide whether she wants to live in a residence where there is no specific closing hour. Each woman student living in this situation will be responsible for determining her own curfew. The following regulations will apply:

1. There will be no evening or overnight signout slips. The student may, however, leave information at the desk or in her room as to where she can be reached in the case of an emergency. The individual woman student assumes the same responsibility for her safety as the male student, except that the outside doors to the dorm will be locked from 12:30 a.m. until 6:30 a.m. Sunday through Thursday and from 2:00 a.m. until 6:30 a.m. Friday through Saturday.
2. Men will not be allowed in the lobby of the residence hall after 12:20 a.m. Sunday through Thursday and 1:50 a.m. Friday and Saturday.
3. Each woman student (under 21) must have parental consent (written) to live in an optional hours situation. An hours situation will be provided for anyone who does not obtain parental consent.

TRAFFIC REGULATIONS

Definitions: The term *Campus Area*, or *University Property*, is interpreted to include all properties owned by Southern Methodist University, all fraternities, all sororities, and all housing under the SMU Housing Office. *Motor Vehicle* is interpreted to include automobiles, trucks, motorcycles, motorbikes and motor scooters.

A. MOTOR VEHICLE REGISTRATION

1. All students, faculty, and staff members who park a motor vehicle on the SMU Campus must first register the vehicle with the Security Office and place the permit issued on the vehicle. A vehicle is properly registered if the appropriate parking permit (or decal) has been permanently affixed to the lower left side of the rear window but plainly visible from the rear of the vehicle. On convertibles, station wagons, or vehicles not having rear windows, it will be placed on front windshield—lower right corner. The permit expires September 1 of each year. No fee is charged for vehicle registration where the student is enrolling in University sponsored special or short courses when no credit is given. Replacement permits will be issued at a charge of \$1.00.
2. Disabled persons are entitled to parking decals at no charge

upon making proper application to the University Security Department.

3. Motor vehicle license number and the driver license number must be presented by the applicant at the time of registration. Mutilated or damaged decals should be replaced immediately. If it is necessary to park a non-registered vehicle on the Campus, a special vehicle permit must be secured in advance from the Security Office and placed on the vehicle at the regular location.
4. *Individuals who reside on the University Campus may have no more than one vehicle registered at any one time.*
5. Individuals who commute to the SMU Campus may register additional vehicles provided that no more than one vehicle registered by a commuter is on the Campus at the same time.
6. The fee for vehicle registration is as follows:

Full time students (over 9 hours)	\$20.00
Part time students (9 hrs. or less)	10.00
Disabled students	no charge
Second Car (commuters)	1.00
Duplicate for lost or destroyed decal	1.00
Faculty and Staff	2.00 monthly
Faculty and Staff (Perkins lot and Reserved)	5.00 monthly
Replacement of parking gate trip card	3.00
Contract employees with personal vehicles	2.00 monthly in advance

B. TRAFFIC REGULATIONS

1. The following restrictions are applicable on class days from 7:00 a.m. to 5:00 p.m., except where signs give special instructions. The parking map denotes the areas assigned to University Personnel and those assigned areas must not be used by unauthorized motorists.
 - a. During the hours of 7 a.m. to 5 p.m., Monday through Friday, Male Freshmen (whether commuters or residents) are authorized to park only at Ownby Stadium, the University Boulevard parking lot, or field parking at Moody Coliseum, and must not park at any other location on Campus. The classification designated by the SMU Registrar will be the basis of determining male freshmen.
2. *Residents and Commuters.*—
 - a. Resident students who live on the Campus or in University property under the supervision of the SMU housing office will be issued vehicle identification decals which will authorize the resident to park his vehicle in a designated area near his living quarters. Vehicles of resident students may only be parked in the assigned area between the hours of 7 a.m., and 5 p.m., Monday through Friday, except that

all upperclassmen may use the two hour parking limit area at the Student Center at all times.

- b. Commuter students who commute to the SMU Campus will be issued a vehicle decal which will authorize vehicle parking in designated areas only. Commuters will not be permitted to park in the areas assigned for vehicles of resident students.
3. *Curb and Pavement Markings.*—
 - a. Each vehicle parking space will indicate by letter or number the authorized vehicles for the area which must correspond to the vehicle identification decal letter or number. The letter or number will be painted in white on the pavement or curb.
 - b. Parking spaces in gate controlled parking lots will not be designated by painted numbers or letters.
 - c. Visitor parking space will be so designated by curb painting "Visitor."
 - d. Vehicle spaces designated for Disabled Persons will be indicated by a red curb marking.
 - e. Reserved parking spaces will be indicated by the letter "R" on the pavement and curb or sign explanation.
4. The speed limit on the Campus is 15 mph; 5 mph on all parking lots, except where designated. Traffic citations will be issued for the following violations.
5. Types of violations

Major Violations: Major violations shall result in a ten dollar (\$10.00) penalty fee:

 - Fire Lane
 - Blocking Driveway
 - Exceeding Speed Limit
 - Moving Traffic Violations
 - Altering Decal
 - Displaying Fictitious Decal
 - Fraudulent Registration
 - Double Parking
 - Parking in Crosswalks or Yellow Zones
 - Displaying vehicle decal issued for another vehicle

Minor Violations: Minor violations shall result in a penalty fee of four dollars (\$4.00)

 - Overtime Parking
 - Parking Outside Define Limits of Parking Space
 - Parking in Unauthorized Area
 - Parking on Sidewalks
 - Failure to display decal properly
 - Parking Trailers or Boats on Campus
 - Improper use of Citation
 - Failure to Give Right of Way to Pedestrian

Misuse of Disabled Student Area
 Misuse of Visitor Space
 Parking on Grass

6. *Disciplinary Action for Traffic Violations.*—

a. Upon violation of a traffic regulation as specified above, the motor vehicle operator will be informed of such violation by means of a traffic citation affixed to the windshield of the vehicle. It is the responsibility of the registrant to dispose of the citation at the University Security Office within fifteen (15) days but no sooner than twenty-four (24) hours of issuance of the citation. Traffic fees, as a University fee, must be paid promptly at the Security Office or after 15 days of issuance at the Cashier's Office. Failure to pay the traffic charges will delay a student in receiving his degree, his transcript, or permission to register until his record is cleared.

b. *Suspension of Parking Privileges.*—The sixth violation will result in a fee for the violation as well as suspension of parking privileges and referral to the Dean of Students. During the suspension period, the individual may not park any vehicle on Campus, nor may another individual park the banned vehicle on Campus. An individual who has his parking privileges suspended for the second time will not be eligible for any further permits. Cars that have been banned from the Campus may park on the Coliseum lot only. Each violation of a vehicle suspension order will result in a \$25.00 fee and a referral to the Dean of Students.

c. Whenever it is necessary to remove an illegally parked vehicle, it will be towed by a wrecker, and the charges will be paid by the vehicle owner.

7. *Appeal of Traffic Citation.*—

a. Appeal of citations must be made to the Security Office within fifteen (15) days after the issuance of the citation.

8. *Visitors to the Campus* are encouraged to observe SMU Traffic Regulations by parking in the visitor areas only. In the event a visitor receives a citation, he should sign his name and give his mailing address and return it to the Security Office at once.

C. GENERAL

1. Students should lock their vehicles while parked. It is advisable that hubcaps and other easily detached devices be marked in an inconspicuous manner to facilitate identification in case they are removed. Theft or damage to equipment should be reported to the Security Office immediately.

2. When planning Campus activities which involve Campus streets, the Security Office should be notified prior to the event in order to implement necessary traffic control measures.

3. *Lost and Found Articles.* The University Security Office is the official Lost and Found office. Articles lost or found should be reported as soon as possible in order that we may help return property to the rightful owner.

4. *Automobile accidents must be reported immediately to the Security Office.*

5. *Bicycles.*—

a. *Definition:* A bicycle is any device designated to travel on two nor more than three wheels and to move by human man power. Bicycles may be operated on any Southern Methodist University Campus street or any lawn or other area where pedestrians may walk *except:*

- (1) Sidewalks.
- (2) Inside of any building except a garage.
- (3) Any landscape improvements which are not open to pedestrians for use including pedestrian malls, flower beds, hedge or shrubbery rows.
- (4) Where official signs prohibit parking or riding.
- (5) Any outside area which is designated for other than pedestrian use.

b. *Bicycles* will not be secured to any tree, shrub, or plant by means of any locking device.

c. *The Operator* of any bicycle must yield right of way to any pedestrian at all times.

d. *Violations* of this policy will result in the bicycle being removed to the University Security Office where the owner may retrieve his property upon proper owner identification.

e. *Bicycles* will not be left unattended on any sidewalk, vehicle driving lane, driveway, loading zone, fire lane, building porch or patio, or pedestrian mall.

f. *Penalty Fees:* all violations of bicycle rules will be considered minor traffic violations consistent with the Vehicle Parking and Traffic Rules and Regulations.

6. *Motorcycles and Motor Driven Bicycles.*—

a. *Definition:* A motorcycle is every motor vehicle having a saddle for the use of the rider and designed to travel on two nor more than three wheels in contact with the ground but excluding a tractor.

b. *Registration:* Any motorcycle which is parked on the Southern Methodist University Campus must display a current vehicle identification decal issued by the University Security Office.

c. *Motorcycles* must be driven only on the streets on the

Southern Methodist University Campus and must not be driven:

- (1) on sidewalks
 - (2) on lawns, flower beds, hedge or shrub rows
 - (3) inside any building except a garage
 - (4) where official signs prohibit
- d. *Motorcycles* may be moved (not driven) across a sidewalk for the purpose of securing the motorcycle to any rack or locking device designed for motorcycles adjacent to the sidewalk.
- e. *Motorcycles* may be parked in the designated triangle spaces near interesections where angle parking is provided for automobiles.
- f. All State and City laws and ordinances must be observed by drivers of motorcycles.
- g. *Motorcycles* may be parked in any area where automobiles are authorized.
- h. *Motorcycles* may not be parked:
- (1) in any fire lane
 - (2) where official signs prohibit
 - (3) inside any building except a garage
 - (4) on any sidewalk
 - (5) in any driveway or loading area
 - (6) within 10' of any building wall (Fire Safety Code)
 - (7) in Bicycle Parking Areas.
- i. No motor vehicle will be parked within three (3) feet of any tree, shrub, plant or flower to prevent fuels and oil damage to the plant.
- j. *Violations* of this policy will be processed according to existing procedures pertaining to other vehicles.
- k. *The Vehicle Identification Decal* will be displayed in any conspicuous place on the motorcycle.
7. *The Security Office* is located at the Computer Center, phone extension 564. The office is open 24 hours daily, 7 days per week. Campus patrols are continuous throughout the day and night. SMU Patrolmen may be summoned by phoning 363-9809 and requesting that the SMU Patrol Unit be dispatched to the desired location.

PUBLIC DISTRIBUTION OF WRITTEN MATERIAL

Written material, including books, magazines, newspapers, monographs, journals, pictures, pamphlets, leaflets, etc., but not including (1) material of a predominantly advertising nature and (2) material which is illegal under the law and the United States Con-

stitution, may be distributed publicly on the SMU campus subject only to the following limitations:

1. Students, faculty, and staff members of SMU may distribute written material publicly either by giving it away free of charge or by selling it, provided: (A) that such distribution is made in outdoor areas of the campus, inside of buildings in accordance with designated procedure, or during organized group meetings within buildings; (B) that the manner of distribution shall be orderly so as not to interfere with the functioning of the University or with the rights of others within the University community; (C) that the distributor or distributors of the material shall conduct the distribution at or near a trash receptacle, or shall provide a trash receptacle at or near the site of distribution; and (D) that distribution shall be limited to members of the University community.

2. Adequate and permanent distribution areas, where written materials may be distributed within buildings, and reasonable procedures governing distribution inside buildings shall be designated and posted by the University Assembly Standing Committee on The Student Center, for the Student Center, and by the various deans or other appropriate officials, for buildings under their supervision.

3. Nothing contained herein shall be deemed to authorize the placing of any unattended sign or placard on the grounds of Southern Methodist University.

4. Any person or group not officially affiliated with the University must obtain permission, by going through appropriate administrative channels, for sales, solicitation, or distribution on campus of any written materials by non-members of the University Community.

5. Members of the University community must obtain permission, by going through appropriate administrative channels, for sales, solicitation, or distribution on campus of any written materials to non-members of the University community.

SALES POLICY

Any officially recognized groups may request permission to have sales projects of items not covered in the provisions relating to written material.

These sales projects must be approved by the faculty sponsor of said group.

The requests should be submitted on the official form to the Office of the Dean of Student Programs, 214 Student Center, and should include the following information:

1. Name and address of group sponsoring event.
2. Purpose of event.
3. Description and cost of item to be sold.
4. Dates to sell item.

The sales project must be within the limits established and listed below:

1. The items to be sold may not be in direct competition with items sold by the University.
2. The monies gained through sales must be used for a worthwhile project as approved by the faculty sponsor.
3. The items sold must be in good taste.
4. Sales may take place throughout the campus on a person-to-person basis except in the living units.
5. Public sales booths will be available on a first-come, first-served basis in the Student Center. These tables may be reserved by a group by contacting the director of the Student Center for tables in that building. Approval of the project is required before these tables are reserved for sales.
6. Tickets may be sold through the ticket office in the Student Center as well as individual sales booths.

Individual students must seek permission to sell on campus from the Committee on Sales.

Any outside agency or individual wishing to sell to the general student body is required to obtain permission from the business manager of the University.

Any outside agency or individual wishing to sell to a specific student group must obtain permission from the student personnel staff person working with the group.

MEETINGS WITH OR REQUESTS TO THE PRESIDENT OR VICE-PRESIDENTS

Representatives of any group desiring to see the president or vice-presidents (excepting the vice-president for student affairs) may do so by appointment. Such meetings will be held with representatives of the group and shall not include more than five members of the group.

If the entire group wishes to speak to the president or vice-presidents, they may invite them to appear at a meeting of the group. These requests will be honored if possible.

Any group or individual that desires to make any written request or suggestions to the president or vice-presidents may do so in the following manner:

- A. The wording of the request should be in the form of constructive suggestions.
- B. Copy of the request should be made via writing and delivered by mail or by representatives of the group to the secretaries of the appropriate offices.
- C. Any request should be signed by the authors.

Any request will be answered as soon as possible. (Administrative Committee).

PROTESTS AND DEMONSTRATIONS

Order with reasonable flexibility is imperative for a university to carry on an effective educational program. Any person or group that deliberately disrupts the normal functioning pattern of the University will be stopped.

1. The University expects all of its members to respect the rights of others.
2. Any University person or group desiring an audience with other persons on campus to discuss certain grievances are invited to make the request through appropriate channels.
3. Any University persons or groups desiring to gather for purposes of demonstrations are expected to do so in a peaceful manner. This gathering should not deter the normal functioning and operation of the University.
4. During any peaceful demonstration, the group will be given ample opportunity to discuss its grievances with the appropriate persons.
5. Guests of the University are to be treated with respect and dignity.
6. Visitors customarily are welcome on campus; however, non-University members demonstrating on campus must abide by all University, as well as civil, regulations. The University reserves the right to ask non-University members who are demonstrating on campus to leave the campus.
7. Any persons or groups who disrupt the University's normal functions will be asked to desist. If said request is ignored, each person will be subject to severe disciplinary action. This action will first come from within the University; and if this does not return the campus to normalcy, from without.

5.

University Rules and Regulations for Student Organizations

STUDENT PROGRAMS AND ORGANIZATIONS

An essential part of the learning environment at SMU is provided through the work of student organizations. Open to all students and facilitated through faculty and staff resources, these organizations develop many opportunities for experiential learning which supplement and reinforce the classroom activities.

Policies governing the recognition and conduct of all student organizations and activities are determined by The University Assembly. The implementation of these policies and the purposes of the student activity area is the responsibility of the Vice-President for Student Affairs. The work of this area is coordinated and facilitated through the Office of the Dean of Student Programs. Forms for all information or reports required of Student Organizations by the University Assembly are available in the Office of the Dean of Student Programs and must be filed in this office. If there are any questions concerning student organizations, contact this office.

RECOGNITION OF NEW ORGANIZATIONS

Official recognition of a student organization grants many privileges. These include the use of

University facilities for meetings and social gatherings, scheduling of events to avoid conflicts, University publicity of events, and the use of the University name. This privilege is accorded only to groups of students who have secured recognition as an organization. Students who wish to be recognized as a student organization must seek recognition from the University Assembly or its designated committee by submitting the following information on forms provided by the Office of the Dean of Student Programs.

1. A constitution and by-laws or statement of purpose which includes:
 - (a) intention of the group
 - (b) those eligible for membership
 - (c) membership selection process
 - (d) duties of the officers
2. Name of officers
3. Name of Faculty Adviser

Following recognition, any change made in the constitution or by-laws of the organization must be submitted to the University Assembly or its designated committee. However, it should be remembered that student organizations, recognized or not, do not speak officially for the University.

TEMPORARY RECOGNITION

A group that has not yet completed its constitution or other organizing process required above, may request temporary recognition. This will enable the group to use University facilities for a two weeks period. The following information must be supplied with this request for temporary recognition:

1. Name of the organization
2. Purpose of the group
3. Name, address, and telephone number of the student representing the group
4. Name of the faculty adviser

ADVISERS

Faculty or staff advisers, chosen by each organization are required. However, institutional recognition will not be withheld or withdrawn solely because of the inability of a student organization to secure an adviser. Advisers are to be considered as a resource for advice; they do not have the authority to control the policy of the organization.

REPORTS

By the end of the third week of classes in the fall semester, all student organizations must report the names of their officers and faculty adviser to the Office of the Dean of Student Programs. Failure to submit this report by the required date signifies that the

organization has dissolved. The list of officers and faculty advisers must be kept up to date. The organization shall lose the privileges of an approved organization and may be reinstated only on application to, and approval of, the University Assembly or its designated committee.

MEMBERSHIP

Participation in student activities and organizations is primarily for regularly enrolled students. Membership in organizations is restricted to regularly enrolled SMU students. Campus organizations, including those affiliated with an extramural organization, must be open to all students without respect to race, creed, or national origin, except for religious qualification which may be required by organizations whose aims are primarily sectarian.

POLICIES

While a given organization may set specific policies for its organization, these policies must be in accordance with those of the University and are subject to review by the University Assembly or its designated committee.

HAZING

Hazing is forbidden for any organization. Complaints concerning abuses should be directed to the Office of the Vice-President for Student Affairs for assignment to the proper judicial body.

COMPLAINT PROCEDURE

Any person wishing to file a complaint against any action by a group may do so by filing said complaint in the Office of the Vice-President for Student Affairs for assignment to the proper judicial body.

REGISTRATION OF FUNCTIONS

ON-CAMPUS FUNCTIONS

Any campus function given by a student organization must be scheduled in the Office of the Dean of Student Programs. Information required for scheduling includes type of function, date, place, hours, approximate number and type of participants expected, approximate cost, and whether or not security is needed. Coordinating of these events is through a central calendar maintained by that office. Also, a change in scheduling should be reported. This serves to avoid major conflicts and provides one central place at which information can be obtained concerning any on-campus activity. It is important that the adviser be consulted and informed of such events. If an event is believed to threaten the health, safety, or property of the members of the University community, the request for scheduling will be denied until it can be referred through the Vice-President for Student Affairs to the Executive Committee of The University Assembly for decision.

Any function requiring admission charges (or soliciting donations of any kind) must be approved by the Dean of Student Programs or referred to the University Assembly or its designated committee.

No public performance may be held by any group of students unless sponsored by a recognized organization.

OFF-CAMPUS FUNCTIONS

For informational purpose, it is recommended that organizations register all off-campus functions including social events, retreats, and out-of-town conferences. Each organization is reminded that it is responsible for both paying all financial obligations and for the arrangement of all necessary security measures.

During final examinations and the week preceding, organizations may not schedule meetings or activities which members are required to attend.

RESERVATION OF FACILITIES

For room reservations in the Student Center, call the Student Center Reservations Office, extension 467. For rooms in other campus buildings, call Mr. Vanston, extension 2195.

SPEAKER POLICY

Southern Methodist University recognizes that freedom of speech is regarded as basic and indispensable to a viable educational community. While ultimate responsibility and authority rest with the President of the University, the assumption of responsibility by a student organization which invites a speaker to campus is also essential. Therefore, the following guidelines are to be followed:

1. Before contacting the speaker, discuss with the adviser all facets of his visit (purpose, financial commitment, etc.). Be certain that proper advance arrangements are made for use of campus facilities.
2. The group must advise the Dean of Student Programs one week prior to issuing an official invitation to a speaker.
3. The exchange of opinions with guests and speakers is encouraged, however, respect for the speaker or other guest participants is essential.
4. Ascertain any potential campus and/or Dallas security requirements prior to the invitation. Before negotiations are begun, security needs, if warranted, must be discussed with the SMU Security Department.

FRATERNITIES AND SORORITIES

Like other student organizations, fraternities and sororities at SMU draw their rights and privileges from the University Assembly. Only a student who has been enrolled during a full semester in a college or university is eligible for pledging. A formal rushing

period is held at the beginning of the second semester. Sororities hold a brief formal rush for upperclass women in the fall. Fraternities rush and pledge upperclass men during open rush in the fall semester. For specific regulations governing rush and other fraternity and sorority matters, consult the IFC and Panhellenic handbooks sent to entering students. Copies of these handbooks are available in the Office of the Dean of Student Programs.

EXCEPTIONS TO POLICY

Requests for special permission or for exceptions to policies pertaining to student organizations should be presented in writing and in person to The University Assembly or its designated committee.

6.

University Judicial Structure

ADJUDICATION OF RULES AND REGULATIONS

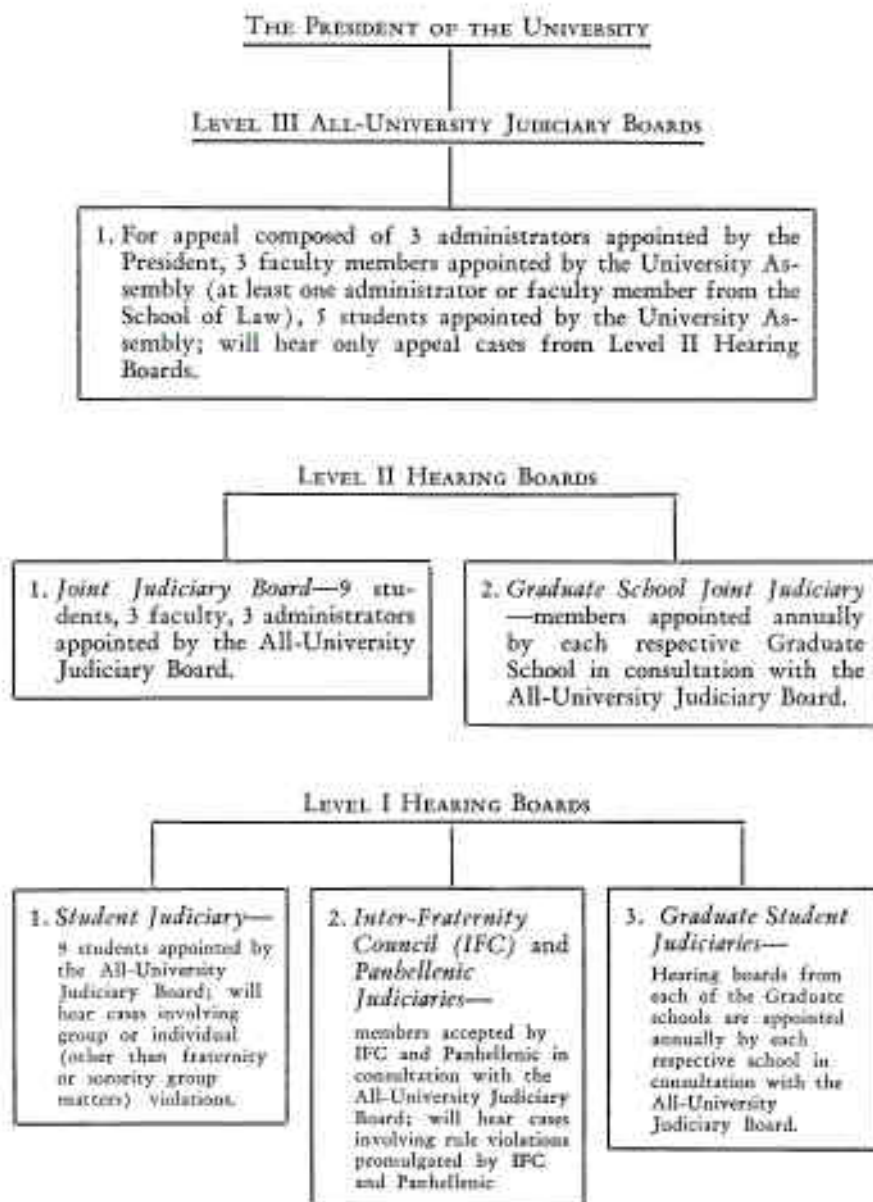
INTRODUCTION

Responsibility for the "discipline of the institution" is vested in the President (see SMU Bylaws 4.12.4 as revised by the Board of Trustees, May 14, 1971). For the discipline of students, the President, for the Trustees, has established the All-University Judiciary Board (See pages 24, 25 Governance Plan). Upon the recommendation of the All-University Judiciary Board, the President has accepted the following document delineating the judicial system for students at SMU and has authorized its implementation in the Fall Semester, 1971. Until such time as the selection process for the judiciaries is complete, the system described in the 1970-71 edition of the *SMU Enchiridion* will remain in effect. (Copies are available in the offices of the Dean of Student Programs, Dean of Residential Living, Vice-President for Student Affairs, and offices of the Residence Halls.)

PURPOSE OF THE JUDICIARY

The function of the University judiciary system is to assure a fair hearing and, when necessary, to impose appropriate penalties on those

UNIVERSITY JUDICIAL STRUCTURE



found guilty of violations of rules and regulations of the University. Members of the various hearing boards shall maintain at all times an impartiality about the matter under consideration. The hearing board shall not act as advocate for the student or for the University.

1. THE ORGANIZATION OF THE JUDICIARY

(a) LEVEL ONE HEARING BOARDS

(1) *The Student Judiciary*

The All-University Judiciary Board shall appoint each year nine students to serve as a Student Judiciary. The students thus selected shall be listed alphabetically by surnames and the first three shall constitute the hearing board for the first case assigned with the first listed name as chairman. The second, third, and fourth listed names shall constitute the hearing board for the second case assigned with the second listed named person as chairman, and so on in rotation as each new case is assigned. If a student is unable to serve in a particular case to which he is assigned, the next student in rotation shall be assigned as a replacement.

The hearing boards thus selected shall hear cases involving individual or group violations, other than those cases which are heard by the Interfraternity Council Judiciary, the Panhellenic Judiciary, and the judiciary bodies which are assigned cases involving graduate students.

(2) *The Interfraternity Council Judiciary and Panhellenic Judiciary*

The Interfraternity Council and Panhellenic organization shall, in consultation with the All-University Judiciary Board, appoint each year hearing boards to hear cases involving violations of rules promulgated by Interfraternity Council and Panhellenic.

(3) *The Graduate Student Judiciaries*

The School of Law, the Perkins School of Theology, and the graduate schools in Humanities and Sciences, Business Administration, Institute of Technology, and Arts shall, in consultation with the All-University Judiciary Board, appoint each year hearing boards as may be necessary and appropriate to hear cases involving graduate students in the respective schools.

(b) LEVEL TWO HEARING BOARDS

(1) The All-University Judiciary Board shall appoint nine students, three faculty members, and three representatives from the administration to serve on the *Joint Judiciary Board*. The students shall be listed alphabetically by surnames, the faculty members shall be listed in the same manner, and the administrators shall be listed in the same manner.

In alphabetical order, the first three students, the first faculty member, and the first administrator shall constitute a hearing board

of five members with the first listed student as chairman to hear the first case assigned.

The second, third, and fourth listed students, the second listed faculty member, and the second administrator, with the second listed student as chairman, shall constitute the hearing board for the next case assigned, and so on in rotation as each new case is assigned.

If a student is unable to serve in a particular case to which he is assigned, the next student in rotation shall be assigned as a replacement.

(2) The graduate schools in 1 (a) (3) shall appoint similar joint judiciaries.

Level Two hearing boards shall act as an appeal board for cases from Level One and as a hearing board for new cases assigned to them.

(c) THE ALL-UNIVERSITY JUDICIARY BOARD

The All-University Judiciary Board shall be composed of three administrators appointed by the President, three faculty members appointed by the University Assembly, at least one of whom shall be from the faculty of the School of Law, and five students appointed by the University Assembly. It shall hear only cases on appeal from Level Two hearing boards.

2. COMPLAINTS

(a) ASSIGNMENT OF CAUSE

If the Vice-President for Student Affairs upon information provided him shall in his judgment determine that a rule or regulation has been violated, he shall assign cases to one of the several hearing boards described in sections 1 (a) and (b). As a general policy he shall assign a case to one of the Level One hearing boards described in section 1 (a) if in his judgment (i) the alleged offense is minor, (ii) the alleged offense relates to rules established by resident halls or student organizations, or (iii) the alleged offense, although major, is appropriate for one of the Level One hearing boards. As a general policy he shall assign a case to one of the Level Two hearing boards described in section 1 (b) if in his judgment (i) the alleged offense is major or, (ii) the alleged offense has resulted in a substantial interference with the proceedings of the University.

(b) DELEGATION OF AUTHORITY

The Vice-President for Student Affairs may delegate any part or all of his authority from time to time, or at any time, to any one person or several persons, and wherever in these procedures the Vice-President for Student Affairs is designated, such designation shall include those persons to whom he may have made such delegation. (Note: The Office of Dean of Residential Living has been assigned this authority.)

(c) NOTICE OF VIOLATION

The Vice-President for Student Affairs shall give notice in writing to the student of the complaint against him. Such notice shall contain the particulars with respect to the facts constituting the offense, the time and place of hearing, and the particular hearing board to which the case is assigned.

(d) WAIVER

(1) If his mental or physical well-being is in jeopardy, a student accused of an offense may waive hearing. The case shall then be heard by the Vice-President for Student Affairs who shall determine the guilt or innocence of the accused and, in cases in which he determines guilt, may, after consultation with the Chairman of the All-University Judiciary Board, suspend the student for such period as may in his discretion be appropriate.

(2) Within one year from the date of the assessment of suspension in a case in which the student has waived hearing, the student may demand a hearing of his case, and the Vice-President for Student Affairs shall assign the case to an appropriate hearing board in the same manner as if the case were a new matter.

3. CONDUCT OF THE HEARING

(a) COMMENCEMENT

No hearing shall begin until at least three days have elapsed, exclusive of the day of service, from the day of service of notice on the accused.

(b) EXTENSION OF TIME

The chairman of the hearing board to which a matter is assigned may in his discretion grant extensions of time as may be reasonably necessary to permit the accused student sufficient time to prepare his defense.

Inability to obtain witnesses shall not be justification for undue delay in commencing a hearing.

(c) CHANGE IN ALLEGATIONS

Any change in the allegations against a student shall be regarded as a new complaint subject to the process for handling complaints in the first instance.

(d) THE HEARING

(1) Quorum—Levels One and Two

All members of the hearing board shall be present throughout the hearing, all members may vote, and all determinations shall be by majority vote. A failure to vote shall be registered as a negative vote.

(2) Quorum—All-University Judiciary

At least seven members, including at least one student, one faculty member, and one administrator, shall be present throughout

the hearing, all members may vote and all determinations shall be by majority vote. A failure to vote shall be registered as a negative vote. On the question of guilt or innocence, a tie vote shall be treated as a vote to acquit.

Any member of a hearing board, upon considering any challenges from the accused concerning his impartiality, may withdraw voluntarily. In such case the next person in rotation shall serve on the board.

(4) *Joinder and severance*

Several students accused of participating in a common offense may be tried together; however, a student may at his election sever his case from the others and he shall be heard separately.

(5) *Open hearings*

All hearings shall be open to members of the University community unless the accused requests that the proceedings be closed. The number admitted to the hearing shall be determined by the chairman of the hearing board consistent with the space available for accommodation.

(6) *Right of the accused to have companions—Level One and Two*

The accused may at his option have with him at the hearing two members of his immediate family and a friend. The friend, if selected, must be a student, faculty member, or administrator from within the University community.

(7) *Rules of evidence*

Rules of evidence shall be informal, and the hearing board shall have broad discretion with respect to admissibility of testimony and documents. The standard of proof is that a conclusion of guilt shall be sustained by clear and convincing evidence, which is more than a mere preponderance of evidence but less than the strict criminal law standard of proof beyond a reasonable doubt.

(8) *Order of testimony and documents*

The accused shall arrange with the chairman for the order of calling witnesses and the presentation of documents. Ordinarily, the complainants shall proceed first with their case followed by the presentation of the accused.

(9) *Presence at the hearing—confrontation of witnesses*

The accused shall have the right to be present during the entire hearing and shall have the right to question any witness. The Vice-President for Student Affairs shall present such witnesses as he may choose.

(10) *Decorum*

The chairman shall maintain order for the proper conduct of the hearing, and he may clear the hearing room, if necessary, to assure the full development of the facts in a calm, deliberative setting.

(11) *Findings*

The hearing board shall conduct its discussions in executive session but shall announce its finding in open hearing.

(e) *RECORDS*

The records of hearings shall be prepared by the chairman of the hearing board and filed by him in the office of the Vice-President for Student Affairs, and shall be available only to members of the various hearing boards which constitute the University Judiciary system. Records should be freely consulted in order to promote a consistency in dealing with cases of similar gravamen.

4. *APPEALS*

(a) *LEVEL ONE HEARINGS*

All cases heard by Level One hearing boards may be appealed by the accused to Level Two where the matter shall be heard de novo in the same manner as those cases heard in the first instance by Level Two hearing boards.

(b) *LEVEL TWO HEARINGS*

All cases heard by Level Two hearing boards may be appealed by the accused student to the All-University Judiciary Board where the matter shall be heard de novo in the same manner as those cases heard in the first instance by the Level One and Level Two hearing boards.

(c) *ALL-UNIVERSITY JUDICIARY BOARD—FINALITY OF DECISION*

The All-University Judiciary Board serves as the board of final appeal. In addition to the procedures described in Section 3 above, the student may be represented by counsel.

5. *HEARINGS*

Upon presentation of significant new evidence, the chairman of the hearing board for the particular case, in consultation with the Vice-President for Student Affairs and the chairman of the All-University Judiciary Board, may order a rehearing. After such a rehearing the accused shall be entitled to the same rights of appeal as in any other case.

Student Services

One of the main services provided by the University is the student personnel service which is coordinated by the Office of the Vice-President for Student Affairs.

The Vice-President for Student Affairs is in charge of all student affairs and is the representative of the students to the administration. His responsibility is carried out with the assistance of the staff performing the various student personnel services.

The staff is composed of professional educators dedicated to the plan of developing each student to his fullest potential. In the effort to fulfill this goal, the time of the staff is chiefly devoted to personal contact with as many students on campus as possible. The goal is to have each student at SMU become acquainted with a professional staff person in such a way that he should always know that there is an individual from whom he can seek advice.

The offices in this division are as follows:

THE OFFICE OF THE DEAN OF STUDENT PROGRAMS

The Staff of the Dean of Student Programs facilitates the work of student organizations in offering students a wide range of experiential opportunities for out-of-classroom learning. This

includes academically oriented programs such as the annual academic conference, as well as the recreation of concerts and movies. Through training retreats students increase their skills in group interaction—in the processes necessary for "getting something done". Students can immediately become involved in the needs and action of the Dallas community through Volunteer Service.

An important responsibility of the area is counseling minority and commuter students, and assisting them in developing resources to meet their particular needs. The office of the Dean of Student Programs is also responsible for new student orientation, fraternities and sororities, and the Campus Y.

Members of the staff are selected for specific skills, as well as their experience in working with students. Each staff member has certain designated assignments. However, all are available to work with other organizations as well as with individuals, and informal groups of students who want help in working out a specific idea.

For information call Ext. 455, Room 214 Student Center.

THE OFFICE OF THE DEAN OF RESIDENTIAL LIVING

The Office of the Dean of Residential Living co-ordinates the program area of all residence halls on campus. The office is in charge of the counseling and program function for the freshmen residence areas, which is in the south part of the campus and is called the South Quadrangle. The North Quadrangle and the auxiliary housing units are upperclass student residences. The Residential Living Office is in charge of the programming and counseling function for these students. In addition, this office will put a greater emphasis on the living-learning concept of residential life and will be implementing many new concepts in 1971-72, such as the Ibero-American Studies Center, Faculty in Residence program, Guests in Residence program, Nature of Man Living-Learning project, and the Discourse and Literature Living-Learning Project.

The Office of the Dean of Residential Living has also been delegated, by the Vice-President for Student Affairs, the responsibility for the implementation of student disciplinary procedures set forth by the Judicial Review Board of 1970-71.

HEALTH CENTER

PRE-ENROLLMENT PHYSICAL EXAMINATION: When you receive notice of acceptance at Southern Methodist University you receive a physical examination form. This must be completed by your family physician and returned to the University Health Service before you can register. (This includes all graduate students.) This information is kept in strict confidence in our medical files and released only with your written consent.

CLINIC AND HOSPITAL SERVICES: This university provides a convenient, economical, and first class medical clinic and hospital facility on the campus. It is staffed by five full-time physicians,

registered nurses, pharmacists, laboratory and x-ray technicians, and other personnel essential to providing good health care. All students, faculty, and staff are eligible for health services. The long semester clinic hours are from 8:00 a.m. to 4:30 p.m. After 4:30 p.m. there is a nurse on duty and a physician on call. Go to the front door and ring for service. Summer sessions: 9:00 a.m. to 4:00 p.m. Closed weekends. The Health Center is closed during Thanksgiving, Christmas, and Easter student vacation periods. During vacation periods we suggest you go to the emergency room of one of our Dallas hospitals.

COSTS: A nominal charge is made for most Health Center services. It is, therefore, most important that all students have adequate hospitalization insurance. A student health insurance policy is available, which has very broad coverage and almost no exclusions at an annual premium of only \$40.00. Our Health Center hospital is a regularly licensed facility and recognized by most insurance companies. When necessary, students are referred to medical or surgical specialists in Dallas. All major illness or surgery are also referred. These patients are responsible for the costs of these services.

ILLNESS EXCUSES: All names of students are reported to the dean's office as soon as the students are admitted to the hospital. The physician in charge will answer any questions upon request by the instructor. If the student is not treated in the health center, excuses must be handled by student and instructor. Students living off campus should notify the health center at ext. 858 if they miss classes and are seen by their personal physician.

MENTAL HEALTH SERVICE: A psychiatrist is available by appointment 8:00 a.m. to 5:00 p.m., Monday through Friday. Emergency situations are always seen rather promptly by calling the Mental Health Coordinator number 363-5611, ext. 876. For extended therapy, referrals are made to private psychiatrists at the student's expense. For counseling, referrals are made to the various counseling services in the University.

PSYCHOLOGICAL SERVICES: Primarily provides personal and group counseling; also gives national tests.

OFFICE OF THE CHAPLAIN

The Chaplain to the University is in charge of all religious activities of the University including weekly Sunday Chapel held in Perkins Chapel each Sunday at 11:00 a.m. Working with the Chaplain is a part-time Coordinator of Religious Activities who is in charge of an ecumenical religious program on Sunday evenings, Religious Emphasis Week, and other similar programs. Both the Chaplain and the Coordinator work through a student-faculty Campus Ministry Council on such matters. The Chaplain also exercises a pastoral ministry through counseling, and is available to all University personnel by appointment.

CAREER COUNSELING AND PLACEMENT

If you are thinking of working part-time while attending college, getting a summer job, preparing for or planning a career, we hope you will agree Career Counseling and Placement is a good place to start. Should you experience need for a job, vocational counseling or career planning information, please call on us in room 208 Clements Hall.

In addition to substantial listings of part, full and Career type job opportunities, Career Counseling and Placement maintains a vocational library of general and employer occupational information.

Career Counselors are available daily to discuss career selection and planning or to help you locate a part-time, full time or summer job.

SPECIAL SERVICES

In the Office of Special Services three major functions take place in the area of services to students.

In the Housing Division, students make contracts for residence hall living, make arrangements for meal tickets to eat in the Student Cafeteria, and make reservations for their guests to stay in available rooms in the various residence halls.

In the Financial Aid Division, students apply for scholarships, various loans and work-study programs to help finance their attendance at SMU. In addition, students who have a financial emergency of some kind can apply for a small short-term loan.

In the area of Community Service, students, and others, can make arrangements for housing, food service and meeting room space for conferences, workshops or meetings taking place on campus.

SECURITY AND TRAFFIC

CAMPUS SECURITY

The responsibility of the University Security Office includes the following general areas:

1. Traffic and parking.
2. Protection of persons and property (safety).
3. Investigation of incidents of police nature.
4. Fire prevention program.
5. Disaster plan (Civil Defense).

The director of security, Bill Caffee, supervises the activities and performance of the Security Office and reports to the administrative vice-president. Liaison with the various committees on the campus and student and faculty organizations will provide the Security Office with current information regarding security problems and matters.

The Security Office is located at Bradfield Computer Center. The campus telephone number is 564. The office hours are 8:00 a.m.-