

SOUTHERN
METHODIST
UNIVERSITY

ENCHIRIDION

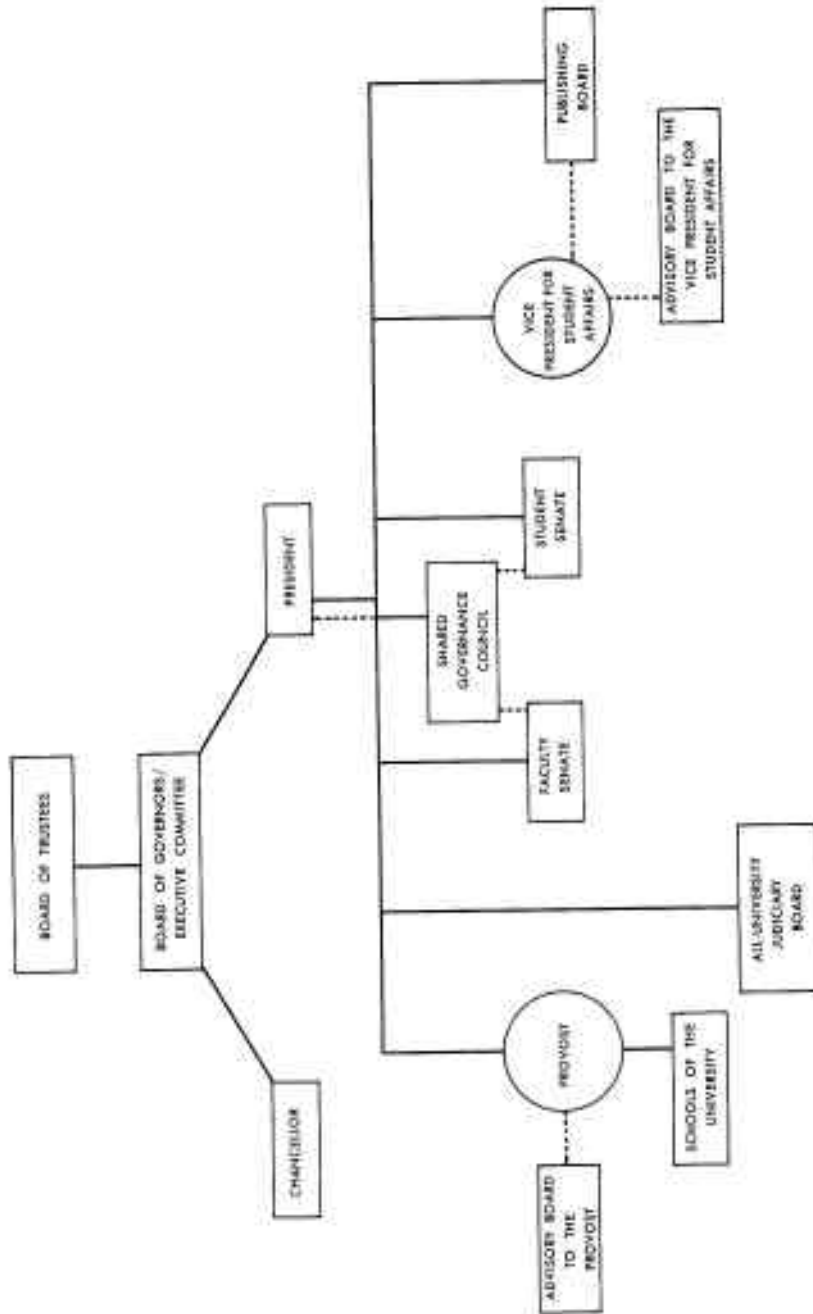
Foreword

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. 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 Office of the Dean of Students or the Office of the Vice-President for Student Affairs.

The rules and regulations contained in this booklet are amendable to review and change by the appropriate governing body. Procedural information concerning suggested revisions is available in the University Governance Office.

Governance Structure of SMU



1.

The Governance of Southern Methodist University Dallas, Texas

The revised *Governance of Southern Methodist University* is a codification of the existing governance structures and responsibilities within the University. While the revising and updating of specifics of the plan will be an ongoing process, the basic concept of shared governance was incorporated into the University Bylaws on June 6, 1975. The amended University Bylaws, 4.14, provide that "The President shall be responsible for a plan of internal shared governance which rests on the principle that an institution's ability to solve educational problems is enhanced when the constituencies of the University share, in varying degrees, in the consensus of decision-making."

INTRODUCTION

The Governance Plan was adopted on May 8, 1970, as a working agreement between the Board of Trustees of Southern Methodist University and the groups within the University to whom responsibilities were given in the plan. In accordance with the working agreement, an evaluation of the plan was begun during its third year of experimentation and a revised governance structure was made operational toward the end of the calendar year 1973. Modifications and refinements were made during the academic year 1974-1975 and culminated in the revised Governance Plan of Southern Methodist University. A prevailing philosophy, contained in the original plan and reaffirmed through the evaluative process, is that any governing system must always put foremost the educational interests of the whole University, not the more narrow interests of a single school or one constituent part. Inherent in that philosophy is a commitment to some degree of shared responsibility and participation in an essentially cooperative academic community.

The shared governance structure is based on the premise that all constituencies have a legitimate interest in policies that affect the educational aims of the University. To advance these aims most effectively, the three major constituencies—students, faculty, and administrators—must be involved in the decision-making process. While it is recognized that some decisions are most appropriately made by one constituency, at the same time it is understood that ideas and opinions of all members of the campus community should ultimately find expression in those decisions. Effective decision-making is a visible process which holds its constituent members responsible and accountable for proper actions; it involves a process of long-range planning and development, rather than simple extemporization to meet the demands of the moment.

Effective shared governance, like any other human enterprise, depends largely upon the understanding and support of its participant members. Mutual trust, respect, and a full knowledge of the interrelationship and interdependency of the various constituencies are explicit to the decision process and its commitment to the educational goals of the University.

I. GOVERNANCE OF SCHOOLS

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

Each school shall determine how a shared governance structure for carrying out the above functions shall be organized for that school in accordance with the following guidelines:

1. Each school shall prepare a written constitution and bylaws by which that school shall carry out the responsibilities assigned to it by the Bylaws of the University.
2. The committee charged to draft the constitution and bylaws 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 chairperson to the appropriate superior administrative officers, with or without the endorsement of the dean or department chairperson.
7. Constitution and bylaws shall be approved by a majority of the faculty of the school and forwarded to the Provost for his review. After consultation with the advisory board, he/she may recommend to the President the adoption of the constitution and

and direction 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 Bylaws, "The Board of Governors shall exercise, in the interval between the meetings of the Board of Trustees, the powers of the Board of Trustees in 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 have responsibility and authority for all activities of the University, the President is responsible to the Trustees for the proper functioning of the entire university. The Boards also 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 Bylaws 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 chairpersons are all administrators of the University. Their respective responsibilities are described below.

THE ROLE OF THE PRESIDENT IN ACADEMIC ADMINISTRATION:

According to the Bylaws, the President is "the official instrument of communication between the General Faculty and the Board of Trustees and between the students and the Board of Trustees." The President is "the head of all educational departments," presides over all meetings of the General Faculty, is responsible for the discipline of the institution, nominates all officers and faculty for election by the Board, performs other non-academic functions listed in the Bylaws, and performs "such other duties and functions as the Board of Trustees or the Board of Governors may from time to time assign to him." The President is elected for a term of one year and, while nominally the head of the entire educational enterprise of the University, he/she normally operates by delegating much authority and responsibility to those officers who are in line academic authority in the University. They are

the Provost, deans, and department chairpersons. The President is responsible ultimately for the proper function of the entire University and particularly for the educational enterprise. When appropriate, actions and recommendations of subordinate academic administrative officers are reported to the Board of Trustees through the President. 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 VICE PRESIDENT/PROVOST IN ACADEMIC ADMINISTRATION:

The Provost is the Vice President directly responsible for the academic affairs of the University. He/she is responsible for the effective coordination of all of the academic programs of the University and a spokesperson for the faculty of the University. The Provost is elected by the trustees and is accountable to the President. 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 effectiveness in 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, Office of Admissions, Office of the Registrar, and the SMU Press. In addition to the University College and the Schools of Undergraduate Humanities and Sciences, Arts, Business Administration, Technology, Law, Theology, and Continuing Education, the Provost is responsible for centers which cross school lines, such as the Teacher Education Program, the Center for Ibero-American Studies, the Afro-American Studies Program, and the Center for Urban and Environmental Studies.

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, responsibilities include student recruitment, faculty recruitment and promotion, and faculty research and study-leave programs. An additional responsibility is 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, is the role of the Provost in coordinating the academic planning of the several schools and those programs which cut across school lines. Coordinated planning at

this level forms the essential core of the planning effort for the entire University.

So that these assigned responsibilities may most effectively be discharged, an advisory board that is representative of faculty, students, and administration, will meet with the Provost at regular intervals (no less than once a month, throughout the academic year for purposes of advising him/her on decisions that must be made 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 spokesperson for the faculty of that school and, as such, participates in the deliberations of the faculty in all academic matters. The dean is charged with the administration of the assets of that educational unit which he/she heads and is accountable to the Provost and, through the Provost, 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 assure that the dean is *of* the faculty (that is, that the faculty voice in academic administration is recognized) and in order to assure the trustees that academic administration is responsible, 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; and 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^a with the governing body of the school on matters of major budgetary policy.

THE ROLE OF THE DEPARTMENT CHAIRPERSON IN ACADEMIC ADMINISTRATION:

The department chairperson is the educational leader of and

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

spokesperson for the faculty of the department and, as such, fully participates in the deliberations of the faculty of the department in all academic matters. The chairperson is charged with the administration of the assets of the department, and is accountable to the dean, and through the dean to the Provost, President, and Board of Trustees. The chairperson is both the administrative officer for the department and the educational leader of it. The department chairperson is appointed by the dean with the concurrence of the Provost. His/her appointment is made after consultation with appropriate faculty and students of the educational unit, and is normally for a term of four years.

III. THE ROLE AND RESPONSIBILITIES OF THE VICE PRESIDENTS OF THE UNIVERSITY

While the particular responsibilities of all of the Vice Presidents and other executive administrative officers are not described, it is understood that they shall perform their assigned duties and functions within the context of shared governance.

IV. 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 Faculty Senate, to:

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 to the Board of Trustees through the President of the University 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 to the Provost criteria for the granting of tenure and investigate any matter endangering the established tenure of a faculty member and make recommendations to the President;
6. Give leadership to the professional educator's concerns, such as faculty salaries, benefits, and retirement;
7. Review the University calendar;
8. Assure that any participation by the University in intercollegiate athletics complies with Article III, Section 1, of the constitution of the Southwest Athletic Conference, which states:

- D. The Advisory Board to the Vice President for Student Affairs
- E. The All-University Judiciary Board
- F. The Publishing Board

Two faculty or student shall concurrently serve on C, D, and E.
Two faculty or student shall serve concurrently on E and F.

4. THE SHARED GOVERNANCE COUNCIL

Function:

The Shared Governance Council is a coordinating and mutual accountability council that meets at least monthly. It elects its own chairperson and determines its own rules of operation. Any campus constituency, if it has not been satisfied in petitioning the appropriate senate, administrator, or governance body, may address the Shared Governance Council on any particular concern upon petition to the Chairperson.

Among the responsibilities of the Shared Governance Council are the following:

1. Establish and determine the membership of a Joint Committee with diverse membership to establish procedures to review at least every three years the performance of University officers and University staff;
2. Maintain an up-to-date list of all standing committees (to be published as an appendix to the Governance Plan) and be consulted prior to a decision by the Administration, the Faculty Senate, or the Student Senate to establish or abolish a committee that has diverse membership.

Membership:

- Executive Committee of the Student Senate (not to exceed 7 members)*
- Executive Committee of the Faculty Senate (not to exceed 7 members)*
- The Chairperson of the All-University Judiciary Board
- The Chancellor or designate of the Chancellor
- The President of the University
- All Vice Presidents of the University

5. THE COMMITTEE STRUCTURE

Standing, ad hoc, and joint committees shall be established as needed, with the principle of diverse internal constituency of committees being the usual mode of operation. If any constituency feels that a committee has not been appropriately opened to diverse membership, a petition should be presented to the parent organization; failing satisfactory action, the concern may be taken to the

* If the Executive Committees of the Student Senate or Faculty Senate have more than seven members, it is the responsibility of the respective senates to determine which members shall serve.

Shared Governance Council for its recommendation. A current list of committees may be found in the appendix.

The parent constituency of standing committees shall determine the size and responsibilities of its respective committees. The Student Senate is responsible for the selection of all student members to standing committees; the Faculty Senate is responsible for the selection of all faculty members to standing committees; and the President is responsible for the selection of the administrative members to standing committees.

Membership to all other committees, commissions, or similar structures shall be appointed by the parent constituency, using the normal consultative process.

C. ADVISORY BOARD TO THE PROVOST

Function:

To counsel and advise the Provost in carrying out the responsibilities of the office (outlined in Section II) and to consult with the Provost on that portion of the budget for which he/she is responsible.

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 3-year terms staggered
- 5 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 other appropriate persons as designated by the Provost. It shall determine its own manner of work, and elect its own chairperson. The meetings shall be open, subject to the capacity of the room. Upon petition to the chairperson, speaking privileges may be granted to guests. Minutes of the Board's meetings shall be kept in the Governance Office.

D. ADVISORY BOARD TO THE VICE PRESIDENT FOR STUDENT AFFAIRS

Function:

To counsel and advise the Vice President for Student Affairs in carrying out the responsibilities of the office; to consult with the Vice President for Student Affairs on that portion of the budget for which he/she is responsible.

The Office of the Vice President for Student Affairs is administratively responsible for those offices assigned to it by the President. 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

VII. CONSULTATION ON THE SELECTION OF A PRESIDENT OF THE UNIVERSITY *

The President shall be elected by the Board of Trustees at a regular or special meeting for a term to be fixed by the Board after due consultation on the selection of such President by a University committee to be composed of representatives named by the following groups: the General Faculty through the Faculty Senate, the Student Body through the Student Senate, the Council of Deans, the Administrative Committee, the SMU Alumni Association through its executive committee.

The Board of Trustees solely shall have the authority to employ or terminate a President, which action must be taken at a regular or special meeting.

VIII. THE RIGHT AND RESPONSIBILITY TO SPEAK BY RESOLUTION

Any official body of the University has the right and the responsibility to speak by resolution to any administrative official of the University, or to any official body of the University. The University Bylaws also provide that "Any official body of the University, particularly the General Faculty, through the Faculty Senate, and the Student Body, through the Student Senate, shall have the right and the responsibility to speak by resolution through the President of the University to the Board of Trustees or to its executive committee, designated as the Board of Governors, on any issue of general University interest or on any issue of specific concern to that official body."^{**}

IX. UNIVERSITY GOVERNANCE OFFICE

High visibility of decision-making is essential to the effectiveness of the shared governance process. To provide the rapid dissemination of decisions and easy availability of pertinent information, the University Governance Office serves as the central depository for all governance records. These records are open and easily available, subject to the normal rules governing executive sessions. The Governance Office facilitates the operations of the various governing bodies in their assigned responsibilities while working within the bounds of its accountability to the University. In no way should the office be identified with one constituency; rather, the Governance Office serves all constituencies in their joint efforts and commitment to the University as a whole.

* The recommendation contained in the original Governance Plan was adopted by the Board of Trustees on June 6, 1971, *University Bylaws*, 4.13.

** *Ibid.*, 4.01.

X. CONSULTATION BY THE PRESIDENT

In the event of an emergency, it is recommended that the President consult with the Shared Governance Council.

Other bodies which the President may call upon for advice when appropriate include the Advisory Boards to the Provost and Vice President for Student Affairs, the Faculty Senate, and the Student Senate, or their executive committees.

XI. INTERPRETATION OF THE GOVERNANCE PLAN AND NEW FUNCTIONS NOT NOW INCLUDED IN THE GOVERNANCE PLAN

As stated in the Bylaws, the President is responsible for the plan of internal governance. If questions of interpretation of any part of the Governance Plan arise, they must be ultimately settled by the President; however, it is presumed that the President will use the normal consultative processes in making the decision.

APPENDIX

STANDING COMMITTEES

Administrative Committees

Note: Under the listing of each committee constituency, the designation "administrator" includes staff.

Administrative Committee: to review regularly University operations, policies, and procedures and to decide on course of action in review of specific problems. Membership, 10 administrators.

Financial Aid Committee: to be responsible for setting policies and procedures for administering all student grants-in-aid and loans, and for assuring that complete records of all student financial aid (grants-in-aid, tuition grants, loans, workstudy funds, and scholarships for academic excellence) are maintained in the Financial Aid Office. Membership, 5 administrators, 7 faculty/administrators.

Subcommittee on Grants-in-Aid: to be responsible for evaluating for approval any grant-in-aid application which any member of the Subcommittee may submit for review. Membership, 3 administrators, 1 faculty.

Committee for University General Collections: to assure that stated University policy is observed with regard to acceptance, safe-keeping, and disposal of gifts of collections to the University and to make recommendations in this regard to the Administrative Committee. Membership, 5 administrators, 9 faculty/administrators.

The Committee for University Arts Collections: to be responsible for record keeping, distribution and/or rotation, insurance, sale, and purchase or acceptance of gifts of painting, sculpture, and other objects of art. Membership, 4 administrators, 2 faculty/administrators, 1 faculty.

The Policy Manual Revision Committee: to standardize the format of new policies for inclusion in the University Policy Manual and to review the draft of new policies with regard to format and overlap with existing policies. Membership, 12 administrators, 1 faculty, 1 student.

Employee Benefits Committee: to review and make recommendations to the Administrative Committee regarding changes to existing employee benefits programs and adoption of new programs. Membership, 11 administrators, 3 faculty.

Wage and Salary Administration Committee: to recommend and update wage and salary administration program for non-exempt employees of the University. Membership, 3 administrators, 1 faculty.

The Budget Committee: to review and recommend for approval the annual University budget to the Budget Committee of the Board of Governors. Membership, 3 administrators, 1 faculty, 1 student.

The Chancellor's Committee on Equal Opportunity: to develop operating policies and programs for the implementation of the University's Affirmative Action Program; also to act as the University grievance body for deciding personnel matters involving race and sex discrimination. Membership, 3 administrators.

Safety and Security Committee: to identify problems and recommend solutions in matters affecting the safety and security of students, staff, faculty, and campus visitors. Membership, 12 administrators, 2 faculty, 2 students.

The Building Committee: to review current facility needs and requests and to approve repairs, renovations, and new construction (short of major projects) as required. Membership, 6 administrators, 1 faculty, 1 student.

The Orientation Committee: to coordinate with the Vice President for Student Affairs and Vice President/Provost in developing an orientation program for new (first year and transfer) students. Membership, 2 administrators, 6 students, 3 faculty.

The Convocations Committee: to assist and make recommendations to the President in planning and implementing convocations. Membership, 3 administrators, 2 faculty, 2 students.

The Computer Policy Committee: to establish policies and procedures for operation and use of the academic computer and to make recommendations to the President, through the Provost, on possible re-configuration of academic computer facilities. Membership, 4 administrators, 1 faculty/administrator, 6 faculty.

Administrative Data-Processing User Committee: to review the stated requirements of users of administrative computers and to set priorities accordingly. Membership, 9 administrators.

Research Policy Committee: to evaluate and implement the aca-

demical programs which have sponsored support of research which supplement and enlarge our graduate programs of education. Membership, 3 administrators.

Faculty Senate Committees

Athletic Committee: which shall work to assure that any athletic participation by the University complies with Article III, Section 1, of the constitution of the Southwest Athletic Conference. Membership, 8 faculty, 3 students, 1 administrator.

Ethics and Tenure Committee: which shall recommend criteria for the granting of tenure and investigate alleged infractions of the conditions of tenure. Membership, 8 faculty, 2 students, 1 administrator.

Executive Committee: which shall be empowered to act for the Senate between meetings. Membership, 7 faculty.

Faculty Handbook Committee: which shall edit and publish the Faculty Handbook. Membership, 8 faculty, 2 students, 1 administrator.

Honorary Degrees Committee: which shall nominate all candidates for honorary degrees. Membership, 8 faculty.

Libraries Committee: which shall act in an advisory capacity to the librarians and shall submit to the Senate recommendations of general policy of the University libraries. Membership, 8 faculty, 2 students, 1 administrator.

University Scholarships Committee: which shall be responsible for reviewing and recommending policies with regard to all scholarships. Membership, 8 faculty, 2 students, 1 administrator.

Student Senate Committees

Appropriations Committee: which shall recommend and allocate the Student Activity Fee. Membership, 9 students, 1 faculty, 1 administrator.

Communications Committee: which shall coordinate inter-school and intra-school communication. Membership, 5 students, 1 faculty, and 1 administrator.

Election Committee: which shall administer and monitor all elections of student representatives. Membership, 5 students, 1 faculty, and 1 administrator.

Executive Committee: which shall act as an agent of the Student Senate. Membership, 7 students.

Screening Committee: which shall interview all applications for committee positions. Membership, 5 students, 1 faculty, and 1 administrator.

Student Center Governing Board: which shall establish policy and allocate space for the Student Center. Membership, 6 students, 1 faculty, 1 administrative member from the Office of the Vice

President/Treasurer, 1 administrative member from the Office of the Vice President for Student Affairs; and 1 alumnus, Director of the Student Center, and Program Council Advisor as ex officio, non-voting members.

Student Code Committee: which shall study and revise the Student Code. Membership, 7 students, 1 faculty, and 1 administrator.

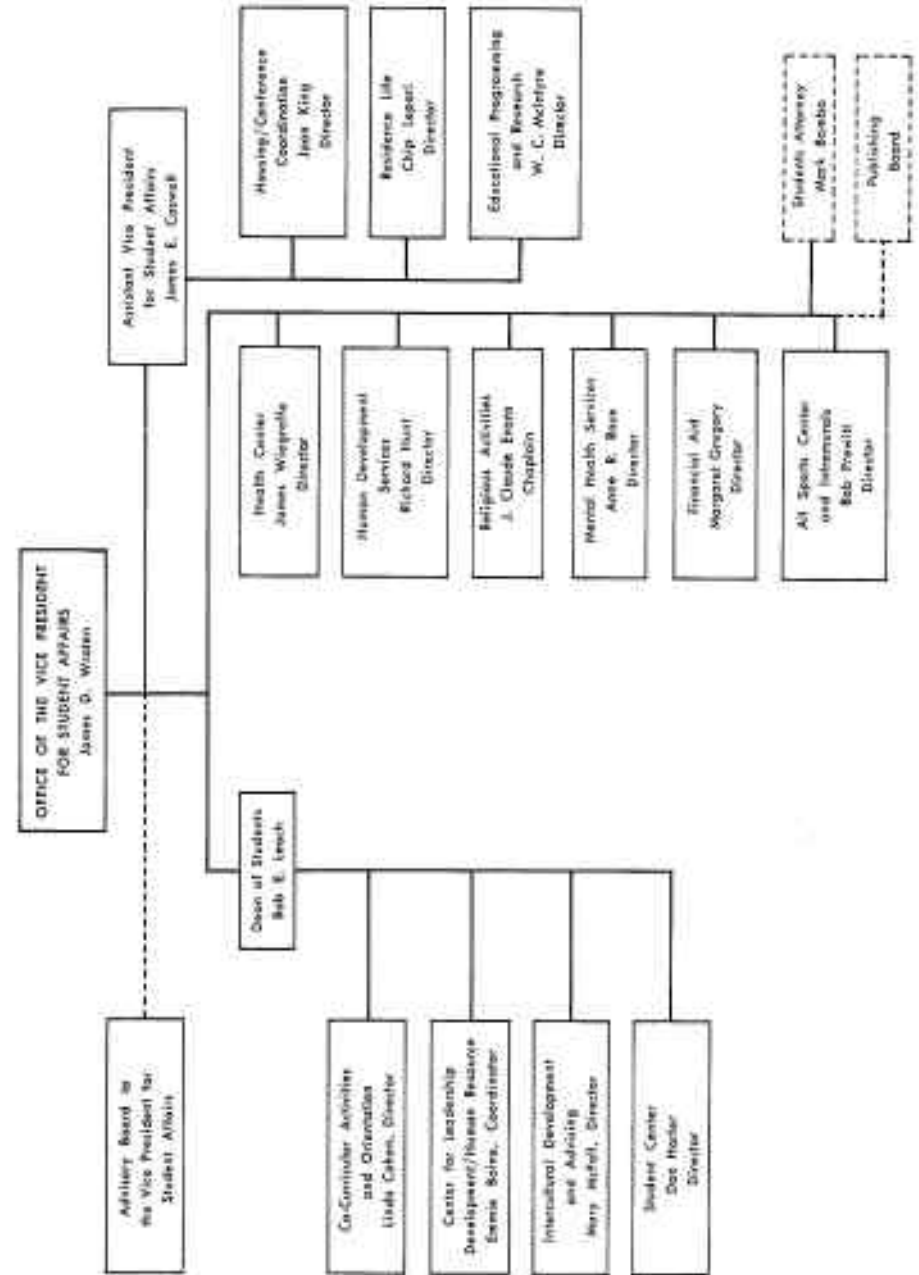
Student Handbook Committee: which shall publish yearly a Student Handbook. Membership, 6 students, 1 faculty, and 1 administrator.

Student Organizations Committee: which shall recommend to the Student Senate the granting or denying of recognized student organization status. Membership, 5 students, 1 faculty, and 2 administrators.

Academic Council: which shall maintain liaison between departmental councils and the Senate. Membership, 8 student representatives from school councils, 5 student members of the Advisory Board to the Provost, 1 Student Senator, 3 faculty, 1 administrator.

Program Council: which shall coordinate planning and programming. Membership, 13 students; and Program Advisors and staff advisors as ex officio, non-voting members.

University Residents Council: which shall formulate and implement the governance of university housing. Membership, 2 representatives from each housing unit, 1 Student Senator, 2 Panhellenic representatives, 2 Interfraternity Council representatives, 1 faculty, 1 administrator.



Student Affairs

OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS

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 and the Assistant Vice President for Student Affairs are in charge of all student affairs and are the representatives of the students to the administration. This 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 following offices are directly responsible to the Assistant Vice President for Student Affairs:

Residence Life

The Office of Residence Life is responsible for the quality of life in students' residence halls, and coordinates the program area of all residence halls

Student Affairs

on campus.

Housing and Conference Coordination

The Office of Housing and Conference Coordination is responsible for the physical and fiscal operations of all University housing. 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.

Educational Programs and Research

The Office of Educational Programs and Research is responsible for out-of-classroom education, program evaluation, and research within the area of Student Affairs. This office acts as a catalyst in the creation of new programs.

THE OFFICE OF THE DEAN OF STUDENTS

The Dean of Students is accountable to the Vice President for Student Affairs and is primarily responsible for the daily out-of-classroom life and activities of students. This responsibility is discharged with a professional staff of experienced educators, administrators, and counselors. The Dean of Students provides both staff and students with guidance, support, administrative and budgetary direction. The objective of the Dean of Students' Office is to coordinate the efforts of the staff to achieve an effective, uniform, and comprehensive program that is in keeping with University goals.

The following offices are directly accountable to the Office of the Dean of Students:

Leadership/Human Resource Center

The Leadership/Human Resource Center is responsible for providing opportunities for productive change in student and staff attitudes, the raising of the aspirations of students, faculty, staff, and administrators, planning and coordinating workshops for students and professional staffs, communication within and without the University community, volunteer services, and the Center for Women.

University Inter-Cultural Development and Advising

The Office for University Inter-Cultural Development and Advising is responsible for meaningful and effective programs for all students experiencing difficulty performing satisfactorily in an unfamiliar social, cultural, and educational environment. Specifically, the Office endeavors to ascertain and address itself to the specific educational, personal, and social needs of minority student groups.

Co-Curricular Activities and Orientation

The Office of Co-Curricular Activities and Orientation is responsible for the continued support for traditional student organizations, the expansion of involvement opportunities for all students through

the development of the student center program, and the facilities of the student's on-going orientation to the University.

Umphrey Lee Student Center

The Office of the Director of the Umphrey Lee Student Center is responsible for the various operations within the Student Center, including the management and operation of the ticket office, the Information and Referral Center, the Snack Bar, the Recreation Area, and the coordinator of all room reservations.

MEMORIAL HEALTH CENTER

Pre-Enrollment Physical Examination

On acceptance at Southern Methodist University, the student receives a physical examination form. This form must be completed by the student's family physician and returned to the University Health Service before the student can register. (This includes all graduate students.) This information, when returned directly to the Director of the Health Center, is kept in strict confidence in our medical files and released only with the student's written consent. It is imperative that parents sign the "permission for treatment" statement for students who are minors.

Health Services

The University provides a convenient and well-equipped medical facility on the campus. It is staffed by three full-time physicians, registered nurses, pharmacists, laboratory and x-ray technicians, and other personnel essential to providing good health care. The long semester clinic hours are from 9:00 a.m. to 4:00 p.m. weekdays and 9:00 a.m. to 11:30 a.m. Saturdays. Patients requiring emergency care after hours should contact the nurse on duty by phone or by appearing in person, and she in turn may contact the University physician on call or refer to the emergency room of a large Dallas hospital. Patients are requested not to call the physician directly. For service after hours patients may ring the bell at the front door or the south door of the health facility. The facility is closed during Thanksgiving, Christmas, and Easter student vacation periods and on weekends in the summer. During vacation periods, and on weekends in the summer, those persons needing care are advised to go to the emergency room of one of the large Dallas hospitals.

Costs

A nominal charge is made for most services. No charges are made for physicians' office visits. It is strongly urged that SMU students obtain The Student Insurance Plan written each year for our students. It is also recommended that students remain on medical insurance which the family might have at home. When necessary, patients are referred to medical or surgical specialists in Dallas. All major illnesses or surgical cases are referred. These patients so referred are responsible for the costs of these services.

Class Absences

Only a professor can give excuses for missing his classes. In an effort to help the student and the professor, when a student is admitted to the Health Center, the office of the Dean of Students is notified. When dismissed, the student is given a card showing dates of illness. If the student is not treated at the Health Center, the student must handle his/her class excuse on his own.

MENTAL HEALTH SERVICE

The Mental Health Service, located in the SMU Memorial Health Center provides measures for promotion of mental health and prevention of mental illness on campus. This includes consultation with the Health Center physicians, student personnel staff (including Residence Life and Dean of Students staff), special students who counsel (Hall Directors, Resident Hall Assistants, etc.), faculty and others directly involved with guidance and counseling of students.

Psychiatric evaluation, crisis intervention, individual psychotherapy and group psychotherapy are available for students. A member of our staff is available by appointment between the hours of 8:30 a.m. through 4:30 p.m. Monday through Friday. Limited emergency service is also provided. All interviews are conducted on a voluntary and confidential basis. There is no charge to students who pay the general student fee.

RELIGIOUS ACTIVITIES

The Chaplain and Coordinator of Religious Activities is in charge of all religious activities of the University, including the University Service of Worship in Perkins Chapel each Sunday morning at 11:00 a.m. This service is ecumenical in spirit, Protestant in character, and Christian in commitment. The ecumenical religious program on Sunday evenings, Religious Activities Week, and other similar programs are coordinated through this office under the direction of an Associate Chaplain.

The Chaplain, located in 105 Student Center, also exercises a pastoral ministry through counseling and is available to all students, faculty, and staff. Appointments may be made by calling 692-2787.

In addition to the Chaplain's Office and the Campus Ministry Office (135 Student Center) provided by SMU, various denominational campus ministers and faculty sponsors also have responsibility for religious activities on campus.

OFFICE OF FINANCIAL AID

The University's financial aid program includes scholarships, grants, loans, and work-study jobs which may be awarded to eligible students whose resources are insufficient to meet their educational

expenses. Placement services are offered to students desiring campus employment. Also, students who have a financial emergency may apply for a small, short-term loan. The Office of Financial Aid is located in Room 101, Perkins Administration Building, telephone 692-3417.

HUMAN DEVELOPMENT SERVICES

Counseling, testing, career and life planning, and job placement services are provided through the four units of the Human Development Services. All services are available to the SMU community throughout the year. Phone for all centers is 692-2266.

Counseling Center (Clements Hall, Room 209): Personal, vocational, marriage, and other types of counseling services are available at no charge to SMU students. Psychologists provide assistance to students in areas such as improving motivation, overcoming anxieties, conflicts with family and friends, choosing a major, human relationships, and other personal concerns.

Career Center (Clements Hall, Room 208): Assistance is available to students in establishing and pursuing career objectives in relation to the world of work. Interviews for career opportunities and part-time, full-time, and career job listings are provided through this office. Teacher placement services are also offered.

Testing Center (Clements Hall, Room 209): National tests such as Miller Analogies Test, Graduate Record Examination, and College Level Examination Program are available through this office. Registration forms for many tests, test schedules, and other testing information and resources are available through this office.

Discovery Center (Clements Hall): Opportunities for self-discovery, information about career opportunities, and educational planning to aid students in combining personal goals with career opportunities is available through this center. Counselors and academic advisers are available, and the Center offers a course in personal and vocational development and planning.

The Human Development Services provides professional, confidential services. Students who have a personal concern are not sure which SMU office to contact may call 692-2266 for appropriate information or referral, or for arrangements with one of the HDS centers.

OFFICE OF THE STUDENTS ATTORNEY

The Office of the Students Attorney provides free of charge legal services and counseling to all students of the University. The office is located in Room 207 of the Student Center and is open daily on a set schedule, but appointments are available.

The office is staffed by a full-time licensed attorney and a secretary.

A wide range of legal services is available through this program. A nominal charge is made for mailing costs if necessary. The only other charges made to the student in the event of litigation are those engendered by filing fees.

OTHER SERVICES

TRAFFIC AND SAFETY OFFICE

The responsibility of the University Traffic and Safety 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 Traffic and Safety supervises the activities and performance of the Traffic and Safety Office and reports to the President. Liaison with the various committees on the campus and student and faculty organizations provide the Traffic and Safety Office with current information regarding enforcement problems and matters.

The Traffic and Safety Office, at Patterson Hall, 3128 Dyer, is open at all times. Traffic and Safety officers patrol the Campus day and night, and may also be summoned by telephone: 692-3333 or 692-2490.

Lost and Found Articles. The University Traffic and Safety Office is the official Lost and Found Office. Articles lost or found should be reported as soon as possible in order to facilitate the return of the property to the rightful owner.

GOVERNANCE OFFICE

The University Governance Office facilitates the operations of the various governing bodies in their assigned responsibilities and serves as the central depository for all governance records. Included among its responsibilities are service functions for the Faculty Senate, the Student Senate, the Judiciary Boards, the Shared Governance Council, the Advisory Boards, and other shared governance groups. These functions include secretarial work, arrangements and notices for meetings, preparation of minutes, and preparation and editing of documents, including the *Enchiridion*. The Office reports administratively to the Office of the President. In this capacity, the Office occasionally is asked to serve separate but governance-related groups also. It is the responsibility of the Office to serve the needs of the various decision-making bodies as fully as possible while at the same time working within the bounds of its accountability to the University.

*Traffic and parking regulations are listed on pages 34-42.

University Policies And Facilities

The following University policies and information concerning University facilities are matters with which every student needs to familiarize himself. Matriculation in Southern Methodist University makes one responsible for abiding by University regulations; violators of these regulations will be subject to disciplinary action. It is stressed that all local, state, and federal laws are supported by the institution, and violators of these can be disciplined by civil authorities and/or University officials.

TRAFFIC REGULATIONS

The following special traffic rules and regulations have been enacted by the University for the safety and security of the SMU community, and apply equally to all students, faculty, and staff members. For purposes of interpretation, certain definitions are in effect: "Campus area" or "University property" include all properties owned by Southern Methodist University, all fraternities and sororities, and all housing administered by the SMU Housing Office; "motor vehicle" includes automobiles, trucks, motorcycles, motorbikes, and motor scooters. All pertinent State and local laws apply to motor vehicles and bicycles on the Campus.

A. MOTOR VEHICLE REGISTRATION

1. Motor vehicles parked on any University property or street, except visitors, must display a decal permit which is obtained when the vehicle is registered with the Traffic and Safety Office. The decal must be permanently fixed to the lower left side of the rear window so that it is plainly visible from the rear of the vehicle. On convertibles, station wagons, pickup trucks or other vehicles without rear windows, the decal should be placed on the lower right side of the front windshield. On motorcycles or other vehicles without windshields, the decal should be displayed in any conspicuous place.
2. Registration of a vehicle is accomplished by presenting to the Traffic and Safety Office verification of the vehicle license number and the driver's license number, and the appropriate fee listed below. The decal must be affixed to the vehicle in the required manner within 24 hours of issuance. If a decal permit is damaged, mutilated or lost, it should be replaced promptly.
3. A vehicle which has not been registered may be parked on Campus only after a special temporary permit has been issued by the Traffic and Safety Office.
4. No fee will be charged for the registration of the vehicles of students who are enrolled in University non-curricular courses.
5. Only one vehicle at any one time may be registered by persons who reside on the University campus. At the discretion of the Director of Traffic and Safety, in exceptional cases, resident students may register more than one vehicle, following procedures outlined in Item 6.
6. Commuters to the Campus may register more than one vehicle, but only one such vehicle may be on the Campus at a time. When subsequent vehicles are registered, it will be necessary to present the current license receipts or titles of all vehicles. When any operator registers more than one vehicle, he must complete a certification stating only one of the vehicles will be on campus at a time. Breach of the certification may nullify the vehicle registration and result in disciplinary action.
7. Non-expiring vehicle identification decals will be issued to faculty and staff. Evidence of employment or position must be established by the applicant. Faculty and staff parking fees for permanent decals must be deducted from individuals' pay on a regular basis. Individuals desiring to pay in advance may be issued temporary decals for periods not to exceed 12 months or extended beyond August 31 of any year. Payroll deductions will be continued unless the individual desires to cancel the vehicle parking decal and he returns the decal and assigned parking gate card to the Traffic and Safety Office.
8. The fees for vehicle registration are as follows:

a. Students (more than 9 credit-hours)	\$20.00
b. Students (9 or fewer credit-hours)	10.00
c. Commuter's extra permit	2.00

d. Replacement of lost or damaged decal	2.00
e. Faculty and Staff	2.00 monthly
f. Faculty and staff (Perkins lot and Reserved spaces)	5.00 monthly
g. Contract employees with personal vehicles	2.00 monthly
h. Deposit for parking gate trip car	5.00
i. Summer registration	5.00

9. The University Traffic and Safety Office will issue vehicle decals to resident students for parking in "B" area (North Quadrangle), consistent with assignments made by the Dean of Students. Other residents of the North Quadrangle must park vehicles in the "Y," "W" or "AA" parking area (Ownby Stadium or Moody Coliseum. The "B" parking area will be reserved at all times for vehicles properly displaying "B" decals.)

B. REFUNDS OF VEHICLE REGISTRATION FEES

Vehicle registration fees will be refunded under certain circumstances, according to the following:

1. Seniors graduating at the end of a fall semester will be refunded one-half the registration fee. Request must be made within thirty (30) days after graduation.
2. Students who maintain their status as registered SMU students, but who are studying away from the Campus will be refunded one-half the registration fee.
3. Students who withdraw from the University under extenuating circumstances involving extreme hardship will be refunded a portion of the registration fee at the discretion of the Director of Traffic and Safety and the Committee on Safety and Security. They must make application at the Traffic and Safety Office within one month after withdrawal.

C. TRAFFIC REGULATIONS

1. No unregistered vehicle may be parked in areas assigned to registered vehicles.
2. The following parking regulations are in effect Monday through Friday, between 7 a.m. and 5 p.m., except where posted signs contain special instructions or so stated in the parking plan. A parking map may be obtained from the Traffic and Safety Office denoting areas assigned to registered vehicles.
 - a. Male freshmen are authorized to park only at the Ownby Stadium parking lot, the University Boulevard parking lot, or on the parking field at Moody Coliseum.
 - b. Other students who live on the Campus or in University property will be issued registration decals which authorize them to park in designated areas. Between the hours of 7 a.m. and 5 p.m. on class days, they may park in no other Campus parking areas, except that all upperclass students may use the two-hour parking area at the Student Center at any time.

c. Students who commute to the Campus will be issued registration decals which authorize them to park in certain designated areas, and are not permitted to park in areas assigned to resident students or in visitors area.

3. Curbs and pavements are marked to indicate the parking restrictions in effect between 7 a.m. and 5 p.m. City ordinances are in effect 24 hours.

a. A letter or number is painted in white on the pavement or curb, indicating the type of decal a vehicle must display in order to park in a given space. Signs will also be used to indicate area restrictions.

b. "Visitor" parking spaces are indicated by a painted designation, or by a sign at the parking lot entrance. Visitor provisions in effect 7 a.m. to 9 p.m. (except visitors parking lot entrance McFarlin and Airline).

c. Spaces restricted to "Disabled Persons" are indicated by a painted designation.

d. "Reserved" parking spaces are indicated by an "R" or title painted on the curb or pavement, or by a posted sign.

4. In the event of conflict between traffic signs or markings and painted regulation, the signs or markings will be followed.

5. The responsibility for finding authorized parking spaces rests with the motor vehicle operator. Lack of space is not considered a valid excuse for violation of the rules and regulations.

6. The person registering a vehicle is responsible for all citations issued against it.

7. The speed limit on the Campus is 20 mph at all times. On all parking lots, the speed limit is 5 mph. The only exception to these limits is designated by posted signs. Speed limits are enforced by the use of radar.

8. Traffic citations for the following major violations will result in a ten dollar (\$10.00) penalty fee:

- Parking in a fire lane
- Blocking a driveway
- Parking in crosswalks or yellow-painted zones
- Double parking
- Exceeding the speed limit
- Moving traffic violations
- Failure to give right of way to a pedestrian.

9. Traffic citations for the following minor violations will result in a four dollar (\$4.00) penalty fee:

- Overtime parking
- Parking in an unauthorized area, including spaces designated "Visitor" or "Disabled Person"
- Parking outside the defined limits of a parking space
- Parking on sidewalks or grass
- Parking a trailer or boat on campus

Failure to display a decal properly
Improper use of a traffic citation
Bicycle violations

10. The following disciplinary actions will be taken for violations of the parking and traffic regulations:

a. The operator of a vehicle in violation of regulations will receive a traffic citation, either in person or attached to his vehicle. He may present the citation at the Traffic and Safety Office within fifteen days after the citation is issued. A traffic violation fee is a University fee, and must be paid promptly at the Traffic and Safety Office, or, after fifteen days from the issue date, at the Cashier's Office. The failure to pay a traffic violation fee will result in delays for students in receiving degrees and transcripts, and in refusal of permission to register.

b. A sixth traffic violation will result not only in the fee for the violation, but also in the suspension of parking privileges. During a suspension period, an individual may not park any vehicle on the Campus, nor may anyone else park the banned vehicle on Campus. Vehicles that have been banned from the Campus may be parked only in the Coliseum parking lot. Any vehicle located on Campus after suspended will be towed at the owner or operator's expense.

c. Each violation of a vehicle suspension order will result in a penalty fee of \$25.00. Additional violations may be processed for University Judiciary action.

d. If it should be necessary for an illegally parked vehicle to be removed, the towing charges will be assessed to the vehicle owner or operator.

e. Visitors on the Campus are expected to observe SMU parking and traffic regulations and to park only in spaces marked "Visitor." In the event a visitor receives a citation for parking in a reserved area, he should supply his name and address on the citation and return it promptly to the Traffic and Safety Office. Visitors who violate traffic laws and ordinances will be cited to the City Traffic Court of University Park.

f. Violation of registration provisions including fraudulent registration, displaying a fictitious vehicle identification decal, or displaying a decal which was issued for another vehicle, or registering in the individual's name a vehicle for use by another member of the University community will be considered for disciplinary action.

11. A traffic citation may be appealed to the Traffic and Safety Office within fifteen days of the date of the citation.*

a. An appeal bond of \$2.00 will be collected from a person who desires to appeal a citation. Should he or she fail to appear at the appeal hearing the bond will be forfeited. Upon his appearance for an appeal hearing, the appeal fee of \$2.00 will be returned to the individual prior to the hearing. An individual may appear before the

appeal hearing in person, be represented by a friend, or submit a written statement. The time and date of the hearing is scheduled by the hearing chairman and will not usually be changed.

12. There are special regulations and State statutes applying to motorcycles, motorscooters, and motorbikes. Like other motor vehicles, they must be registered at the Traffic and Safety Office, and must display a registration decal. The same penalties for violations of regulations apply to them, and parking and traffic regulations are identical, with certain additions and exceptions:

a. Motorcycles may be driven only on the streets and driveways of the Campus, and are explicitly prohibited from sidewalks, lawns, flower beds, and shrubbery, from the insides of buildings except garages, and from areas where they are prohibited by posted signs.

b. Motorcycles may be parked in any area authorized by appropriate registration decals for automobiles, and may also be parked in designated triangular spaces near intersections where angle parking is provided for automobiles.

c. Motorcycles may not be parked: in fire lanes; inside any buildings except garages; on sidewalks or lawns; in driveways or loading areas; within ten feet of any building walls; in bicycle parking areas; or where official signs prohibit.

13. Bicycles must be ridden in accordance with state and local laws pertaining to them. The Traffic and Safety Office will provide a synopsis of such laws. Additionally, certain regulations are in effect on the Campus.

a. As a deterrent to theft, and to aid in prompt identification of a lost or stolen bicycle, the Traffic and Safety Office will issue a free registration decal to an owner supplying the serial number of a bicycle. Registration of bicycles is mandatory.

b. A bicycle may be ridden on any Campus street or lawn or other area where pedestrians may walk, except the following: sidewalks; inside any building except a garage; any landscape improvements not open to pedestrian use (including malls, flower beds, hedges, shrubbery); any outside area designated for other than pedestrian use; where official signs prohibit parking or riding.

c. The operator of a bicycle must give right of way to pedestrians at all times.

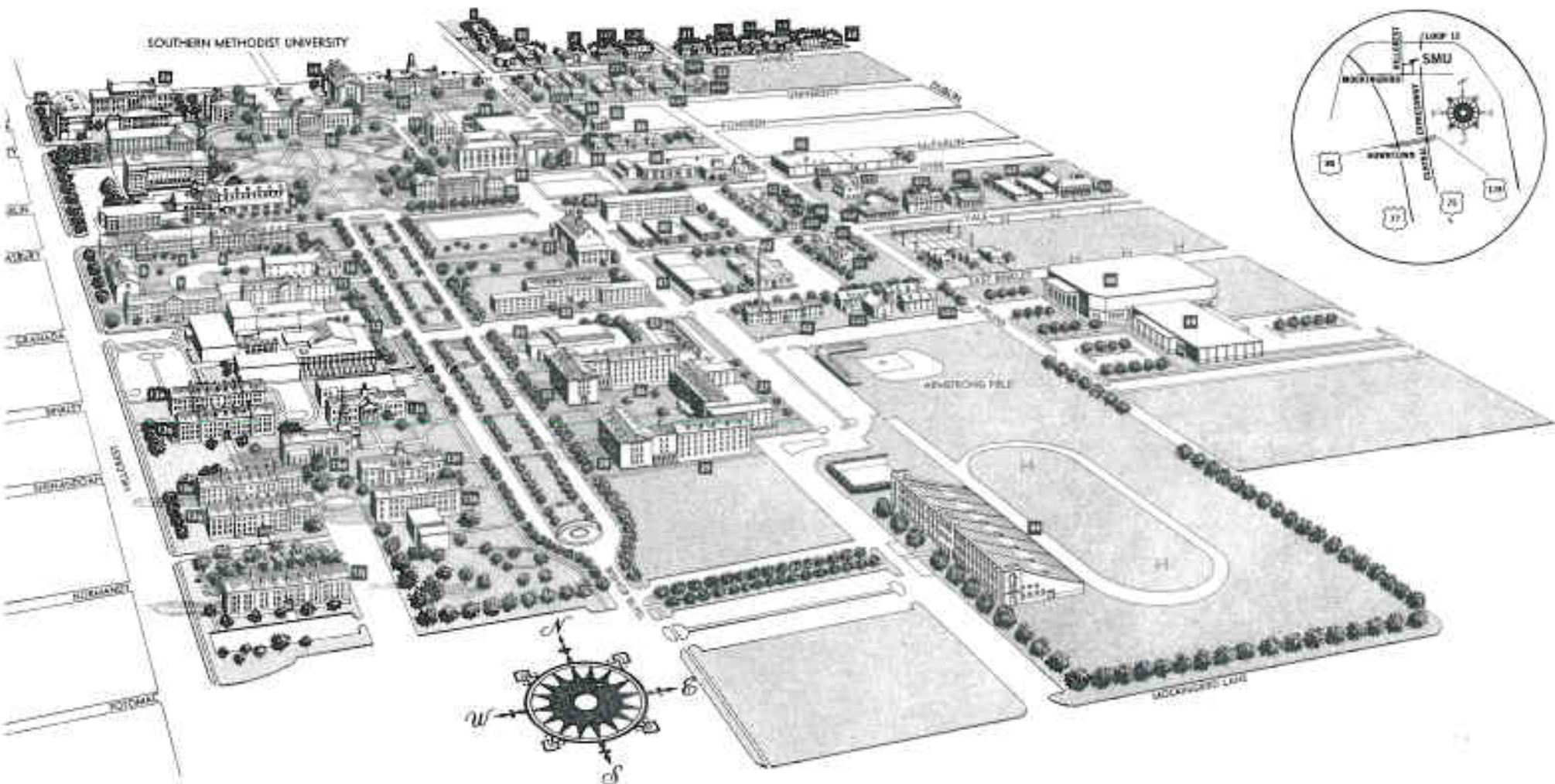
d. Bicycles may not be secured to any tree, shrub, or plant, or any structure not designed as a bicycle rack or locking facility.

e. Bicycles may not be left unattended on any sidewalk, street, driveway, loading zone, fire lane, building porch or patio, or pedestrian mall.

f. Violations of these regulations will result in the bicycle's being removed to the Traffic and Safety Office, where the owner may retrieve it after showing proper owner identification.

g. All violations of Campus bicycle regulations are considered minor traffic violations, and penalty fees will be assessed accordingly.

* For further information about traffic violation appeals, see page 72.



SOUTHERN METHODIST UNIVERSITY STRUCTURES PLUS JUNCTIONS AND COMPLETION DATES

4. VI (Residence Complex)	1946
5. School Quadchange	
6. Wiley Hall (Low Academic Building—	
Theater Auditorium)	1951
7. Myers Hall (Residence Hall)	1951
8. Stensrud Hall (Low Academic Building)	1951
9. Silverwood Low Library	1970
10. Hall of Administration	1926, 1930, 1948, 1970
11. McKinney Memorial Auditorium (Central Auditorium)	1926
12. Mary Lee Studier Center	
Dining and Recreation Rooms, Book Store, Post	
Box, Snack Bar, Ballroom, Dining Rooms, ETC.)	1953
13. McCall Hall (Residence Hall)	1927
14. McCall Hall (Residence Hall)	1927
15. McCall Hall (Residence Hall)	1927
16. McCall Hall (Residence Hall)	1950
17. McCall Health Center (Clinic, Laboratory,	
Hospital Facilities)	1959

11. Mary Kay Hall (Residence Hall)	1959
12. Owen Arts Center (Fowler Arts Building, Foltz Art	
Galleries, Virginia Meadows Museum, Correll Audi-	
itorium, Elizabeth Meadows Sculpture Court and	
Garden, Mudge Art Building, Bob Hope Theatre, Ruth	
Coffin Studio Drama Building, Margo Jones Experi-	
mental Theatre, Hastings Harrison Building)	1959
13. Perkins School of Theology Quadchange	
a. A. Frank Smith Hall (Residence, Offices)	1951
b. S. E. Perkins Hall (Residence Hall)	1951
c. Bowdler Library (Theology Library)	1951, 1973
d. Perkins Chapel	1951
e. Paul E. Martin Apartments (Residence Hall)	1951
f. Harper and Annie Kirby Hall	
g. Academic, Theology Administrative Building)	1951
h. Eugene B. Hawk Apartments (Residence Hall)	1951
i. Silascent Hall (Academic Building, the Lois	
Perkins Auditorium)	1954
j. John M. Means Hall (Married Graduates Apartments)	1959
14. N. L. Hoey Science Hall	
(Earth and Max Research Center)	1969

15. Fendren Science Building (Classrooms, Laboratories)	1950
16. Dallas Hall (Academic Building)	1915
17. Hyer Hall (Academic Building)	1937
18. Science Information Center (Library, Science Facilities)	1951
19. Fendren Library (Central Library, Offices)	1960, 1969
20. Clements Hall (Academic Building)	1933
21. Joseph Wylie Fisher Memorial Building	
(For the School of Business Administration)	1954
22. Boaz Hall (Residence Hall)	1956
23. A. E. Bon Pool	1972
24. Joe Perkins Natatorium (Swimming Facilities)	1942
25. Marston Hall (Residence Hall)	1944
26. McGinnis Hall (Residence Hall)	1944
27. Eugene McIlverry Hall (Residence Hall)	1959
28. McIlverry Hall (Residence Hall)	1964
29. Caldwell Hall (Residence Hall)	1964
30. Daniels Hall (Residence Complex)	1966
31. Faculty Club	1951, 1973
32. E. L. Thornton Alumni Center	1967
33. Serenity Houses	1951

34. Mustang Hall (Residence Complex)	1957
35. Leadership Development/Newton Resources Center	
Women's Center (Residence and Sewing Center,	
Convalescent Outreach)	1966
36. Tower Hall (Residence Complex)	1966
37. The BLACS House	1958
38. Stanley Patterson Hall (Power Facilities)	1928, 1973
39. Correll Hall (For the Institute of Technology)	1948
40. Laboratory Buildings	
(For the Institute of Technology)	1947, 1951, 1968
41. W. D. Bradford Memorial Computing Center	1957
42. Women's Gymnasium	1925
43. Letterson's Memorial Seminary (Residence Hall)	1947
44. Quinby Stadium	1926
45. Central Services Building	1971
46. Fraternity Houses	
47. Yale Hall (Residence Complex)	1967
48. Moody Coliseum (Athletic Facilities, Offices)	1954
49. All-Sports Center	1975

D. GENERAL SECURITY INFORMATION

1. All automobile accidents must be reported immediately to the Traffic and Safety Office.
2. Abandoned vehicles will be removed from the Campus, consistent with state law.
3. Theft or damage to vehicles should be reported immediately to the Traffic and Safety Office. It is advisable that vehicles be locked when they are parked, and that hubcaps or other easily detached equipment be inconspicuously marked with some identification so that they may be recognized and recovered in case of theft.
4. In order to set up the necessary traffic control measures, persons or organizations planning activities which involve Campus streets should notify the Traffic and Safety Office at least one week prior to the event.
5. The Traffic and Safety Office is the official lost and found office of the University.
6. The Traffic and Safety Office at Patterson Hall, 3128 Dyer, is open at all times. Traffic and Safety officers patrol the Campus day and night, and may also be summoned by telephone: 692-3333 or 692-2490.

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 Manager of Facilities Services of the University before 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 Dean of Students for permission. If signs or displays are larger than small temporary ones the Grounds Section of the

* For Student Center sign policy, see p. 49.

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 FLAGPOLE

It is the policy of Southern Methodist University that the flagpole in the main quadrangle is the official and only flagpole on the University campus and is for the purpose of flying the colors of the United States. No other flag is to be flown from this flagpole.

The flag may be flown at half-mast when a member of the University community dies. The Office of the Secretary of the University will notify the Department of Traffic and Safety if the flag is to be flown at other than full staff.

USE OF THE GROUNDS

Activities held on the streets* or grounds should be registered well in advance in the office of the Dean of Students 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

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 maintained in his office at Perkins Administration Building. Because of crowded schedules and insufficient space, many classes and meetings are held after business hours until 10:00 p.m. on weeknights. Unless previous arrangements have been made and reported to the Traffic and Safety Office, Traffic and Safety officers will investigate any activity in classroom buildings after 10:30 p.m. to ascertain whether proper use is being made of the facility.

All housing facilities which belong to the University are the responsibility of the Office of the Vice President for Student Affairs.†

Fraternity and sorority housing and administration are the responsibility of the Office of the Dean of Students.

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

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

* Activities which involve Campus streets should also be registered in the Traffic and Safety Office. See page 42.

† Housing facilities in the Perkins School of Theology and the School of Law are operated by the respective schools.

Keys to buildings are issued through the Traffic and Safety Office to authorized persons only. Keys found in the possession of unauthorized persons should be returned to the Director of Traffic and Safety. Authorized SMU keys have the words, SMU, DO NOT DUPLICATE" stamped into the metal.

No person may be permitted to sleep or reside in any part of any building without approval from the appropriate office. Transients found in buildings at night will be removed.

FIREARMS AND FIREWORKS

Possession or use of firearms, explosives, fireworks, or incendiary devices is prohibited on University property, with the exceptions that student-owned sporting rifles and shotguns may be registered and stored through arrangements with the Vice President for Student Affairs or his designated representative. Duly authorized members of the Campus Security force or other accredited law enforcement officers may carry firearms when specifically so instructed by their superior officers.

Violation of this policy is considered a serious offense.

COLLECTIONS AND DONATIONS

Two annual canvasses for charitable purposes have been approved by the University. These are (1) United Fund; and (2) Sustentation.

No other canvassing, peddling or soliciting is permitted on the campus without written permission from the Dean of Students (for student originated drives) or by the Vice President-Treasurer (for non-student, off campus originated drives).

GUESTS ON CAMPUS

Members of the University community are, in a very real sense, ambassadors of the University. The treatment accorded visitors to the campus has much to do with the view taken of the University by the community around it. All visitors are regarded as guests of the University. It is expected that all members of the faculty, staff, and student body will treat such guests with courtesy and respect. By the same token, it is expected that guests to the campus will so conduct themselves as to merit that courtesy and respect.

Any visitor who is not on official business must be a guest of a University student, faculty member, or staff member.

The conduct of a guest to the campus is the responsibility of the person serving as host.

While on campus, all guests are expected to uphold the regulations established by the University.

It is the responsibility of a guest, when called upon to do so by a University official, to identify himself properly, to state the pur-

pose of his visit to the Campus, and to identify his host if he is not on official business.

PROTESTS AND DEMONSTRATIONS

The maintenance of order, with a reasonable flexibility of interpretation of that term, is imperative if a university is to conduct an effective educational program. Any person or group that deliberately disrupts the normal pattern of functioning of the University will be made to stop his disruption.

The University expects all members of its community and its visitors and guests to respect the rights of other individuals.

Any person or group desiring an audience with another individual or group on campus to discuss grievances may request such an audience through appropriate channels.

Any person or group desiring to initiate or participate in a gathering on campus for purposes of demonstration is expected to do so in a peaceful manner. Such a gathering must not interfere with the normal functioning and operation of the University.

During any peaceful demonstration, the demonstrating group will be given ample opportunity to discuss its grievances with appropriate persons.

All guests of the University are to be accorded respect and dignity at all times.

Visitors to the campus normally are welcome. However, non-members of the University community who are engaged in on-campus demonstrations must abide by all University, as well as civil, regulations. The University reserves the right to order from the campus any non-University persons who are involved in on-campus demonstrations.

Any person or group who disrupts the normal functioning of the University will be requested to desist. If said request is ignored each person who is involved will be subject to severe disciplinary action. Such action will initiate from within the University. If such action fails to restore the campus to normalcy, action to restore order will be taken from without the University.

RESIDENCE INFORMATION

CAMPUS HOUSING

Security of the Halls

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-Saturday

Within an urban community at this time in history, precautions must be taken to secure persons and property against any violent acts that may be committed by non-campus citizens. SMU makes considerable effort in both time and money to assure that its residence community is safe and secure. To this end, Traffic and Safety

officers patrol, on foot, both the South Quadrangle and the North Quadrangle and the auxiliary units from 11:00 p.m. until 7:00 a.m. seven days per week during the school year.

By having entrance doors locked in the residence halls after the closing hours, and by having Traffic and Safety officers patrolling the area, SMU ensures that its residences are reasonably secure.

Since SMU has no curfew hours, a procedure is needed in case any emergency should arise after closing hours that would necessitate reaching a student who had not returned to the hall. Therefore, students are encouraged to leave information at the residence hall desk or with their roommate as to where they can be reached in case of emergency. The Residence Life staff is constantly available for assistance in any emergency situation.

Safety Regulations

Policies concerning fire prevention and the general safety of resident students have been developed by the Office of Residence Life. It is the responsibility of each resident student to obtain a copy of these regulations from the Office of Residence Life.

OFF-CAMPUS HOUSING

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 Director of Residence Life.

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 minors. Students should be certain their correct address is listed with the Office of Residence Life at the time of registration. Any changes should be reported to that office immediately.

STUDENT CENTER POLICIES*

GENERAL

The hours for the Student Center shall be:

7 a.m. to 12 midnight, Sunday-Thursday

7 a.m. to 1 a.m., Friday and Saturday

Later hours for any group or organization may be arranged with the approval of the Director of the Student Center and shall be charged for over-time and utilities.

No one may remain in the building after closing hours unless accompanied by a permanent staff member and the Student Center Director has been notified, or with special written permission from the Director.

* Adopted by the Student Senate, April 30, 1974.

No Food or Drink may be brought in from the outside by any person, group, or organization using the Student Center facilities without the written approval of the Director of Food Service.

Animals or pets are not allowed in the building.

Gambling of any nature is prohibited within the Student Center.

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

No minors, except those bearing an official ID, are to be allowed in the building. Those not bearing an official ID will be asked to leave the building.

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, catered food events, tables in the lobby and use of equipment must be made through the Student Center Reservations Office, 692-2368. The rooms in the building may not be used for rehearsals, practice sessions, or classrooms except when approved in writing by the Director of the Student Center.

RESERVATION POLICIES FOR THE STUDENT CENTER

There are four designated areas in the Student Center Lobby for information tables or booths. Areas 1 and 2 are by the brick wall of the Student Center Information Booth; Areas 3 and 4 are by the stairs (and the Event Calendar). A recognized student group may use an area for no more than 3 days consecutively, and for no more than 14 days of a semester. Permission for any additional days may be granted by the Student Center Governing Board.

The Lounge of the Student Center may be reserved by authorized groups after 2 p.m.

Reservation Classification:

Reservation of meeting spaces 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, except for catered meals.

Class A (University)

1. All functions of the Board of Trustees, Chancellor, and President of the University when meeting in regard to the affairs of the University.

2. All functions of faculty, recognized student organizations, and staff of SMU when organized as a program designed to benefit the University with no participants other than students, staff, and faculty.

3. Functions of official agencies of the State of Texas and the U.S.A.

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 any outside participants other than students, faculty, and staff.

Class C (Outside)

All groups not covered above.

Charges:

Room Rental Charges		
	<i>Less than 3 hours</i>	<i>3-8 hours</i>
<i>Class A—None</i>		
<i>Class B</i>		
Rooms A, B, C, F	\$ 20.00	\$ 35.00
Room D	10.00	20.00
Room E	15.00	25.00
Jr. Ballroom	\$ 40.00	\$ 60.00
Ballroom—less than 300 persons	75.00	85.00
Ballroom—more than 300 persons	95.00	125.00
Circuit Room	30.00	40.00
Senate Chamber	30.00	40.00
Assembly Room	45.00	60.00
102, 103, 104	20.00	30.00
<i>Class C</i>		
Rooms A, B, C, F	\$ 45.00	\$ 55.00
Room D	20.00	30.00
Room E	30.00	45.00
Jr. Ballroom	60.00	75.00
Ballroom—less than 300 persons	215.00	295.00
Ballroom—more than 300 persons	275.00	370.00
Circuit Room	45.00	60.00
Senate Chamber	45.00	60.00
Assembly Room	60.00	75.00
102, 103, 104	35.00	40.00

Additional Charges (applies to B & C)

Projector	\$10.00
Screen	5.00

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

The Circuit room is used primarily for student programming. However, if the Circuit is to be used for any non-programming

activity, the space must be reserved through the Reservations Office.

Group blocking of the entire Student Center without specifics cannot be honored.

No group or organization may place "holds" for over 2 weeks for more than two dates for any one anticipated event.

Any group or organization requesting space for more than 15 persons on Saturday or Sunday must notify the Reservations Office at least five days prior to the event for any special arrangements.

Any request for special equipment that the Student Center does not have must be made five days before the scheduled event.

Cancellations

The Reservations Office will be notified when University organizations fail to meet in accordance with confirmed reservations. When two such reservations are not honored the group will be asked to submit a new request for future facilities.

Cancellations (for any group or organization in Class B and C who have reserved space in the Student Center) must be made in writing 30 days prior to the event. Failure to do so will incur a room reservation charge.

STUDENT CENTER SIGN POLICY

Only members of the SMU community may post signs in the Student Center. Any sign may be posted in the Student Center in areas designated by the Student Center Governing Board of the Student Senate, with the following qualifications:

Signs must be approved and dated at the Information Booth before being posted. Signs will be removed after one month, this limitation may be waived by the Student Center Director.

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 be specified on that board. Election rules pertaining to campaign signs shall be followed during election periods.

All signs must bear on the front the names of the University community organization or sponsor.

All inquiries about signs and content must be addressed to the organization sponsor.

Signs may be posted on the exterior of the Student Center only with the approval of the Student Center Governing Board. For approved locations, contact the Student Center Director.

STUDENT CENTER SHOWCASE POLICY

Showcases in the Student Center are available, on a first come, first served basis, to all recognized Student Organizations or Departments of the University.

Showcases will not be used to promote an individual political candidate. They may be used to promote a political party.

Reservations will be accepted through the Student Center Information Office no more than two weeks in advance. Limit of one showcase for a period of one week (Friday to Friday), at a cost of one dollar (\$1.00) per week per showcase.

Organizations or Departments are responsible for setting up and taking down displays. Any displays not taken down on time will be removed by the staff of the Student Center. The Student Center will assume no responsibility for the display materials.

STUDENT CENTER ALLOCATION OF SPACE POLICY

Any University-related group may request space in the Student Center. Requests for space in the Student Center must be submitted in writing to the Student Center Governing Board not later than 60 days prior to the last day of classes of the spring term. Final approval of all space allocations will be by the Student Senate.

Space will be allocated after classification by the Student Center Governing Board subject to the approval of the Student Senate, in 4 divisions: (a) Revenue producing areas; (b) Staff; (c) Offices for University related groups; and (d) Activity space (lounges, restrooms, etc.).

Groups should be student oriented and student involved, and priority for space will be given to groups serving the largest number of students in their activities. Groups, considered by the Student Center Governing Board and the Student Senate to be highly restrictive in nature, will be given low priority in space allocation.

Groups may be asked to share office space. No group may share or relinquish its space to another group without the approval of the Student Center Governing Board.

All allocated space in the Student Center which remains unused after 30 days from the beginning of the fall term will be subject to reallocation by the Student Senate.

All contracts for Student Center space will be approved by the Student Senate.

4.

Student Code*

INTRODUCTION

Students are the reason for the existence of Southern Methodist University. This University is composed of three constituent groups: students, faculty, and administrators (including staff). Together, these groups form the "University" and share many areas of mutual concern and interest. Decisions concerning policies for these areas of mutual concern are arrived at through a process of shared input and governance through governance bodies such as the Student Senate, Faculty Senate, Shared Governance Council, Advisory Board to the Vice President for Student Affairs, Advisory Board to the Provost, Judiciary Boards, etc.

There are other areas, however, which lie basically within the realm of one constituency. Those areas which are of special and overriding concern to students are addressed in two ways: (1) the Constitution of the Students' Association of Southern Methodist University, which was adopted on April 24, 1974, and (2) the Student Code and all other forms of legislation of the Student Senate. All students are responsible for being conversant with the issues addressed in the Student Code and the policies it establishes. All students are also

* Established by the Student Senate on behalf of the Students' Association of Southern Methodist University.

responsible for providing input to the elected officials of the Students' Association in order that the Student Code can be a reasonable document for students within the university community.

I. POLICIES PERTAINING TO ALL STUDENTS

A. *Rights and Responsibilities of Students*

Students should conduct themselves as responsible people and law-abiding citizens. Violations of responsibilities as delineated in the Student Code and/or University policy shall result in proper disciplinary action. All local, state, and federal laws are upheld by the Students' Association of Southern Methodist University, and violations of these could be disciplined by civil authorities and/or the University. The responsibilities and rights of students contained in this Student Code and all other legislation of the Students' Association are established by students for students. Violations of these rules and University policy by students will result in the imposition by other students of penalties on the violators. A summary of violations and penalties may be found as Appendix 1 to this document. Matriculation in SMU is considered by the Students' Association and the University as an implicit declaration of acceptance on the part of the student of the Student Code and University policies.

B. *Guests on Campus*

While on campus, all guests of students must uphold the regulations established by and enforceable through the Student Code. The conduct of a guest on campus is the responsibility of the student host.

C. *Drugs*

The drug policy is adherence to all federal, state, and local laws (see Appendix B).

D. *Gambling*

The University Policy on gambling is consistent with State law which states that any individual, group, or association commits an offense if he knowingly engages in gambling.

E. *Alcohol*

Every student shall abide by the following Board of Trustees Alcohol Policy adopted on May 12, 1971:

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 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 18 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 18 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 has been interpreted and implemented by the President of the University in the following guidelines:

GUIDELINES

Recognizing that the above 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 abstention 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 areas on campus. (Public shall be defined as: all University grounds, all academic buildings, including offices, all dining areas, all lobby areas in traditional residence halls, all administrative buildings, Student Center, McFarlin Auditorium, Moody Coliseum, and all libraries.)

(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.

* *Book of the Methodist Discipline*, 1968, p. 111.

(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.

F. *Dangerous Weapons*

Students are prohibited from the use and possession of firearms, explosives, fireworks, dangerous weapons, or incendiary devices on University property. Student owned sporting rifles and shotguns must be registered and stored through arrangements with the Vice President for Student Affairs or his/her designate. Violation of this policy is considered a serious offense.

G. *Hazing*

Hazing is considered to be an affront—physical, mental and/or moral—to the dignity of a student by a group or any representative of a group. Activities strictly and specifically forbidden are the following: 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 possible injurious games; late night work sessions, and any similar activities.

Any activity involving mental anguish, physical suffering, or danger to life is strictly forbidden. Complaints concerning hazing should be directed to the University Judiciary.

H. *Pets*

Students may not have pets on University property or in University buildings. This policy is designed to minimize the threat of disease to visitors, guests, and members of the SMU community,

and to recognize the inadequacy of campus facilities, so far as the welfare of the pets themselves is concerned.

I. *Sales and Distribution*

Any student or recognized student organization (See III, Policies pertaining to Recognized Student Organizations) may request permission from the Student Senate to have sales projects. The request form may be obtained from the Secretary of the Students' Association. The request shall include:

1. Name and address of student or recognized student organization sponsoring sale
2. Purpose of sale
3. Description and cost of item to be sold
4. Place where item is to be sold
5. Dates to sell item

The item for sale may not be illegal. The Student Senate, in consultation with the Dean of Students, will grant or deny the request to sell. The decision will be made within a three-day period.

Upon approval of the project, sales booths in the Student Center may be reserved by contacting the Director of the Student Center, in accordance with general Student Center Policies.*

No door to door solicitation is allowed in residence halls.

Any individual or agency that is not related to the University and wishes to sell or distribute items on the SMU campus must be sponsored by a recognized student organization. The organization shall follow the request procedure outlined above.

Any student or recognized student organization may request permission to distribute written material and other items on campus by following the same procedure as outlined for sales project requests. The item may not be illegal.

The distribution shall be made in accordance with designated procedure for distribution in the Student Center and in other buildings.

The distributor(s) of the item shall provide a trash receptacle at the site of distribution.

The manner of distribution shall be orderly so as not to interfere with the rights of students or other University community members.

J. *Protests and Demonstrations*

Any student or recognized student organization desiring to initiate or participate in a gathering on campus for the purposes of demonstration is expected to do so in a peaceful manner. Such gatherings must not interfere with the rights and privileges of students or other University community members.

* See page 47.

The Student Senate, the Student Body President and his/her designate shall encourage appropriate persons and officials to discuss the grievances of demonstrating students or recognized student organizations with the group or its representatives.

K. *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. Be certain that proper advance arrangements are made for use of campus facilities. Coordination with the Program Council is encouraged.
2. 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 Traffic and Safety Department.

L. *Response to Official Notice*

Students are expected to honor immediately any request from a University official, who properly identifies him/herself as such, e.g. properly identify oneself when asked for ID card, report on request by faculty or administrator, etc.

M. *Housing*

Freshmen students live in University housing except those who live at home with close relatives or who are married. Exceptions to this policy are made by the Director of Residence Life.

Upperclass students may live in either University housing or off-campus, and are requested to report to the Office of the Director of Residence Life their correct address.

N. *Exceptions to Student Code Policies*

Exceptions to policies contained in the Student Code are made by the Student Senate. Procedures for obtaining exceptions to the policies may be obtained through the Office of the Student Body President.

II. POLICIES PERTAINING TO RESIDENT STUDENTS

A. *Visitation*

Students shall abide by the following visitation policy, as adopted by the Student Senate on March 12, 1974:

Visitation is defined as the privilege of entertaining guests of the opposite sex in one's living quarters. All University residence halls have visitation. The maximum hours of visitation vary according to the types of residences.

Visitation shall be determined by a two-thirds vote by secret bal-

lot of the residents of each dormitory floor, Greek house, or individual apartment complex, within the following limitations:

FRESHMAN RESIDENCE HALLS until the end of the first two weeks of classes:

Friday-Saturday	2:00 p.m. until 2:00 a.m.
Sunday	12:00 noon until 12:00 midnight
Monday-Thursday	No visitation

FRESHMAN RESIDENCE HALLS after the first two weeks of classes:

Upon completion of the first two weeks of classes, the residents of each freshman floor will determine the visitation hours for their floor. The visitation hours for any given floor must receive a two-thirds majority vote by secret ballot and must fall within the following limitations:

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

TRADITIONAL UPPERCLASS RESIDENCE HALLS (other than limited visitation floors), GREEK HOUSING, and AUXILIARY HOUSING:

Each floor in upperclass residence halls (other than limited visitation floors) each Greek house, and each auxiliary apartment will determine by a two-thirds secret ballot of the residents the hours of visitation.

UPPERCLASS LIMITED VISITATION FLOORS:

Any upperclass person may request to be assigned to an upperclass visitation floor when making their housing request. The visitation hours must receive a two-thirds majority secret ballot vote and must fall within the following limitations:

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

All University Housing Units must fall within the following limitations in implementing the visitation policy:

In traditional residence halls, men and women visiting in each other's rooms must be escorted by a host or hostess. On leaving the room, the guest must be escorted to the lobby.

The host or hostess is responsible for the actions of his/her guests. All participants in visitation must abide by the guest policy.

Any exception to this policy will be made through the Student Senate.

B. *Quiet Hours*

The hours from 7 p.m. to 7 a.m. are the official daily quiet hours for students living in 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. Exceptions to this policy will be made by the Student Senate through the University Residents Council.

C. *Guests*

Guests may stay in a room of a student overnight in the residence hall if there is an unoccupied bed or if the consent of both roommates is procured. Guests may stay in the dorm rooms for four days without the approval of the dorm director. For stays longer than four days approval of the dorm director is required. No permanent guests may stay in any of the residence halls. The host is responsible for the conduct of the guests. The guest is expected to comply with the same regulations as the host.

A Guest Book is provided at the residence hall desk where each guest must register, giving name, home address, and the name and room number of the host.

The host will not permit the guest to sleep or reside in the basement or any other part of any building without authorization from the director of said building or the Director of Residence Life.

D. *Bicycles and Motorcycles*

Students may not keep bicycles or motorcycles in their rooms or in the entrance areas to buildings.

III. POLICIES PERTAINING TO RECOGNIZED STUDENT ORGANIZATIONS

A. *Recognized Student Organizations*

The work of a recognized student organization is an essential part of the learning environment at Southern Methodist University. Open to all students and facilitated through faculty and staff resource persons, these organizations develop many opportunities for experiential learning which supplement and reinforce the classroom activities for students.

The student Senate has the sole power and responsibility to establish criteria for granting, denying and removing recognized student organization status. Official recognition of a student organization grants many privileges. These include use of the Student Center facilities for meetings, publicity of events by the Student Senate Program Council, the use of the University name, and the right to petition for use of Student Activity Fee monies. These privileges are accorded only to those groups of students who have obtained annual recognition from the Student Senate as an organization. Recognized student organizations do not speak officially for the Students' Association or the University.

B. *Granting Recognized Student Organization Status*

The Student Senate will grant recognition on the basis of the following information:

- 1) A Constitution, By-Laws, or Statement of Purpose which includes all of the following:
 - a. intention of the group
 - b. membership selection process
 - c. duties of the officers
- 2) Names of officers, addresses, and phone numbers
- 3) Name of representative to the Student Senate Program Council, address and phone number
- 4) Names of faculty, staff, or alumnae advisor, address and phone number, if advisor is desired

This information must be turned in to the University Governance Office. Groups re-applying for recognized student organization status must submit this information no later than the end of the third week of classes in the fall semester. Previously un-recognized groups requesting recognition during the course of an academic year may submit this information at any time.

C. *Denying or Removing Recognized Student Organization Status*

The Student Senate will remove recognized student organization status under any one of or combination of the following conditions:

- 1) Non-participation in the Student Senate Program Council
- 2) Misuse of funds and/or non-compliance with stipulations placed by the Student Senate on allocated Student Activity Fee monies
- 3) Failure to submit to the Student Senate for approval any change made in the Constitution, By-Laws, or Statement of Purpose of the recognized student organization
- 4) Failure to notify the University Governance Office within two weeks of changes in the officers and/or advisors of the recognized student organization
- 5) Failure to adhere to established recognized student organization policies
- 6) Failure to adhere to the group's own Constitution, By-Laws, or Statement of Purpose

If recognized student organization status is removed or denied, all privileges granted recognized student organization and enumerated under *Recognized Student Organizations* are forfeited.

If recognized student organization status is denied or removed, a student group may re-apply subject to procedures outlined for obtaining recognized student organization status.

D. *Organizational Meetings*

A group seeking to be recognized as a student organization may request the use of Student Center facilities for organizational meetings. The Office of the Secretary of the Students' Association will handle these requests.

E. *Advisors*

Faculty, alumnae, or staff advisors may be chosen by each organization. The advisors may serve in any capacity the recognized stu-

dent organization determines, but they do not have the authority to control the policy or funds of the recognized student organization.

F. *Specific Policies*

A recognized student organization may establish specific policies for its organization and members, but those policies must be in accordance with the Student Code and are subject to review by the Student Senate.

G. *Membership*

Participation in student activities and membership in recognized student organizations is primarily for students. Membership in recognized student organizations must be open to all members of the Students' Association without respect to sex, race, creed, or national origin, except in those recognized student organizations which are national honor fraternities or social fraternal organizations which may prohibit membership on the basis of sex only. All other membership prohibitions by these organizations are specifically prohibited by the Student Senate. (This exception is the result of a decision by the United States Department of Health, Education, and Welfare.)

H. *Finances*

Monies from the Student Activity Fee shall be used to benefit recognized student organizations and the SMU community as a whole. If a recognized student organization disbands, the assets of that recognized student organization will revert to the source of funding. Neither the Students' Association nor the University is liable for the debts incurred by a recognized student organization.

I. *Contracts*

Any contractual agreement entered into by a recognized student organization must be sent to the Office of the Students' Attorney before finalization. The president or appropriate officer of each recognized student organization is encouraged to contact the Students' Attorney at the beginning of the Fall Semester to facilitate the procedure for handling contracts.

J. *Sales*

Recognized student organizations may request permission to have sales projects within the guidelines established by the Student Code. (See I, *Policies Pertaining to All Students*, Section I, *Sales and Distribution*)

K. *Registration of On-Campus Functions*

Any campus programming or social functions given by a recognized student organization must be scheduled through the Student Senate Program Council. Possible types of information may include the type of function, date, place, hours, approximate number of participants expected, and whether or not security is needed. Co-

ordination of these events is through a central calendar maintained by the Program Council. Changes in scheduling should be reported to the Program Council since this serves to avoid major conflicts and provides one central place at which information can be obtained concerning any on-campus activity. If an event is believed to threaten the health, safety, or property of the members of the student community, the request for scheduling will be denied until it can be referred through the Program Council to the Office of the Student Body President for direction to the Student Senate.

No public performance may be held by any group of students or off-campus persons unless sponsored by a recognized student organization.

L. *Registration of Off-Campus Functions*

Recognized student organizations must register all off-campus functions including social events, retreats, and out-of-town conferences with the Program Council. Each recognized student organization is reminded that it is responsible for paying all financial obligations and for arranging all necessary security measures. (See III, *Policies Pertaining to Recognized Student Organizations*, Section K, *Registration of On-Campus Functions*)

M. *Fraternities and Sororities*

Like all other recognized student organizations at SMU, fraternities and sororities draw their rights and privileges from the Student Senate. Specific regulations governing rush and Greek policies are established by the Interfraternity Council and by the Panhellenic Council for fraternities and sororities, with final approval residing in the Student Senate. These policies are subject to review by the Student Senate and shall be in accord with the Student Code or any other form of Student Senate legislation. Fraternities and sororities are guided by the Student Code policies (see G. Membership above) for general membership policies.

The student Senate reaffirms its policy of one-semester deferred rush in conjunction with IFC and Panhellenic. Any first semester Greek orientation contacts shall be supervised by the IFC and Panhellenic. Only a student who has completed a full semester in a college or university is eligible for pledging. Formal rush is held at the beginning of the spring semester; however, both fraternities and sororities may conduct upperclass rush during the fall semester.

The Student Senate encourages contact between affiliated and unaffiliated members of fraternities and sororities, but prohibits freshmen rush and/or freshmen rush functions during the fall semester.

Rush is defined as any contact between affiliated and unaffiliated students, the intent of which is the pledging of the unaffiliated student to a particular fraternity or sorority.

A rush function shall be defined as any contact between unaffiliated and fraternity/sorority members on or off campus with the intent to pledge the unaffiliated student at which fraternity or so-

ority chapter funds or alumnae funds or funds of an individual member of that fraternity or sorority are spent on food, beverage, or entertainment.

Appendix A

The following violations have been established and defined by the Student Senate:

VIOLATIONS:

A. Technical and Minor Violations:

The student's actions are clearly a violation of the Student Code and/or university policy but of a nature such that severe disciplinary action is not warranted. Penalties include any one or more of the following:

Judicial reprimand, Creative discipline, and/or fine.

B. Irresponsible Conduct Without Aggravating Circumstances:

The student's conduct is deemed irresponsible and unacceptable to the student community. Penalties include any one or more of the following:

Fine, Creative discipline, and/or Disqualification from office.

C. Irresponsible Conduct With Aggravating Circumstances:

The student's conduct is deemed irresponsible and unacceptable to the student community and involves significant infringements on the personal or property rights of others. Repeated violations of any Student Code or university policy may be deemed aggravating circumstances. Penalties include any one or more of the following:

Creative discipline, Fines, Disqualification from office, Suspension and/or Restitution.

D. Dishonesty:

Dishonesty will be deemed a serious offense subject to the range of penalties given in category "C." Academic dishonesty carries the recommended penalty of suspension.

1. Dishonesty may be defined essentially as one of the following offenses but is not limited to these:

- a. Forgery
- b. Falsification of records
- c. Knowingly furnishing false information to the University or its officials
- d. Lying
- e. Falsification of checks, money orders, etc.
- f. Theft
- g. Unauthorized entry to University facilities.

2. Academic dishonesty may be defined broadly as a student's misrepresentation of his academic work or of the circumstances under which his work is done. This includes plagiar-

ism in term papers or projects, cheating on examinations and unauthorized access to test materials.

The following penalties have been prescribed by the Student Senate:

PENALTIES:

A. Penalties which may be implemented by the judiciaries:

1. Suspension: mandatory separation from the University for an assigned period of time and under such conditions as deemed necessary by the judiciary with regard to such factors as the student's campus visiting privileges and terms of the student's readmission to the University.
2. Fine: a student may be fined any amount not exceeding \$100.00.
3. Disqualification from holding official student positions: a student may be restricted from representing the University in any inter-collegiate activity or may be restricted from participation in any University activity or organization.
4. Restitution: compensation for damages to persons or property caused by the student's actions to be paid to the appropriate person or institution.
5. Creative discipline: procedures designed by the judiciary in consultation with the student in an effort to fit the discipline to the individual and the circumstances surrounding the particular case.
6. Judicial reprimand: a student may be given a judicial reprimand which is a formal statement by the judiciary that the student has violated Student Code and/or university policy or has otherwise acted irresponsibly and if found guilty of further offense, his/her case will be considered much more serious.

B. Probated Penalties:

A student's penalty may be probated. If the student violated the terms of the probation during the time period specified by the judiciary, the probation may be lifted and the penalty put into effect. If the terms of the student's probation are violated, the student's case will then be reviewed by that judiciary which issued the probated penalty.

Appendix B

A complete listing of the new Texas Controlled Substances Act and the new Dangerous Drugs Act may be found in the new Texas Penal Code, which may be obtained in the SMU Bookstore.

For your information, the new law regarding the possession and delivery of marihuana is as follows:

Sec. 4.05 p.147. a) Except as authorized by this Act, a person

commits an offense if he knowingly or intentionally possesses a usable quantity of marihuana.

b) An offense under Subsection a) of this section is:

1) a felony of the third degree if he possesses more than four ounces;

2) a Class A misdemeanor if he possesses four ounces or less but more than two ounces;

3) a Class B misdemeanor if he possesses two ounces or less.

c) The possession of marihuana may not be considered a crime involving moral turpitude.

d) Except as otherwise provided by this Act, a person commits an offense if he knowingly or intentionally delivers marihuana.

e) Except as provided in Subsection f) of this section, an offense under Subsection d) of this section is a felony of the third degree.

f) An offense under Subsection d) is a Class B misdemeanor if the actor delivers one-fourth ounce or less without receiving remuneration.

The penalties referred to above are as follows:

Felonies of the third degree. An individual adjudged guilty of a felony of the third degree shall be punished by confinement in the Texas department of Corrections for a term of not more than 10 years or less than 2 years. In addition to imprisonment, an individual adjudged guilty of a felony of the third degree may be punished by a fine not to exceed \$5,000. p.141.

Class A misdemeanors. An individual adjudged guilty of a Class A misdemeanor shall be punished by:

A) a fine not to exceed \$2,000;

B) confinement in jail for a term not to exceed one year; or

C) both such fine and imprisonment. (p.140)

Class B misdemeanors. An individual adjudged guilty of a Class B misdemeanor shall be punished by:

A) a fine not to exceed \$1,000;

B) confinement in jail for a term not to exceed 180 days; or

C) both such fine and imprisonment. (p.140)

5.

University Judicial Structure

ADJUDICATION OF RULES AND REGULATIONS

INTRODUCTION

Responsibility for the discipline of the institution is vested in the President. For the discipline of students, the President, for the Trustees, has established the All-University Judiciary Board.* Upon the recommendation of the All-University Judiciary Board, the President has accepted the following document delineating the judicial system for students at SMU.

PURPOSE OF THE JUDICIARY

The purpose of the judiciary is to insure that the policies of the University are maintained by conducting a fair hearing regarding violations of the rules and regulations of the University. When necessary, appropriate penalties are imposed on those found guilty of violation of University regulations. 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.

* All-University Judiciary Board, pp. 20-21.

UNIVERSITY JUDICIAL STRUCTURE

THE PRESIDENT OF THE UNIVERSITY

LEVEL III ALL-UNIVERSITY JUDICIARY BOARD

For appeal composed of 3 administrators appointed by the President, 3 faculty members appointed by the Faculty Senate (at least one of whom shall be from the School of Law) and 3 students appointed by the Student Senate in consultation with the outgoing student members of the All-University Judiciary Board; will hear only appeal cases from Level II Hearing Boards and appeals on questions of interpretation of rules, regulations, and policy from the Traffic Appeals Board.

LEVEL II HEARING BOARDS

Joint Judiciary Board—9 students, 3 faculty, 3 administrators appointed by the All-University Judiciary Board.

Graduate School Joint Judiciaries—administrators, faculty, and students appointed annually within each respective Graduate School.

LEVEL I HEARING BOARDS

Student Judiciary—9 students appointed by the All-University Judiciary Board; will hear cases involving group or individual (other than fraternity or society group matters) violations.

Interfraternity Council Judiciary—fifteen (15) at large members (one elected representative from each fraternity), a non-voting chairman, and the faculty advisors of the fraternities; will hear cases involving infractions and violations occurring between fraternities.

Traffic Appeals Board—the President will name the chairperson; 4 faculty members, 4 students and 1 administrator will be appointed by the All-University Judiciary Board.

1. THE ORGANIZATION OF THE JUDICIARY

The selection process for all hearing boards shall insure equal opportunity to all candidates.

(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. Three of these nine students will be designated as permanent chairpersons for the Level One boards. These nine students shall be listed alphabetically by surname on two lists, one for the three chairpersons, the other for the six remaining students. The first two students on the latter list, along with the first chairperson listed on the other list, will constitute the hearing board for the first case assigned. The next case assigned to Level One will receive a board composed of the next two students on the students' list, and the second chairperson listed, and so on in rotation as each new case is assigned.

(2) *The Interfraternity Council Judiciary*

The Interfraternity Council Judiciary shall be composed of fifteen (15) at large members (one elected representative from each individual fraternity), a non-voting chairman, and the faculty advisors of the fraternities, who shall hear cases involving violations between fraternities and infractions of rules promulgated by the Interfraternity Council.

(3) *The Traffic Appeals Board*

The President will name the chairperson and the All-University Judiciary Board will appoint, in consultation with the chairperson, four faculty members, four students, and one administrator to serve each year. A hearing can be held by three of these members if both faculty and students are represented. This Board will hear cases involving appeal of citation from the Traffic and Safety Office.

(b) LEVEL TWO HEARING BOARDS

(1) The All-University Judiciary Board shall appoint nine students, three of which shall be designated as permanent chairpersons for Level Two boards, three faculty members, and three representatives from the administration to serve on the *Joint Judiciary Board*. They shall be listed alphabetically by surnames on two lists, one for the three chairpersons, the other for the six remaining students; the faculty shall also be listed alphabetically, and the administrators shall be listed in the same manner. In alphabetical order, the first chairperson listed, the first two students, the first faculty member, and the first administrator shall constitute a hearing board of five members to hear the first case assigned, and so on in rotation as each new case is assigned.

(2) The School of Law, the Perkins School of Theology, the graduate schools in Humanities and Sciences, Business Administration, Institute of Technology, and Arts shall appoint each year hear-

ing boards, as may be necessary and appropriate, composed of administrators, faculty, and students to hear cases involving graduate students in their respective graduate schools.

(3) The All-University Judiciary Board has the power to name a Special Investigative Committee in cases in which an alleged offense presents a highly violative context involving group tensions, sex-discrimination, or an interracial situation. The powers of the Special Investigative Committee shall be defined at the time of its appointment by the All-University Judiciary Board. Both the students who bring a charge and those accused shall submit to the Vice President for Student Affairs two names of persons within the SMU community, who are not involved in the incident, to serve on the Special Investigative Committee. The Office of the Vice President for Student Affairs shall appoint a fifth member to the Committee and shall select one of the five as chairperson. The Special Investigative Committee will act in an advisory capacity to the appropriate judiciary hearing board to which the case is assigned. Any of the parties involved may petition the All-University Judiciary Board for the establishment of a Special Investigative Committee and the All-University Judiciary Board shall determine its necessity.

(4) 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 Faculty Senate (at least one of whom shall be from the faculty of the School of Law) and five students appointed by the Student Senate, in consultation with the outgoing student members of the All-University Judiciary Board. It shall hear cases on appeal from Level Two hearing boards and the Traffic Appeals Board. Appeals from the Traffic Appeals Board shall be limited to questions on rules, regulations and policy. Questions of fact shall be resolved by the Traffic Appeals Board and are not subject to appeal to this Board.

2. COMPLAINTS

(a) ASSIGNMENT OF CAUSE

If the Vice President for Student Affairs upon information provided him in his judgment determines that a rule or regulation has been violated,* he shall assign cases to one of the several hearing

* Normally, the following types of offenses will be handled by the criminal court system and will not go through the University judiciary structure: (1) homicides; (2) armed robbery and/or abuse of firearms law; (3) rape cases; (4) aggravated assault; (5) DWI resulting in injury to other persons or property; (6) felony thefts with extenuating circumstances; and (7) habitual offenders of the State and/or federal laws pertaining to the use and possession of narcotics, dangerous drugs, and marijuana.

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 (1 or 2) 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.* The case may be prepared for presentation by a student designated by the All-University Judiciary Board.

(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

A student accused of an offense may waive hearing and right of appeal. The case shall then be heard by the Vice President for Student Affairs or his designate, who, in cases in which he determines guilt, may assess penalties in accordance with penalties assessed by other hearing boards. He may, after consultation with the chairperson of the All-University Judiciary Board, suspend the student for such period as may in his discretion be appropriate.

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 chairperson 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

* The Office of Dean of Students has been delegated this authority.

to prepare his defense. The chairperson may also in his discretion grant an extension to the complainant so that sufficient evidence may be made available to the hearing board.

If after the hearing has commenced the hearing board discovers the need for more preparation, the chairperson shall adjourn the hearing to a later time. The hearing board may then direct any further investigation necessary for proper disposition of the case.

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. If less than the required number are present at the opening of the hearing, the hearing shall be postponed until a full board can be convened. Should a vacancy occur during the hearing, the hearing shall be adjourned until all members can be present. This requirement may be waived upon agreement of all parties. All members may vote and all determinations shall be by majority vote. A failure to vote shall be registered as a not guilty vote.

(2) *Quorum—All-University Judiciary Board*

At least seven members, including at least one student, one faculty member, and one administrator, shall be present throughout the hearing, only members who have been present throughout the hearing may vote and all determinations shall be by majority vote. A failure to vote shall be treated as a not guilty vote. On the question of guilt or innocence, a tie vote shall be treated as vote to acquit.

(3) *Disqualification*

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 can show good cause for the proceedings to be closed. The chairperson shall rule on this issue. The number

admitted to the hearing shall be determined by the chairperson 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 parties shall present to the chairperson a list of witnesses and documents prior to the hearing. 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 chairperson shall maintain order for the proper conduct of the hearing. When necessary the chairperson may expel disruptive individuals or adjourn the hearing to a later time 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 findings in open hearing. The findings shall be announced as either guilty or not guilty of the alleged offense, and if guilty, the penalty assessed.

(e) RECORDS

The records of hearings shall be prepared by the chairperson of the hearing board and filed by him in the Office of the Vice President for Student Affairs. The records shall be available to members of the various hearing boards which constitute the University Judiciary system and may be made available to bona fide members of the University community upon request. However, records of closed hearings shall not be made available.

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 the Level Two hearing boards. A request for an appeal to a Level Two hearing board must be submitted in writing via a "Reason(s) for Appeal" form available in the Office of the Dean of Students. This appeal form must be completed and submitted to that office within 72 hours of the original hearing. Summary statements will be included in the findings of the original hearing board as a matter of record for the appeals process. Therefore, students wishing to exercise the appeals alternative should use discretion in their decisions.

(b) TRAFFIC APPEALS BOARD

The Traffic Appeals Board will hear cases involving appeal of citations from the Traffic and Safety Office. Appeals must be made to the Chairperson of the Board, through the Traffic and Safety Office, within fifteen days after issuance of the citation.

(c) 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. A request for an appeal to the All-University Judiciary Board shall be handled in the same appeals procedure as outlined in section 4(a) under Appeals.

(d) ALL-UNIVERSITY JUDICIARY BOARD— FINALITY OF DECISION

The All-University Judiciary Board may assess its own penalty and it 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. REHEARINGS

At the urging of the accused student and upon presentation of significant new evidence, the chairperson of the hearing board for the particular case, in consultation with the Dean of Students and the chairperson of the All-University Judiciary Board, may order a rehearing to be heard on the same judiciary level as the original hearing. After such a rehearing the accused shall be entitled to the same rights of appeal as in any other case.

6. CASES OF ACADEMIC DISHONESTY*

In cases of alleged academic dishonesty the instructor is encouraged to consult with the student about the two routes of processing such cases. At the discretion of the instructor the case may be processed either through the academic route or through the university judiciary route. If the academic route is selected and a decision is rendered, the student may appeal his case to the chairperson of the Department involved. The student then has recourse of a further appeal to the Dean of the School and the Provost of the University, and finally to the Committee on Ethics and Tenure of the Faculty. For route two, the instructor must present the case to the Office of the Vice President for Student Affairs. The Vice President for Student Affairs shall present the case to a Level Two hearing board. The student may appeal to the All-University Judiciary Board, as in all cases processed through the Office of the Vice President for Student Affairs.

* For definition of Academic Dishonesty, see pp. 62-63.