

The SMU Enchiridion



1974-1975




Foreword

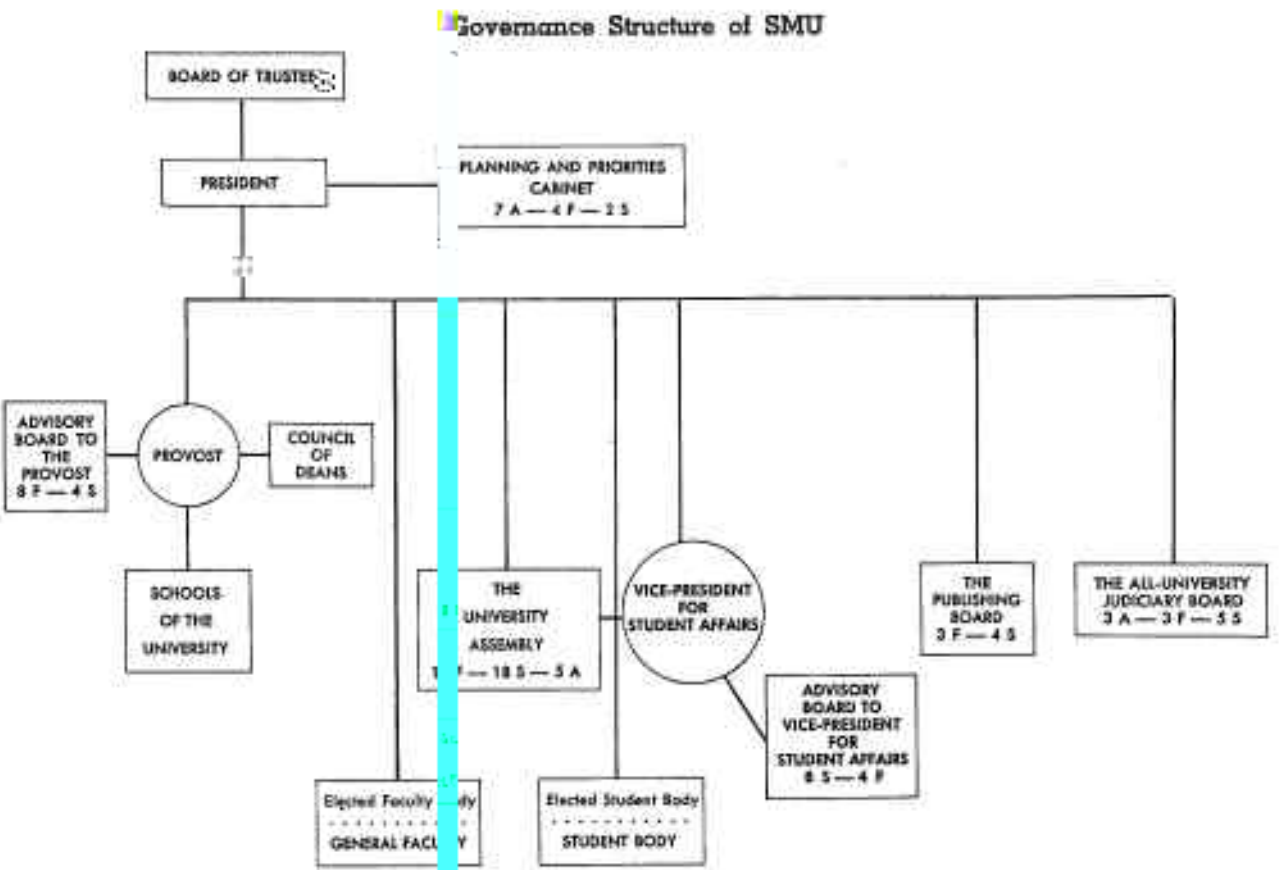
These regulations cover the major rules and regulations affecting students within the University and information concerning the workings of the University. It is important that every student be informed of its content as matriculation in the University makes one responsible for abiding by these regulations.

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 correct information by contacting the Office of the Vice-President for Student Affairs 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.

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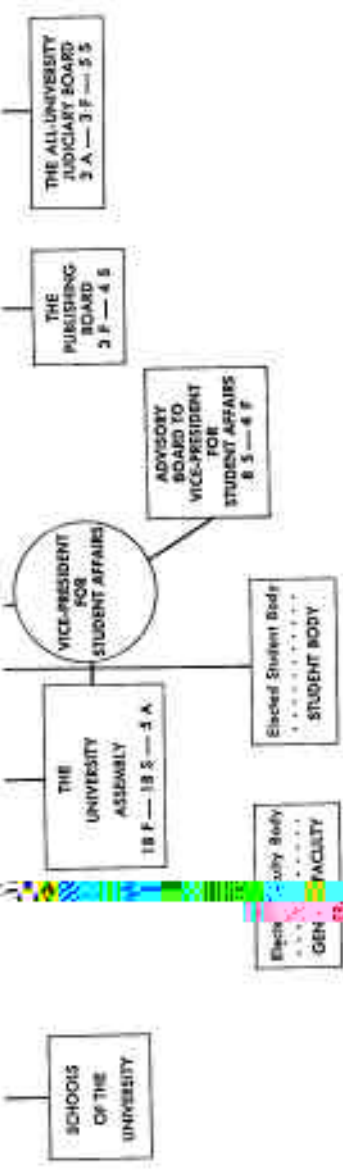
1.

The Governance of Southern Methodist University, Dallas, Texas

The Governance Plan is an agreement between the Board of Trustees and the groups of students and faculty. The Board of Trustees voted that the plan would be in effect for more years.

In accordance with the plan, the Board of Trustees process be set in motion to review the plan. The Board of Trustees authorized to conduct a study in its third year of experience. The Board of Trustees initiated in a report issued a reconstituted committee extended the scope of its alterations in the original plan into practice, and a new structure was made operational in 1975.⁶

⁶ See Governance Plan Review.



1.

The Governance of Southern Methodist University Dallas, Texas

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 are given in this plan. On May 11, 1973, the Board of Trustees voted that the working agreement be continued for two more years.

In accordance with the recommendation that an evaluation process be set in motion, the President's Governance Evaluation Committee, comprised of faculty, students, and administrators, was established to conduct a thorough review of the entire plan during its third year of experimentation. The work of this committee cul-

a reconstructed Committee conducted an evaluative process and extended the scope of recommendations to embrace several major alterations in the original plan. Subsequently, these changes were put into practice, and a revised, though incomplete, governance structure was made operational toward the end of the calendar year 1973.*

* See Governance Plan Revisions, pp. 28-31.

ated with the return of the re-submitted documents. The final decision upon recommendations shall be upon record.

B. GOVERNANCE

The present constitution as amended shall remain in effect until such time as the members of the Board of Trustees shall have approved a new constitution. The Board of Trustees shall have the right to amend the constitution at any time. The Board of Trustees shall have the right to remove any member of the Board of Trustees and to elect a successor. The Board of Trustees shall have the right to suspend any member of the Board of Trustees and to restore him to office. The Board of Trustees shall have the right to remove any officer of the University and to elect a successor. The Board of Trustees shall have the right to suspend any officer of the University and to restore him to office. The Board of Trustees shall have the right to remove any member of the Board of Trustees and to elect a successor. The Board of Trustees shall have the right to suspend any member of the Board of Trustees and to restore him to office.

C. GOVERNANCE IN THE SCHOOL OF CONTINUING EDUCATION

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

THE ROLE OF ADMINISTRATION IN ACADEMIC GOVERNANCE

The University is a community of scholars, whose principal calling is the life of learning—study, teaching and critical inquiry. The proper and fruitful functioning of that community depends in

large part upon the adequacy of the system by which the support of the system is provided. The governance of a university is unlike that of a corporation, a government, or that of a bureaucratic political entity, in that it is directed downward from the top and upward from the bottom. The principal elements of the governance of the formal life of learning of a university are its faculty, its students, and its administrators. The primary function of the trustees is to secure the financial support of the university and, through elected administrators, to assure the proper management of the resources of the university. The faculty are charged with responsibility for the formulation and proper functioning of the formal educational program of the university. Academic administrators, as leaders of the faculty, of the educational units they have organized, must participate as the leaders of the units in the formulation of the program of the unit in order to reserve faculty and students for the primary purpose of scholarship, the day-to-day administration of the program to be carried on by the administrative staff of the unit.

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

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

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

THE ROLE OF THE BOARD OF TRUSTEES IN ACADEMIC ADMINISTRATION

According to the By-Laws of the University, "The Management and directorship of all affairs and interests of the University shall be vested in the Board of Trustees." The Board normally operates through its executive committee, which is the Board of Governors. According to the by-laws, "The Board of Governors shall exercise,

in the interval between meetings of the Board of Trustees, for management of the University except such academic matters, the Board of Trustees and governing authority for all activities and elected officers and matters of academic policy decisions.

According to the By-laws of the University, the Board shall consider all changes in the academic program, transfer, proposed by the University, and shall make recommendations, specifying the terms and conditions of the Committee on Instruction and all other matters pertaining to the policies and problems of the University thereon to the Board of Trustees.

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

THE ROLE OF THE PRESIDENT IN ACADEMIC ADMINISTRATION:

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

THE ROLE OF THE PROVOST IN ACADEMIC ADMINISTRATION:

The provost is the chief academic officer of the University. He

* *Bylaws of Southern Methodist University, Powers and Duties, Section 4.14 (as revised May 12, 1972).*

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is responsible for the effective operation of the University and the faculty of the University. The trustees elect a president, which is for a term of one year, and the Council of Deans and Administrators elect a provost to be the most responsible for the programs of the various offices and agencies. The provost, in consultation with the Board of Trustees, Office of Admissions, Office of Academic Research, and the Schools of Undergraduate and Graduate Studies, Business Administration, Education, Health, Law, Theology, and Communications, which cross school lines, American Studies, Institute for Urban Studies, and Teacher Education, he is responsible for the directors of the various programs, libraries, and Coordinated Academic Services reported in this capacity, he has the responsibility not only for student recruitment and retention and for faculty recruitment and study-leave programs. In addition, he has the responsibility to give leadership in the preparation of guidelines for proposals for new organizations and programs to insure proper review of such proposals and also proposals to delete programs and to insure periodic review of academic programs. An important aspect of this process is the responsibility to coordinate the academic program between the several schools so as to insure the optimum use of both human and fiscal resources.

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

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

THE ROLE OF THE DEAN IN ACADEMIC ADMINISTRATION:

The dean of a school is the educational leader and spokesman for the faculty of that school, and, as such, participates in the deliberations of the faculty in all academic matters. He is charged with the administration of that educational unit which he heads, and is accountable to the provost, president, and Board of Trustees. The dean is both the administrative officer for the school and the educational leader of it. In order to provide due faculty voice so that the dean is of the faculty and in order to provide a determination of responsibility from the Trustees, the provost shall at intervals not 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 student faculty, and administrators, (4) the curriculum of the school, (5) the nature of degrees to be conferred, and (6) requirements for graduation.

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

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

THE ROLE OF THE DEPARTMENT CHAIRMAN IN ACADEMIC ADMINISTRATION:

The chairman is the educational leader of and spokesman for the faculty of the department, and, as such, fully participates in the deliberations of the faculty of the department in all academic matters. He is charged with the administration of the assets of that department which he heads, and is accountable to the dean, and through him to the provost, president, and Board of Trustees. The chairman is both the administrative officer for the department and the educational leader of it. The department chairman is appointed by the dean with the concurrence of the provost. His appointment is made after consultation with appropriate faculty and students of the educational unit, and is normally for a term of four years.

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

RECOMMENDATIONS:

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

III. THE ROLE AND RESPONSIBILITIES OF THE GENERAL FACULTY*

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

- 1) Give leadership to achieve and maintain a high quality of intellectual life for the University.
- 2) Promote and defend the maximum use of academic freedom.
- 3) Nominate persons to receive honorary degrees.
- 4) Provide regulation governing professional behavior of members of the University faculties, and make recommendations to the appropriate faculty member and/or administrative officers in instances when professional ethics are involved.
- 5) Recommend criteria for the granting of tenure and investigate alleged infraction of the conditions of tenure of a faculty

* Also see Governance Plan Revisions, pp. 28-31.

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6. The Board of Trustees shall make recommendations to the President regarding the following:

- 6) Give salary leadership to the professional educators' concerns, such as and retirement.
- 7) Advise the President on the nomination for the office of director of the Athletic Department, and subsidizing athletics, and scheduling within the rules of the

7. The view function of the Faculty Senate shall remain the same as in the previous constitution, with the following:

Article 10, Section 1. Membership in the Faculty Senate shall be limited to those who have recognized college degree and are employed by the University. The Senate shall be composed of the following:

This arrangement is necessary in order to satisfy the terms of the Faculty Senate by assuring that there are a majority of students present in the Faculty Senate.

The Administrative Committee shall consist of the faculty (which may include administrative appointments) and 3 students. The committee, because of its heavy work load, should have an executive committee consisting of the following:

1) Represent the General Faculty in all undertakings that involve the University and that affect the school of the University.

2) Publish the Faculty Handbook.

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

4) Appoint faculty representatives on the Board of Trustees Committees.

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

Upon approval of the Board of Trustees of this Governance Plan, the present Faculty Senate shall supervise the transition to the new elected faculty body and recommend procedures in the light of their experience. The new elected faculty body shall include the

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faculty member elected to the PLANNING AND PRIORITIES CABINET, the ADVISORY BOARD TO THE PROVOST, the UNIVERSITY ASSEMBLY, and the ADVISORY BOARD TO THE VICE-PRESIDENT FOR STUDENT AFFAIRS. A student faculty member may be added to the new faculty body if deemed necessary by the present Faculty Senate. The new elected faculty body shall select its

IV. THE ROLE AND RESPONSIBILITIES OF THE GENERAL STUDENT BODY*

There are areas of university life which are recognized as being the primary concern and responsibility of the student body. The following areas, though its elected body:

- 1) Give leadership to achieve and maintain a high quality of university life.
- 2) Give leadership to the concerns of students.
- 3) Represent the general student body in all undertakings that involve joint action of students with groups outside the University and that affect more than one school of the University.
- 4) Administer elections for all student positions on governing bodies of the University.
- 5) Allocate that portion of the Student Activity Fee which the University Assembly assigns for student groups.
- 6) Have appointive powers over student representation on ad hoc groups.
- 7) Publish the student handbook.
- 8) Appoint student representatives on Board of Trustees committees.
- 9) Receive timely information on the tentative annual budget of the University.

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

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

* Also see Governance Plan Revisions, pp. 28-31.

V. THE PLANNING OF GOVERNANCE IN APPROPRIATE AREAS

The areas of governance which are appropriate for the various degrees of shared governance are: (1) the private schools; (2) the shared governance; (3) the appropriate for the various degrees of shared governance.

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

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

- A. The PLANNING AND PRIORITIES CABINET, Advisory to the President.

Functions:

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

Membership:

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

This CABINET is advisory to the president; it is free to consult with any person or representative from groups or specialized areas of the University. The CABINET shall meet with the president or

* See Governance Plan Revisions, pp. 28-31.
† Ibid.
** Ibid.

designate a committee to study the problem. It shall determine its own membership and elect its own chairman.

ADVISORY BOARD TO THE PROVOST*

The provost shall advise the provost as he carries out the responsibilities of his office; to consult with the provost on the instructional

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

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

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

Membership:

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

Operational Procedure:

The ADVISORY BOARD to the provost shall meet at least monthly with the provost and/or the associate provost, and other

* See Governance Plan Revisions, pp. 28-31.

appropriate persons as designated by its own majority of work, and elect its own members.

C. THE UNIVERSITY ASSEMBLY*

1. Membership:

The membership shall be composed of an equal number of faculty and students plus administrators not to exceed 10 percent of the total membership. In the future, the size of the ASSEMBLY may be adjusted by vote of the ASSEMBLY or subject to the approval of the president, as long as the proportions remain the same. Initially, we recommend 18 faculty, 18 students, and five administrators. Faculty members shall be elected as follows:

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

Students shall be elected as follows:

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

The administrative members shall be as follows:

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

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

2. Officers:

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

3. Functions:

The ASSEMBLY shall be given responsibility to establish policy or act in an advisory capacity in appropriate areas, subject to the president's veto. The functions of the ASSEMBLY shall include those areas of University life considered to be appropriate for varying degrees of shared governance, most of which have already been shared to some degree in the past:

FUNCTIONS:

- (1) Establish policies for student center space and use.
- (2) Consult with the proper administrators and other govern-

* See Governance Plan Revisions, pp. 28-31.

regarding the utilization of the university's physical facilities to meet the needs of the schools. The University shall consult with appropriate academic officials to establish standards for the recognition and conduct of university groups.

The University shall establish standards for individual conduct, recommend the adoption of a University Activity Fee, and recommend an University investment plan in the interest of the total university community. It shall investigate and make all arrangements for an annual program of EVENTS which speak to the issues of the day and the university's distinct concerns.

The University shall establish a program of information services for the interior of the University to insure that there be high visibility of the activities of the governing bodies of the University. Consult with the Office of University Relations on the University's relationship to the public.

The University shall establish criteria for the awarding of scholarships, loans, and other University financial aid to students.

- (10) Establish policies for appropriate safety, security, and traffic provisions for the campus.
- (11) Plan for the orientation of new students, in cooperation with the appropriate academic officials.
- (12) Consult with the president on the annual review of the budget.
- (13) Confer with the president on administrative appointments affecting more than one school.

Operational Procedures:

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

5. Committees of the ASSEMBLY

It is recognized that experience may indicate future changes in the standing committees of the ASSEMBLY. It is recommended, therefore, that initially the following standing committees listed below be established. The operational relationship between the standing committee and the ASSEMBLY shall be determined by the ASSEMBLY. Each standing committee shall have as a member at least one assemblyman, but an assemblyman need not chair the standing committee of which he is a member. All students and faculty members of standing committees shall be elected by the assembly. The

administrative members shall be appointed by the president. The chairman of each standing committee shall be elected by the assembly from the committee members and shall vote only in case of a tie. Nominations shall be made by the Executive Committee of the assembly and from the floor. The term of office for committee-men is one year. Individuals may be re-elected or re-appointed. Faculty members may normally serve a maximum of six years.

STANDING COMMITTEES:

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

STANDING COMMITTEE:	FUNCTION	MEMBERSHIP: (Chairman)	NORMAL ASSIGNMENT OF STAFF TO THESE FUNCTIONS*
Student Center	# 1	2F-5T-3A (plus alumni)	Student Center Manager
University Facilities	# 2	6PT-3S-2A	Provost's Designate and VP for Financial Administration's Designate
University Libraries	# 3	4PT-3S-1A	University Librarian or His Designate
Student Activity Fee	# 6	1F-5S†-3A	Vice-President for Student Affairs
University Convocations	# 7	4PT-6S-1A	Provost or His Designate
Communication Within and Beyond the University	# 8	1F-3S-1A†	Director of University Relations Designate
Financial Aid to Students	# 9	1PT-3S-1A	Director of Financial Aid
Safety and Security	# 10	4PT-6S-2A	Director of Security
Orientation of New Students	# 11	3F-4S†-2A	Vice-President for Student Affairs or His Designate

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

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

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

Functions:

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

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

Membership:

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

* See Governance Plan Revisions, pp. 28-31.

† For Revised Structure, see pp. 52-58.

OPERATIONAL PROCEDURE:

The Board to the Vice-President for Student Affairs shall regulate with the vice-president for student affairs appropriate persons designated by the vice-president its own chairman.

E. THE JUDICIARY SYSTEM

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

1. Establish a system of judicial bodies on all levels of the University to hear the cases of all students who are accused of violating the regulations and regulations of the University as established by the University Assembly.
2. Establish a system of judicial bodies to hear cases of violations of traffic laws of the University.
3. Act as the final appeal body for all lower judicial bodies.
4. Establish appropriate procedures for all judicial bodies to insure due process for both the student and the University.

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

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

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

Until such time as changes are recommended by the All-University Judiciary Board and approved by the president, the present system as stated in the Enchiridion of 1969-70 is operative.**

F. THE PUBLISHING BOARD

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

* See Governance Plan Revisions, pp. 28-31.
 † One of whom must be from the faculty of the School of Law, as revised May, 1971.
 ** See University Judicial Structure, Chapter 5.

The Governance of SMU

Faculty: 3 faculty members, nominated by the new election and appointed by the president, for a one-year term. (A non-renewable body would be the one of the Division of Journalism)

Students: 2 students elected at large by the student body and 2 students elected by the new elected student body.

Editor: No editor or associate editor of the publication under the jurisdiction of the board shall be a voting member.*

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

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

It is recommended that the Board of Trustees that be following representatives to a University committee selection of a president of the University:

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

VII. THE RIGHT AND RESPONSIBILITY TO SPEAK BY RESOLUTION

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

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

VIII. HIGH VISIBILITY OF DECISION-MAKING

We recommend that the assembly standing committee working with the Office of University Relations establish an all-University publication designed to help provide high visibility of decision

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

making, for example, through the publication of agendas, minutes, etc. of advisory boards, governing bodies, and committees. We also recommend that the secretary shall keep records of the actions of the assembly and that these records shall be open and readily available to be clearly identified as such.

IX. CONSULTATION BY THE PRESIDENT

In the event of an emergency, it is recommended that the president consult with the University Assembly or its executive committees. Other bodies which the president may call upon for advice which include the Planning and Priorities Cabinet, the Advisory Boards to the Provost and the Vice-President for Student Affairs, the elected faculty body and the elected student body and their executive committees.

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

If questions of interpretation of any part of the Governance Plan arise, they will be settled by an ad hoc committee appointed by the president. The members of this committee shall include an equal number of faculty, students, and administrators.

After the adoption of this Governance Plan, the president may assign to any group any new functions arising and not now covered in this document.

APPENDICES

TARGET CALENDAR

Monday of September, 1970: There shall be a meeting of the full-time faculty of each school to elect a constitutional committee.

April 1, 1971: A proposed final draft of the constitution and by-laws for each school should be ready for consideration by the provost and his advisory board by this date.

October 12, 1970: All elected members of the following bodies shall take office by October 12, 1970:

- The Planning and Priorities Cabinet
- The Advisory Board to the Provost
- The University Assembly
- The Advisory Board to the Vice-President for Student Affairs
- The elected faculty body
- The elected student body

THE SMU STUDENTS' PUBLISHING COMPANY

Since 1930 the SMU Publishing Company has existed as a private

corporation under the laws of the State of Texas, through Charter No. 56866 (April 28, 1930). Its original purpose was the publication and sale of the *Campus and Rotunda* since that time has added the *Student Directory, Espejo, Insite*, and *KSMU*.

The president will ask the new Publishing Board to make a complete review of the responsibilities, policies, functions, and administration of the SMU Students' Publishing Company immediately following the election of the new Publishing Board in the fall of 1970.

ACTION TAKEN BY THE BOARD OF TRUSTEES MAY 8, 1970

Upon motion, made and seconded, the following recommendations by President Tate were adopted, subject to the substitution of his definition of the word "consultation" for that by the AAUP as shown on Page 17 of the Governance Study Proposal, and with the understanding that this document itself does not change the University BY-LAWS but that it is a working agreement and that a Trustee Committee will report at the November 1970 Board of Trustees' meeting regarding any recommendation for the BY-LAWS changes:

THAT the proposed GOVERNANCE PLAN herein attached be approved as a working agreement between the Board of Trustees and the groups within the University to whom responsibilities are given in this PLAN;

THAT a committee from the Board of Trustees be appointed to study this proposed PLAN and bring back to the Board of Trustees recommendations relating to any changes in the BY-LAWS of the University;

THAT during the School Year 1972-1973 an evaluation process be set in motion, this date subject to review by the President and the University Assembly;

THAT the Board of Trustees express to the Faculty, the Students, and the Administration its profound hope that this experience in shared governance be given the fullest cooperation and the most honest testing; and where this PLAN may be found to be inadequate, all segments of the University will work together to discover a better way of governing SMU.

Willis M. Tate

WILLIS M. TATE
President

GOVERNANCE REVISION

1. A Cabinet, with the understanding that the duly elected members of this group shall remain in their respective senates until the expiration of their terms.

2. A Shared Governance Council, such Council to be composed of the Executive Committee of the Faculty Senate (not to exceed six members), the President of SMU, all Vice Presidents of SMU, and the Chairperson of the Shared Governance Council. It shall elect its own chairperson and shall meet monthly or more often to determine its own rules of operation.

3. The functions and responsibilities heretofore assigned to the University Assembly shall be as follows:

a. The functions related to the Center and its use, Student Organizations, Student Activities, and the Student Activity Fee (Functions 1, 4, 5, 6 of the 1973-1974 Enchiridion) shall be assigned to the Student Senate.

b. The remaining functions shall be assigned to the following Diverse Committees. The constituency shall determine the membership and size of these diverse committees, with the stipulation that student and faculty representatives shall be elected by the respective constituencies. Ad hoc and joint committees shall be established as needed with the principle of diverse internal constituency of members being the usual mode of operation.

- (1) Administrative Diverse Committees
 - Facilities* (with the understanding that there shall be elected student and faculty representatives on the Building Committee)
 - Convocations*
 - Safety and Security* (with the understanding that the membership shall be two administrators, two faculty, two students, and two staff members, and that the Shared Governance Council will determine the method of appointment for staff representation)
 - Orientation* (with the understanding that there shall be a student majority on the committee and that there shall be a diverse report to the Student Senate and to the Faculty Senate)
 - Budget* (with the understanding that the Faculty Senate and

- Student Senate will receive information on the tentative annual budget of the University as presently stated in the Governance Plan.
 - (2) Faculty Diverse Committees
 - Libraries*
 - Unassigned Functions*
 - Communication*
 - Financial Aid* (with the understanding that the Shared Governance Council will assume such a need if it is determined that such a need is needed)
 - Administrative Appointments* (ad hoc committees as needed)
 - c. The student and faculty members of the All-University Judiciary Board shall be appointed by the Student Senate and the Faculty Senate respectively, and shall elect a chairperson annually from among the faculty and administrative members.
 - 5. Establish a Joint Committee, composed of faculty and student members, to establish procedures to review annually the performance of the following administrative offices:
 - a. The President
 - b. The Vice President/Provost
 - c. The Vice President/Treasurer
 - d. The Vice President for Student Affairs
 - e. The Vice President for University Relations
 - 6. The Student Senate and the Faculty Senate shall determine the composition of their respective senates.
 - 7. Upon petition to the Chairperson of the Shared Governance Council any campus constituency, if not been satisfied in petitioning the appropriate senate, administrator, or governance body, may address the Shared Governance Council on any particular concern.
 - 8. Committee structures of the Student Senate, Faculty Senate, and the Administration shall be adjusted as follows:
 - a. Upon request from the Student Senate, the Faculty Senate and the Administration shall provide members for its committees.
 - b. Upon request from the Faculty Senate, the Student Senate and the Administration shall provide members for its committees.
 - c. Upon request from the Administration, the Student Senate and the Faculty Senate shall provide members for its committees.
- 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 Shared Governance Council for its recommendation.

9. Where needed arises for University-wide committees or commissions outside the standing committees in the Shared Governance structure, the President shall appoint the student and faculty members of such committees with the advice and consent of the respective senates.

10. Amend the Advisory Board to the Vice President for Student Affairs as follows:

a. *Functions*

Delete the sentence which reads: "At present these are: dean of men, dean of women, Student Center Programming, Special Services (Financial Aid, Student Housing Management), Psychological Services, Health Center, Career Counseling, Personal Counseling, Religious Activities, Volunteer Services, the Mustang Band."

Substitute "Student Senate" for "University Assembly" in the last sentence.

b. *Membership*

The Advisory Board to the Vice President for Student Affairs shall consist of a student representative from the following groups or their successors:

- Inter-Fraternity Council
- Panhellenic
- Women's Interest Coalition
- Los Chicanos
- BLAACS
- Residence Hall Association
- Townpeople
- 4 students elected at large
- 4 faculty elected at large for 2-year staggered terms

The authority to determine and create additional membership shall rest with the Student Senate. The total membership, however, shall not exceed 18.

c. *Operational Procedures*

Add the following: "The Board shall determine its own manner of work and elect its own chairman from the group, alternating yearly between a faculty and a student chairman. The meetings shall be open, subject to the capacity of the room. Upon petition to the chairman, speaking privileges may be granted to guests. Minutes of the Board's meetings shall be kept in the Governance Office."

11. Amend the Advisory Board to the Provost as follows:

a. *Functions*

Amend so that it reads: "... These include, specifically, the University Libraries, Research Services (Office of Admissions, Office of the Registrar), University College, and the Schools of Humanities and Sciences, the Arts, Business Administration, Technology, Law, Theology, Continuing Education, and Teacher

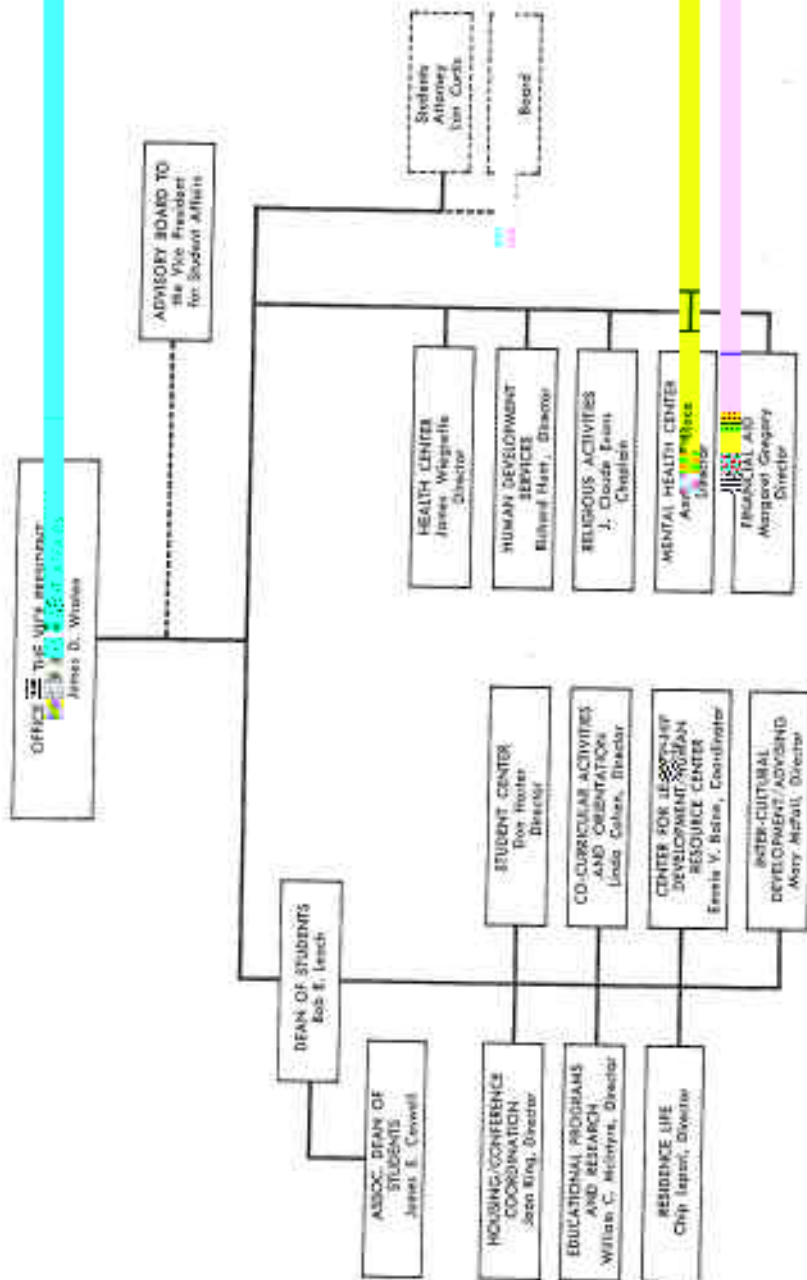
Preparation Program. The Provost is the officer to whom the deans of the several schools, the directors of the various academic programs and Libraries report. . . ."

Delete the last sentence.

b. *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.



2.

Student Affairs

OFFICE OF THE VICE-PRESIDENT FOR STUDENT AFFAIRS

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

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

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

The offices in this division are as follows:

THE OFFICE OF THE DEAN OF 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 dis-

Class Absences

Only a professor can give an excuse for missing his class. It is an effort to help the student and the professor, when a student is admitted to the hospital, the office of the Dean of Students is notified. When discussed, the student is given a card showing dates of hospitalization. If the student is not treated at the SML Clinic or Hospital, the student must handle his/her class excuse on his own.

MENTAL HEALTH SERVICE

The Mental Health Service, located in the SMU Clinic-Hospital building, provides measurement or promotion of mental health and prevention of mental illness on campus. This includes consultation with the Clinic-Hospital 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 Pecos 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 evening, 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 (208 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 107, 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.

Counseling Center (Clements Hall, Room 209, 692-2266): 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, 692-2290): Assistance is available to students in establishing and pursuing career objectives in relation to the world of work. Interviews for career opportunities, 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, 692-2266): 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, 692-2266): Opportunities for self-discovery, information about career opportunities, and educational planning to aid students in combining personal goals with career opportunities are available through this center. Counselors and academic advisers are available, and the Center offers a course in personal and vocational development and planning.

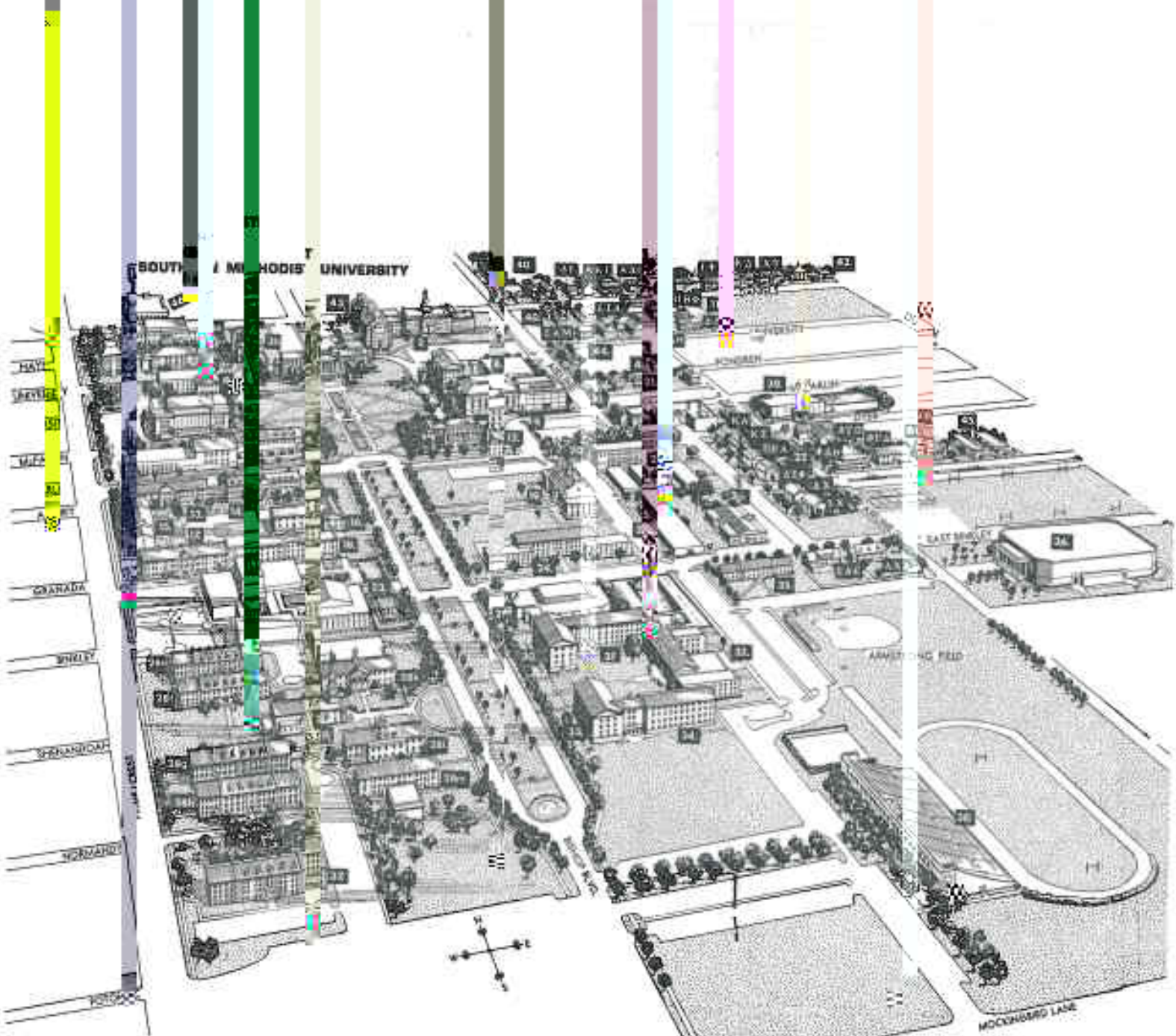
The Human Development Services provides confidential services. Students who have a personal concern but are not sure which SMU office to contact may call 692-2266 for appropriate information or referral, or for arrangements with one of the HDS centers.

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 17 of Storey Hall 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



NO.	NAME	TYPE	YEAR
1.	DALLAS HALL	Residence Hall	1918
2.	FONDREN SCIENCE HALL	Science Building	1930
3.	LAW SCHOOL	Law Building	1930
4.	STONEY HALL	Residence Hall	1931
5.	LAWYER BUILDING	Law Building	1931
6.	FLORENCE HALL	Residence Hall	1931
7.	UNDERWOOD HALL	Residence Hall	1931
8.	PERKINS HALL	Administration Building	1936, 1970
9.	ADMINISTRATIVE BUILDING	Administration Building	1936, 1970
10.	MARSHALL MEMORIAL HALL	Administration Building	1936
11.	UNIVERSITY CENTER	Administration Building	1936
12.	UNIVERSITY CENTER	Administration Building	1936
13.	UNIVERSITY CENTER	Administration Building	1936
14.	UNIVERSITY CENTER	Administration Building	1936
15.	UNIVERSITY CENTER	Administration Building	1936
16.	UNIVERSITY CENTER	Administration Building	1936
17.	UNIVERSITY CENTER	Administration Building	1936
18.	UNIVERSITY CENTER	Administration Building	1936
19.	UNIVERSITY CENTER	Administration Building	1936
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43.	UNIVERSITY CENTER	Administration Building	1936
44.	UNIVERSITY CENTER	Administration Building	1936
45.	UNIVERSITY CENTER	Administration Building	1936
46.	UNIVERSITY CENTER	Administration Building	1936
47.	UNIVERSITY CENTER	Administration Building	1936

VEHICLE REGISTRATION

Motor vehicles parked on any University property or road, except in designated areas, must display a decal permit which is obtained from the Traffic and Safety Office. The decal must be permanently fixed to the lower left side of the rear window of the vehicle. On corner vehicles without rear windows, the decal should be placed on the upper right side of the front windshield. All motor vehicles without windshield shields, the decal should be displayed in a conspicuous place.

Registration of a vehicle is accomplished by presenting to the Traffic and Safety Office a certificate of the vehicle license number, and the appropriate fee listed below to the vehicle in the required manner. If a decal permit is issued or must be replaced promptly.

A vehicle which has not been registered may be operated on Campus only after a special temporary permit has been issued by the Traffic and Safety Office.

No fee will be charged for the registration of the vehicles of students who are enrolled in University non-curricular courses.

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 the procedure outlined in Item 6.

Commuters to the Campus may register more than one vehicle, but only one 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 an 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.

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 will 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.

- 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 for lost or damaged decal 2.00
- e. Faculty and Staff 10.00 monthly
- f. Faculty and staff (Perkins lot and Reserved spaces) 10.00 monthly
- g. Contract employees with personal vehicles 10.00 monthly in advance
- h. Deposit for parking to trip car 0.00
- i. Summer registration 0.00

9. The University Traffic and Safety Office will issue vehicle decals to upperclass resident students for parking in "B" areas (North Quadrales), consistent with assignments made by the Dean of Students. Other residents of the North Quadrales must park vehicles in the "W" or "AA" parking area (Greenby Stadium or Moody Coliseum).

B. REFUNDS ON VEHICLE REGISTRATION FEES

Vehicle registration fees will be refunded under certain circumstances, according to these formulas:

1. Students graduating at the end of a fall semester will be refunded one-half the registration fee.
2. Students who maintain their status as registered 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 should make application at the Traffic and Safety Office.

C. TRAFFIC REGULATIONS

1. No registered vehicle may be parked in areas assigned to registered vehicles.
2. The following parking regulations are in effect on Monday through Friday between 7 a.m. and 5 p.m., except where posted signs contain special instructions. All parking areas are unrestricted at other times, unless otherwise posted. A parking map may be obtained from the Traffic and Safety Office denoting areas assigned to registered vehicles.

a. Most freshmen are authorized to park only at the Greenby 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 near their living quarters. 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 a person not permitted to park in areas assigned to resident student
3. Curb and pavement markings to indicate the parking restrictions
effect between 7 a.m. and 5 p.m. City ordinances are effective 24 hours.

a. Letter or number in white on the pavement indicating the type of parking space. Signs must also be used to indicate restrictions.

b. "Visitor" parking spaces are indicated by a painted designation or by a sign at the parking entrance.

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

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

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

5. The responsibility for finding authorized parking spaces rests with the motor vehicle operator. Back street parking is not considered a valid excuse for violation of the 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 parking lots, the speed limit is 5 mph. The only exception to the 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 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 re-

University Policies and Procedures

11. A citation, either in person or by mail, may be issued. A citation must be received promptly from the issuing office within fifteen days of the violation. Failure to pay a citation or receiving a citation and transferring it to another vehicle will result in the suspension of parking privileges for Student Affairs. Any student may not park the base vehicle which has been banned from the campus parking lot.

c. Violation of a vehicle suspension of \$5.00 and in a report to the Vice-Chancellor for Student Affairs. Should it be necessary for an illegal parking charge will be assessed on the Campus are expected to observe regulations and to park only in designated areas. If a violator receives a citation for parking, he should apply his name and address on the citation to the Traffic and Safety Office, University Park.

f. Violation of registration provisions including fraudulent playbill, a fictitious vehicle identification number which was issued for another vehicle, or the use of a name a vehicle for use by another member of the community will be considered disciplinary action.

11. A citation may be appealed to the Vice-Chancellor and Safety Office within fifteen days of the date of the citation. An appeal bond of \$2.00 will be collected from the person who appeals the citation. Should he fail to appear for an appeal hearing, the appeal fee of \$2.00 will be returned to the individual prior to the hearing.

12. There are some special regulations which apply to motorcycles, motorbikes, 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,

* For further information about traffic violation appeals, see page 74.

University will notify the Department of Traffic and Safety if the flag is to be flown by other than a full staff.

USE OF THE GROUND

Activities 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 captured in the drilling or driving process.

USE OF BUILDINGS

The University provides 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 11:30 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 Dean of Students.

Fraternity, 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.

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

* Activities which involve Campus streets should also be registered in the Traffic and Safety Office. See page 46.

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

that student-owned firearms and shotguns may be registered and stored through his range with the Vice-President for Student Affairs. Firearms may be used by members of the University Police or other accredited law enforcement officers. Carrying a firearm is when specifically so instructed by their superior officers. Violation of this policy is considered a serious offense.

UNIQUE SCHOOL CAMPUS

Members of the University community are, in a very real sense, ambassadors of the University. Their treatment of recorded visitors to the campus has much to do with the view taken of the University by the community and 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 conduct themselves in a rich and courteous respect.

Any visitor who is not a faculty, business man, or staff member 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 purpose 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 grievance 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 traditional experience between the structure of the University residence and the full independence of work and/or marriage, SMU permits upperclass students to live off-campus apartments. Students are asked to discuss their intentions with their parents if they are minors. Students should be certain their correct address is listed with the Office of Residence Life if it is the same of registration. Any changes should be reported to the office immediately.

STUDENT CENTER POLICIES*

GENERAL

The rooms in this building may be used for projects or rehearsal only with the approval of the Student Center Director.

The Student Center is responsible for items lost in the building or in connection with Student Center sponsored activities.

All reservations for meeting space in the Center and equipment must be made through the reservations secretary. Reservations are not confirmed until the secretary has received a written confirmation. A gross should be assumed that it has a reservation until it receives written confirmation. The reservation secretary will take note of organizations which fail to meet in accordance with book-ings which have been confirmed. When two successive reservation dates are not honored, the organization president or advisor will be contacted in writing, and they will be requested to submit a request for facilities.

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

Animals or pets are not allowed in the building.

Gambling of any nature is prohibited within the Student Center.

The hours for the Student Center shall be:

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

7 a.m. - 1 a.m. Friday-Saturday

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

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

RESERVATION POLICIES FOR THE STUDENT CENTER

There will be four designated areas in the Student Center lobby for information tables or booths. Areas 1 and 2 will be by the Stu-

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

Center Information Booth, and Areas 3 and 4 will be by display cases. Additional areas will be granted for use by special permission of the Student Center Committee. A group may use an area for 3 days of a semester, with permission for additional days to be granted by the Student Center Committee. No group may occupy an area for more than 3 days consecutively.

University groups will pay a 20% room deposit at the time they make a reservation to use a room or rooms in the Student Center. Reservations will not be made for groups until the deposit is received.

Lounge of the Student Center will be allocated to be reserved by authorized groups wishing to use the area after 2:30 p.m.

Reservation Classification:
Reservation of meeting space is allocated under three categories. Priority is given to Class A. During the academic year (August 20-May 15), Class C groups will not be allowed to reserve space more than 60 months prior to their event.

Class A (University)

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

Class B (University Related)

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

Class C (Outside)

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

Charges:

Class A—No Room Rental, 10% surcharge on all food and beverage services.

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

Ballroom — less than 300 persons	65.00	75.00
Ballroom — more than 300 persons	75.00	100.00
Circuit Room	—	—
Senate Chamber	30.00	50.00
Assembly Room	45.00	75.00
101-102	20.00	30.00
Class C		
Room A, C, F	35.00	55.00
Room B	20.00	25.00
Room E	30.00	30.00
Jr. Ballroom	50.00	65.00
Ballroom — less than 300 persons	200.00	270.00
Ballroom — more than 300 persons	250.00	300.00
Circuit Room	—	—
Senate Chamber	X	X
Assembly Room	—	—
101-102	—	—

Additional Charges (applies to B & C)

Projector	5.00
Screen	5.00
Projector and Screen	7.50
Record Player	5.00

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

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

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

No food or drink may be brought in from outside by any organization or group using the Student Center facilities without the written approval of the Director of the Student Center.

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 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 be from the front 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 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 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 display 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

All University-related groups must request space in the Student Center. Requests for space in the Student Center must be submitted in writing to the Student Center Board no later than 30 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 Board subject to the approval of the Student Senate. 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 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 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. The 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 that mutual concern are arrived at through a process of shared input and governance through governance bodies such as the Student Senate, Student Government Council, Student Advisory Board to the Provost, and 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 it to the Association in order to be used as a document for students.

I. POLICIES PERTAINING TO STUDENTS

A. Rights and Responsibilities of Students

Students should conduct themselves as responsible citizens. Violations of the Student Code and/or University policy are subject to disciplinary action. All local, state, and federal laws, as well as those of the Southern Methodist University, the responsibilities established by the Student Code and other regulations, and University policy by students of penalties and penalties may be found in the Student Code and other regulations in SMU is considered by the University as an implicit declaration of the Student Code and other regulations.

B. Guests on Campus

When on campus, all guests of students are subject to the regulations established by and enforceable through the Student Code. The responsibility of a guest on campus is the responsibility of the student host.

C. Dress

The dress policy is adherence to all federal, state, and local laws.

D. 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, in its conviction of conscience that alcoholic beverages have had a serious and deleterious effect upon our nation. The Board and the University therefore urge all members of the University 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 shall 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 dis-

* Book of the Methodist Discipline, 1968, p. 113.

disciplinary actions of the community. It is the responsibility of the individual to be a responsible member of the community.

people and law-abiding citizens. Violations of the Student Code and/or University policy are subject to disciplinary action. All local, state, and federal laws, as well as those of the Southern Methodist University, the responsibilities established by the Student Code and other regulations, and University policy by students of penalties and penalties may be found in the Student Code and other regulations in SMU is considered by the University as an implicit declaration of the Student Code and other regulations.

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disciplinary actions when persons neglect their own responsibilities.

Students and local citizens should be responsible for their own actions. It is unlawful for persons under 18 years of age to purchase, possess, or consume alcoholic beverages except in their own homes. It is unlawful for any person to sell, furnish, or give to be used, any alcoholic beverage to a person under the age of 18 years. It is unlawful for any person to sell, furnish, or give to be used, any alcoholic beverage to a person under the age of 18 years in any public place, including the University of Texas at Dallas. The University expects each individual and group within the University to uphold the laws of the State of Texas.

This policy is intended to protect the physical and mental health and well-being of the members of the University community. This policy has been interpreted and amended 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 anticipate every contingency which would require a policy interpretation, the administrative sets forth the following guidelines for implementation:

(1) The University holds the law and it urges the seriousness of the problems caused by beverage alcohol and stresses the role of conscience and personal responsibility in dealing with these problems.

Open disregard 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, traditional residence halls, all administrative buildings, Student Center, Martin 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 his process will be respected.

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

of public disagreement, to enforce the policy and regulations of the University.

Some events come from homes where beverages are sold socially; others will have had no experience at all. All students, especially freshmen, should attend the meetings, which have been scheduled by the University Health Center and the Dallas Community Center. Problem cases due to beverage alcohol should be immediately referred to counseling services, entirely separate from the production of that might have to be involved. Residence University graduate housing are expected to assume full personal responsibility for their own conduct. Residence in the other dormitories will be expected to observe strict Texas State and City ordinances regarding the sale of alcoholic beverages. Under no circumstances can the University become a sanctuary for violation of the law.

E. Firearms and Fireworks

Students are prohibited from the use of firearms, explosive fireworks or incendiary devices on University property. Student-owned handguns and shotguns must be registered and stored through agents with the Vice President for Student Affairs or his/her designee.

F. Hazing

Hazing is considered to be an affront—physical, mental and/or emotional—to the dignity of a student by a group or an individual or a group. Activities strictly prohibited are the following: paddling in any form; psychological or physical hazing; road trips; legal avenger hunts; raffles and any other activity carried on outside the confines of the group's meeting place; engaging in humiliating public stunts; degrading and possibly injurious games; late work sessions on nights preceding class days; and any similar activities.

Any activity involving mental anguish, physical suffering, or danger to life is strictly forbidden. Complaints concerning hazing should be directed to the Office of the Student Body President.

G. Pets

Students may not have pets on University property or in University buildings except in Greek housing units and auxiliary housing.

H. 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 should be submitted to the Secretary of the Students' Association and should include the following information:

1. Date and address of group sponsoring event
2. Description of event
3. Description and list of items to be sold
4. Plans to sell items

The sales project must be within the limits established below:

1. Sales by student groups may take place throughout the campus on a person-to-person basis except in the living units.
2. Public sales booths will be available on a first-come, first-served basis at the Student Center. Tables may be reserved by a recognized student organization by contacting the Director of the Student Center. Approval of the project through the Student Senate Program Council is required before these tables are reserved for sale.

3. Tickets may be sold through the ticket office in the Student Center as well as in individual sales booths.

Any outside agent or individual wishing to sell to a specific recognized student organization must obtain permission from the Student Senate.

Written material, including books, magazines, newspapers, monographs, journals, pictures, pamphlets, leaflets, etc. may be distributed publicly to students by either selling it or giving it away free of charge provided:

- a. that such distribution is made in outdoor areas of the campus; students, inside buildings in accordance with designated procedures or during recognized student organization groups meetings within buildings;
- b. that the manner of distribution shall be orderly so as not to interfere with the rights of students or other University community members;
- c. that the distribution or distributions of the material shall contact the distribution at or near a trash receptacle, or shall provide a trash receptacle at or near the site of distribution;
- d. that the distribution shall be limited to the student members of the University community.

Adequate and permanent distribution areas and reasonable procedures governing distribution areas to students shall be formulated and posted by the Student Center Committee of the Student Senate and may be obtained from various deans or other appropriate officials for buildings under their supervision.

I. 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.

The Student Senate, the Student Body President and his/her designate shall encourage appropriate persons and officials to discuss

Students may keep bicycles or motorcycles in their room or in the trunk area to build...

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. It is expected that all students and faculty will develop many opportunities for experiential learning which will enhance and reinforce classroom activities for students.

The Student Senate has the sole power and responsibility to establish criteria for granting recognition and removing recognition of a student organization. Other criteria may include use of the Student Center facilities for meetings, publication of events by the Student Senate program Council, use of Student Activity Fee monies. These privileges are recorded only for those groups of students who have obtained recognition from the Student Senate as an organization. Recognized student organizations do not speak officially for the Students' Association of 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 an advisor is desired

This information must be returned 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 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) Participate in the Student Senate Program Council...
2) Refuse to fund and/or non-compliance with stipulations...
3) Be voted out by the Student Senate on allocated Student Activity fees

4) Be voted out to submit to the Student Senate for approval...
5) Be voted out made in the Constitution, By-Laws, or Statement of Purpose of the recognized student organization

6) Be voted out to notify the University Governance Office within 30 days of change in the officers and/or advisors of the recognized student organization

7) Be voted out to adhere to established recognized student organization policies

8) Be voted out to adhere to the group's own Constitution, By-Laws, or Statement of Purpose

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

10) 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. Their advisors may serve in any capacity the recognized student 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 organization is primarily for students. Membership in recognized student organization must be open to all members of the Students' Association without respect to sex, race, creed, or national origin.

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

Recognized student organizations... The president of each organization is...

will revert to the source of... nor the University is...

I. Any contractual agreement... must be sent to the... The president of each organization is...

Of any recognized student... contact the Students'... to facilitate the pro-

J. Recognize student organizations... within the guidelines... Pertaining to Al-

request permission to have... by the Student Code...

K. Registration of On-Campus Functions... programming of... through the Student... information may include...

functions given by a recog-... through the Student... information may include...

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.

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 Inter-Fraternity Council and by the Panhellenic

for fraternities and sororities... These policies are... shall be in accordance with the Student Code... The Student Senate reaffirms... in conjunction with IFC and... Full semester in college or university is... Rush is held at the beginning of the spring semester; however, such fraternities and sororities may conduct... The Student Senate encourages contact between affiliated members of fraternities and sororities, but prohibits men's rush and freshmen rush functions during the fall semester. Rush is defined as any contact between affiliated and unaffiliated students, the intent of which is to entice a particular fraternity or sorority to accept a new member on or off campus. A rush function shall be defined as any contact between affiliated and fraternities/sorority members at which fraternities/sorority chapter funds or alumni funds or funds of an individual member of the fraternity or sorority are spent on food, beverages or entertainment.

with final approval... subject to review by the Student Code... of one-semester... Only a student in college or university is eligible... beginning of the spring semester... may conduct... contact between affiliated... but prohibits... during the fall semester... between affiliated and unaffiliated... the beginning of the unaffiliated... any contact between... on or off campus... at which fraternities/sorority... funds of an individual... are spent on food, beverages or entertainment.

Appendix 1

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 it is not limited to these:
 - a. Forgery
 - b. Falsification of records
 - c. Knowingly furnishing false information to the University or its officials
 - d. Larceny
 - e. Forgery of checks, money orders, etc.
 - f. Theft
 - g. Unauthorized entry in 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 plagiarism of 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.
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 participating 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.

5.

University Judicial Structure

ADMINISTRATION OF RULES AND REGULATIONS

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.

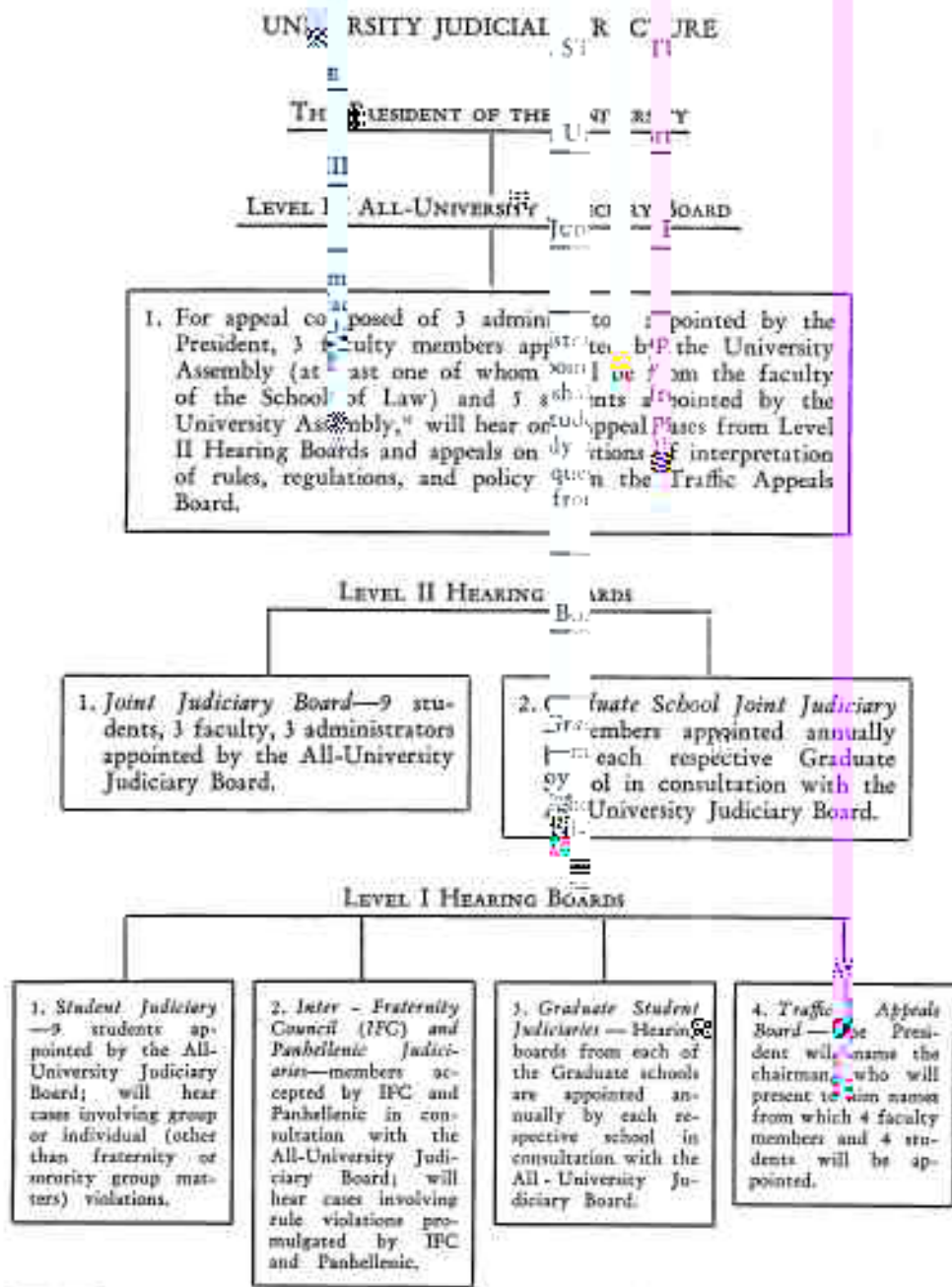
PURPOSE OF THE JUDICIARY

The function of the University judiciary system is to assure a fair hearing and when necessary, to impose appropriate penalties on those found guilty of violations of rules and regulations of the University. Members of the various hearing boards shall maintain at all times an impartiality about the matter under consideration. The hearing board shall not act as advocate for the student or for the University.

* *Bylaws of Southern Methodist University*, Sec. 4.14, May 12, 1972.

† *All-University Judiciary Board*, page 24.

Judicial Structure



* See Governance Plan Revisions, pp. 28-31.

1. THE ORGANIZATION OF THE JUDICIARY

(1) LEVEL ONE HEARING BOARD

(1) The Student Judiciary. The All-University Judiciary shall appoint each year nine students to serve as a Student Judiciary. The students thus selected shall be listed alphabetically by surnames and the first three shall constitute the hearing board for the first case assigned with the student listed first as chairman. The next three shall constitute the hearing board for the second case assigned with the second listed name as chairman, and so on in rotation as each new case is assigned. If a student is unable to serve in a particular case to which he is assigned, the next student in rotation shall be assigned as a replacement. The hearing boards thus selected shall hear cases involving individual or group violations, other than those which are heard by the Interfraternity Council, the Panhellenic Judiciary, and the judiciary bodies which are approved cases involving graduate students.

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

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

(4) The Traffic Appeals Board. The President will name the Chairman, who in turn will present to him names from which four faculty members and four students will be appointed. 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 citations from the Traffic and Safety Office.

(b) LEVEL TWO HEARING BOARDS

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

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

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

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

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

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

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

(c) THE ALL-UNIVERSITY JUDICIARY BOARD

The All-University Judiciary Board shall be composed of three administrators appointed by the President, three faculty members appointed by the University Assembly (at least one of whom shall be from the Faculty of the School of Law) and five students appointed by the University Assembly. It shall hear cases on appeal from Level One 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 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, 2, or 3) 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 boards 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

* See Government Plan Revisions, pp. 28-31.
† Normally, the following types of offenses will be handled by the criminal court system and will not go through the University judicial 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 or possession of narcotics, dangerous drugs, and marijuana.

resulted in a substantial interference with the proceedings of University.

(b) DELEGATION OF AUTHORITY

The Vice-President for Student Affairs may delegate any part of his authority from time to time, or at any time, to any person or several persons, and wherever in these procedures the Vice-President for Student Affairs is designated, such designation include those persons to whom he may have made such delegation.

(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 contain the particulars with respect to the facts constituting the offense, the time and place of hearing, and the particular hearing to which the case is assigned.

(d) WAIVER

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

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

3. CONDUCT OF THE HEARING

(a) COMMENCEMENT

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

(b) EXTENSION OF TIME

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

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

(c) CHANGE IN ALLEGATIONS

Any change in the allegations against a student shall be regarded

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

Judicial Structure

as a new complaint subject to the process for handling complaints in the first instance.

(d) THE HEARING

(1) Quorum—Level One and Two
A quorum of members of the hearing board shall be present throughout the hearing, all members may vote, and all determinations shall be by majority vote. A failure to vote shall be registered as a negative vote.

(2) Quorum—All-University Judiciary Board
At least seven members, including at least one student, one faculty member, and one administrator shall be present throughout the hearing, all members may vote and all determinations shall be by majority vote. A failure to vote shall be registered as a negative vote. On the question of guilt or innocence, the tie vote shall be treated as a 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 elect his election sever his case from the others and he shall be heard separately.

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

(6) Right of the accused to have companions—Level One and Two
The accused may at his option have with him at the hearing two members of his immediate family and a friend. The friend, if selected, must be a student, faculty member, or administrator from within the University community.

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

(8) Order of testimony and documents
The accused shall arrange with the chairman for the order of

calling witnesses and presenting documents. Ordinarily, the complainants shall present their case followed by the respondent.

(9) Presence at the hearing and confrontation of witness

The accused shall 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) Ex parte

The Chairman shall order the proper conduct of the hearing, and he may order the hearing to be closed to assure the full development of the facts in an executive setting.

(11) Findings

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

Records

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

APPEALS

(a) LEVEL ONE HEARINGS

All cases heard by Level One hearing boards may be appealed by the accused to Level Two where the matter shall be heard de novo in the same manner as those cases heard in the first instance by Level Two hearing boards. A request for an appeal to Level II hearing board must be filed in the Office of the Vice-President for Student Affairs within 72 hours of the original hearing.

(b) TRAFFIC APPEALS BOARD

The Traffic Appeals Board will hear cases involving appeal of citations from the Traffic and Safety Office. Appeals may be made to the Chairman 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 Level One and Level Two hearing boards. A request for an appeal to the All-University Judiciary Board must be filed in the Office of the Vice-President for Student Affairs within 72 hours of the Level II hearing.

(d) ALL-UNIVERSITY JUDICIARY BOARD DECISION

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

HEARINGS

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

6. CASES OF ACADEMIC DISHONESTY*

There shall be a dual process in processing cases of academic dishonesty. Originating with the student and instructor one route is through the academic office of responsibility; the other route is through the student affairs office responsibility. In route one, the student may appeal to the chairman of the Department involved. The student may then pursue a further appeal to the Dean of the School and finally to the Committee on Ethics and Tenure of the Faculty Senate. In 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 II hearing board. The student may appeal to the All-University Judiciary Board in all cases processed through the Office of the Vice-President for Student Affairs.

Should such a case proceed through both routes with a significant difference in outcome then an ad hoc committee composed of members of the Ethics and Tenure Committee of the Faculty Senate and the All-University Judiciary Board would be appointed by the respective bodies to serve as a final appeals board.

* For definition of Academic Dishonesty, see page 66.

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