

SOUTHERN  
METHODIST  
UNIVERSITY

**ENCHIRIDION**

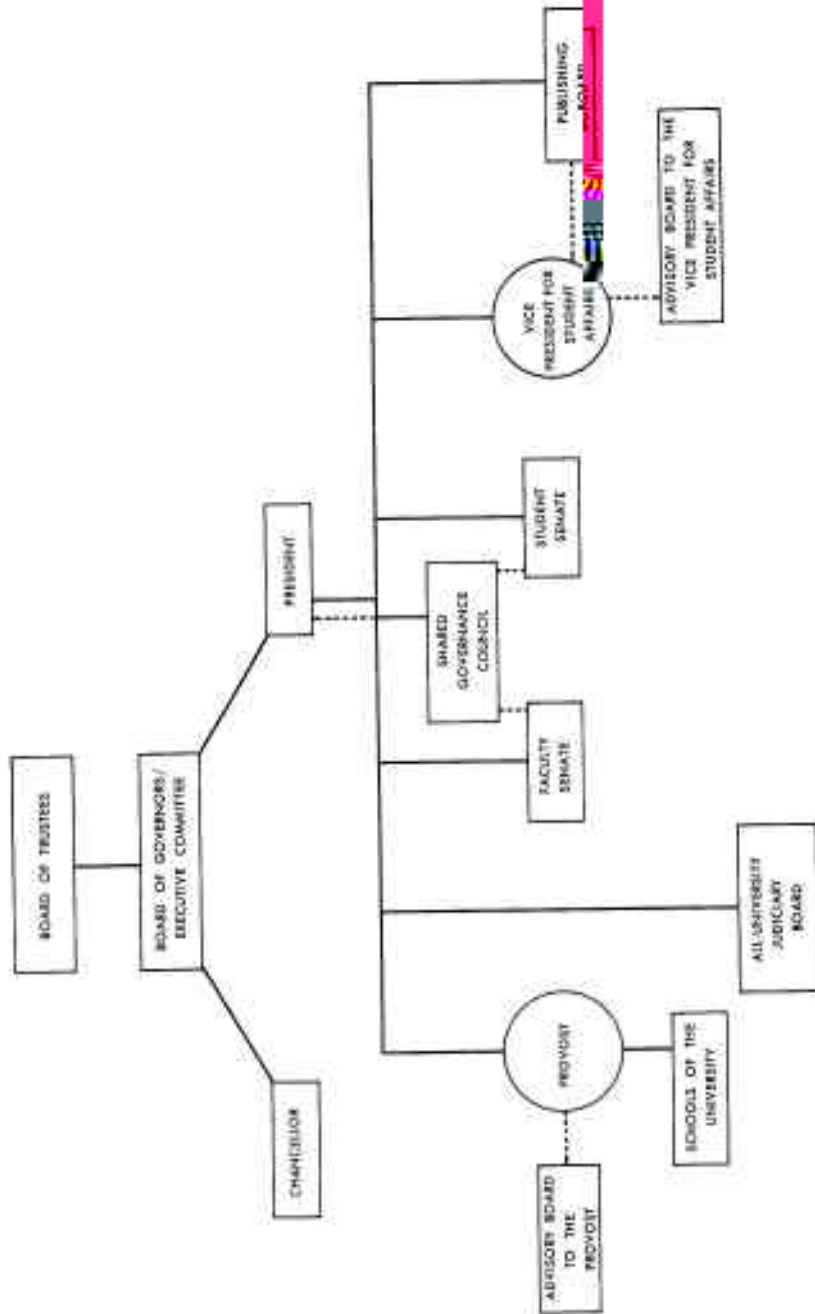
## Foreword

This publication brings together under one cover the major rules and regulations affecting students within the University, and information concerning the workings of the University. It is important that every student be informed of its content as much as possible 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 cause, a question arises which is not covered in this booklet, or if a statement is not clear as to its meaning, a student is responsible for searching out the answer by contacting the Office of the Dean of Students or the Office of the Vice-President for Student Affairs.

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

Governance Structure of SMU



1.

## The Governance of Southern Methodist University Dallas, Texas

The revised *Governance of Southern Methodist University* is a codification of the existing governance structures and responsibilities within the University. While the revising and updating of specifics of the plan will be an ongoing process, the basic concept of shared governance will be incorporated into the University Bylaws on June 13, 1975. The amended University Bylaws 4.14, provide that "The President shall be responsible for a plan of internal shared governance which rests on the principle that an institution's ability to solve educational problems is enhanced when the constituencies of the University share, in varying degrees, in the consensus of decision-making."



and direction of all affairs and interests of the University shall be vested in the Board of Trustees. The Board shall have the authority to execute by committee or otherwise all such powers and duties as may be delegated to it by the Board of Trustees. The Board of Trustees shall have the authority to appoint and remove all officers and employees of the University, except for such positions as may be designated to the Committee on Faculty Affairs as hereinafter provided. While the Board of Trustees is responsible for all actions of the University, the President is responsible to the Board of Trustees for the proper functioning of the University. The Board of Trustees empowers the Committee on Instruction of the University and the elected officers and the faculty of the University with all matters of academic administration and policy decisions.

According to the Bylaws of the University, the Committee on Instruction shall consider changes in the curriculum, whether by election, promotion, transfer, proposed by the President of the University, and shall make recommendations to the Board of Trustees regarding the same, specifying the terms of employment in accordance with the provisions of Section 2.33 of the Bylaws. It shall also be the duty of the Committee to examine the system and courses of instruction, management, rules, discipline, and all other matters pertaining to the educational policies and problems of the University and to report and make recommendations thereon to the Board of Trustees.

The President, Provost, deans and department chairpersons are all administrators of the University. Their respective responsibilities are described below.

**THE ROLE OF THE PRESIDENT - ACADEMIC ADMINISTRATION:**

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

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the Provost, deans, and department chairpersons. The President is ultimately responsible for the proper functioning of the educational enterprise. While a number of subordinate administrative officers are reported to the President. Specifically, such recommendations include those for the nomination of all officers and all faculty members for promotion by the Board, and for all promotions of the instructional staff.

**THE ROLE OF THE VICE PRESIDENT, PROVOST IN ACADEMIC ADMINISTRATION:**

The Provost is the Vice President directly responsible for the academic affairs of the University. He/she is responsible for the effective coordination of all of the academic programs of the University and a spokesperson for the faculty of the University. The Provost is elected by the trustees and is accountable to the President. Nomination and election, which is for a term of one year, are contingent upon consultation by the President with the Advisory Board to the Provost, with the Council of Deans, and with other faculty members, students, and administrators as appropriate to insure effectiveness in office.

The Provost is responsible for the proper functioning and coordination of the programs of the several schools of the University and of the various offices and agencies that support the academic enterprise. These include, specifically, the University Library, Office of Admissions, Office of the Registrar, and the SMU Press. In addition to the University College and the Schools of Undergraduate Humanities and Sciences, Arts, Business Administration, Technology, Law, Theology, and Continuing Education, the Provost is responsible for centers which cross school lines, such as the Teacher Education Program, the Center for Afro-American Studies, the Afro-American Studies Program, and the Center for Women and Environmental Studies.

The Provost is the officer to whom the deans of the several schools, the directors of the various programs, libraries, and Coordinating Academic Services report. In this capacity, responsibilities include student recruitment, faculty recruitment and promotion, and faculty research and study leave programs. An additional responsibility is to give leadership to the preparation of guidelines for all proposals for new organizational units and degree programs to insure proper review of such proposals, and also of proposals to delete programs and to insure periodic review of all academic programs. An important aspect of this procedure is the responsibility to coordinate the academic programs between the several schools so as to insure the optimum use of both human and fiscal resources.

Finally, and most important, is the role of the Provost in coordinating the academic planning of the several schools and those programs which cut across school lines. Coordinated planning at

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

So that these assigned responsibilities may effectively be discharged, an advisory board that is representative of faculty, students, and administrators, will meet with the Provost at regular intervals (no less than once a month) through the academic year or possibly advising him/her in decisions that must be made relating to the above matters.

#### THE ROLE OF THE DEAN IN ACADEMIC ADMINISTRATION:

The dean of a school is the educational leader and spokesperson for that faculty at school and, as such, participates in the deliberations of the faculty in all academic matters. The dean is charged with the administration of the assets of that educational unit which he/she heads and is accountable to the Provost and, through the Provost, to the President and the Board of Trustees for the responsible administration of the unit. The dean is both the administrative officer for the school and the educational leader of it.

In order to assure that the dean is off the faculty (that is, that the faculty voice in academic administration is recognized) and in order to assure the trustees that academic administration is responsible, the President and the Provost shall, at intervals no greater than every few 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 in determining: (1) policies for the recruitment of faculty and students, (2) requirements for the admission of students, (3) procedures for the graduation of students, faculty, and administrators, (4) the curriculum of the school, (5) the nature of degrees to be conferred, and (6) requirements for graduation.

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

Final 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 CHAIRPERSON IN ACADEMIC ADMINISTRATION:

The department chairperson is the educational leader of and

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

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

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

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

### IV. THE ROLE AND RESPONSIBILITIES OF THE GENERAL FACULTY

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

1. Give leadership to achieve and maintain a high quality of intellectual life for the University;
2. Promote and defend the maximum use of academic freedom;
3. Nominate to the Board of Trustees through the President of the University persons to receive honorary degrees;
4. Provide regulations governing professional behavior of members of the University faculties, and make recommendations to the appropriate faculty member and/or administrative officer in instances where professional ethics are involved;
5. Recommend to the Provost criteria for the granting of tenure and investigate any matter endangering the established tenure of a faculty member and make recommendations to the President;
6. Give leadership to the professional educator's concerns, such as faculty salaries, benefits, and retirement;
7. Review the University calendar;
8. Assure that any participation by the University in intercollegiate athletics complies with Article III, Section 1, of the constitution of the Southwest Athletic Conference, which states:

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

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

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

C. ADVISORY BOARD TO THE PROVOST

Function: To counsel and advise the Provost in carrying out the responsibilities of the office (outlined in Section 31) and to consult with the Provost on that portion of the budget for which he/she is responsible.

Membership: Faculty member elected by the schools of the University (3 from Arts & Sciences and one each from Arts, Business, Technology, Law and Theology) for 3-year terms staggered. Students elected at large, for one-year terms.

Operational Procedure: The Advisory Board to the Provost shall meet at least monthly with the Provost and other appropriate persons as designated by the Provost. It shall determine its own manner of work, and elect its own chairperson. The meetings shall be open, subject to the capacity of the room, upon petition to the chairperson, speaking privileges may be granted to guests. Minutes of the Board's meetings shall be kept in the Governance Office.

D. ADVISORY BOARD TO THE VICE PRESIDENT FOR STUDENT AFFAIRS

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

The Office of the Vice President for Student Affairs is administratively responsible for those offices assigned to it by the President. This officer is expected to provide leadership for the functions of these offices through their respective directors or deans. In addition, this officer is responsible for seeing that policies affecting these offices are implemented. This officer is also responsible to bring to

The University Ordinance... The President for Student Affairs... C, D, and E... and F...

SHARED GOVERNANCE... is coordinating and... It elects its... Any... Any particular concern...

Establish... membership of a... to review at... of University officers and...

Maintain an up-to-date list of all standing committees (to be published and appended to the Governance Plan) and the composition of the committees by the administration, the Faculty Senate, or the Student Senate to establish or abolish a committee that has diverse membership.

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

1. THE COMMITTEE STRUCTURE

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

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

## VII. CONSULTATION WITH THE SELECTION OF A PRESIDENT OF THE UNIVERSITY

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

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

## VIII. THE RIGHT AND RESPONSIBILITY TO SPEAK BY RESOLUTION

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

## IX. UNIVERSITY GOVERNANCE OFFICE

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

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

\*\* *Ibid.*, 4.01.

## X. CONSULTATION BY THE PRESIDENT

In the event of a emergency, it is recommended that the President consult with the Board of Governors and the Council. Other bodies which the President may consult upon for advice when appropriate include the Advisory Board of the Provost and Vice President for Student Affairs, the Faculty Senate, and the Student Senate, or their executive committees.

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

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

## APPENDIX

### STANDING COMMITTEES

*Administrative Committee:* Under the listing of each constituent constituency, the designation "administrative" includes

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

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

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

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

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



The Policy Revision Committee: to standardize the format of new policies with regard to format and membership, 1 administrators, 1 faculty.

Employee Review Committee: to review and make recommendations regarding changes to existing programs and adoption of new programs. Membership, 1 administrators, 1 faculty.

Wage and Salary Administration Committee: to recommend and administer programs for non-exempt employees of the University. Membership, 1 administrators, 1 faculty.

The Budget Committee: to review and recommend for approval the annual university budget. Membership, 3 administrators, 1 faculty, 1 administrator.

The Chancellor's Committee on Equal Opportunity: to develop programs for the implementation of the University's Affirmative Action Program; also to advise the University regarding personnel matters involving race and discrimination. Membership, 1 administrators.

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

The Building Maintenance Committee: to review current facility needs and approve repairs, renovations, and new construction as required. Membership, 6 administrators, 1 faculty, 1 student.

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

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

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

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

Research Policy Committee: to evaluate and implement the aca-

demographic program which has sponsored support of research which supplement annual budget for graduate programs of education. Membership, 3 administrators.

Faculty Senate Committee

Athletic Committee: which shall work to assure that intercollegiate athletic participation by the University complies with Article IV, Section 1, of the Constitution of the State of Texas. Membership, 5 students, 1 administrator.

Ethics and Governance Committee: which shall determine criteria for the grant of membership to investigate alleged infractions of the conditions of membership. Membership, 8 faculty, 1 administrator.

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

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

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

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

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

Student Senate Committees

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

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

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

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

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

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

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

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

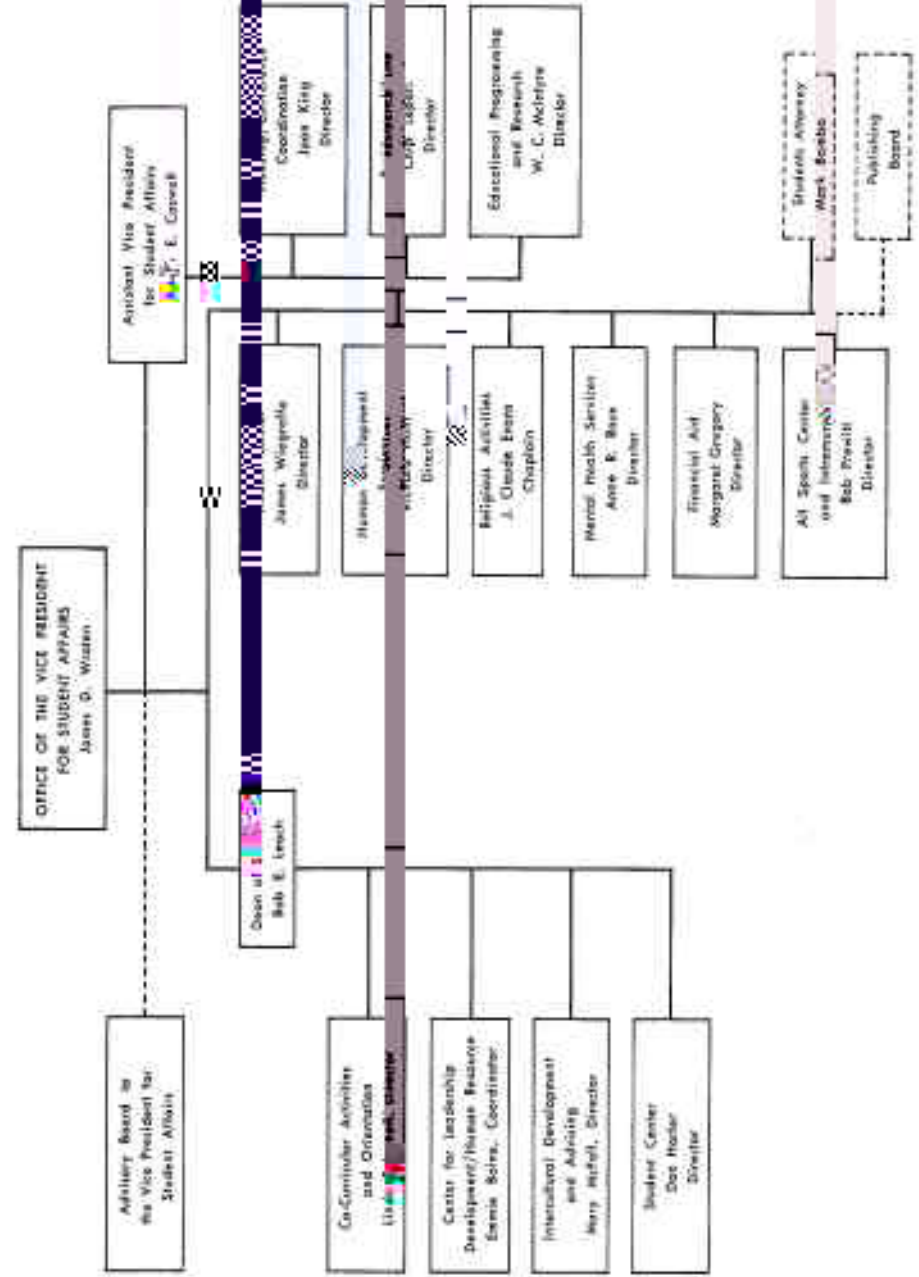
Student Handbook Committee: which shall publish yearly a Student Handbook. Membership, 6 students, 1 faculty, and 1 administrator.

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

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

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

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



## Student Affairs

### OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS

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

The Vice President for Student Affairs and Assistant Vice President for Student Affairs are in charge of all student life and are the representatives of the students to the administration. Their responsibilities are carried out with the assistance of the staff performing various student personnel services.

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

The following offices are directly responsible to the Assistant Vice President for Student Affairs:

#### Residence Life

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

#### Student Affairs

#### Activities

##### Hours and Conference Coordination

The Office of Hours and Conference Coordination is responsible for the physical and fiscal arrangements of all University housing. In the area of Community Service, students and others make arrangements for housing, food service, and meeting room space for conferences, workshops, or meetings taking place on campus.

##### Educational Programs and Research

The Office of Educational Programs and Research is responsible for on-campus education, program evaluation, and research within the area of Student Affairs. This office acts as a consultant in the initiation of new programs.

#### THE OFFICE OF THE DEAN OF STUDENTS

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

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

##### Leadership/Human Resource Center

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

##### University Inter-Cultural Development and Advising

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

##### Co-Curricular Activities and Orientation

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

the development of the student center, the student center's go-orientation program, and the facilities of the University.

**Umphrey Lee Student Center**

The Office of the Director of the Student Center is responsible for the various operations within the Student Center, including the ticket office, the Snack Bar, the Recreation Center, and the Information and Referral Center. The Director is the supervisor of all staff members.

**Physical Examination**

Prerequisite: Acceptance into the University. This form must be completed and returned to the University before the student's first semester. (This information is used only with the student's written consent. It is for students who are min-

**Health Services**

The University provides a convenient and well-equipped medical facility on the campus. It is staffed by three full-time physicians, registered nurses, pharmacists, laboratory and x-ray technicians, and dental personnel essential to providing good health care. The long hours of the health center are from 9:00 a.m. to 4:00 p.m. weekdays and 9:00 a.m. to 11:30 a.m. Saturdays. Patients requiring emergency care should contact the nurse on duty by phone or by personal visit. After hours, patients should contact the University physician on call or refer to the hospital. Patients requesting service after hours should call the health center at the south door of the building. During Christmas, Thanksgiving, and Easter, the health center is closed. During the summer months, those persons who are referred to one of the

**Costs**

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

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The Umphrey Lee Student Center is responsible for the various operations within the Student Center, including the ticket office, the Snack Bar, the Recreation Center, and the Information and Referral Center. The Director is the supervisor of all staff members.

**MEMORIAL HEALTH CENTER**

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

**Psychiatric Evaluation**

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

**Religious Activities**

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

**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

**Student Affairs**

The Student Affairs Office is responsible for the various operations within the Student Center, including the ticket office, the Snack Bar, the Recreation Center, and the Information and Referral Center. The Director is the supervisor of all staff members.

**MENTAL HEALTH SERVICE**

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

**Religious Activities**

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

**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 career development. Also, students who have a financial emergency may apply for a small, short-term loan. The Office of Financial Aid is located in Room 101, Perkins Administration Building, telephone 692-417.

### HUMAN DEVELOPMENT SERVICES

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

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

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

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

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

The Human Development Services provides professional, confidential services. Students who have personal concerns 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 STUDENT ATTORNEY

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

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

A wide range of legal services is available through this program. An official change is made for mailing costs, if necessary. The only charges made to the student in the event of litigation are those generated by filing fees.

### OFFICE OF TRAFFIC AND SAFETY

#### TRAFFIC AND SAFETY OFFICE

The responsibility of the University Traffic and Safety Office includes the following general areas:

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

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

The Traffic and Safety Office, at 3121 Dyer, in Hall, 3121 Dyer, is open at all times. Traffic and Safety Office patrol the Campus day and night, and may also be summoned by telephone: 692-3333 or 692-190.

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

### GOVERNANCE OFFICE

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

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

# 3.

## University Policies And Facilities

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

### TRAFFIC REGULATIONS

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

## University Policies on Facilities

### VI. MOTOR VEHICLE REGISTRATION

1. Motor vehicles parked on any University property or street, except on the Campus, must display a local permit which is obtained from the Traffic and Safety Office. The decal must be permanently affixed to the lower left side of the windshield from the rear of the vehicle. On compact cars, station wagons, pickup trucks and other vehicles, the decal should be placed on the lower right side of the front windshield. On motorcycles and other vehicles, the decal should be displayed on any conspicuous part of the vehicle. Registration of a vehicle is accomplished by presenting to the Traffic and Safety Office the verification of the vehicle license number, and the appropriate fee and decal. The decal must be affixed to the vehicle within 24 hours of issuance. If a decal permit is damaged or lost, it should be replaced promptly.
2. A vehicle which has not been registered may be parked on Campus only after a special temporary permit has been issued by the Traffic and Safety Office.
3. No fee will be charged for the registration of the vehicles of students who are enrolled in University non-curricular courses.
4. Only one vehicle at any one time may be registered by any person who resides 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 procedure outlined in Item 6.
5. Commuters to the Campus may register more than one vehicle, but only one such vehicle may be on the Campus at a time. When subsequent vehicles are registered, it will be necessary to present the current license receipts and 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.
6. Non-expiring vehicle identification decals will be issued to faculty and staff. Evidence of employment or position must be established by the applicant. Faculty and staff parking fees for permanent decals must be deducted from individuals' pay on a regular basis. Individuals desiring to pay in advance may be issued temporary decals for periods not to exceed 12 months or extended beyond August 31 of any year. Payroll deductions will be continued unless the individual desires to cancel the vehicle parking decal and he returns the decal and assigned parking gate card to the Traffic and Safety Office.
7. The fees for vehicle registration are as follows:
 

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

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

9. The University Traffic and Safety Office will issue vehicle decals to resident students for parking consistent with assignments made by the Director of Students. (heretofore parking areas in the "W" or "AA" parking area (O'Connell) or Moody Coliseum. The "B" parking area will be reserved for vehicles properly displaying "B" decal.)

### B. REFUNDS OF VEHICLE REGISTRATION FEES

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

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

### C. TRAFFIC REGULATION

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

c. Students who commute to the Campus will be issued registration decals which authorize them to park in designated areas, and are permitted to park in areas designated to resident students or in visitor areas.

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

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

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

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

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

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

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

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

7. The speed limit on the Campus is 20 mph at all times. On all parking lots, the speed limit is 10 mph. The only exception to these limits is designated 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) penalty fee:

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

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

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

Failure to display a registration decal on a vehicle is a traffic violation. The following disciplinary actions will be assessed for violations of the parking and traffic regulations. The operator of a vehicle who receives a traffic citation or is cited for a traffic violation at the University of Missouri - Columbia must pay the citation fee within fifteen days of the date of the citation. A traffic citation fee is a fine of \$25.00, payable only at the Cashier's Office. The failure to pay a traffic citation fee will result in delays for students in receiving transcripts and a refusal of permission to register.

A sixth traffic violation in which a student is cited for the violation, but also in the suspension period, an individual may not park any vehicle on the Campus, nor may anyone use a banned vehicle on Campus. Vehicles that have been banned from the Campus may be parked only in the Coliseum parking lot. Vehicles located on Campus after suspension will be towed at the owner or operator's expense.

Each violation of a traffic regulation will result in a penalty fee of \$25.00. Additional violations may be processed for University Judiciary action. If it should be necessary to remove an illegally parked vehicle, towing charges will be assessed to the vehicle owner or operator.

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

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

1. A traffic citation may be applied to the Traffic and Safety Office within fifteen days of the date of the citation.\*

2. An appeal bond of \$200 will be collected from a person who desires to appeal a citation. Should he or she fail to appear at the appeal hearing the bond will be forfeited. Upon his appearance for an appeal hearing, the appeal fee of \$2.00 will be returned to the individual prior to the hearing. An individual may appear before the

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

appeal hearing, a person may be represented by a friend or a written statement. The time of the hearing will be scheduled by the hearing chair and will not be changed.

There are special regulations and statutes for motorcycles, motor scooters, and mopeds. Like other vehicles, they must be registered with 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, with certain exceptions:

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

Motorcycles may be parked in any authorized parking area, but registration decals for motorcycles may be parked in designated triangular spaces near intersections where a parking is provided for automobiles.

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

1. Bicycles may be ridden in accordance with state and local laws pertaining to them. The Traffic and Safety Office will provide a summary of such laws. Additional certain regulations are in effect on the Campus.

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

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

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

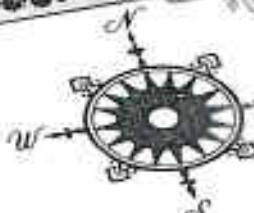
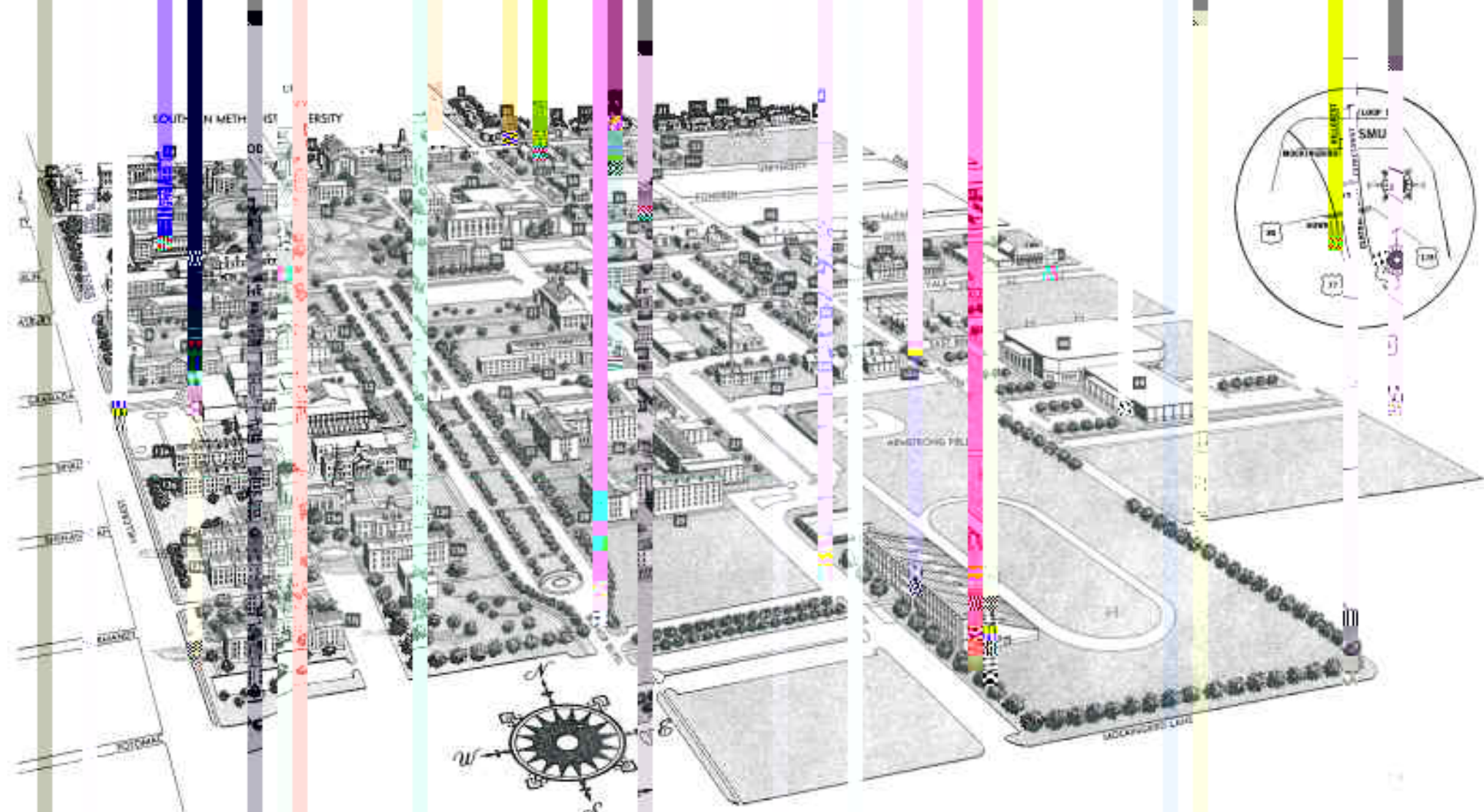
2. Bicycles may not be secured to any tree, shrub, or plant, or any structure not designed as a bicycle rack or locking facility.

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

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

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





**SOUTHERN METHUEN UNIVERSITY STRUCTURES AND COMPLETION DATES**

- 1. V. D. Brodfield Memorial Center (1957)
- 2. School Quadrangle (1920s)
- 3. Wesley Hall (1920s)
- 4. Academic Building (1920s)
- 5. Perkins Hall (1920s)
- 6. Science Hall (1920s)
- 7. Central Library (1920s)
- 8. Student Center (1920s)
- 9. Administration Building (1920s)
- 10. Student Union (1920s)
- 11. Student Center (1920s)
- 12. Student Center (1920s)
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- 40. Student Center (1920s)
- 41. Student Center (1920s)
- 42. Student Center (1920s)
- 43. Student Center (1920s)
- 44. Student Center (1920s)
- 45. Student Center (1920s)
- 46. Student Center (1920s)
- 47. Student Center (1920s)
- 48. Student Center (1920s)
- 49. Student Center (1920s)
- 50. Student Center (1920s)

- 11. Mary Hall (Residence Hall) 1959
- 12. Owen J. Galka Center (Foster House Building, Foltz Center, Virginia Meadows Museum, Correll Auditorium, Elizabeth Meadows Sculpture Court, Mudge Art Building, Bob Hope Theatre, Kuhn House Drama Building, Margo Jones Experimental Theatre, History-Harrison Building) 1959
- 13. Perkins School of Theology Quadrangle
  - a. A. R. Smith Hall (Residence, Offices) 1951
  - b. S. E. Gibson Hall (Residence Hall) 1951
  - c. Basil Glynn (Theology Library) 1973
  - d. Park Chapel 1951
  - e. Park Martin Apartments (Residence Hall) 1951
  - f. Hon. J. and Annie Kirby Hall (Academic, Theology Administrative Building) 1951
  - g. Eugene B. Hawk Apartments (Residence Hall) 1951
  - h. Selwyn Hall (Academic Building, the John Park Auditorium) 1954
  - i. John M. Means Hall (Married Graduates Apartments) 1959
- 14. N. L. Hoey Science Hall (Earth and Max Research Center) 1969

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

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

### D. GENERAL SECURITY INFORMATION

1. All automobile accidents must be reported immediately to the Traffic and Safety Office.
2. Damaged or disabled vehicles will be removed from the Campus, consistent with applicable laws.
3. Theft or damage to vehicles should be reported immediately to the Traffic and Safety Office. It is advisable that vehicles be locked when parked in public areas and that bicycles or other easily detached equipment be inconspicuously marked with some identification so that they can be recognized and recovered in case of theft.
4. Forward to the Traffic and Safety Office any necessary traffic control measures, permits or organizational plans for activities which involve Campus streets should notify the Traffic and Safety Office at least one week prior to the event.
5. The Traffic and Safety Office is the official lost and found office of the University.
6. The Traffic and Safety Office is located in Patterson Hall, 3128 Dorr, is open at all times. Traffic and Safety officers patrol the Campus day and night and may also be summoned by telephone: 692-3333 or 2-2-0.

### CAMPUS SIGN POLICY

#### SIGNS AND POSTERS INSIDE BUILDINGS

All poster, flyer, notice, and messages to be placed inside campus buildings must be posted on an appropriate bulletin board or space specifically designated for that purpose. Non-campus commercial-type materials must be approved and signed by the Manager of Facilities Service of the University before posting. All posters and signs must bear the name of the sponsoring individual, organization, or department. No more than one copy of each item may be placed on each bulletin board or designated space and the maximum size shall not exceed 24 inches x 24 inches. Signs should be clear and legible and should be appropriate and in good taste. Permission must be obtained from appropriate authorities to post signs in individual buildings. Failure to comply with these rules may result in the removal of signs without warning.

#### SIGNS AND POSTERS OUTSIDE CAMPUS BUILDINGS

Signs and decorations may not be attached to the exterior of buildings or trees.\* Signs, posters, and decorations on University grounds are limited to those which provide general information and benefit to the University community, e.g., Homecoming, student elections, and all-University events. Approved student organizations or departments wishing to post such signs or decorations should apply to the Dean of Students for permission. If signs or displays are larger than small temporary ones the Grounds Section of the

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

Physical Plant Department must be notified in order that they may provide assistance for the erection of such displays. This is necessary in order to minimize damage to structures and prevent possible damage to trees, mains, electric poles, etc.

### USE OF THE UNIVERSITY FLAGPOLE

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

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

### USE OF THE GROUNDS

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

### USE OF BUILDINGS

The University provost determines the schedule of academic classes on the campus and a current record of class times and locations by building and room number is maintained in his office at Perkins Administration Building. Because of crowded schedules and insufficient space, many classes and meetings are held after business hours until 10:00 p.m. on weeknights. Unless previous arrangements have been made and reported to the Traffic and Safety Office, Traffic and Safety officers will investigate any activity in classroom buildings after 10:00 p.m. to ascertain whether proper use is being made of the facilities.

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

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

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

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

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

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



officers patrol on foot, both the South Quadrant and the North Quadrant, and the auxiliary units from 1:00 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 patrol the area, SMU ensures that its residences are reasonably secure.

Since SMU has no curfew hours, a procedure is provided 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 the roommate as to where they can be reached in case of an emergency. The Residence Life staff is constantly available for assistance in any emergency situation.

#### Safety Regulation

Police 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 a close relative, or who are married, are required to live in a University residence. Any exception to this policy must be approved by the Director of Residence Life.

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

### STUDENT CENTER POLICIES\*

#### GENERAL

The hours for the Student Center shall be:

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

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

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

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

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

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

Announcements are not allowed in the building, except with the Student Center.

Gambling or recreational prizes or sales of any nature must have the approval of the Director of the Student Center.

Non-minors, those who are not official ID will be asked to leave the building.

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

All reservations for meetings, catered events, tables in the lobby and other equipment must be made through the Student Center Reservation Office, 92-61. The rooms in the building may not be used for rehearsals, practice sessions, or classrooms except when approved in writing by the Director of the Student Center.

#### RESERVATION POLICIES FOR THE STUDENT CENTER

There are four designated areas in the Student Center Lobby for information tables: booth Area 1 and 2 are by the brick wall of the Student Center Information Booth; Areas 3 and 4 are by the stairs and the Sweat Cafeteria. A recognized student group may use an area for no more than three days consecutively, and for no more than 4 days of a semester. Permission for an additional day may be granted by the Student Center Governing Board.

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

#### Reservation Classification:

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

#### Class A (University)

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

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

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

**Class B (University Related)**

1. All boards and committees of the United Methodist Church.
2. All organizations limited exclusively to parents of the SMU students or to the alumni of the University.
3. All functions of faculty, students, and staff of SMU when organized as a program designed to benefit the University with any outside participants other than students, faculty, or staff.

**Class C (Outside)**

All groups not covered above.

**Charges:**

**Room Rental Charges**

Class	Room	Less than 3 hours	3-8 hours
Class A—Non-University Related	Rooms A, B, C, F	\$ 20.00	\$ 35.00
	Room D	10.00	20.00
	Room E	15.00	25.00
	Jr. Ballroom	\$ 40.00	\$ 60.00
	Ballroom—less than 300 persons	75.00	85.00
	Ballroom—more than 300 persons	95.00	125.00
	Circuit Room	30.00	40.00
	Senate Chamber	30.00	40.00
	Assembly Room	45.00	60.00
	102, 103, 104	20.00	30.00
Class B	Rooms A, B, C, F	\$ 45.00	\$ 55.00
	Room D	20.00	30.00
	Room E	30.00	45.00
	Jr. Ballroom	60.00	75.00
	Ballroom—less than 300 persons	215.00	295.00
	Ballroom—more than 300 persons	275.00	375.00
	Circuit Room	45.00	60.00
	Senate Chamber	45.00	60.00
	Assembly Room	60.00	75.00
	102, 103, 104	35.00	40.00
<b>Additional Charges (applies to B &amp; C)</b>			
Projector	\$10.00		
Screen	5.00		

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

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

University policies and procedures shall be reserved through the Reservations Office.

1. Group booking for the entire Student Center without specifics cannot be honored.
2. No group or organization may place "holds" for over 2 weeks or more than two dates for any one anticipated event.
3. Any group or organization requesting space for more than 15 persons on a Saturday or Sunday must notify the Reservations Office at least five days prior to the event for any special arrangements.
4. Any request for special equipment that the Student Center does not have must be made five days before the scheduled event.

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

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

**STUDENT CENTER SIGN POLICY**

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

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

No more than one copy of each item may be placed in each designated area; the maximum size for a sign on a bulletin board shall be specified on that board. Election rules pertaining to campaign signs shall be followed during election periods.

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

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

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

**STUDENT CENTER SHOWCASE POLICY**

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

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

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

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

#### STUDENT CENTER ALLOCATION OF SPACE POLICY

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

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

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

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

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

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

## 4.

### Student Code\*

#### INTRODUCTION

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

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

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

responsible for providing input to the Student Code officials of the Students' Association. It is the duty of the Student Code to be a reasonable document for students with the university community.

## I. POLICIES PERTAINING TO ALL STUDENTS

### A. Rights and Responsibilities of Students

Students should conduct themselves as responsible people and law-abiding citizens. Violations of University Policy will result in proper disciplinary action. All laws are upheld by the Students' Association, Southern Methodist University, and judicial authorities and the University. The responsibilities of students contained in this Student Code and all other legislation of the Students' Association are established. Rules and University policy by students result in the imposition of penalties on the violator. A summary of violations and penalties is Appendix 1 to this document. Matriculation in SMU is considered by the Students' Association and the University as an explicit declaration of acceptance on the part of the student of this Student Code and University policies.

### B. Guests on Campus

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

### C. Drugs

The drug policy is in accordance with all federal, state, and local laws (see Appendix B).

### D. Gambling

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

### E. Alcohol

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

The University prohibits the consumption of alcoholic beverages in public places on campus. The Board of Trustees affirms its conviction in conscience that alcoholic beverages and their effects upon persons constitute some of the most serious problems in our nation. The Board and the University therefore urge community members "to abstain from the use of alcoholic beverages" at all times. The University also recognizes that responsible individuals make their own decisions. Community members are expected to maintain self-control and to uphold the dignity of the University at all times and

in all places. The burden of proof will be on the person to show that his actions are consistent with the ideal of excellence of mind, body, and responsible social behavior including recognition of the rights of others. The University will initiate disciplinary action when persons neglect or abuse their own responsibility.

Students in particular should at all times abstain from the use of alcoholic liquors. It is unlawful for any person under 18 years of age to possess, purchase, or consume alcoholic beverages except by or for a parent or guardian. It is also unlawful for any person to sell, furnish, or give away to any person under 18 years of age any alcoholic beverage in Texas. Moreover, one may not buy or sell alcoholic beverages in the City of University Park. The University expects that each individual member of the University community will uphold these laws.

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

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

### GUIDELINES

Recognizing that the above policy is broad in scope and that it is not possible to foresee every contingency which would require policy interpretation, the administration has set forth the following guidelines for policy implementation:

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

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

(2) The University prohibits the use of alcoholic beverages in public areas on campus. Public shall be defined as: all University grounds, all academic buildings, including offices, all dining areas, all lobby areas in traditional residence halls, all administrative buildings, Student Center, McFarlin Auditorium, Moody Coliseum, and all libraries.)

(3) The University desires to encourage the development of each individual's sense of personal responsibility, especially on campus. The conduct of individual members of the community is a reflection of the extent to which this is achieved. Inherent in this stance is the assumption that persons will respect the need to maintain an atmosphere on campus in which the teaching-learning process can be carried out and, above all, the rights of others to participate in this process will be respected.

Resident hall supervisors, fraternity and sorority office managers, and sophomore sponsors must be trained in the sale of alcoholic beverages to students, especially freshmen. No one should accept responsibility, either voluntarily or paid, to advise campus residents should be financially unable to philosophic disagreement, to enforce policies at the University.

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

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

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

*Dangerous Weapons*

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

*Hazing*

Hazing is considered to be an affront—physical, mental and/or oral—to the dignity of a student by a group or any representative of a group. Activities strictly and specifically forbidden are the following: paddling in any form; psychological or physical shocks; road trips; illegal scavenger hunts; riding and any other activity carried out outside the confines of the group's meeting place; engaging in humiliating public stunts; degrading and possible injurious games; late night work sessions, and any similar activities.

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

*H. Pets*

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

Student Code

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

*I. Sales and Distribution*

Any student or recognized student organization (Section III, Policies and Procedures) may request permission from the Student Senate to have a sales project. The request form may be obtained from the Secretary of the Students' Association. The request shall include:

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

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

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

No door-to-door solicitation is allowed in residence halls.

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

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

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

The contributor(s) of the item shall provide a trash receptacle at the time of distribution.

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

*J. Protests and Demonstrations*

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

\* See page 47.



The Student Senate, the Student Body President and his/her representatives, shall encourage appropriate expressions of demonstration with the group.

**Speech Policy**  
The Methodist University regards as basic and indispensable the ultimate responsibility of the University, its organization which therefore, the following:

1. Be certain that proper campus facilities. Coordinate.
2. Ascertain any potential commitment to the invitation. If unarranged, must be Safe Department.

**L. Response to Official Notice**  
Students are expected to be identified, who properly identify oneself when by faculty or administrator, etc.

**M. Housing**  
Freshman students live in residence halls with close relatives. This policy is made by the Director of Residence Life. Upperclass students may live on campus, and are requested to of Residence Life their correct address.

**N. Exceptions to Student Code Policies**  
Exceptions to policies contained in the Student Code are made by the Student Senate. Procedures may be obtained through the Office of the Student Body President.

## II. POLICIES PERTAINING TO RESIDENT STUDENTS

### A. Visitation

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

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

Visitation shall be determined by a two-thirds vote by secret ballot.

Student Body President and his/her representatives, shall encourage appropriate expressions of demonstration with the group.

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lot of students of each dormitory floor within the following limitations:

- FRESHMAN RESIDENCE HALLS: until 2:00 p.m. until 2:00 a.m.
- FRESHMAN RESIDENCE HALLS: until 1:00 noon until 1:00 midnight
- TRADITIONAL RESIDENCE HALLS: until 1:00 p.m. until 1:00 midnight

Each floor in upperclass residence halls (other than dormitory floors) will determine by a two-thirds secret ballot of the residents the hours of visitation.

### UPPERCLASS LIMITED VISITATION FLOORS:

- Monday - Thursday: 1:00 p.m. until 12:00 midnight
- Friday - Saturday: 1:00 p.m. until 2 a.m.
- Sunday: 1:00 noon until 12:00 midnight

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

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

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

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

### B. Quiet Hours

The hours from 7 p.m. to 7 a.m. are the official daily quiet hours for students living in residence halls. The atmosphere at this time

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- FRESHMAN RESIDENCE HALLS: until 2:00 p.m. until 2:00 a.m.
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The host or hostess is responsible for the actions of his/her guests. All participants in visitation must abide by the guest policy.

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

### B. Quiet Hours

The hours from 7 p.m. to 7 a.m. are the official daily quiet hours for students living in residence halls. The atmosphere at this time

ould be especially cooperative to study or live in the residence halls. Exceptions to this policy will be made through the University Students Council.

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

A Guest Book is provided at the residence hall where each guest must register, giving name, home address, and the name and room number of the host.  
The host will not permit the guest to sleep or reside in the basement or any other part of any building without authorization from the director of said building or the Director of Residence Life.

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

### II. POLICIES PERTAINING TO RECOGNIZED STUDENT ORGANIZATIONS

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

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

**B. Granting Recognized Student Organization Status**  
The Student Senate will grant recognition on the basis of the following information:

- 1) A Constitution, By-Laws, or Statement of Purpose which includes all of the following:
  - a) Intent of the group
  - b) Membership selection process
  - c) Names of officers, advisors, and phone numbers
  - d) Address and phone number
- 2) Names of faculty, staff, or alumnae advisors and phone number, if advisor is invited

This information must be returned in the University Governance Office. Group re-application for recognition must be submitted the third week of classes in the fall semester. Previously recognized groups requesting re-recognition during the course of an academic year may submit this information at any time.

#### C. Denial or Removing Recognized Student Organization Status

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

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

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

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

#### D. Organizational Meetings

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

#### E. Advisors

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

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

#### F. Specific Policies

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

#### G. Membership

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

#### H. Finances

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

#### I. Contracts

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

#### J. Sales

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

#### K. Registration of Off-Campus Functions

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

#### Student Code

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

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, recreation, and out-of-town conferences with the Program Council. Each recognized student organization is reminded that it is responsible for paying all financial obligations and for arranging all necessary security measures. (See III, *Policies Pertaining to Recognized Student Organizations*, Section X, *Registration of On-Campus Functions*)

#### M. Fraternities and Sororities

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

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

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

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

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

priority chapters or member of fratern or entertain

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

VIOLATIONS

A. Technical: The student has committed a violation of the Student Code and/or university policy of a nature such that severe disciplinary action is warranted. Penalties include any one or more of the following: Fine, Creative Discipline, or Disqualification from office.

B. Irresponsible Conduct: The student has committed an irresponsible and unacceptable act. Penalties include any one or more of the following: Fine, Creative Discipline, or Disqualification from office.

C. Irresponsible Conduct: The student has committed an irresponsible and unacceptable act which involves significant infringement of the rights of others. Repeated violations of university policy may be deemed an aggravating circumstance. Penalties include any one or more of the following: Fine, Creative Discipline, Disqualification from office, Suspension and/or Expulsion.

D. Dishonesty: Dishonesty will be deemed a serious offense subject to the range of penalties given in the Student Code. Academic dishonesty carries the recommended penalty of suspension.

- 1. Dishonesty may be defined essentially as one of the following offenses but is not limited to these: a. Forgery b. Falsification of records c. Knowingly furnishing false information to the University or its officials d. Lying e. Falsification of checks, money orders, etc. f. Theft g. Unauthorized entry to University facilities.
2. Academic dishonesty may be defined broadly as a student's misrepresentation of his academic work or of the circumstances under which his work is done. This includes plagiar-

ism in their papers, projects, including 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 judiciary:
1. Suspension: mandatory separation from the University for a specified period of time and under such conditions as deemed necessary by the judiciary with regard to such factors as the student's campus violating privileges and terms of the student's admission to the University.
2. Fine: a student may be fined any amount not exceeding \$100.00.
3. Disqualification from holding official student positions: a student may be restricted from representing the University in any intercollegiate activity or may be restricted from participation in any University activity or organization.
4. Restitution: compensation for damages to persons or property caused by the student's actions to be paid to the appropriate person or institution.
5. Creative Discipline: procedures designed by the judiciary in consultation with the student in an effort to effect the discipline to the individual and the circumstances surrounding the particular case.
6. Judicial Reprimand: a student may be given 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 a further offense, his/her case will be considered much more serious.

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

Appendix B

A complete listing of the new Texas Controlled Substances Act and the new Dangerous Drugs Act may be found in the new Texas Student Code, which may be obtained in the SMU Bookstore. For your information, the new law regarding the possession and delivery of marijuana is as follows: Sec. 4.05 p.147. a) Except as authorized by this Act, a person

commits an offense knowingly or intentionally, possesses a  
 1. An offense under this section is a felony of the third degree if he possesses more than four  
 ounces;  
 2. A Class A misdemeanor if he possesses four ounces or less but  
 more than two ounces;  
 3. A Class B misdemeanor if he possesses two ounces or less.  
 c. The possession of marihuana may not be considered a crime  
 involving moral turpitude.  
 d. Except as otherwise provided by this Act, a person commits  
 an offense if he knowingly or intentionally delivers marihuana.  
 e. Except as provided in Subsection (f) of this section, an offense  
 under Subsection (d) of this section is a felony of the third de-  
 gree.  
 f. An offense under Subsection (d) is a Class B misdemeanor if  
 the actor delivers less than four ounces or less without receiving  
 remuneration.

The penalties referred to above are as follows:  
 Felonies of the third degree. A person adjudged guilty of a  
 felony of the third degree shall be punished by confinement in  
 the Texas Department of Corrections for a term of not more  
 than 10 years or less than 2 years. In addition to imprisonment,  
 an individual adjudged guilty of a felony of the third degree  
 may be punished by a fine not to exceed \$5,000. (p.141.)  
 Class A misdemeanor. An individual adjudged guilty of a Class  
 A misdemeanor shall be punished by:  
 a fine not to exceed \$2,000;  
 confinement in jail for a term not to exceed one year; or  
 both such fine and imprisonment. (p.140)  
 Class B misdemeanor. An individual adjudged guilty of a Class  
 B misdemeanor shall be punished by:  
 a fine not to exceed \$1,000;  
 confinement in jail for a term not to exceed 180 days; or  
 both such fine and imprisonment. (p.140)

## 5.

### University Judicial Structure

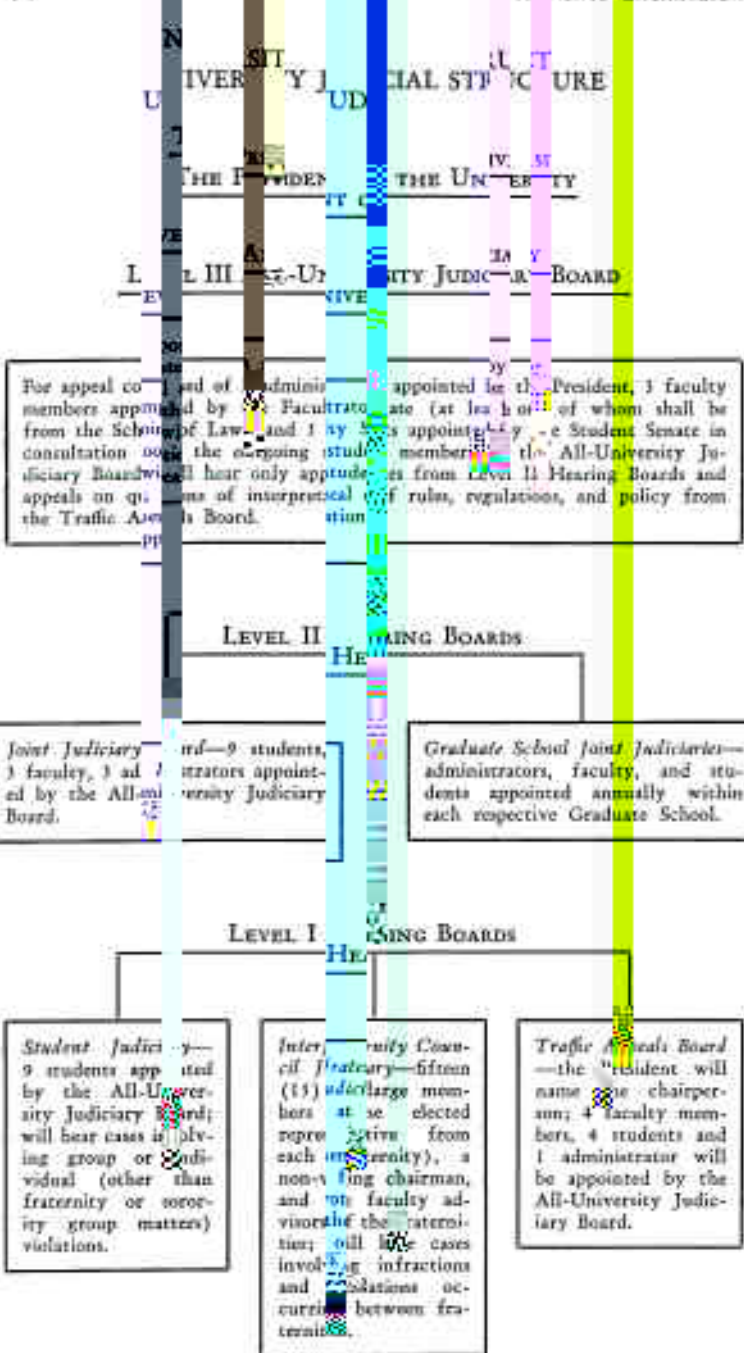
#### ADJUDICATION OF RULES AND REGULATIONS

##### INTRODUCTION

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

##### PURPOSE OF THE JUDICIAL

The purpose of the judiciary is to insure that the policies of the University are maintained by conducting a fair hearing regarding violations of the rules and regulations of the University. When necessary, appropriate penalties are imposed on those found guilty of violation of University regulations. Members of the various hearing boards shall maintain at all times an impartiality about the matter under consideration. The hearing board shall not act as advocate for the student or for the University.



**THE ORGANIZATION OF THE JUDICIARY**

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

**(a) LEVEL ONE HEARING BOARD**

**Student Judiciary**

The All-University Judiciary Board shall appoint, each year, nine students to serve as a student judiciary. Three of these nine students will be designated as permanent chairpersons for the Level One hearing board. These nine students shall be listed alphabetically by surnames on two lists, one for the three chairpersons, the other for the remaining students. The first chairperson listed on the latter list will receive a board assignment of the next two students' list, and the second chairperson listed, and so on in rotation as each new case is assigned.

**(2) Interfraternity Council Judiciary**

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

**(3) Traffic Appeals Board**

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

**(b) LEVEL TWO HEARING BOARD**

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

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

... necessary and appropriate...  
 (3) The All-University Judiciary Board has the power to name a committee in cases in which an alleged offense in a disciplinary context involving gross racial discrimination, a hate crime, or a hate speech situation. The powers of the committee shall be defined at the time of its appointment by the Vice President for Student Affairs. Both the student and those accused shall submit to the committee two names of persons who are not involved in the incident, to serve as members of the committee. The Office of the Vice President for Student Affairs shall appoint a fifth member of the committee and shall designate one of the five as chairperson. The committee will act in an advisory capacity to the hearing board to which the case is assigned. Any of the parties involved may petition the All-University Judiciary Board for the establishment of a Special Investigative Committee and the University Judiciary Board shall determine the necessity.

(c) THE ALL-UNIVERSITY JUDICIARY BOARD  
 The All-University Judiciary Board shall be composed of three members: the President, three faculty members appointed by the Faculty Senate (at least one of whom shall be from the College of Law) and five students appointed by the Student Senate in consultation with the outgoing Vice President for Student Affairs. It shall hear cases from the Level One hearing boards and the Traffic Appeals Board. Appeals from the Level One hearing boards 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.

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**C. COMPLAINTS**

**(a) ASSIGNMENT OF CAUSE**

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

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

**JUDICIAL STRUCTURE**

boards described in section 1 (a) and (b). As a general policy he shall assign cases to the Level One hearing boards (1 or 2) described in his judgment (i) the alleged offense is minor, (ii) the offense relates to rules established by residential regulations, or (iii) the alleged offense, although a hate crime, is not a hate crime for one of the Level One hearing boards. A Level One hearing board shall assign a case to one of the Level Two hearing boards if in its judgment (i) the alleged offense is a hate crime or, (ii) the alleged offense has resulted in a substantial interference with the proceedings of the University.

boards described in section 1 (a) and (b). As a general policy he shall assign cases to the Level One hearing boards (1 or 2) described in his judgment (i) the alleged offense is minor, (ii) the offense relates to rules established by residential regulations, or (iii) the alleged offense, although a hate crime, is not a hate crime for one of the Level One hearing boards. A Level One hearing board shall assign a case to one of the Level Two hearing boards if in its judgment (i) the alleged offense is a hate crime or, (ii) the alleged offense has resulted in a substantial interference with the proceedings of the University.

**(c) DELEGATION OF AUTHORITY**

The Vice President for Student Affairs may delegate any part or all of his authority to any one or more persons, and where necessary, the Vice President for Student Affairs is designated, such designation shall include the persons to whom he may have made such delegation. These persons shall be prepared for presentation of a student designated by the All-University Judiciary Board.

**(c) NOTICE OF VIOLATION**

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

**(d) WAIVER**

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

**3. CONDUCT OF THE HEARING**

**(a) COMMENCEMENT**

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

**(b) EXTENSION OF TIME**

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

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

to prepare his defense, the chairperson may grant an extension to the hearing if necessary. If after the hearing the need for more preparation, the chairperson may adjourn the hearing a further investigation necessary for proper disposition of the case.

Inability to obtain witnesses shall not be a delay in summoning a hearing.

(c) CHANGE IN ALLEGATIONS

Any change in the allegations against a student subject to the process for handling complaints.

(d) THE HEARING

(1) Quorum—Levels One and Two

All members of the hearing board shall be present in the required number at the opening of the hearing. If a full board cannot be convened during the hearing, the hearing shall be adjourned until all members can be present. This requirement may be waived upon agreement of all determinations shall be by a majority vote. A failure to vote shall be registered as a not guilty vote.

(2) Quorum—University Judiciary Board

At least seven members, including at least one administrator, shall be present throughout the hearing, and all determinations shall be by a majority vote. A failure to vote shall be treated as a not guilty vote. On the question of guilt or acquittal, a tie vote shall be treated as a vote to acquit.

(3) Disqualification

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

(4) Joinder and severance

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

(5) Open Hearings

All hearings shall be open to members of the University community unless the accused can show good cause for the proceedings to be closed. The chairperson shall rule on this issue. The number

in his discretion of the hearing board. The hearing board may adjourn the hearing a direct continuation of the case.

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shall be heard separately.

admitted to the hearing shall be determined by the chairperson of the hearing board consistent with the space available for accommodation.

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

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

(7) Rules of evidence

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

(8) Order of testimony and documents

The parties shall present to the chairperson a list of witnesses and documents prior to the hearing. Ordinarily, the complainants shall proceed first with their case followed by the presentation of the accused.

(9) Presence at the hearing—confrontation of witnesses

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

(10) Decorum

The chairperson shall maintain order for the proper conduct of the hearing. When necessary the chairperson may expel disruptive individuals or adjourn the hearing to a later time to assure the full development of the facts in a calm, deliberative setting.

(11) Findings

The hearing board shall conduct its discussions in executive session but shall announce its findings in open hearing. The findings shall be announced as either guilty or not guilty of the alleged offense, and if guilty, the penalty assessed.

(e) RECORDS

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



Level One hearing boards may be appealed by the student to the Dean of Students. This appeal must be filed within five business days of the hearing. The Dean of Students will review the appeal and may either affirm the hearing board's decision or refer the case to a Level Two hearing board. The Level Two hearing board will hear the appeal and its decision is final.

**(b) TRAFFIC APPEALS—** The Traffic and Safety Office will hear appeals involving citations and safety offenses. Appeals must be made to the Traffic and Safety Office within fifteen days after issuance of the citation.

**(c) LEVEL TWO HEARINGS**  
Level Two hearing boards may be appealed by the student to the All-University Judiciary Board where the appeal will be heard in the same manner as those cases heard in Level One and Level Two hearing boards. The student must request for an appeal to the All-University Judiciary Board within five business days of the hearing. (a) Under

**(d) ALL-UNIVERSITY JUDICIARY BOARD—**  
The All-University Judiciary Board may assess its own policy and it shall be the Board of final appeal. In addition to the procedures provided in Section 3 above, the student may be represented by counsel.

### REHEARING

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

### CASES OF ACADEMIC DISHONESTY\*

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

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